

Blue & Gold Supporters Trust

Steering Group Committee Meeting

Crown & Mitre

Thursday 8th October 2009

MINUTES

Attendees: Rob Bunting Len Candlish Phil Ellis
 Julian Gamble Jamie Heaphey Amanda Hodgson
 Colin Mowles Ken Rout Ray Sherring

Apologies: Matt Lane Neil Timms

- 1. Resignations** Ken Rout announced that due to new work commitments, Lindsey Rout would be unable to continue in her role on the Steering Committee. All involved with the Trust would like to thank Lindsey for her much appreciated efforts, and wish her well in her new job.
- 2. Appointments** It was proposed by Ray Sherring and seconded by Len Candlish that Rob Bunting be appointed as a Director of the Blue and Gold Trust. This was carried unanimously. Welcome Rob.
- 3. Minutes of the Last Meeting** The minutes of the last Steering Group committee meeting held on the 17th September 2009 were read and accepted as a true record.
- 4. Matters Arising** All matters arising will be dealt with in these minutes.
- 5. Sub-Group Reports**

A. Constitution

- (i)** Phil Ellis reported that the completed SD membership form has been received by James Mathie.
- (ii)** Phil reported that he is still in the process of acquiring a quote for Directors' Public Liability Insurance from CASE Insurance. He has a number of question to ask each Director, in order to complete the necessary documentation. This will then be submitted to CASE Insurance.

Action: Phil Ellis

Post Meeting Note: All relevant documentation has now been completed and will now be submitted to CASE who will hopefully provide us with a competitive quote.

B. Launch

- (i) Len Candlish informed the committee that all plans for the launch event were going well. Invitations to Speakers and Formal Guests were being distributed.
- (ii) Ray Sherring was still liaising with an entertainer who will hopefully provide some light background music before the event, and during the interval.

Action: Ray Sherring

- (iii) Len Candlish has confirmed that the Trust will be promoted in the 2 matchday programmes preceding the launch event. This been agreed by Sprint, who print the programme, and Martin Davis who is the programme editor.
- (iv) Len produced a name badge with the Trust logo which is intended to be worn By Steering Group members throughout the launch event. Only those who feel confident in answering questions about the Trust will have to wear these badges. The design of the badge was approved by all.
- (v) Ken Rout asked what arrangement were in hand to process membership applications at the launch event. It was decided that a table would be set aside, at which the Membership sub-group members would be on hand to process membership applications.

Action: All Membership Sub-Group members.

- (vi) Phil Ellis informed the committee that he had acquired to use of a laptop computer, projector and a screen to be used to enhance the Trust presentation at the Launch Event. Jamie Heaphey has agreed to prepare a disc with relevant information to be displayed throughout the evening. The content of this disc will be discussed at the next meeting.
- (vii) The next Launch Sub-Group meeting will be held in the Crown and Mitre on Thursday 22nd October 2009 at 7pm.

Action: All Launch Sub-Group members.

C. Membership

- (i) Colin Mowles informed the committee that we cannot recruit membership using a Direct Debit Mandate form. It appears that a special application has to be made, and a specific financial turnover which greatly exceeds our expectations has to be achievable. Colin will further investigate this matter.

Action: Colin Mowles

- (ii) With this in mind, Ken Rout and Jamie Heaphey will amend the membership application form, by removing any reference to direct debit mandates.

Action: Ken Rout and Jamie Heaphey

- (iii) Jamie Heaphey informed the committee that he was now in possession of an application form for the In Touch membership database. He will study this form and report back at the next meeting.

Action: Jamie Heaphey

D. Community

- (i) Julian Gamble informed the committee that Junior membership now stands at 135, and that the latest Blue and Gold Juniors leaflet is ready for distribution.

Action: Julian Gamble and Matt Lane

- (ii) Julian indicated that he has arranged to meet with Greg Plummer, the Lynn News sports editor, to discuss a media plan. Julian will report back at the next meeting.
- (iii) Julian further reported that Matt Lane has a contact who has an official role to liaise with the local Portuguese community . This may be an outlet to pursue links between the Trust and the Portuguese community. Hopefully Matt will follow up this potential opportunity and report back at the next meeting.

