

Blue & Gold Supporters Trust

**Committee Meeting
The Crown & Mitre
Thursday 10th June 2010**

MINUTES

Attendees: Amanda Hodgson Julian Gamble Colin Mowles
Ken Rout Neil Timms Len Candlish

Apologies: Sam Barber Phil Ellis Matt Lane
Ray Sherring

In Attendance: Nigel Link Tony Mowles

1. Appointments There were no appointments.

2. Resignations

A. Nigel Barrett has forwarded his resignation from the committee. He has however indicated that he is willing to continue in the role of website moderator. Our thanks go to Nigel for his contribution to Trust business.

3. Minutes of the Last Meeting The minutes of the last committee meeting held on the 20th May 2010 were read and unanimously accepted as a true record.

4. Matters Arising

A. The Chairman cleared up any confusion over charity involvement in future fundraising events. Para 8.E of the previous minutes state that the Trust will consider entering joint fundraising ventures if the partner organisation/charity shoulder an equal share of any liabilities. This superseded para 5.F.(vii) which had stated that all proceeds of the next bingo evening would be solely for Trust funds. To clarify, funds raised at the next bingo evening will be shared equally with Help for Heroes. **Item closed.**

B. The Data Protection Licence application has been received by the relevant authority. Sam Barber was previously appointed as the Data Controller, and she is happy with the requirements of the role which were outlined in the documentation supplied with the application form. **Item Closed.**

- C. The FSA documentation will not be submitted until after Trust accounts have been subjected to an Annual Audit. Colin Mowles will contact the Norwich City Trust to see who audits their account with a view to getting a quote for their services. Nigel Link and Julian Gamble will endeavour to get quotes from suitably qualified local accountants.

Action: Colin Mowles, Nigel Link and Julian Gamble

- D. Julian Gamble has contacted Fred Popp who has agreed to sharpen up the new Trust logos to make them suitable for use on differing coloured backgrounds. It is hopeful that this can be completed before the next meeting.

Action: Julian Gamble

- E. The Job Description for the post of Community Liaison Officer has yet to be completed. This task is ongoing.

Action: Julian Gamble

- F. Colin Mowles has yet to process the dispatch of receipts for Trust administrative costs to Supporters' Direct (SD). SD will then refund the Trust with 50% of these costs. Colin is asked to complete this task before the next meeting.

Action: Colin Mowles

- G. A meeting with the Chief Executive of KL&WNBC has been arranged for 2pm on the 7th July 2010. Len Candlish, Phil Ellis and Neil Timms will attend.

Action: Len Candlish, Phil Ellis and Neil Timms

- H. Julian Gamble has met with Jess Ibrom of the King's Lynn Community Football scheme, and he has agreed to arrange 2 days of coaching during August for B&G Juniors. More details to follow.

ACTION: Julian Gamble.

- l. A project to produce A3 size posters for advertising Trust events and functions is still ongoing. Ray Sherring will liaise with Andy Farr on this project.

Action: Ray Sherring

- j. It has been confirmed that Nigel Barrett has invoiced those companies who are advertising on the website. Phil Ellis will follow up this action.

ACTION: Phil Ellis

- k. The Frequently Asked Questions feature for the website has yet to be completed.

ACTION: Phil Ellis

- l. The Trust is now registered with the Easy Fundraising website, and details are now on the Trust website. Thanks to Ken Rout for organising this. **Item closed**
- m. Colin Mowles has an appointment with Santander in King's Lynn to discuss the opening of a more geographically accessible bank account. Colin to report back at the earliest opportunity.

ACTION: Colin Mowles

- n. Many thanks to Amanda Hodgson for producing the 2nd Trust Newsletter which has now been distributed to all members. It would appear that this newsletter has been very well received. Thanks also to Sam Barber for arranging electronic distribution. Those who did not receive an electronic copy have now been added to the distribution list.
Item closed

5. Sub-Group Reports

A. Membership

(i) The current membership figures are as follows:-

Individual members	-	225
Associate members	-	6
Corporate members	-	3
In Memorium members	-	4
Juniors members	-	148

B. Community

- (i) Julian Gamble has recruited the help of Kevin Holland's 2 sons to run a penalty shoot-out event at Magdalen Village Fete this coming Saturday. There is no financial outlay for this event, and Julian is using the event to promote the Trust and hopefully recruit new members. Julian will report back at the next meeting.
- (ii) The next Junior's Newsletter will be distributed after next season's fixtures have been ratified. It is hoped that a fixture list will be included with the newsletter. It is also hoped that details of the coaching sessions in August will be finalised and included in the newsletter.

ACTION: Julian Gamble

C. Website

- (i) In view of Nigel Barrett's resignation, the Chairman has suggested that a meeting be arranged with the Administrator to discuss website business and developments. Len will contact the Administrator to arrange a meeting. The Chairman and the Secretary will attend this meeting.

ACTION: Len Candlish

- (ii) It was requested that the Easy Fundraising link be given a more prominent position on the website, perhaps somewhere on the forum home page. Len Candlish will discuss this request with the Administrator to see if this is feasible.

