



Board Meeting (virtual)

MINUTES

8pm – 12 March 2024

Present: Ian Bennett (IB), Paul Smith (PS), Peter Bradbury (PB), Richard Marsh (RM), David Lee (DL), Phiroze Mackenzie (PM), Neil Seepujak (NS)

Apologies: Tom Scott (TS)

Minute		Action
1.0	<p>Minutes of previous meetings</p> <p>The Minutes from the Board meeting held on 7 February 2024 were approved. PS is to send the Minutes to TS for loading to the website.</p>	PS
2.0	<p>Action log</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>Chair's update</p> <p>IB stated that his updates would be covered during later agenda items.</p>	
4.0	<p>Secretary's update</p> <p>PM and NS reported changes to their conflicts and are to provide details of the changes to PS.</p> <p>The Director Training Log was noted. It was noted that PS has completed the FSA's Core Training assessment with a score of 100%. The Trust is now able to use the FSA's Core Training 2024 logo. PB is to contact Nicola Cave (Training & Governance Manager, FSA) for a link for him to complete the assessment.</p> <p>The Directors were reminded that the FSA's online Core Training modules have recommenced and to book sessions directly with the FSA. In addition, the Directors were encouraged to complete the Kick It Out modules on Allyship and LGBTQ+ Awareness.</p> <p>A draft Action Plan for the 2024 AGM was considered. It was agreed to hold the AGM on Wednesday 3 July 2024. PS is to update the Action Plan to reflect this. As per Rule 61 of the Trust's Rules, it was noted that approximately one third of the Directors who have served the longest at the date of the AGM will resign; in this case, it was agreed that TS, PS and DL are to resign. It was noted that TS and PS will not be standing for re-election, but that DL wishes to stand.</p>	<p>PM / NS</p> <p>PB</p> <p>PS</p>

	<p>A discussion took place regarding recruitment to the Board, and it was agreed to co-opt interested individuals initially, with a view to encouraging co-optees to stand for election at the AGM. The following actions were agreed:</p> <ul style="list-style-type: none"> - PS to update the job descriptions to cover the following roles: Secretary, Communications, IT, Events & Membership. - PS to draft a specific recruitment communication, to be issued within the next few weeks. - PM to speak with the members of the Umbrella Working Group to see if there is any interest in being co-opted to the Board. <p>NS stated that he would look to take on some of the website and social media work from TS following the AGM. It was noted that TS is to prepare a document that assists with the handover of his work.</p>	<p>PS</p> <p>PS</p> <p>PM</p> <p>TS</p>
<p>5.0</p>	<p>FSA update</p> <p>The following items were discussed:</p> <p>Umbrella fans group: PM provided some feedback from the inaugural meeting that took place on 7 March 2024 at Sheffield Hallam University, which was attended by several SWFC fan groups, both in person and via videocall. It was noted that Dave Rose, deputy CEO of the FSA, chaired the meeting and that Clive Betts MP was present to provide an update regarding the route to legislation for the Independent Football Regulator and the potential impact on the Club's current operating model.</p> <p>PM reported that one of the fan groups has some members that have accounting and football finance experience. PM is to put the group in touch with PS so that this can be linked in with the Financial Planning Working Group.</p> <p>It was noted that the outcome of the inaugural meeting was that there was general agreement to meet up again near to the end of March, with a view to firming up how the group might operate going forward. PM stated that a joint statement has been drafted and will provide a copy of the agreed version once it is available from the Umbrella Working Group.</p> <p>Financial planning group: PS stated that three members of the group met on 20 February 2024 and the outcome was the drafting of a Risk Assessment which covered various scenarios in the event that the Club (i) remained in the Championship and (ii) was relegated to League 1. The next step is to consider the activities which are required in each scenario.</p> <p>It was noted that the Club may not be getting the backing of financial institutions given the recent issues regarding the purchase of season tickets. PS is to feed this back to the group as an item to consider.</p> <p>Safety Advisory Group (SAG): RM reported that the next meeting of the SAG is on 15 March 2024, but that he cannot attend. PM is to see if he can attend.</p> <p><i>Post meeting note: PM was unable to attend and, as such, the Trust gave apologies to the SAG meeting on 15 March 2024.</i></p>	<p>PM</p> <p>PM</p> <p>PS</p> <p>PM</p>

