

Minutes of HUST Board Meeting held at Edgar Street at 7.00pm on Tuesday 2 May 2017.

Present: Elected Board Members: Richard Tomkins, Craig Goodall, Russell Cheasley, Mike Langford.

Co-opted Member (non-voting): Tony Taylor.

Non-voting attendees: Independent Secretary: David Evans, Minutes Secretary: Peter Davies, Deputy Press Officer: Keith Hall, prospective co-opted member Andrew Graham.

The chairman welcomed Andrew Graham and introduced him to those present.

1.00	Apologies for Absence	<u>Action</u>
1.01	Apologies were received from Frank Williams and Andy Carr.	
2.00	Previous Minutes and Matters Arising	
2.01	The minutes of the board meeting held on 4 th April 2017 were reviewed and agreed to be a true record.	
2.02	Matters arising were dealt with in the course of the meeting.	
3.00	50/50 Draw	
3.01	The chairman reported that the draw had been discussed at length during the recent fundraising meeting. Since then the HFC Board have once again deferred a decision on whether HUST should continue running the draw and purchasing shares with the proceeds.	
3.02	Mike Langford outlined the HFC Board's current opinion on the draw stating that they appeared to be in no hurry to finalise arrangements for next season when it is anticipated that with 23 home league matches and an average attendance of 2,800 a substantial sum will be raised by the draw if current levels of take up are maintained	
3.03	The treasurer reported that the draw had generated £45816.44 in the current season with an estimated annual profit of about £23,423.	
3.04	It was agreed to transfer the float to the current account until the start of the next season.	TT
3.05	Mike Langford stated that the income generated by the draw to date was far higher than anyone anticipated on the formation of the club.	FW/KH

	At the Royston match the number of tickets sold was a record 87% of the gate. It was agreed to publicise this fact.	Action
3.06	Tony Taylor commented that he considered that the 50/50 draw was the best and easiest way for fans to put money into the club and have a share of the equity.	
3.07	Craig Goodall queried whether the club was looking at other ways of raising money. Mike Langford confirmed that this was being looked at commenting that with promotions in consecutive years the club had progressed and grown much faster than anticipated on its formation.	
3.08	Russell Cheasley observed that the delay in making a decision on who would be administering the 50/50 draw next season meant that possible sponsorship to cover the ticket printing costs, which would further enhance the income, could not be pursued.	
4.00	Treasurer's Report	
4.01	The treasurer reported that the person who had volunteered to be the independent examiner of the accounts had unfortunately withdrawn her offer for personal reasons. It will therefore be necessary to seek a replacement.	
4.02	In order to adequately fulfil the role of independent examiner the candidate would have to be familiar with reconciling financial accounts and willing to spend approximately 6 hours over 3 evenings reviewing the financial data presented by the treasurer.	
4.03	It was noted that should no one come forward then the accounts would have to be reviewed by an accounting firm with consequent costs to the Trust.	
4.04	It was agreed that the treasurer should prepare a brief job and person specification outlining what is required of anyone who is prepared to take on this voluntary role.	TT
4.05	There was a brief discussion on whether an honorarium should be offered.	
4.06	Russell Cheasley agreed to approach suitably qualified colleagues in the County Council to see if one might be prepared to offer their services.	RC
4.07	The treasurer circulated copies of the Accounts Summary and HUST Management Account spreadsheets for April which were discussed it being noted that March, April and May commission on the Bulls Lotto had yet to be accounted; the total commission to date being £1,036.62.	TT

		<u>Action</u>
4.08	The proceeds from Spot the Ball and the Tommy Cooper show and quiz are also to be added.	TT
4.09	The treasurer concluded that there would be £12,690.98 free cash available at the end of April less some minor expenses.	
5.00	Next HFC Share Purchase.	
5.01	Richard Tomkins proposed that HUST purchase a further tranche of 10,000 shares in HFC Ltd in May. This was seconded by Craig Goodall and the motion was passed unanimously.	
5.02	RESOLVED: That HUST purchase £10,000 worth of shares in Hereford Football Club Limited in the month of May 2017.	TT
5.03	It was agreed that Russell Cheasley present a cheque at the forthcoming Sportsman's Dinner.	RC
5.04	It was also agreed that Keith Hall should purchase a re-useable giant cheque for this and future presentations and arrange for the presentation to be publicised through the usual channels.	KH
5.05	Craig Goodall observed that HUST had yet to be issued with a share certificate by HFC.	
6.00	Membership Report	
6.01	Peter Davies presented his membership report that had previously been emailed to board members and officers.	
6.02	It was noted that the number of current paid up members was 394 and that at the current rate of renewals it is unlikely that the 500 target set for the end of the year is unlikely to be met.	
6.03	Keith Hall commented that although the level of membership had diminished it was still larger than some other larger clubs.	
6.04	Peter Davies requested that Andy Carr and Tony Taylor look again at the missing link between the membership inbox and Paypal as several yearly memberships will soon be due for renewal and it would be more efficient if he were able to be notified of renewals through the membership inbox. If this problem cannot be resolved then he is to be given viewing rights to the Paypal incoming payments list.	AC/TT
6.05	The proposal to send a final reminder to those members who have not yet renewed and to prepare a new paid-up membership list after the end of the financial year was approved.	AC/PD

