

MEETING OF THE BLUE AND GOLD STEERING GROUP

Held at the Crown and Mitre on 29/10/2009 at 7 PM

ATTENDEES N. Timms(Chairman) P. Ellis J. Gamble L. Calton K. Rout C. Mowles
J. Heaphey

APOLOGIES L.Candlish M.Lane A. Hodgson R.Sherring

BEHAVIOUR OF TRUST OFFICIALS

Two complaints had been received regarding the behaviour of Rob Bunting at the league game at Marine on 24/10/2009. N. Timms reported that he had discussed the matter with Rob who, after due consideration, had tendered his resignation from the Trust with immediate effect. This was accepted by the meeting with regret.

THE MINUTES OF THE LAST MEETING-were accepted and signed.

MATTERS ARISING- will be discussed during the sub-group reports.

SUB-GROUP REPORTS

LAUNCH

Leaflets will be handed out inside the ground near the turnstiles on Sat 7th November by P. Ellis J. Gamble and C. Mowles from 1.30 till KO

Leaflets will be handed out again on 14th November by N. Timms and two others to be nominated later.

K. Rout requested that group members walk round the terraces and Stand after both games to collect any discarded leaflets for possible re-cycling and to keep the areas tidy.

K.Rout and J. Heaphey will be in the Clubroom on 14th November to accept completed application forms and to issue receipts.

The Trust has been approached by the Bar Management asking for a donation towards the cost of bar staff on the launch evening. It was unanimously agreed that an offer of £50 be made to them, 50% of which is recoverable from SD as part of our start up costs.

L. Candlish had previously advised the group the he had received an acceptance from the Borough Mayor who had asked if his Deputy could attend as well, albeit not till about 7.30. This was acceptable to the meeting.

L. Candlish had also asked re hospitality for our guests but it was thought that, in the spirit of democracy, it would not be right to single out anyone for special attention and that a statement of thanks from the compere would be sufficient.

J. Gamble confirmed that we will have background music playing at appropriate times during the evening .

N. Timms confirmed that he had invited representatives from the Trusts at Norwich City, Cambridge United, and Cambridge City and he was expecting them to attend.

N. Timms and J. Gamble confirmed that media notification is in place.

J. Heaphey is preparing a visual aid display which will run during the evening using equipment loaned by P. Ellis' brother. Jamie asked for input from everybody in preparing the content of the presentation.

J. Gamble confirmed that Jess Ibrom or Daniel Buhleman will give a presentation on behalf of the Football in the Community scheme, stressing the positive relationship with the Trust.

James Mathie from Supporters Direct will be attending and would like a briefing prior to the meeting .

There is a meeting of the Launch sub-group on Thursday 5/11/2009 to finalise arrangements.

(B) CONSTITUTION

(i) Our share certificate has arrived from SD and we now have a vote (which could be proxy) at their AGM.

(II)Our search for Directors and Public Liability Insurance is on-going. L. Calton offered to explore a cheaper option through his work and will liaise with P. Ellis.

(C) MEMBERSHIP

(i) K. Rout reported that approx 500 leaflets and application forms had been stapled together ready for distribution and that we need to do another 500 before the 7th Nov. This will be finalised next week.

(ii) L. Candlish had previously queried the distribution of membership cards and share certificates. It was agreed that these would go out together, preferably by hand at games. J.Gamble confirmed a printing cost of £40 to £50 for 2000 cards which was acceptable to the meeting and cards should be ready in two weeks time. L. Candlish has designed a share certificate which will be shown to the next Steering Group Meeting for approval. Len will be able to produce these on his computer.

(III) J.Heaphey stated his wish to hold off from using the 'In Touch' data base system as he feels an Excel spreadsheet will serve us as well at far less cost in the long term. This was accepted by the meeting.

(D) COMMUNITY

(i) J.Gamble reported that we now have 142 Junior members, about 30 of which have joined via the Football in the Community scheme.

(II) The October News letter has gone out with the next one under production.

(III) 85 tickets have been sold for the Hallowe'en party with the possibility of a few more on the door. Costs are covered and a modest profit is hoped for, although the PR aspect is equally important and we have sold tickets to several newcomers to the Club.