	<p>FSA EFL Network: the Minutes from the meeting held on 28 February 2024 were noted. PS highlighted the reminder about copyright and licensed images and the section on Fan Engagement which provided a reminder of Article 128, which currently states that "... where meetings [with the Club] are not open to all supports wishing to attend, the supporter representatives must be elected, selected or invited in line with basic democratic principles, and individuals cannot be excluded without good reason."</p>	
6.0	<p>Communications update</p> <p>Update to Members / Associates: a draft email was considered, and it was agreed for PS to update the email as necessary before arranging for it to be issued in conjunction with TS.</p> <p>NS is to provide some wording regarding protection via the Consumer Credit Act for the purchase of season tickets. This wording is to be included in the update.</p> <p>It was agreed to issue the recruitment communication after the update has been issued.</p> <p>Open Forum: following some feedback from Dave Rose, PM proposed that the Trust could hold an open public meeting, inviting SWFC fans to attend, with the aim to try to increase the Trust's resources and membership. It was agreed to aim to hold an open meeting by the end of June; IB and RM are to make enquiries regarding the availability of The Railway and the Age UK building in Hillsborough Park respectively.</p> <p>Fan behaviour: it was noted that DL and IB had drafted an article for the Trust's website on this subject. DL / IB are to provide the draft article to PS and TS for review before it is published.</p> <p>WhatsApp Channel: NS proposed that the Trust sets up a WhatsApp Channel. It was agreed for NS to scope this out and bring a proposal for the next meeting.</p>	<p>PS / TS</p> <p>NS</p> <p>IB / RM</p> <p>DL / IB</p> <p>NS</p>
7.0	<p>Community update</p> <p>Home match day stall: it was noted that DL and IB are on course to hold the first match day stall at the home match on 29 March 2024 v Swansea City. Th Associate sign-ups forms were noted and IB stated that the aim is to encourage fans to sign-up as Associates.</p> <p>'Evening With...' event: IB reported that John Green will organise the evening and that the Trust would only be required to advertise the event. It was agreed to charge £10 entry. IB is to firm up the date.</p>	<p>IB</p>

<p>8.0</p>	<p>Treasurer's update</p> <p>PB provided the following updates regarding February 2024:</p> <ul style="list-style-type: none"> • Income was £279; costs were £1,023. • Cash balances totalled £11,204 at month end. • There were 488 members at month end with one new member and two leavers. There were 27 renewals in the month. <p>An updated version of the 2024-25 budget was discussed. It was agreed to show a net increase of 100 members (i.e. 150 new members, less 50 leavers) a year; PB is to update the budget.</p> <p>It was noted that Katie Hirst is to carry out the Independent Examination regarding the Trust's year end accounts.</p>	<p>PB</p>
<p>9.0</p>	<p>Diversity & Inclusion update</p> <p>Neurodiverse training for stewards: it was noted that the Club is doing what it can regarding in terms of stewarding. RM proposed that the Trust offers to help the Club (e.g. via members) in this respect; this was agreed, and RM is to contact the Club.</p> <p>Principles of being an inclusive Club: RM stated that he is waiting for Tom Finn to provide his availability for a meeting.</p>	<p>RM</p>
<p>10.0</p>	<p>AOB</p> <p>DL proposed that the Trust buys two tables at the SWFC Legends evening at Hillsborough on Friday 10 May 2024, noting that proceeds of the event will go to Create a Dream Foundation and the SWFC Community Programme. DL proposed that places could be raffled off to Trust members. DL is to forward details and PS is to dig out the communications that the Trust issued regarding the previous such event.</p>	<p>DL / PS</p>
<p>11.0</p>	<p>Next meeting</p> <p>It was agreed to hold the next meeting via Zoom on Wednesday 10 April 2024 at 8pm.</p> <p>The meeting closed at 10pm.</p>	