

Blue & Gold Supporters Trust

Steering Group Committee Meeting

Crown & Mitre

Thursday 17th September 2009

MINUTES

Attendees: Niel Timms (Chair) Rob Bunting Len Candlish
Phil Ellis Julian Gamble Jamie Heaphey
Amanda Hodgson Ray Sherring

Apologies: Lee Calton Matt Lane Colin Mowles
Ken Rout Lindsey Rout

1. Minutes of the Last Meeting The minutes of the last Steering Group committee meeting were read and accepted as a true record.

2. Matters Arising It was requested that in future should committee members be unable to attend pre-arranged meetings, they should make either the Chairman or Vice-Chairman aware of their apologies

3. New director The Chairman introduced Amanda Hodgson who had volunteered to serve as a Director of the Trust. Her appointment was proposed by Neil Timms and seconded by Len Candlish. Her appointment was approved unanimously. Welcome and thanks Amanda.

Note: All future correspondence can be forwarded to Amanda at:- mooly1966@sky.com

4. Appointment of a Vice-Chairman A discussion took place with regards to the need to appoint a Vice-Chairman. Len Candlish volunteered take up this post. His appointment was proposed by Phil Ellis and seconded by Ray Sherring. Approved unanimously.

5. Sub-Group Reports

A. Constitution

(i) Phil Ellis reported that he has the SD membership form which had to be completed by the necessary signatories, and submitted at the earliest opportunity. It was hoped that by this coming Saturday, the form will have been completed and ready to submit.

Action: Phil Ellis

(ii) Phil also reported that he was still trying to identify a suitable and competitive Directors' Public Liability Insurance Policy.

Action: Phil Ellis

- (iii) In order to complete the SD membership form, Phil asked for confirmation of the web site address. Niel Timms confirmed that the address is as follows:- blueandgoldsupporterstrust.org.uk
- (iv) SD also require to be sent a copy of the trust's logo. Julian Gamble informed the committee that he had received a number of submissions for the Juniors logo competition. He stated that one in particular was very good, and it was decided that it would be considered for use as the official Blue and Gold Supporters' Trust Logo. The submission is to be presented at the next meeting.

Action: Julian Gamble

B. Launch

- (i) The proposed format for the Launch night on the 19th November 2009 was discussed, And approved unanimously.
- (ii) It was proposed that committee members should be identifiable on the night in order that those attending can ask questions relating to the Trust throughout the evening. Len Candlish undertook to produce name badges.

Action: Len Candlish

- (iii) Ray Sherring has identified a performer who is willing to play some light background music at appropriate intervals during the evening. The committee thought that this would certainly enhance the evening and asked Ray to follow this up.

Action: Ray Sherring

- (iv) Len Candlish informed the committee that the Launch sub-group would be compiling a list of invitees at the next sub-group meeting. He asked that any suggestions for invitees should be forwarded to him by the 30th September 2009.

Action: All

- (v) Len produced a draft publicity/information leaflet which is intended to be distributed at the 2 home matches preceding the launch night. He stated that KLFCA Chairman, Ken Bobbins had given his approval for the distribution of these leaflets inside the ground. Subject to a few minor amendments, the content of this leaflet was accepted unanimously.

- (vi) After some discussion, it was decided that an intense campaign to publicise the launch should commence on the 1st November. This will be done using local radio and press. Ken Bobbins has also given his authority for a small advert to be placed in the match day programmes preceding the launch. Additionally, he has approved public address announcements at the ground, and has approved the positioning of a Trust noticeboard in the Clubhouse. A tasking list will be discussed at the next meeting.

Action: Ray Sherring to purchase a suitable noticeboard, and forward receipts to the Treasurer

- (vii) It is planned to have the next Launch Sub-group committee meeting on Thursday 1st October 2009 in the Crown & Mitre at 7pm.

Action: All Launch Sub-group members.

C. Membership

- (i) Jamie Heaphey produced a draft membership application form. Although a few minor amendments were identified, the form was accepted unanimously. Bank account details were needed in order to produce a direct debit mandate form. Details would hopefully be available in the coming week.

Action: Colin Mowles

- (ii) As the In Touch membership database was not yet available, Jamie undertook to produce and maintain a paper membership register.

Action: Jamie Heaphey

- (iii) Discussion took place with regards to producing share certificates. NT had spoken with the Cambridge United Trust, and it seems that they only issued membership cards rather than certificates. The production of share certificates will need further investigation and costing.

D. Community

- (i) Julian Gamble informed the committee that Junior membership now stands at 126, with 22 of these being recruited via the Football in the Community project.

- (ii) The latest B&G Juniors leaflet is ready for distribution, this will include details of the forthcoming Quiz Night, Halloween Party, Launch night and the Christmas Party to be held on the 5th December 09. He has arranged a meeting with Greg Plummer (Lynn News Sports Editor) to advertise these events.