(iv) J.Gamble suggested an approach to David Handley at the Club regarding the possibility of the Trust running a scheme at selected games to encourage 'fresh faces' to attend. A similar scheme was run successfully at Cambridge United last season. Agreed that we follow this up after the launch event.

(E) WEB-SITE

(I)N.Timms had a meeting with R,Clayton recently and the website will be up and running completely in two weeks and will contain :-

FAQs

A contact page (including a reference to our physical presence in the B and G club at games)

Who's Who page

Events

News

Previous Minutes

Membership page

Affiliates page

(And possibly an 'Easyfundraising' page on a commission basis)

(II) R.Clayton is redesigning the logo on the main page.

(F) FUNDRAISING

(i) The recent quiz night was attended by 80 people and produced a profit of £223 after the deduction of £10 for two vouchers to supplement the raffle prizes which had been donated. The meeting thanked Julian's Mum for her efforts in organising the raffle on the night. The evening produced a good Bar take for the Club and it is hoped to hold the next one in January.

(ii) The Hallowe'en evening was mentioned earlier in the Community section.

(iii) We have received permission from the Lincs Police regarding the Sponsored Walk from Fosdyke to Boston on Boxing Day. It is hoped that we can obtain a sponsored minibus to transport the walkers to the start point, and home after the game. R.Sherring is looking for a suitable watering hole in Boston for pre-match refreshments. We will need hi-vis vests and a couple of marshals to meet Police requirements.

(iv) R.Sherring is investigating prices for scratchcard games as these are very profitable.

(v) We have received our small lottery licence from the Council and will now run a Christmas Raffle which will be drawn at the home game on 1st Jan. Prizes must be a minimum of 20% of the total sales and it was agreed that we would offer prizes of £250 £75 and £25 cash plus other prizes to be decided depending on sales. J.Gamble reported that printing costs would be £76 for 1000 tickets, £96 for 2000 and £106 for 2500. It was agreed that we have 2500 printed. Tickets will be sold at £1 each. A. Hodgson will be

asked to collate the issue and return of the raffle books (with a return date of 23rd December)

(vi) In order to maximise the interest in the memorabilia at the auction R.Sherring will be photographed with the major items and will appear on page 3 of the Lynn News shortly.

(vii) K.Rout , as requested, had obtained a quotation for the supply of a Marquee to be erected on the pitch in early May to enable major fund raising events to be organised. The quotation was for £6000 plus VAT but the feeling of the meeting was that we need to wait till Spring 2011 when we will be established and should have the financial resources to underwrite the planned events.

(6) TRUSTS POSITION ON THE HMRC WINDING UP ORDER.

It was agreed that N.Timms should compose an e-mail to K.Bobbins asking what is the current position as the Trust is fielding questions from supporters without being able to give an answer. The e-mail will be circulated to steering group members for approval/modification prior to sending.

(7) CHAIRMAN'S REPORT

N.Timms thanked everyone for their hard work so far and looked forward to a successful launch evening.

(8) TREASURER'S REPORT

C.MOWLES requested an amendment to the minutes of the previous meeting in that the cash balance of the Trust was £202 and not £232 as recorded. He also stated that the bank account has been applied for and he would chase this up soonest.

(9) AOB

(I) K.Rout asked that all sub-group Chairs be asked to complete their Business Plans following the template on the SD Wiki site. The Steering Group Chairman will also need to write an executive overview. This Business Plan needs to be published on the Web-site and will enable us, by quarterly reviews, to gauge our progress and to identify our internal Strengths and Weaknesses and the external Opportunities and Threats.

(SWOT).N.Timms asked for this to be completed before the next Steering Group meeting.

(ii) The group decided that it would be appropriate to have a Christmas Lunch at the Crown and Mitre on Sat. 12th December (12 for 12.30) for all those who have been involved in the formation of the Trust who wish to attend. The cost is £15.95 for 4 courses or £17.50 for 5 courses and we will need to pre-order from the menu. K.Rout agreed to circulate the menu and collate the orders from interested parties. It will be necessary to pay when ordering.

(10) DATE OF NEXT MEETING----Thursday 12th November.