



## Minutes of HUST Board Meeting held at Edgar Street, Hereford, at 7.00pm on Thursday September 14 2017.

**Present:** Elected Board Members: Richard Tomkins, Craig Goodall, Russell Cheasley, Andy Carr.

Non-voting co-opted Members: Joanie Roberts, Tony Taylor.

Non-voting Officers: David Evans (secretary), Peter Davies (minutes and membership), Frank Williams (press officer), Keith Hall (fundraising and assistant press officer).

Non-voting Independent Financial Assessor: Richard Morgan.

*Links to reports referred to in these minutes are included in appendix 1.*

1.00	<b>Apologies for Absence</b>	<u>Action</u>
1.01	Andrew Graham and Mike Langford tendered their apologies.	
2.00	<b>Minutes of Previous Meeting</b>	
2.01	The minutes of the August board meeting were reviewed and agreed to be a true record.	
3.00	<b>Supporters' Direct Membership Renewal</b>	
3.01	The treasurer reported that a direct debit mandate had been completed.	
3.02	A discussion took place about whether to make a donation to SD in addition to the standard membership fee following the receipt of a statement of the time taken by SD officers to offer advice on various topics in the previous year which indicated that the value of such services exceeded the membership fee.	
3.03	The chairman commented that SD had provided excellent professional support and he proposed that HUST make a nominal donation of £25. The proposal was seconded by Craig Goodall and passed unanimously.	
3.04	<b>RESOLVED: That HUST make a donation of £25 to Supporters' Direct in addition to the standard membership fee in recognition of the advice given and service provided over the past 12 months.</b>	TT
3.05	The secretary and chairman are to inform SD of this decision.	DE/RT
4.00	<b>Treasurer's Report</b>	
4.01	The treasurer presented his report, which had previously been emailed to those present, circulating updated printed copies of the accounts.	
4.02	The frequency at which HUST purchases shares in HFC was discussed with the treasurer recommending that a further tranche of 10,000 shares be purchased in October subject to approval at the next board meeting. He thought that, following the October purchase, further shares could be bought in March of 2018 and that in future years shares be bought in March and October of each year thus giving the club certainty when funds would be injected.	

		<u>Action</u>
4.03	Keith Hall commented that it would be good publicity if a cheque for the shares was issued at the AGM.	
4.04	Frank Williams queried whether there should be more flexibility in the dates when shares are bought.	
4.05	Richard Tomkins proposed that, subject to funds being available, shares in Hereford Football Club Limited be purchased by HUST in March and October of each year. The motion was seconded by Craig Goodall and passed unanimously.	
4.06	<b>RESOLVED: That, subject to funds being available, HUST will purchase shares in Hereford Football Club Limited in March and October of each year.</b>	TT
4.07	Tony Taylor reported that at the end of August there was £11,792.64 free cash in the accounts. He estimated that income accruing during September and early October would enable HUST to buy 15,000 shares.	
4.08	It was noted that receipts from the 50/50 draw this season exceeded those of last season with an average of 73% of the gate purchasing tickets over the first 5 games. To date there have been no online winners.	
<b>5.00</b>	<b>Membership Report</b>	
5.01	It was noted that the membership report, which had previously been emailed to board members and officers, contained one error: 13 new members have joined since 1 August, not 1 July.	
<b>6.00</b>	<b>Managing Request for Funding</b>	
6.01	An in depth discussion took place on the funding of a cortisone injection for Ryan Green. Frank Williams gave background information about how the request arose and why a crowd funding appeal was launched by "friends of Ryan Green", and why HUST gave its backing. It was noted that funds collected exceeded the cost of the procedure and that Joanie Roberts, in her capacity as a "friend", is to discuss with Ryan what to do with the surplus.	JR
6.02	Craig Goodall questioned why fans should be financing medical expenses stating that the club should advise players to secure adequate medical insurance.	
6.03	Due to the need to act quickly it was agreed that communication with non-voting members of the HUST board, so that they may have an input in the decision making process, could have been more effective on this occasion. The need to keep all board members, co-opted or otherwise, informed on such issues was noted.	ALL
6.04	The general principle that HUST should facilitate and support, rather than lead, such requests in future was agreed.	ALL
<b>7.00</b>	<b>Accounts and Independent Examination</b>	
7.01	Version 3 of the accounts, circulated before the meeting, was discussed particularly in relation to outstanding questions regarding the Trust's legal accounting requirements particularly in relation to the Trust's shareholding in HFC. It was agreed to remove the consolidation clause. It was also agreed that specialist advice was required and would be sought as HFC/HUST relationship was a unique	

