

Blue & Gold Supporters Trust

Steering Group Committee Meeting Crown & Mitre Thursday 12th November 2009

MINUTES

Attendees: Neil Timms Lee Calton Phil Ellis
 Julian Gamble Jamie Heaphey Amanda Hodgson
 Matt Lane Colin Mowles Ken Rout
 Ray Sherring Len Candlish (Notes)

In attendance: Nigel Barrett

1. Minutes of the Last Meeting The minutes of the last Steering Group committee meeting held on the 29th October 2009 were read, and it was noted that Item 2 incorrectly stated that Rob Brady had resigned as a Director of the Trust. It was in fact Rob Bunting who had tendered his resignation. This error has been amended, and the previous minutes have been re-published.

2. Matters Arising All matters arising will be dealt with in these minutes.

3. Sub-Group Reports

A. Constitution

(i) Phil Ellis reported that he has received a quote for Directors' Public Liability Insurance from CASE Insurance. This quote is for £250.00 plus 5% Insurance Premium Tax. They also quoted an additional £50.00 for Fidelity Guarantee. After lengthy discussion, it was unanimously agreed to accept this quote minus the Fidelity Guarantee.

ACTION: Phil Ellis and Colin Mowles

(ii) Business Plans have been produced for Community and Membership. Plans have yet to be produced for Fundraising, Media, and Finance. Once they are complete, the Chairman will produce a Trust Business Plan.

ACTION: Ray Sherring, Colin Mowles and Neil Timms.

B. Launch

(i) It has been confirmed that the KL&WN Borough Mayor and his Deputy Mayor will attend the launch event. Of the ex-directors invited, only Simon Pomfret has confirmed that he will attend.

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(ii) James Mathie from Supporters' Direct, and a representative from the "Football in the Community" project have confirmed that they will give presentations.

- (iii) Jamie Heaphey produced a hard copy of a power point presentation to be displayed on a screen throughout the event. This included the aims of the Trust, as well as listing steering group members. It was suggested that clarification on the life of a share certificate should be included in this presentation. Len Candlish will forward this information to Jamie.

ACTION: Len Candlish and Jamie Heaphey

- (iv) Some discussion took place regarding the content of the Chairman's Opening address. The Chairman is happy with this task and has a clear vision of what he wishes to say.
- (v) a. Approximately 800 leaflets were distributed at the home match on the 7th November. More will be distributed at the home match on the 14th November.
- b. Thanks to Alistair Cox for advertising the launch event on the PA system at the home match on the 7th November. This is to be repeated at the home match on the 14th November.
- c. Len Candlish has telephoned Gary Hart at Sprint4Print, to ask if there was any reason that the Trust article did not appear in the match day programme on the 7th November, as previously agreed. Apparently, this was an oversight on the part of Sprint4Print. Len was assured that the article will appear in the programme on the 14th November.
- d. Ray Sherring and Julian Gamble have been liaising with the Lynn News and the EDP to arrange publicity for the Trust and the launch event. Neil Timms is in contact with KLFM and Radio Norfolk in an effort to arrange a publicity broadcast prior to the launch event.

Post Meeting Note: A substantial article on the Trust and the launch event has appeared in the Lynn News on Friday 13th November 2009. Many thanks to the Lynn News.

- (vi) Ray Sherring reports that all donations promised for the auction have been received, and that all arrangements are in place. As yet, there has been no response to bids on the web site.
- (vii) All Steering Group members are requested to be at the Blue and Gold clubroom at 6pm on Thursday 19th November 09 to prepare for the launch event.

ACTION: All

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C. **Membership**

- (i) An encouraging number of completed membership forms and subscriptions have already been received. Jamie Heaphey is now in a position to populate the membership register.
- (ii) Jamie has been requested to forward members names and their membership numbers to Julian Gamble and Len Candlish so that they can produce membership cards and share certificates. Len will co-ordinate the distribution/delivery of cards and certificates.