ACTION: Len Candlish

F. Fundraising

- (i) The next Bingo evening will be held in the Masonic Centre on Friday 25th June 2010. This will be run in conjunction with the Help for Heroes Charity. Sam Barber will contact Help for Heroes to discuss arrangements. Andy Farr is producing publicity leaflets for this event, and a leaflet drop will be carried out on the neighbouring estates on Monday 21st June. Volunteer to distribute leaflets are asked to meet at the Masonic Centre at 6pm.
- (ii) The next Quiz Night is scheduled to take place on Friday 30th July at the Masonic Centre. Richard Watson has agreed to compile the quiz, but may not be able to act as quizmaster. Len Candlish has volunteered to fulfil this role should Richard be unable to attend.

- (iii) Plans are still being made to hold a Ceilidh Night on the 24th September 2010.
Further investigations are to be made before going firm on this event.

Action: Ken Rout

- (iv) Mark Bradley is still investigating the possibility of holding a car boot sale in the car park of the Masonic Centre.

ACTION: Mark Bradley

6. Treasurer's Report

- A. The Balance Sheet for the period up to and including the 8th June 2010 is attached to these minutes.
- B. Colin Mowles requested permission from the committee to involve his son Tony in the preparation and presentation of Trust funds. This was approved unanimously.
- C. Colin has requested that Ray Sherring forward to him a breakdown of monies held in the Trust account that are relevant to the Lotto.

ACTION: Ray Sherring

7. Chairman's Report

The Chairman stated that he has been impressed with the way that the Trust has developed in the comparatively short time since the launch date. A lot has been achieved, and lots of lessons have been learned. We need to work together to refine some of the processes that are already in place, and we need to discuss back-up cover for each of the main committee posts. From that perspective, and as I said in my last statement on the website, it would be very useful to recruit a few more willing members to share the workload and help take the Trust forward. That said, those involved in the organisation of the Trust from the start deserve a great big pat on the back for getting the Trust to where it is. It is my intention to review the Trust's Business plan, and in doing so I will be discussing procedures with those who hold main positions on the committee before presenting the plan to committee for approval. Any Other Business

- A. A complaint had been received from one of our members, in that the latest newsletter did not feature the result of the June Lotto Draw. This complaint has already been addressed by Julian Gamble who contacted the complainant to explain the timings of the Lotto Draws. It is hoped that the matter has now been resolved. All previous Lotto results are published on the website.

- B. Amanda Hodgson apologises to those who forwarded contributions for the last newsletter, whose articles did not feature. Due to lack of space these items have been held back, but will be considered for publication in future issues. Notwithstanding, all Trust members are encouraged to submit articles for the Newsletter. Amanda Hodgson will liaise with Sam Barber to arrange an 'e' mail to members requesting that any contributions be sent to the google mail account.

ACTION: Amanda Hodgson

- C. The next Newsletter is due to be released on the 1st September 2010, and it will feature details and arrangements for the 1st Trust AGM. Tony Mowles asked if any memberships will have expired before the AGM, and it was confirmed that the earliest expiry date is the 19th November 2010. It is likely that the AGM will be held before the 19th November 2010.
- D. A discussion took place regarding the creation of a Media Liaison Officer, who would promote Trust aims and activities. As most of the previous contact with the press and radio had been carried out by Neil Timms, it was proposed by Len Candlish and seconded by Amanda Hodgson that Neil be appointed to this role. This was carried unanimously.
- E. Colin Mowles asked that in view of the resignation of Lee Calton, should a new Club Liaison Officer be appointed. Julian Gamble suggested that Len Candlish should fulfil this role, but further opinion was that this role should be one step removed from the Chairman. This matter will be discussed fully at the next meeting.
- F. Julian Gamble expressed concerns regarding the limited use of the Tennyson Road car park on matchdays as stated by KLFC officials. Clarification of this will be sought at the meeting with KL&WNBC on the 7th July 2010.

ACTION: Len Candlish

- G. Julian Gamble asked if the Trust intended to proceed with the printing of fixture lists. A quote has been received of £150 for qty 500 posters. It was unanimously agreed to go ahead with this project, and it was proposed by Ken Rout and seconded by Colin Mowles that the sum of £200 be allocated for expenditure on this project. Again this was unanimously agreed. Julian Gamble and Sam Barber will actively seek sponsorship for this project, which should defray costs.

ACTION: Julian Gamble and Sam Barber

- H. Julian Gamble has offered to investigate the potential of setting up a travel club for away fixtures. He will report further at the next meeting.

ACTION: Julian Gamble

- I. A donation of £50 has been made to Trust funds. This donation was from Lindsay Candlish who had won 1st prize in the last Lotto Draw. Many thanks to Lindsay for her very generous donation.

9. Date of Next Committee Meeting

The next meeting will be held at 7:15pm on **TUESDAY 29th June** 2010 in The Crown & Mitre.

Action: **All Steering Group Committee Members**