



Board Meeting

Held at The Railway, 19 Penistone Road North, Sheffield S6 1LP

MINUTES

7pm – 15 August 2023

Present: Ian Bennett (IB), Paul Smith (PS), Tom Scott (TS), Neil Seepujak (NS), David Lee (DL, via videocall)

Apologies: Peter Bradbury (PB), Richard Marsh (RM), Phiroze Mackenzie (PM)

| Minute | | Action |
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| 1.0 | <p>Minutes of previous meetings</p> <p>The Minutes from the Board meeting held on 22 June 2023 were approved. PS is to send the Minutes to TS for loading to the website.</p> <p>The draft Minutes from the AGM held on 19 July 2023 were noted and are to be tabled for approval at the 2024 AGM. PS is to send the draft Minutes to TS for loading to the website.</p> | <p>PS</p> <p>PS</p> |
| 2.0 | <p>Chair's update</p> <p>The election of PS, TS, NS, PB and PM at the recent AGM was noted. PS is to ask PB and PM to read and accept the Board Membership and Conduct policy. It was agreed that the attendance of James Mappin (WTID Podcast) and Chris Ledger (Rainbow Owls) had helped with attendance at the AGM.</p> <p>Regarding Board Roles, the following proposal was approved:</p> <ul style="list-style-type: none"> • Chair: Ian Bennett • Vice-Chair: Phiroze Mackenzie • Treasurer: Peter Bradbury • Membership Coordinator: Peter Bradbury / Paul Smith • FSA Liaison Coordinator: Richard Marsh • Communications Coordinator: Neil Seepujak • Website Coordinator: Tom Scott / Neil Seepujak • Community Coordinator: Tom Scott • Diversity & Inclusion Coordinator: David Lee <p>PS is to contact PM to discuss the Vice-Chair role.</p> <p>The training available from the FSA was noted. PS is to circulate this to all Board members and each Board member is to book the courses directly with the FSA as necessary.</p> | <p>PS</p> <p>PS</p> <p>PS</p> |

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| <p>3.0</p> | <p>Secretary's update</p> <p>Correspondence with the Engagement Panel was considered alongside note from a call that PS and RM attended with the FSA on 20 July 2023. After some discussion, it was agreed that a mandate is required from the membership to ask the FSA to contact the EFL regarding the current structure of fan engagement at SWFC.</p> <p>NS is collate a summary of the last 18 months regarding the Trust's efforts to engage with the Engagement Panel, with a view to drafting a member survey for issuing within the next few weeks. The survey could also seek feedback from members on what the Trust should be vocal about (e.g. the matchday experience at Hillsborough).</p> | <p>NS</p> |
| <p>4.0</p> | <p>Treasurer's update</p> <p>It was noted that Matthew Millward, PB and PS have a call scheduled for 21 August 2023 as the first step of the handover of duties to PB.</p> <p>It was agreed that the membership list needs updating and it was noted that this will be dealt with following the call on 21 August.</p> <p>Once the membership list has been updated, the list is to be sent to DL so that pin badges can be posted to any new members. PS is to speak with PB in this respect.</p> | <p>PS</p> |
| <p>5.0</p> | <p>FSA Liaison update</p> <p>It was noted that RM is to contact the Sheffield City Council Safety Advisory Group (SAG) and it was noted that the SAG is keen to have a fan representative; it was agreed that the Trust should look to become members.</p> <p>A note from the FSA regarding copyright and imagery was considered. TS is to read the document and determine whether any changes are required to the imagery that is currently contained on the Trust's website.</p> | <p>RM</p> <p>TS</p> |
| <p>6.0</p> | <p>Diversity / inclusion update</p> <p>Recent correspondence from Rainbow Owls was noted and it was understood that Rainbow Owls are looking to become affiliate members of the FSA.</p> <p>It was agreed to invite Emma from the SWFC Women's Supporters Group to the Trust's next Board meeting; TS is to make contact in this respect.</p> | <p>TS</p> |
| <p>7.0</p> | <p>Community update</p> <p>TS stated that work on the first mural is due to start / end in the period from 21 August to 23 August and that a press release has been drafted.</p> <p>Regarding stalls at home match days, IB and DL are to liaise separately regarding the practicalities and logistics of this (e.g. set up of trellis tables, permissions, locations etc).</p> <p>Regarding the 'Evening With...' charity event, it was noted that hosting the evening at the Victoria Hotel was an option.</p> | <p>IB / DL</p> |

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| <p>8.0</p> | <p>Communications update</p> <p>It was agreed that the Social Media plan for the next few months would be informed by feedback from the member survey. It was also agreed that the Trust should look to get involved with the press / podcasts etc on a more regular basis.</p> <p>TS is to create an advert for a Web Developer to assist with developing the Trust's website, including a member log-in area.</p> | <p>TS</p> |
| <p>9.0</p> | <p>Next meeting date</p> <p>It was agreed to hold the next meeting via Zoom on Wednesday 20 September at 7pm. PS is to issue a meeting invitation.</p> <p>The meeting closed at 9pm.</p> | <p>PS</p> |