	<p>model. The secretary suggested that such advice from a qualified accountant would generate a fee of £300. It was agreed to appoint an accountant and the treasurer is to adjust the accounts and balance sheets to reflect this additional cost plus VAT and that any HUST directors confirm electronically that they agree to necessary amendments to the financial statements and accounts.</p>	<p><b>Action</b> DE/TT</p>
7.02	<p>Note: Following receipt of advice the treasurer prepared amended notes to the financial statement in order to comply with the requirements of the Financial Reporting Standard 102 and circulated two specific resolutions for voting directors to agree relating to impairment and share purchase and allocation of surplus society funds. Details are included as appendix 2 to these minutes.</p>	
7.03	<p>The chairman thanked Richard Morgan for conducting the independent review and for his observations.</p>	
<b>8.00</b>	<p><b>HUST Performance Review</b></p>	
8.01	<p>Craig Goodall circulated copies of the HUST Performance Monitoring Report for discussion and updating to reflect what has been achieved in the past year and what the targets should be for the next year.</p>	
8.02	<p>There followed a discussion on the share purchase target (item 1.5) and importance of informing members of the target and whether it is being achieved.</p>	
8.03	<p>It was noted that the £10K funding target in addition to the 50/50 draw had been achieved (item 1.6).</p>	
8.04	<p>In relation to membership (items 2.1 and 2.2) it was noted that members are offered a discount on HUST beers/cider and that the season ticket prize draw had attracted a number of new members. The practice of sending email reminders to members when their membership expires or is about to expire is now well-established and further incentives to attract corporate members are being investigated. The introduction of a members newsletter should also help in membership retention.</p>	
8.05	<p>With regard to promoting good communication between supporter groups and improving HUST's supporter network, in addition to setting up the exiles facebook account work is proceeding in the organisation of an exiles event package, a closer working relationship has been established with UITC, and HUST is increasingly promoted on Radio HFC. Joanie Roberts is working n the expansion of women's involvement in HUST and the club with an event being planned for International Women's Day.</p>	CG
8.06	<p>Working with Merthyr Town FC, HUST has been involved in raising funds for the Adam Stansfield Foundation. It was also noted that Richard Tomkins had met lal MPs.</p>	
<b>9.00</b>	<p><b>AGM and Election</b></p>	
9.01	<p>The secretary reported that the draft AGM pack had been circulated to board members.</p>	
9.02	<p>A member resolution regarding the number of HUST directors on the HFC board has been received and will be put on the agenda with the proposer invited to speak at the meeting.</p>	DE

		<u>Action</u>
9.03	It was noted that 5 candidates had put themselves forward for election/re-election to the HUST board. The chairman is to enquire why co-opted member Andrew Graham had not stood for election.	RT
<b>10.00</b>	<b>Implementation of HND Policy</b>	
10.01	Craig Goodall reported that there had been no feedback from members after the draft policy was published for comment.	
10.02	It was agreed to prepare a recruitment pack and mount a recruitment campaign to replace an outgoing board member after the AGM.	
<b>11.00</b>	<b>Report from Fundraising Meeting of 7 September.</b>	
11.01	A summary of items discussed at the meeting and actions to be taken was circulated by Russell Cheasley (link to copy included in appendix 1).	
11.02	The board was asked to authorise the establishment of a marketing budget in the sum of £300. Craig Goodall proposed that the fund be set up. The motion was seconded by Richard Tomkins and passed unanimously.	RC
11.03	<b>RESOLVED: That a marketing budget of £300 per annum be included in the accounts for 2017/18.</b>	TT
11.04	Russell Cheasley proposed and Richard Tomkins seconded a motion to formally set up a fundraising sub-committee. The motion was carried unanimously.	
11.05	<b>RESOLVED: That a fundraising subcommittee be convened.</b>	RC
<b>12.00</b>	<b>HFC Report</b>	
12.01	The meeting briefly discussed the HFC feedback report previously submitted by Mike Langford.	
12.02	The chairman reported that he would be having a meeting with the newly appointed HFC general manager James Watts. Russell Cheasley stated that the fundraising sub-committee would also request a meeting to discuss preparing a co-ordinated events diary.	RT RC
<b>13.00</b>	<b>Matters Arising from Previous Meeting</b>	
13.01	There were no matters arising that had not previously been dealt with in the meeting.	
<b>14.00</b>	<b>AOB</b>	
14.01	Richard Morgan pointed out that photocopying of cheques as a safeguard was only effective if the cheque stub matched the cheque.	
14.02	Richard Morgan was requested to inform the board of the time it took to examine the accounts and make his report so that this information may be used as a guide in the future when seeking an independent financial assessor.	RM
14.03	Craig Goodall reported that he had received feedback from disabled spectators	