6.06	The suggestion that a “goody bag” be given to new members was briefly discussed and it was decided not to proceed as the cost, if membership fees were retained at £10, would probably outweigh the additional income generated by attracting new members.	
6.07	Richard Tomkins was requested to draft a new welcome letter to be included in a membership pack that will also include a leaflet on HUST and possibly a fixture list. Russell Cheasley suggested that the fixture list, if not provided by the club, could be in the form of a book mark.	RT PD RC
6.08	It was agreed that a membership card be issued to a member who has made regular financial contributions to HUST and that the chairman should contact him to answer queries about HUST spending and to ascertain whether his contact details have changed. The treasurer is transfer £10 from the donations account to the membership account.	RT PD TT
7.00	Report from the HUST Fundraising Meeting	
7.01	The chairman went through the notes made at the fundraising meeting held on 20 April, which have been circulated to board members and officers, at which the 50/50 draw, Bulls Lotto, Spot the Ball. HUST Beer, Prize Bull Lottery, text voting and other fundraising ideas were discussed. Brief discussion ensued on each topic and actions agreed.	
7.02	The Jamie Cuss operation appeal was discussed and it was noted that £812 had been donated before the Barnstaple match and £595 after the Just Giving account had been closed. It was agreed that Russell Cheasley should arrange for a cheque to be presented to Jamie.	RC
7.03	Further to discussions on whether HUST board members and officers can enter HUST promoted draws and competitions, Craig Goodall reported that he had discussed this matter with the secretary and it has been decided that board members and officers can enter unless they are the promoter or play a part in deciding the winner. The conduct policy is to be amended accordingly	CG
8.00	FED Policy Update	
8.01	Following its circulation to board members and officers Craig Goodall confirmed that he had received some comment and feedback and would incorporate suggestions into the final document.	
8.02	The tenure of FEDs was discussed and whether all three should stand down at the same time or whether the appointments be staggered over a three year period to enable continuity.	

8.03	It was agreed to seek further clarity from the club on the roles of the FEDs	Action CG
8.04	Craig Goodall is to meet with Phil Eynon to discuss the latest proposals.	CG
8.05	Keith Hall queried when the policy would be in place stating that he thought that it should be operating by the start of the 2108 season.	
9.00	Feedback from HFC	
9.01	In addition to his report on the 50/50 draw Mike Langford reported on other confidential matters discussed by the HFC board.	
9.02	Mike Langford also confirmed that he would be on holiday at the time of the Sportman's Dinner and that as Richard Tomkins will also be away Tony Taylor and Keith Hall would represent HUST on the volunteers table. He reported that there were still a couple of places available on the table and suggested that Ian Entwistle be invited to attend. Russell Cheasley stated that he would now be free on that evening and so would also attend. Mike Langford is to forward details of attendees to Tony Taylor.	TT KH RC ML
10.00	Board Membership and Officer Appointment Policy	
10.01	The secretary reported that the proposed policy has been emailed to members and officers for comment.	
10.02	Craig Goodall proposed and Richard Tomkins seconded a motion that the policy, as circulated, should be adopted. This was agreed unanimously.	
10.03	RESOLVED: That the Board Membership and Officer Appointment Policy prepared by the secretary be adopted.	CG DE
11.00	Any Other Business	
11.01	The chairman reported that he had contacted the new UITC chair, Ruth Walkden.	
11.02	With regard to the proposed co-option of Andrew Graham Craig Goodall asked what Mr Graham could contribute to the board who replied that he was a strong believer in structures and had been pleasantly surprised at those presently in place. He referred to his experience with ISO 9001 and his professional work outlining how he had advised the club, in a voluntary capacity, on stewarding and police consultation for away matches to beneficially mould the FA's and away club's perception of HFC. He also submitted an independent report on incidents following the Didcot away match.	

	He stated that he believed that HUST should work together with the club and benefactors building a strong bond through continued dialogue between all parties.	Action
11.03	In answer to a query from the secretary Andrew Graham gave details of his past involvement in HUISA, of which he was a founding member, and the reasons why he terminated his involvement with the Association.	
11.04	Tony Taylor raised the matter of the address that should be adopted as the registered address for the Trust. It was agreed that the UITC office would be a suitable location. There followed a discussion on whether the office had a unique postcode and it was agreed that the secretary would arrange for a code to be registered.	DE
11.05	Following a discussion at the fundraising meeting David Evans stated that he agreed with Tony Taylor that the Trust should give a coherent reason to members why it intends purchasing its full allocation of shares and he proposed that a working group be formed to preparing a discussion paper. It was agreed that David Evans, Tony Taylor and Keith Hall meet to discuss further.	TT DE KH
11.06	Craig Goodall reported that he had approached Martin Brain about HUST sponsoring an advertising board but he had not heard from him. Mike Langford agreed to contact Martin Brain and request that he expedites this matter.	ML
11.07	Russell Cheasley has received a request from UITC for HUST to sponsor a player at a cost of £60. This was agreed with Mike Langford suggesting that a player's name be drawn at random.	RC
11.00	Date of Next Meeting	
11.01	The next Board meeting will be held at Edgar Street on Tuesday 6 th June at 7.00pm	ALL
11.02	It was agreed to hold the next fundraising meeting on 30 May at a location to be agreed. Russell Cheasley who is to chair the meeting is to advise.	RC
	<i>The meeting closed at 9.36pm</i>	