



## Board Meeting (virtual)

### MINUTES

7:00pm – 19 October 2022

**Present:** Ian Bennett (IB), Nick Hopewell (NH), David Lee (DL), Tom Scott (TS), Matthew Millward (MM), Richard Marsh (RM), Paul Smith (PS), Neil Seepujack (NS), Gary Slinn (GS)

**Apologies:** Miranda Clark (MC), Victoria Shin (VS)

Minute		Action
1.0	<p><b>Minutes of previous meeting</b></p> <p>The Minutes of the previous meeting held on 6 October 2022 were approved.</p>	
2.0	<p><b>Action log</b></p> <p>The following updates were noted:</p> <ul style="list-style-type: none"> <li>- IB contacted the Club regarding the installation of heaters for the Fan Zone at Hillsborough; the Club is carrying out a tender exercise for a cover</li> </ul> <p>Contact list</p> <ul style="list-style-type: none"> <li>- Suggestion: create a core document that lists all of the Trust's contacts (e.g. advisory panel, local councilors, journalists etc).</li> </ul>	PS
3.0	<p><b>Board roles</b></p> <p>The Board roles document was discussed and approved, subject to the following amendments:</p> <ul style="list-style-type: none"> <li>- Vice-Chair role to include all of the Chair's duties (except contact with the media)</li> <li>- Membership role to include proactively recruiting new members and increasing the Trust's overall membership</li> </ul> <p>PS was asked to update the Board roles list to allow for these amendments.</p> <p>For the record, the following individuals and roles were agreed:</p> <p><b>Chair:</b> Ian Bennett  <b>Vice-Chair:</b> Nick Hopewell  <b>Treasurer:</b> Matthew Millward</p>	PS

	<p><b>Membership Coordinator:</b> on an interim basis, Matthew Millward, with support from Paul Smith</p> <p><b>FSA Liaison Coordinator:</b> Richard Marsh</p> <p><b>Communications Coordinator:</b> Paul Smith, with support from Tom Scott</p> <p><b>Website Coordinator:</b> Tom Scott, with support from Neil Seepujak</p> <p><b>Community Coordinator:</b> Gary Slinn, with support from Tom Scott</p> <p><b>Diversity / Inclusion Coordinator:</b> David Lee, with support from Gary Slinn</p> <p>The template for Director reports was approved. PS was asked to circulate a Word version of the template.</p>	PS
4.0	<p><b>Co-optees</b></p> <p>It was noted that GS, NS and PS had accepted the contents of the Board Membership &amp; Conduct policy (by email) and it was agreed for all three individuals to be elected to the Board as co-optees.</p> <p>IB was asked to contact Robert Moore to see if he would be willing to stand as a co-optee again. In addition, IB stated that he would contact an ex-solicitor with Irwin Mitchell who may be willing to assist the Board as a co-optee.</p> <p>Assuming that IB was unsuccessful with recruiting the individuals above, it was agreed to advertise for two additional co-optees to fill the roles of Membership Coordinator and Women's Game Lead / Female Fans Representative.</p> <p>The Board discussed the current position regarding SWFC Ladies. It was agreed for GS and DL to approach Liam Dooley (Chief Operating Officer at SWFC) to ask what the Trust can do to help bring SWFC Ladies into the Club.</p>	IB IB   GS / DL
5.0	<p><b>FSA update</b></p> <p>RM has been receiving emails from the FSA and suggested that wording from the Fan Led Review, when implemented, can be used to help build a voice for fans.</p>	
6.0	<p><b>Finance update</b></p> <p>MM provided the following details:</p> <ul style="list-style-type: none"> <li>- Income for September was £40. We had 4 members renew.</li> <li>- IT expenses were £91  (Google £4.60, Mailchimp £35.68, Zoom £14.39.</li> <li>- Admin expenses were £66 (£20.50 for D&amp;O insurance and £45.60 for the renewal of the Registered Office).</li> <li>- The deficit for the month was £118.</li> <li>- Cash balance is £9,377 (split between PayPal, Stripe and the bank).</li> <li>- Stock is £151 which relate to pin badges.</li> <li>- As of the end of September there were 637 members. 39 members did not renew their membership.</li> </ul> <p>It was noted that the required AR30 annual return had been submitted to the FCA.</p>	

7.0	<p><b>Murals</b></p> <p>TS stated that he had organised a meeting for Friday 21 October for a working group to discuss the logistics of introducing a few murals around Hillsborough. TS is to report back to the Board shortly after the working group meeting with details of the actions / roles agreed.</p> <p>In addition, TS is to circulate a 10-page document that was originally compiled on this subject.</p>	<p>TS</p> <p>TS</p>
8.0	<p><b>Communications</b></p> <p><i>Website:</i> TS and NS were asked to review the website and make any proposals for a website refresh, including consideration of a member log in area.</p> <p><i>Member update:</i> a draft communication for sending to members was approved, subject to a couple of amendments. It was agreed to issue the update to members once all Director bios were on the website and once the actions from the murals working group meeting were known to the Board. MM was asked to send the latest member list to TS for the purpose of this update.</p>	<p>TS / NS</p> <p>MM</p>
9.0	<p><b>Trust aims</b></p> <p>It was agreed to allocate at least 30 minutes at the next Board meeting to discuss and revise the Trust's aims.</p>	<p>PS</p>
10.0	<p><b>Date &amp; Time of Next Meeting</b></p> <p>7pm on Wednesday 2<sup>nd</sup> November 2022</p>	