



Board Meeting (virtual)

MINUTES

7:00pm – 6 October 2022

Present: Tom Scott (TS), David Lee (DL), Nick Hopewell (NH), Victoria Shin (VS), Ian Bennet (IB), Paul Smith (PS)

Apologies: Matt Millward (MM), Miranda Clark (MC), Richard Marsh (RM)

		Action
1.0	Minutes of previous meeting The Minutes of the previous meeting held on 15 September 2022 were approved.	
2.0	Matters Arising Board roles - Suggestion: create a core document that identifies all Board roles, and which roles are filled or vacant Website - June and September Board meeting minutes uploaded - PS is to check that all previous Board Minutes are on the website and to liaise with TS as necessary - AGM minutes & Election results uploaded - Advisory panel page to be retained - Bios (plus optional photo) from all Board Directors / secretaries to be provided to TS - Aims: to be reviewed at next meeting	PS PS ALL / TS
3.0	Format of future meetings <i>Drafting of meeting agendas / papers:</i> - NH to work with co-secretaries and PS to create a “pre-meeting pack” and report template for future meetings - The pre-meeting pack is to contain update reports from each Director regarding matters related to their role - Purpose of pre-meeting pack: to provide Directors with clear idea of matters to be discussed during Board meetings and to act as a “status update” regarding all Board matters - Ideally the pack is to be issued a few days prior to each Board meeting	NH

	<p><i>Format of member reports:</i></p> <ul style="list-style-type: none"> - Reports do not have to be long and extensive; they simply need to inform other Directors what each Board role is doing / working on - Ideally through these reports the meeting agenda will “produce itself” because matters needing to be discussed related to specific Board roles will become apparent 	
4.0	<p>Club engagement</p> <p>DL is to meet with Gary Slinn (GS) soon with a view to meeting with Liam Dooley (Chief Operating Officer at SWFC) in due course.</p>	DL
5.0	<p>Co-optees</p> <p>Update re GS:</p> <ul style="list-style-type: none"> - Good chance that he will accept being co-optee - Confirmation still required <p>TS is to recruit Neil Seepujak to provide support for social media and website related actions</p> <p>PS is to contact Steve Walmsley to obtain guidance about co-opting individuals to the Board (i.e. rules and procedure)</p> <p>It was agreed to co-opt PS to the Board to assist with the preparation of meeting packs and drafting communications</p>	<p>TS</p> <p>PS</p>
6.0	<p>Miscellaneous</p> <p>IB offered to contact the Club regarding the installation of heaters for the Fan Zone at Hillsborough</p> <p>Community engagement</p> <ul style="list-style-type: none"> - Murals: TS will look further into this potential activity 	<p>IB</p> <p>TS</p>
7.0	<p>Date & Time of Next Meeting</p> <p>7pm on Wednesday 19th October 2022</p>	