

# Sheffield Wednesday Supporters Trust

## Minutes Trust Board Meeting

### Virtual Meeting

7:00pm 23rd June 2020

Present: Steve Walmsley (SW), Ian Brandwood (IB), James Silverwood (JS), Tom Scott (TS), Jenni Smith (JSm), Tom Hocking (TH), Matt Millward (MM).

		Action
<b>1.0</b>	<b>Minutes of the last meeting</b>  The notes of the Board Meeting on 9 <sup>th</sup> June 2020 were approved as a correct record	
<b>2.0</b>	<b>Matters Arising</b>	
<b>2.1</b>	Steve reported that SODA had replied to confirm that they wished to remain entirely separate from any other fans' organisation. Steve had replied understanding and acknowledging the SODA position	
<b>2.2</b>	Matt E is happy to be a future resource for the Trust if needed.	TH
<b>2.3</b>	JS had briefed the former player on current developments with the Trust.	JS
<b>2.4</b>	Agreed that Community Shares were not an immediate issue for the Trust unless there are dramatic changes at the club.	
<b>2.5</b>	SW and JS are now on the FSA mailing list and will appraise the Board on issues raised as and when they arrive. Under 18's and season ticket rebates had been a significant recent issue.	SW/JS
<b>2.6</b>	Contact had been made with other Trusts as brokered by FSA and Matt had held a detailed conversation with the Fulham Trust regarding financial management.	

<b>3.0</b>	<b>Engagement with the Club</b>	
<b>3.1</b>	Following our proposal for meetings with the club, the club had agreed to meet. A further meeting has been established. Board discussed our objectives for the meeting which are to: firm up and finalise the process for future meetings, seek club responses to the first survey and the positive suggestions made in the report, and share the Trust Strategy to seek the club response.	IB/JS
<b>3.2</b>	Board agreed that it was not appropriate at this stage to seek an MOU with the club along the lines of the FSA template but that we would return to this at an appropriate point in future.	
<b>4.0</b>	<b>Urgent Action Decisions</b>	
	FSA had previously 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. The Board agreed to establish an Urgent Action Sub-Committee of the Board with 3 members – Chair, Vice-Chair and Treasurer. Draft terms of reference to be produced for consideration by the board.	IB
<b>5.0</b>	<b>Board Development</b>	
	Board considered the draft role descriptions from FSA, the process for identifying development actions and the timescales over which the Interim Board would be running the Trust until elections take place in June – September 2021. In that context we agreed to produce an organisation structure for the Board	

<p><b>6.0</b></p>	<p>with role descriptions for each role envisaged. Once this has been established and roles allocated this will allow development actions for board members to be compiled and discussed with FSA. Steve to draft a proposal.</p> <p><b>Translating Trust Strategy into Action</b></p> <p>It was recognised we need to start to flesh the Strategy out into action planning but it was agreed it might be best to pursue this when Board roles have been allocated (see item 5 above). It was agreed that Board members should advise Steve of any preferences they had in relation to Strategy Themes</p>	<p>SW</p> <p>All</p>
<p><b>7.0</b></p> <p><b>7.1</b></p> <p><b>7.2</b></p> <p><b>7.3</b></p>	<p><b>Communications and Engagement</b></p> <p><b>Strategy</b></p> <p>Agreed it will need further work after the launch has taken place TH to finalise and circulate to Board for approval.</p> <p>Board need to re-visit Appointment of Spokespeople issue at some point. In the interim Ian and James to cover</p> <p><b>On-line Launch</b></p> <p>Timescale of launch is impacted by the bank account arrangements – we are in the hands of the bank to a large extent as the bank has received our documentation. Once we have the bank account details we will need 2/3 days to test the system and then look to squeeze the launch over 3 or 4 days.</p> <p><b>EFL Disciplinary Commission</b></p> <p>We are aware that the nature of that decision may cause concern amongst fans if it is significantly negative, although we hope for a positive decision for the club. It was noted this may</p>	<p>TH/JSm</p> <p>IB/JS</p> <p>SW</p> <p>TS/JSm/ TH</p>

	have some relevance to the launch of the Trust. James to draft a Trust statement in response to the Disciplinary Commission decision – whatever that may be.	JS
<b>8.0</b>	<p><b>Second Fans Survey</b></p> <p>Tom H needs some further time to analyse the data from the second survey and draft a report based upon it.</p>	TH
<b>9.0</b>	<p><b>Budget Planning</b></p> <p>Matt had taken advice from FSA and Fulham Supporters Trust. Draft budget had been prepared and will be shared with Board members for comment. Board agreed to take out public liability insurance, set membership fees at £10 for 12 months duration, seek to expand the membership ‘retail offer’ as we move on, and to utilise Stripe as the payment system on the website.</p>	MM
<b>9.1</b>	<p><b>Audit or Independent Review</b></p> <p>Majority of Trusts undertake an Independent Review process but Matt to look at the issues and report back to the Board with a recommendation.</p>	MM
<b>10.0</b>	<p><b>Next Board Meeting</b></p> <p>It was agreed to meet next in 2 weeks on Tuesday 7<sup>th</sup> July at 7pm</p>	SW

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