

## Sheffield Wednesday Supporters Trust

### Minutes of the Trust Board Meeting

#### Virtual Meeting

7:00pm – September 16th 2020

Present: Steve Walmsley (SW), Matt Millward (MM), James Silverwood (JS), Jenni Smith (JSm), Chris MacDonald (CM), John Dyson (JD), Gary Slinn (GS), Robert Bonser (RB), Michael Brown (MB)

		Action
<b>1.0</b>	<b>Apologies</b>	
1.1	Apologies were received from Tom Scott	
<b>2.0</b>	<b>Minutes of the last Meeting</b>	
2.1	The minutes of the Board Meeting on 1 September 2020 were approved as a correct record with one amendment.	SW
<b>3.0</b>	<b>Matters Arising</b>	
3.1	An alternative formal address has been identified. There is a small cost associated with this. New address now only awaits verification.	MM
3.2	The Club Customer Charter has not been updated as regards contacts. We will gently pursue this with the club.	JS
3.3	A volunteer has been helping with development of the video. It is now close to being ready for use. To be shared with Board members for final comments.	JSm
3.4	Two possible volunteers need to be pursued for their response.	TS/JS
3.5	We have confirmed that the Trust will be establishing the Advisory Panel and that the former player will be a member of the Panel. All Board members were asked to suggest possible names to be contacted regarding possible involvement. Then James and Steve to approach and shortlist etc. It was noted that diversity is a real factor to be taken into account.	All JS/SW

3.6	The possible Twitter advert to be pursued. Jenni and Tom to follow up	JSm/TS
4.0	<b>Engagement with the Club</b>	
4.1	Board discussed the follow up to the meeting with the Club that took place on 28 August, in particular arrangements for ensuring that we are able to have early communications with our members on any meetings that take place. It is our objective to have an agenda for each meeting, for that to be shared with our members in advance of the meeting, and for a summary note of the meeting to be agreed asap after the meeting so that it can be shared with our members. We believe it will be a positive for the club and the Trust if these arrangements can be established and delivered. We agreed that James will pursue this with the Club.	JS
4.2	The Club have identified that Marcus Bramhall is the appropriate person for us to meet with in order to understand better the work of the Community Foundation etc, how the Trust can support that work, and deliver activities that do not conflict with their work. Chris and Michael to develop planning for the meeting and to then follow up	CM/MB
5.0	<b>Agenda Planning for Future Meetings</b>	
5.1	With an increased number of board members available the key is now to accelerate the delivery of the Trust Strategy into action. To help with this: <ul style="list-style-type: none"> <li>● Lead Board Members need to give some thought to how the relevant parts of the strategy can be delivered</li> <li>● We need to ensure that all documents are accessible to board members via Google Drive or Office 365 etc</li> <li>● We will re-structure the Board agenda around reports from Board Members</li> </ul>	All MM/TS SW
5.2	We still have potential to appoint further Board members, particular with the objective of ensuring Board membership reflects the diversity of the Sheffield community. James and Steve to pursue. We will seek assistance from FSA in this regard.	JS/SW

<p><b>5.3</b></p> <p><b>5.4</b></p> <p><b>5.5</b></p>	<p>Board Development will remain an issue to be considered. We agreed possible dates that fit in with FSA availability on training/induction for Board members. Steve to follow up.</p> <p>Active consultation with Trust members will be key too to, informing activities and the agenda. We agreed the format and date for the On-line Consultation Event that will take place on 1<sup>st</sup> October 2020.</p> <p>Board members are encouraged to feed in other ideas for the future agenda too.</p>	<p>SW</p> <p>MM/JSm</p> <p>All</p>
<p><b>6.0</b></p> <p><b>6.1</b></p>	<p><b>Next Meeting</b></p> <p>The next formal meeting of the Board will take place on Wednesday 7<sup>th</sup> October, particularly to pick up the outcome from the consultation event on 1<sup>st</sup> October.</p>	<p>SW</p>
<p><b>7.0</b></p>	<p>Meeting ended at this point to enable the Board to move into a trial run of the process for the consultation event on 1<sup>st</sup> October.</p>	

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