



**Board Meeting (virtual)**

**MINUTES**

**8pm – 17 January 2024**

**Present:** Paul Smith (PS), Peter Bradbury (PB), Richard Marsh (RM), David Lee (DL), Phiroze Mackenzie (PM)

**Apologies:** Ian Bennett (IB), Neil Seepujak (NS), Tom Scott (TS)

Minute		Action
1.0	<p><b>Minutes of previous meetings</b></p> <p>The Minutes from the Board meeting held on 28 December 2023 were approved. PS is to send the Minutes to TS for loading to the website.</p>	PS
2.0	<p><b>Action log</b></p> <p>The Action log was noted and that all 'in progress' and 'outstanding' actions were to be covered by later agenda items.</p>	
3.0	<p><b>Secretary's update</b></p> <p>It was noted that only IB needs to complete the Conflicts of Interest Questionnaire. The Director Training Log was noted.</p>	IB
4.0	<p><b>FSA update</b></p> <p>The following items were briefly discussed:</p> <p><b><i>Umbrella fans group:</i></b> PM stated that a meeting has been scheduled for 8 February 2024 to explore the possibility of forming an umbrella fans group and that both Jane Hughes (EFL Network Manager, FSA) and Clive Betts MP are due to attend. In addition, it was noted that an email address has been set up for the working group to facilitate the meeting and a document (which sets out ideas regarding the formation of an umbrella fans group) has been circulated to interested parties.</p> <p><i>Post meeting note: following an update from the working group, it was noted that the working group is independent of the Trust and any other fan group.</i></p> <p><b><i>Emergency Financial Planning sub-committee:</i></b> PS stated that the next meeting of this sub-committee is to be arranged for a date in January or February.</p> <p><b><i>Safety Advisory Group (SAG):</i></b> RM reported that the next meeting of the SAG is in March 2024. It was noted that the incident reporting number for Matchday Control was wrong on some stadium notices in the toilet areas and that the Club is arranging for these to be updated.</p>	

5.0	<p><b>Communications update</b></p> <p><b>Update to Members / Associates:</b> PS stated that he had not had time to draft an email, but that he will look to do so within the next few weeks.</p>	
6.0	<p><b>Community update</b></p> <p><b>Home match day stall:</b> DL proposed that some scarfs should be sourced as 'freebies' for the match day stall. This was approved.</p>	
7.0	<p><b>Treasurer's update</b></p> <p>PB provided the following updates regarding December 2023:</p> <ul style="list-style-type: none"> <li>• Income was £1,280 via membership renewals; costs were £312.</li> <li>• Cash balances totalled £11,645 at month end.</li> <li>• There were 503 members at month end, with no new members and 5 leavers.</li> </ul> <p>A short discussion took place regarding the issuing of an email to leavers to invite them to become Associates. PB is to collate a list of leavers in this respect.</p> <p>PB stated that the actions regarding signing responsibility (for payments over £100) and the debit card cannot be done without IB signing the required bank forms.</p>	PB
8.0	<p><b>Diversity &amp; Inclusion update</b></p> <p><b>Neurodiverse training for stewards:</b> RM stated that he had been in touch with a charity, Starling, that works with neurodiverse people. RM proposed that he works with Starling and the Club to arrange related training for SWFC stewards. It was agreed for RM to take this forward.</p> <p><b>Incorporating women's section into the Club:</b> RM reported that it is common for football clubs to operate without a women's section where the football club is in League 1 or below in the pyramid.</p> <p>RM stated that for a Club to operate at Level 2 in women's football, it requires a budget of around £1M year and a structure that has an academy (i.e. u18s, u21s and reserve squads, as well as a first team).</p> <p>It was noted that SWFC is a long way from this at present, with the structure for the women's game not integrated within the male system to create a whole pathway. It was agreed that this is a subject that could be campaigned on by the umbrella fans group.</p> <p><b>Principles of being an inclusive Club:</b> RM stated that he is waiting for Tom Finn to provide his availability for a meeting.</p>	RM

<p><b>9.0</b></p>	<p><b>AOB</b></p> <p>A cost of £120 + VAT was approved regarding the hire of a room at Sheffield Hallam University for the umbrella fans group meeting on 8 February 2024.</p> <p>PB stated that he has not been able to obtain new member addresses since the switch to the Trust's new website and, as such, he cannot provide addresses to DL so that pin badges can be sent to new members. PB is to contact TS in this respect.</p>	<p>PB</p>
<p><b>10.0</b></p>	<p><b>Next meeting</b></p> <p>It was agreed to hold the next meeting via Zoom on Wednesday 7 February 2024 at 8pm.</p> <p>The meeting closed at 9pm.</p>	