		<b><u>Action</u></b>
	regarding problems with the existing facilities. It was agreed to liaise with Disabulls and the club.	
14.04	Andy Carr stated that it would be necessary for others to take on various aspects of the communication officers duties when he steps down from the board. Following a discussion Tony Taylor volunteered to take on the renewal of the domain name. David vans offered to take on email communications and Joanie Roberts social media and link to Twitter. Andy Carr will be available to answer any technical queries.	TT DE JR
14.05	Tony Taylor thanked Richard Morgan and David Evans for their assistance in drawing up the accounts.	
14.06	Tony Taylor stated that he had not yet issued the junior season ticket prize as the winner was under a year old. The parents are to be contacted.	TT
14.07	Tony Taylor is to write to John Beaman thanking him for his advice.	TT
14.08	Richard Tomkins requested that the board and officers meet at 6.00pm prior to the AGM.	ALL
<b>15.00</b>	<b>Date of Next Meeting</b>	
15.01	The next meeting will be held at Edgar Street on Tuesday 3 October at 7.00pm.	ALL
	<i>The meeting ended at 9.45pm</i>	

#### Appendix 1 : Links referred to in Minutes

#### Minutes of Previous Meeting:

<https://drive.google.com/open?id=0B-pO5VvgkKENEfpDYWlzlXRDd01EcGlwbFhUd1VtdWVvUkR3>

#### SD Membership Renewal

[https://drive.google.com/open?id=1c4mnmvj1V7we-36aQCtOtY8wjZuXX5YQM5rR16s-watPEyLm0sVchpBQfpsns1R\\_8S5yH6fL1X-eIU4](https://drive.google.com/open?id=1c4mnmvj1V7we-36aQCtOtY8wjZuXX5YQM5rR16s-watPEyLm0sVchpBQfpsns1R_8S5yH6fL1X-eIU4)

#### Treasurer's Report:

<https://drive.google.com/open?id=0B-pO5VvgkKENNXQwYVQ3OHloTVA1NktnNGt4OEE0bVI2Mkt3>  
<https://drive.google.com/open?id=0B-pO5VvgkKENZ2VicVdyVldZZ3Fha25NZGZISI9xWTNEMzVj>  
<https://drive.google.com/open?id=0B-pO5VvgkKENR1NqLWRfeDIVd2ZQaFFDQTBbHU1X2QxMEdr>  
<https://drive.google.com/open?id=0B-pO5VvgkKENN0hXOXRRVUF0OUNVQi1YXzFURWZ2Z0NJMk9V>

#### Membership Report:

<https://drive.google.com/open?id=0B-pO5VvgkKENS2xlaVBVeUhgMHM>

Accounts and Independent Examination:

<https://drive.google.com/open?id=0B-pO5VvgkKENDnFFMzBWZ3owSHk0WGRiX1JGcDk3MUpvQ3NN>

<https://drive.google.com/open?id=0B-pO5VvgkKENSkl4UHpfbI9pV0lqWlpUY2pYRnJ0bIV6Z1o4>

HUST performance review

<https://drive.google.com/open?id=0B-pO5VvgkKENRHdIT2ZXTFIMWDA>

AGM and Election

<https://drive.google.com/open?id=0B-pO5VvgkKENaTVmN01Vb3I5Y2c>

Implementation of HND policy

<https://drive.google.com/open?id=0B-pO5VvgkKENRFV5RzNnNFO5TUU>

Report From Fundraising Meeting

<https://drive.google.com/open?id=0B-pO5VvgkKENDIYyRzhSTIOWmU4TUtGcHNRVmlIVFRhUXdB>

HFC feedback

<https://drive.google.com/open?id=0B-pO5VvgkKENDU9vNS1mZEhKTHg4ZDNHZnRNaFZyMVRqTERB>

Appendix 2: Resolutions

Impairment Review

[https://drive.google.com/open?id=1iFrH9ghKtmVSnRFFJ\\_sUyIDUnA4L3VRX](https://drive.google.com/open?id=1iFrH9ghKtmVSnRFFJ_sUyIDUnA4L3VRX)

See 2017 AGM pack for Application of Surplus Resolution wording as agreed here.