(iii) The first Blue and Gold Juniors shirt draw is soon to take place. Julian is going to try and arrange for Carl Hegggs to make a presentation to the winner.

E. Web Site

(i) Niel Timms informed the committee that he has arranged to meet with Richard Clayton next week in order to finalise details of the web site construction. He asked for a volunteer to manage the web site once it is up and running. Rob Bunting, Amanda Hodgson and Jamie Heaphey all volunteered. Thanks to all three.

F. Fundraising

(i) Ray Sherring produced a leaflet promoting a proposed Quiz Night to be held in the Blue & Gold Club on Friday 16th October 2009. He would 'e' mail the leaflet to all committee members, and asked if they would advertise the Quiz at their places of work etc. It was agreed that entry would be £12.00 per team (teams of 4). All committee members are encouraged to bring along a team. This event was approved unanimously.

(ii) A Families Halloween Night will be held in the Blue & Gold Club on Friday 30th October 2009. A disco and DJ had been booked for this event at a cost of £125. It was proposed that an entry fee of £2.00 per head be charged for this event. A fancy dress competition will also be held. This event was approved unanimously, and it was agreed that in the unlikely event of a financial loss being incurred, the Trust was accept the loss. It is hoped that the integrity for, and confidence gained in the Trust via this event will be invaluable.

(iii) The Chairman asked that an advanced programme of fundraising events, including costings be presented to the Steering Group in order that they be ratified prior to advertising. For major events, it may be possible to seek sponsorship.

(iv) Ray informed the committee that he had contacted a substantial number of Supporters' Trusts in an effort to acquire donations for the auction to be held on the Launch night. To date, he has received a number of viable lots for the auction, and is now with the help of Phil Ellis, compiling a letter to send to a number of major football clubs asking for donations.

(v) It has been proposed to hold a 10 mile sponsored walk to the Boxing Day fixture a Boston United. A discussion ensued regarding the monies accrued from this event. It was thought that more interest would be gained if we shared the sponsorship money with a local charity such as Tapping House. All members are to test public opinion, and a decision will be made at the next meeting.

- (vi) It has been proposed that the B&G Trust organise a monthly lottery draw. Tickets would be £2.00 each, and guidelines advise that at least 20% of takings should be paid in prize money. Phil Ellis has undertaken to apply to KL&WN Borough Council for a "Small Society Lotteries Licence". The management of this lottery will be discussed in greater detail at the next meeting.
- (vi) It was further proposed to hold a Christmas Raffle, and it was suggested that the main prize be £200.00 cash. Other prizes to be determined. Again, this will be discussed in greater detail at the next meeting.

6. Any Other Business

A. Cheque Signatories

The following volunteers were unanimously elected as signatories who will be authorised to sign cheques on behalf of the Blue & Gold Supporters' Trust. Two signatures will be required to endorse any one cheque.

Action: Colin Mowles

B. Directors' Board Meetings

A discussion followed regarding the need for standalone Directors' Board meetings. It was decided that as all Directors are actively involved in the setting up of the Trust, there was no need for such meetings at the moment. It was envisaged that such meetings would probably be convened in the new calendar year.

C. In Touch

Phil Ellis indicated that the contract for the "In Touch" membership scheme needs to be signed. It became apparent that although membership of In Touch was free for the first year, running costs in utilising the scheme could prove to be quite costly. After discussion, it was decided to run In Touch alongside an excel programme which Jamie Heaphey volunteered to organise. Jamie also volunteered to be the In Touch project leader/main contact. Jamie and Rob Bunting also volunteered to act as "Super Users".

D. SD Conference

The next SD Conference is being held in Birmingham on the 16th October 2009. It was decided that Blue & Gold representation would perhaps not be relevany/beneficial at this early stage.

E. Board Member Development Training

SD were hosting a Board Member Development Training day on Sunday 27th September 2009 in London. Ray Sherring undertook to investigate the content of the day, and to seed if any places were still available.

Post-Meeting Note: Ray identified that there were three places available. Ray Sherring, Phil Ellis and Len Candlish have volunteered to attend. The course is free of charge, and SD have indicated that they will reimburse travel costs on provision of receipts.

F. Integrity of Trust Members

Julian Gamble reminded all that as we are nearing the official launch of the Blue & Gold Trust, we as Directors, Steering Group members and Sub-group members are seen as the face of the Trust. As such, we should all be guarded in offering our comments and opinions in all things related to KLFC. As some supporters are probably very sceptical about the Trust and its aims, integrity is crucial in gaining the confidence and support of all who have an interest in the current and long term future of KLFC.

Action: All

7. Date of Next Meeting

The next Steering Group meeting will be held in the Crown & Mitre at 7pm on Thursday the 8th October 2009.

