

# Sheffield Wednesday Supporters Trust

## Minutes Trust Board Meeting

### Virtual Meeting

7:00pm 9<sup>th</sup> June 2020

Present: Steve Walmsley (SW), Ian Brandwood (IB), James Silverwood (JS), Tom Scott (TS), Jenni Smith (JSm), Tom Hocking (TH), Matt Millward (MM) and Deborah Dilworth (DD) from FSA

		Action
<b>1.0</b>	<b>Minutes of the last meeting</b>  The notes of the Board Meeting on 26th May 2020 were approved as a correct record	
<b>2.0</b>	<b>Matters Arising</b>	
<b>2.1</b>	Ian and Steve Reported on interviews with potential Treasurer candidates, as a result they recommended that Matt Millward be appointed a Director of the Trust and Trust Treasurer. This was unanimously agreed by the 6 Board members present.	SW
<b>2.2</b>	SW has been in contact with SODA via DM on Twitter and via e-mail to the SODA Chair and is awaiting a response	SW
<b>2.3</b>	DD is present tonight to discuss the issues identified by the Board	
<b>2.4</b>	Tom S reported that the website is now “member recruitment ready” apart from the bank account details. Bank account application had been signed and posted to the bank – we need to chase them for early action.	SW
<b>2.5</b>	JS had not had the opportunity to pursue matters with the potential volunteer due to other Trust commitments but will follow up.	JS
<b>2.6</b>	Connection with Matt Exton had been made and activity discussed.	TH

<p><b>2.7</b></p> <p><b>2.8</b></p>	<p>The Trust Strategy had been revised and posted on the website.</p> <p>JS to pursue establishing the Advisory Panel at the appropriate time but will keep the former player informed on Trust developments until he is content to proceed with the Panel</p>	<p>JS</p>
<p><b>3.0</b></p> <p><b>3.1</b></p>	<p><b>Engagement with the Club</b></p> <p>Ian and James reported back on an introductory meeting with Trevor Braithwait from the club. The Board discussed the issues raised and took on board advice from DD. The Board agreed that we should write to the club to set out what the Trust regards as a sound and mutually beneficial basis for useful engagement between the Trust and the Club.</p>	<p>IB</p>
<p><b>4.0</b></p> <p><b>4.1</b></p> <p><b>4.2</b></p>	<p><b>Discussion with Deborah Dilworth from FSA</b></p> <p><b>Urgent Action Decisions</b></p> <p>It was confirmed that we could form small sub-committees with delegated powers subject to at least one elected Board member being on the sub-committee, and that decisions are reported back and are ratified by the Board. This does not apply to decisions on major items which remain the preserve of the Board. Debs will facilitate connections with Grimsby Town, Nottingham Forest and Fulham Trusts for us to discuss with them how they operate and learn lessons.</p> <p><b>Community Shares</b></p> <p>Debs advised that Community Shares are more associated with larger projects. Board discussed the issue of the Trust needing some seed funding until we can identify other income. Board agreed in principle that Board members could make loans to the Trust subject to FSA advice on this. FSA subsequently</p>	<p>SW/JS</p>

<p><b>4.3</b></p> <p><b>Board Development</b></p> <p>FSA can offer Board development on-line. 1:1's are available. Attendance at Board meetings is available. Further training packages are being built. Template policies etc are available. Debs suggested it might also be useful to have role descriptions for Board roles and then allocate roles to Board members. Board to consider.</p> <p><b>4.4</b></p> <p><b>National FSA Activity</b></p> <p>Debs described the national networks and how we can be engaged. Trust will be connected to the network and Steve and James to lead.</p>	<p>confirmed that this is acceptable subject to proper recording and accounting. Debs offered a separate conversation with Matt.</p>	<p>MM</p> <p>SW</p> <p>SW/JS</p>
<p><b>5.0</b></p> <p><b>5.1</b></p> <p><b>5.2</b></p> <p><b>5.3</b></p>	<p><b>Communications and Engagement Strategy</b></p> <p><b>Strategy</b></p> <p>Content had now been agreed. Final sign-off of written document at next Board meeting but the sub-group can now implement the Strategy. Board needs to discuss the appointment of Spokespeople</p> <p>Board need to re-visit Appointment of Spokespeople issue at some point.</p> <p><b>On-line Launch</b></p> <p>Jenni had shared a draft plan which was commented on and approved. Work on basis of £5 membership. That figure and bank account needs to be in place early w/c 15 June</p>	<p>TH/JSm</p> <p>SW</p> <p>JSm/TH</p>
<p><b>6.0</b></p>	<p><b>Fans Survey</b></p>	

<p><b>6.1</b></p>	<p>Board discussed the draft survey report from the first survey, agreed amendments, a release and press release strategy for 12 June.</p> <p>Tom H had shared a draft of the next survey which would follow the report of the first and comments were made. Any further comments to go direct to Tom H. TH to amend and finalise.</p>	<p>TH</p> <p>TH</p>
<p><b>7.0</b></p> <p><b>8.0</b></p> <p><b>9.0</b></p> <p><b>10.0</b></p> <p><b>11.0</b></p>	<p><b>Budget Planning</b></p> <p>All Board members to send to Matt suggested areas and possible expenditure costs. Matt to speak with Debs re advice from other Trusts</p> <p><b>Appointment of Secretary</b></p> <p>Steve had presented a draft role description and advert. Board agreed to attempt recruitment on back of survey results going live and potential traffic to website</p> <p><b>Trust Board Agenda Planning</b></p> <p>Need to discuss translating Trust Strategy into action which will be an item for the next meeting. Also Board Development and Budget planning</p> <p><b>Season Ticket Refunds</b></p> <p>In case the club final decision is to not offer a full refund for the behind closed doors games in 19/20 the Board agreed a statement. SW to finalise and issue if needed but it is hoped it will not be.</p> <p><b>Next Board Meeting</b></p> <p>It was agreed to meet next before 19<sup>th</sup> June and the planned on-line launch</p>	<p>All</p> <p>SW</p> <p>SW</p> <p>SW</p>

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