E. Web Site

- (i) In the absence of Neil Timms, this matter is ongoing.

F. Fundraising

- (i) Ray Sherring informed the committee that the forthcoming Quiz Night has been well publicised, and early indications point towards it being well attended. After discussion, it was agreed that 25% of the entry fees collected would be paid out for a 1st prize. Other prizes will be dictated by the income from the evening. Ray has also proposed to hold a raffle, rather than sell a football card. He has asked for donations for prizes.
- (ii) Initial sale of tickets for the forthcoming Family Halloween Party have been slow. It is planned to distribute more publicity leaflets at this Saturday's match.

- (iii) Plans for the auction at the Launch Event are still progressing, and he has received sufficient lots to make the auction a viable event. Ray has now sent letters to a number of prominent Premier and Championship clubs asking for donations to the Auction. Responses are sporadic.
- (iv) Phil Ellis has yet to receive a response from KL&WNBC regarding the application for a Small Lotteries Licence. The cheque has been cashed, therefore it is assumed that the application is being processed.
- (v) Len Candlish has received a quote from SPRINT for printing books of Xmas Draw tickets. The quote is £125.00 for 400 books of 5 tickets per book. Further quotes are being sought.
- (vi) Ray has been planning the proposed Boxing Day sponsored walk to Boston (last 10 miles). He has identified a route, and has 'e' mailed Lincolnshire Constabulary to inform them of our plans. We await a response. Following on from the last meeting, discussion continued regarding the distribution of monies collected from sponsorship of this event. The decision was unanimously reached that all monies from this event would be for the trust. The idea of the Trust adopting a charity will be discussed at a later date. Ray will identify those who wish to take part in the walk, and he will arrange the production of sponsorship forms. Ray is also in negotiation with A10 minibus hire regarding the donation of a minibus to support this event.

Action: Ray Sherring

- (vii) Ken Rout is to further investigate the potential to organise an end of season Marquee Event to be held on the pitch.

Action: Ken Rout

- (viii) Again some discussion took place regarding a Trust monthly lottery. The outcome of Colin Mowles' investigation into the Direct Debit process will influence the future of this proposal.

6. Directors' Development Training

- A. Phil Ellis, Ray Sherring and Len Candlish had attended this training provided by Supporters' Direct. They reported that it was a most informative course, and recommended that the other directors attend future courses as they become available.
- B. Phil Ellis suggested that all claims for 50% of administration costs should be submitted to Supporters' Direct via the Treasurer. It would appear that there are no claims to be made at this time.

7. Chairman's Report The Vice-chairman stated that he was extremely impressed by the enthusiasm and professionalism shown by all whose endeavours have seen the Trust develop to its current position. He would like to thank all those involved, and now looks forward to the Launch event.

8. Treasurer's Report The Treasurer reported that the necessary documentation has now been submitted to the bank. This includes information on all signatories for the Trust account. He will keep us informed of progress. He states that he will further investigate the requirements to run a direct debit membership scheme. The balance of the account currently stands at £232.00.

9. Any Other Business

A. Julian Gamble suggested that arrangements should be made for the allocation of tasks for the launch night, and also for the build up to the event including distribution of information leaflets at the 2 home matches preceding the event. This will be carried out at the next meeting.

B. Julian Gamble has agreed to co-ordinate the copying of sufficient membership forms. The copying will be shared amongst committee members. The aim is to have 1500 copies.

Action: Julian Gamble

C. Len Candlish has agreed to copy sufficient quantities of the Trust information leaflet.

Action: Len Candlish

D. The text for the public address should also be discussed at the next meeting.

Action: Chairman

10. Date of Next Steering Group Meeting The next meeting will be held on Thursday 29th October 2009 at 1900 hrs in the Crown & Mitre.

Action: All Steering Group Committee Members