ACTION: Jamie Heaphey, Len Candlish and Julian Gamble

- (iii) It has been agreed that a separate register will be maintained for individual and corporate members. Corporate membership numbers will be preceded by the letter C.
- (iv) Ken Rout and Jamie Heaphey will be available in the Blue and Gold clubroom on Saturday 14th November 09 to process any new membership applications. Likewise, they will be available throughout the launch event.

D. Community

- (i) Julian Gamble reports that there are now 147 Blue and Gold Junior members.
- (ii) Julian reports that the Halloween Party was a great success, enjoyed by 100 attendees. This turned out to be a great PR exercise for the Trust, and it also raised a small profit for Trust funds. Thanks to all involved in organising this event, and who helped make the night a success.
- (iii) All arrangements for the Juniors Christmas party are in hand. Our grateful thanks go to Matt Lane of Lane's Motors for sponsoring this event.
- (iv) Neil Timms asked if there were any plans to introduce the Blue and Gold Army scheme. This will be looked at early in the new year.

E. Web Site

- (i) Neil Timms reports that Richard Clayton is still developing the site, and is hopeful that all necessary pages will be in place by the launch date.
- (ii) Julian Gamble has requested that the Trust rules and constitution be published on the website.

ACTION: Neil Timms

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F. Fundraising

- (i) Qty 2500 Christmas Draw tickets have been delivered at a cost of £121.90. Amanda Hodgson has agreed to co-ordinate the issue and receipt of these tickets, and will start issuing them at the home match on Saturday 14th November 09. Tickets are on sale at £1.00 each, and prize money of £350.00 will be paid out.

ACTION: Amanda Hodgson

- (ii) Ray Sherring reported that arrangements are in hand for the sponsored walk to Boston United FC on Boxing Day. The route has been surveyed, and Lincolnshire Police have given the all clear. A minibus has been donated for use as a support vehicle, and Ken Rout has agreed to drive this vehicle. Ray will also try to acquire Hi-Viz vest for participants, and he will produce sponsorship forms. Volunteers to complete the walk are now needed, and hopefully all will be finalised at the next meeting. It is hoped that this event will raise approximately £500.00.

4. Treasurer's Report

- A. Colin Mowles reports that all directors forms have now been completed, and are ready to be submitted to the bank.
- B. The Treasurer reports that the Trust account currently stands at approximately £600.00, and that the bills for Directors Public Liability Insurance (£262.50) and printing of Christmas Draw Tickets (£121.90) are yet to be paid.

ACTION: Colin Mowles

- C. The Treasurer has been requested to ensure that a detailed balance sheet is produced at each meeting.

ACTION: Colin Mowles

5. Chairman's Report

- A. The Chairman thanked everyone for their efforts to date, emphasising that all focus was on the Launch event.
- B. Neil further reported that both he and Phil Ellis had been invited to attend a KLFC press conference to be held on Thursday 19th November09.. It is hoped that this conference will clarify the situation with the Inland Revenue, and subsequently the way ahead for the football club.

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6. **Any Other Business**

- A. Ken Rout suggested that the Trust arrange a Supporters' Lunch sometime in February 2010. Ken has been asked to cost this event, and it will be considered further at the next meeting.

ACTION: Ken Rout

- B. Ken informed the committee that a regular season ticket holder, Mrs Pat Southgate has shown an interest in becoming involved in fundraising for the Trust. Ken will introduce Mrs Southgate to Ray Sherring.

- C. It has been suggested that someone be appointed as a Corporate Membership Lead. Len Candlish has volunteered to take up this role, and his appointment was unanimously agreed.

ACTION: Len Candlish

- D. It was suggested that a contact list for all Steering Group members be updated and distributed to all. Ken Rout has agreed to do this.

ACTION: Ken Rout

- E. Mr Nigel Barrett, who was in attendance was asked give his thoughts on the Set up of the Trust, and the way it is conducting its business. He stated that it was obvious that those involved represented a good cross-section of KLFC supporters, and that he was impressed by what he had been told previously, and by what he had witnessed this evening. Our thanks to Nigel.

7. **Date of Next Steering Group Meeting** The next meeting will be held on Wednesday 25th November 2009 in the Crown and Mitre at 7:15pm.

Action: All Steering Group Committee Members