

Sheffield Wednesday Supporters Trust

Minutes Trust Board Meeting

Virtual Meeting

7:00pm 5th May 2020

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

| | | Action |
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| 1.0 | Minutes of the last meeting The notes of the Board Meeting on 15 April 2020 were approved as a correct record | |
| 2.0 | Matters Arising | |
| 2.1 | Tom S updated on a possible on-line membership system. This would cost £20 per month and £240 per year (up front). Agreed we would prioritise an on-line membership system with exceptions where needed. | TS |
| 2.2 | SW to contact SODA | SW |
| 2.3 | Social Media accounts are all ready as and when we need them | |
| 2.4 | In terms of board development agreed we need to focus on team building and governance. Steve to follow up with FSA and Jenni with her work | SW/JH |
| 2.5 | James has been in contact with the person who expressed an interest on being involved in the Trust – family issues in the way at the moment for him. James to pursue | JS |
| 2.6 | Tom S has reviewed FAQ's on website | |
| 3.0 | Trust Strategy | |
| 3.1 | Based on the 3 ideas from each Board member Steve had drafted a headline strategy for comment. Draft was discussed – most focus was on Sections 3 and 4. Steve to re-cast consistent with the detailed comments and flesh out some more | SW |

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| 4.0 | Establishing an Advisory Panel | |
| 4.1 | James had drafted a paper on this which had been the subject of consultation with Board members via e-mail, the paper had been subsequently shared with the former player. The former player was supportive of the approach and is keen to be involved and pursue when face to face meetings are possible. JS will discuss with him the current issues at the club, how he can help both with this and the on-line launch of the Trust | JS |
| 5.0 | Communications and Engagement Strategy | |
| 5.1 | Jenni and Tom H updated the meeting on a conversation last week and set out the broad aims and approach. A draft paper will be circulated to board members for comments. | TH/JSm |
| 5.2 | The possibility of a video for the on-line launch was also discussed. Steve to broker contact with Matt Exton | SW |
| 6.0 | Appointment of Spokespeople | |
| 6.1 | Agreed to 'park' this conversation until the work on the Communications and Engagement Strategy has been completed | |

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| 7.0 | Approval of Side Policies | |
| 7.1 | The full suite of Side Policies that had been circulated with the agenda were approved by the Board. Steve will now date them accordingly and formally confirm approval to FSA | SW |
| 8.0 | Appointment of Treasurer | JS |
| 8.1 | Jenni had approached the potential candidate but he was not currently available. SW to carry out the function temporarily but we will continue to try to recruit a Treasurer. We will re-plug the advert and all try to push the role via our personal networks. | All |
| 8.2 | Steve to pursue opening of a bank account – to be finalised when FCA registration has been completed. | SW |
| 9.0 | Review of Progress re Action Plan | All |
| 9.1 | The plan had been updated to include Board Development. No further amendment needed at this stage. | |
| 10.0 | Any Other Business | |
| | James reported that the papers had come back from FCA for minor amendment and these changes had been made quickly. | JS |
| 11.0 | Next Board Meeting | |
| | It was agreed that the next meeting will take place on Tuesday 26th May 2020 at 7pm. This will be a virtual meeting. | SW |