



Board Meeting (virtual)

MINUTES

7:30pm – 31 January 2023

Present: Ian Bennett (IB), Nick Hopewell (NH), Tom Scott (TS), David Lee (DL), Matthew Millward (MM), Paul Smith (PS), Gary Slinn (GS)

Apologies: Neil Seepujak (NS), Richard Marsh (RM)

Minute		Action
1.0	<p>Minutes of the previous meeting</p> <p>The Minutes of the previous meeting held on 10 January 2023 were approved.</p>	
2.0	<p>Action log</p> <p>The status of the various actions was noted.</p>	
3.0	<p>Chair's update</p> <p>IB stated that he will contact John Green, who runs evening events at Hillsborough, regarding the hosting of a social 'Evening With...' charity event; IB is to approach the Club in this respect. It was noted that IB is also looking to do a press release in conjunction with Alex Miller.</p> <p>IB is to invite Gavin Henderson to the next meeting of the Trust. IB is to also approach a member he knows regarding attendance at the next meeting.</p> <p>DL is to speak with John McClure (Reverend and the Makers) and ask him to contact IB, with a view to getting John involved with stories relating to the Trust's activities.</p> <p>IB stated that he is due to have a longer conversation with Alex Miller and he is working on a press release in conjunction with Alex, noting that the press release is to cover the new Board and the activities that the Trust is undertaking.</p>	<p>IB</p> <p>IB</p> <p>DL</p>

4.0	<p>Vice-Chair's update</p> <p>NH reported that he had initial engagement with the Universities in Sheffield regarding the vacancies for Communications Support and Women's Game Lead. MM was asked to provide the Trust's insurance policy document so that NH can complete the registration requirements with the Universities.</p>	MM
5.0	<p>Treasurer's update</p> <p>MM summarised the December 2022 financial report, as follows:</p> <ul style="list-style-type: none"> • Income was £1,580; there were 158 member renewals. • IT expenses were £89 (Google £4.60, Mailchimp £33.80, Zoom £14.39 & website hosting £36). • Paypal / bank charges were higher than normal at £96 due the high number of renewals. • Admin expenses were £20.50 for D&O insurance. • Community Donation £250 was to the S6 Foodbank. • Surplus for the month was £1,126. • Cash balance is £10,417 (PayPal, Stripe and the bank). • Prepaid expenses are £422. These are expenses for the year which we have paid up front and not yet charged to expenses. • Stock is £151 which relate to pin badges. • The Creditors amount of £40 relates to duplicate payments which have been paid back in January. <p>MM reported that there were 605 members at 31 December 2022, a reduction of 150 over the last nine months.</p> <p>MM stated that he has sent an email to DL with the addresses of the member who are to be sent pin badges. DL is to send the badges soon and then delete the email for GDPR purposes.</p> <p>MM stated that he will provide a list of local charities for the Board to consider as potential recipients of donations from the Trust.</p>	DL MM
6.0	<p>FSA Liaison update</p> <p>NH stated that he had provided some suggested wording to RM for the press release regarding the Fan Led Review.</p> <p>PS is to contact RM to seek an update on his previous actions.</p> <p>The FSA training for Board Directors, as circulated by RM on 29 January 2023, was noted. PS stated that Board Directors could book any of the online courses directly, using the links provided in the email circulated by RM.</p>	PS

<p>7.0</p>	<p>Community update</p> <p>It was noted that the murals Working Group met earlier in January. TS reported that he had sent an email to Hillsborough Primary School regarding use of the school's boundary wall as a canvas for a mural and is awaiting a reply. The murals Working Group is due to meet again within the next two weeks to discuss other canvas site options (e.g. local fish & chip shop and other local businesses) and the approach for engagement (e.g. letters, walk-ins).</p>	
<p>8.0</p>	<p>Diversity and inclusion update</p> <p>TS reported that he had not received a reply from Kate Hill, an assistant manager of SWFC Ladies. TS is to follow this up, with an offer of sponsorship from the Trust.</p> <p>PS is to contact Nancy Frostick (The Athletic), and copy in NH, to seek guidance on how to get the Club engaged with SWFC Ladies (e.g. are there any local advocacy groups that could help).</p>	
<p>9.0</p>	<p>Communications update</p> <p>It was agreed not to source a Social Media Monitoring Tool for the moment.</p> <p>TS stated that a list of usernames / passwords for the Trust's various online accounts and social media is available in the Google Workspace.</p> <p>TS is due to speak with his contact within the next two weeks regarding a member log-in area on the Trust's website, with a view to presenting a list of options for the Board to consider at the next Board meeting.</p>	<p>TS</p>
<p>10.0</p>	<p>Any other business</p> <p>PS reported that he had had no response from Liam Dooley regarding the Trust being involved with the Club's Engagement Panel. PS is to follow this up and copy in Trevor Braithwait (who was the Trust's previous contact).</p> <p>DL proposed that the Trust ought to have a presence at Hillsborough on home match days. It was agreed for DL to draft a 'wish list' of promotional items (e.g. banners, flyers, sign up sheets, pin badges etc) that could be included on stalls at the ground for the last few home matches of the season. Both DL and IB offered to run the stalls. TS stated that any promotional items could be stored at his office. NH stated that the relevant permission should be obtained for siting the stalls.</p>	<p>PS</p> <p>DL</p>

11.0	Date & Time of Next Meeting PS is to obtain availability of Board Members and co-optees via Doodle Poll for the next meeting in late February. The meeting ended at 8:45pm.	PS
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