



Minutes of HUST Board Meeting held at Edgar Street, Hereford, at 7.00pm on Wednesday December 6th 2017.

Present:

Elected Board Members: Richard Tomkins, Mike Langford, Joanie Roberts, Richard Morgan, Tony Taylor, Russel Cheasley

Non-voting Officers: David Evans (secretary), Peter Davies (membership secretary)

Apologies: Craig Goodall, Keith Hall

Also attending for part of meeting: UITC trustees Ruth Walkden and Caroline Preedy

1.00 Update From UITC

- 1.01 Ruth Walkden thanked the HUST board for support she has received from HUST board members.
- 1.02 An update was provided on the current situation with UITC and HFC. HFC will take over the under 12 to under 18 age group teams from January. UITC will continue with its other operations at least until May and are exploring options re continuing beyond this date. RW to work with members of HFC board to ensure smooth handover of academy operations. As things stand there will be no ongoing link between HFC and UITC and any community provision in the name of the club will depend upon HFC taking on this role.
- 1.03 There was discussion about the nature of the ongoing relationship between HUST, HFC and UITC. It was agreed that HUST would continue to work to support both organisations.
- 1.04 RW and CP thanked the HUST board for their continued support. RT thanked RW and CP for attending and for providing an update on the current situation. The two UITC trustees left the meeting.

2.00 Minutes of AGM

- 2.01 The minutes of the October AGM were reviewed and agreed to be a true record.

3.00 Minutes of November Board Meeting

- 3.01 The Minutes of the November Board Meeting were reviewed and agreed to be a true record.

4.00 Membership Report

- 4.01 The monthly membership report was presented by Peter Davies and received by the board.

There was discussion about the cost of posting out membership cards to members who joined online and it was agreed to add some text to the membership sign up web page to invite an additional discretionary donation to cover this cost.

ACTION –JR add donation text to website

5.00 Treasurer's Report

- 5.01 The monthly treasurer's report was presented by Tony Taylor and

received by the board.

- 5.02 TT proposed that HUST purchase £15,000 of HFC shares at the forthcoming HFC AGM and the proposal was agreed.

Resolved: HUST to purchase £15,000 HFC shares before the HFC AGM on 11 December.

6.00 FCA Annual Return

- 6.01 DE checked outstanding contact details with board members and confirmed that the form would be submitted to the FCA before the due date of December 31st.

ACTION – DE submit AR30 form

7.00 HFC AGM

- 7.01 It was decided that HUST attendees for the HFC AGM would be Richard Tomkins and Joanie Roberts.

- 7.02 It was decided to issue a request to members for any questions or issues members would like the trust to raise at the AGM.

ACTION – JR issue request to members

8.00 50/50 Draw

- 8.01 TT presented a discussion paper outlining performance figures for the 50/50 draw for the current season. It was agreed that performance was on target and that in order to help with future planning, save costs and develop the draw further it would be a good time to secure agreement from the club to run the draw for next season and for future seasons.

ACTION – ML to approach club board to secure agreement for HUST to continue to run 50/50

9.00 Update on Member Ballot

- 9.01 RT read out an update provided by Craig Goodall. Preparation for the member ballot proposals agreed at the AGM is in progress. Proposed amendments have some 'knock on' effects to other clauses in the HFC articles which board should be aware of before finalising the details of the ballot. A detailed report to be presented at the next board meeting.

ACTION – CG/DE provide report to next meeting

10.00 Update on implementation of HND policy

- 10.01 RT read out an update provided by CG. HUST is still waiting on the club to prepare job descriptions and no updates have been received from the club. HUST might need to consider whether to continue with the process without receiving job descriptions from the club if they were not provided in the near future. ML informed the meeting that the club had not forgotten about the HND process, but other matters were taking up a lot of time at present for the club board. It was agreed to postpone a decision until the next board meeting.

ACTION – ML to raise HND role descriptions at next HFC board meeting

11.00 Merthyr Town

11.01 There was a discussion about making a donation to Merthyr in support of the football family and fan ownership. Board members felt that details of the financial situation at the club were unclear and it was decided to make no donation at present. The decision to be reassessed when new board is in place in January. In the meantime HUST to use social media channels to encourage attendance for boxing day game with Merthyr and for HFC supporters to spend money with club while visiting.

ACTION – JR to issue press release to encourage HUST members to go to boxing day and spend money at ground on the day.

12.00 Independent Examination

12.01 A quotation has been received of £350 to £400 from chartered accountant for completing independent examination and providing associated advice for current years accounts. It was decided to make another appeal to members for suitably qualified volunteer to do examination. If no volunteer identified before end of January then accountant to be appointed as per received estimate at February meeting.

***ACTION – TT/RT/DE to write appeal to members
JR – publicise the appeal to members.***

13.00 Fund Raising Sub Committee Report

13.01 There has been no meeting of the Fund Raising Committee since last HUST board meeting.

13.02 JR outlined a number of ideas to improve internal and external communication and ensure that HUST communicates with a consistent voice.

13.03 A process was discussed for issuing press releases and statements.

13.04 It was suggested that that HUST should consider a Social Media Policy to set out what is expected of HUST directors and officers when using social media. Official HUST social media posts to be managed via the same process as press releases.

13.05 JR provided update on fundraising activities including launch event for next HUST beers

13.06 JR informed meeting that HFC have expressed some concern about HUST selling 50/50 tickets in hospitality areas. It was agreed that this needs to be managed better so the people are not disturbed by 50/50 sellers while eating.

ACTION – TT to manage selling of 50/50 tickets in hospitality area.

13.07 JR outlined activities around Women In Football including recent podcast and including Burton Albion's Women's Football Festival ideas to celebrate International Women's day in a football format. A women's game at Edgar Streets is one suggestion. More ideas welcome for suitable events and activities.

14.00 HFC Report

- 14.01 ML reported that club accounts for October and November not yet available owing to change over in personnel and accounting packages. October and November accounts should both be available within next two weeks, but club continues to trade profitably.
- 14.02 ML informed meeting that stock in club shop increased from 9k to 46k in recent club accounts. Work in progress to reduce amount of stock and number of lines sold.

15.00 Any Other Business

- 15.01 PD asked if a new letter for chairman of information letter could be sent to members in order to keep them apprised of trust activities and engaged with trust. JR is in process of organising a regular member newsletter.

ACTION – JR to produce monthly email newsletter for members

- 15.02 TT informed meeting that HUST will start asking 50/50 winners for permission to publish name on website that permission to publish is formally recorded.
- 15.03 TT is looking into software for online 50/50 ticketing but as yet has not identified a suitable solution.
- 15.04 DE reminded meeting that at last meeting it was agreed that trust needed a website administrator. JR volunteered to take over technical website admin.

ACTION – DE to provide JR with required usernames / passwords and other details for website, email and domain hosting.

- 15.05 RT has spoken with 50/50 online winner and details will be published in the Fleetwood program.
- 15.06 RT informed meeting that Andrew Graham has indicated that he would be available to be co-opted again.

16.00 Date of Next Meeting

- 16.01 Next HUST Board Meeting will be Thursday 4th January.