

Terras Trust Board Meeting Minutes

30th July 2009

Meeting Started: 7.10pm
Meeting Closed: 9.45pm

Present:

John West (JW); Connor Kinsella (CK); Steve Walkinshaw (SW); Tony Baylis (TB); Nathan Wood (NW); Colin Huckle (CH); Matt Barton(MB) from 7.30pm

1. Apologies

No apologies were received, other than from MB on arrival.

2. Minutes of Meeting 10th July and Matters Arising

The minutes of the above meeting were accepted as correct. However it was explained that it has been problematic to upload these to the website as it has not been possible to contact Richard McGowan by any means since they were produced and RM is also not in attendance again this evening.

JW confirmed a number of the actions would be covered in the agenda for this evenings meeting and ran over the actions raised that were not.

With regards the position of Make it so Ltd. CK confirmed the details given by Ian Ridley at the recent fans forum and included in the last meeting minutes were accurate.

CH announced that he had been in contact with Coyne Butterworth with regards auditing the accounts. He was informed that although there were few transactions on our accounts the cost would be in the region of £1500 to £2000 because of the various checks etc that have to be undertaken. The Accountant suggested that we try to get the FSA and Supporters Direct to allow us to change to an independent examiner and there was a possibility that a resolution could be made by EGM to enable this.

NW also commented that he and SW had had conversations with both the Dorchester's Supporters Trust Board members and James Mathie from Supporters Direct at their recent launch night and it had been suggested that we contact Leyton Orient's Supporters Trust as they have a registered auditor on their trust board and James had confirmed they had helped out other trusts in the past. NW confirmed that he had e-mailed their trust since regarding this matter and was awaiting reply.

SW confirmed that he had been in contact with Richard Bartlett who confirmed that he was not in possession of the required Bank statements.

CK confirmed that Ian Windsor had advised that it was not possible to register the seat on the board with Companies House in the trusts name and that this had to be registered as an individual.

CK confirmed that the Communications Strategy was in its final draft and was hoped to be circulated by the weekend.

Action: SW to correspond with Leyton Orient's Trust with regards getting the accounts audited & to contact the bank with regards getting replacement statements. CK to complete communications strategy and circulate to other board members.

3. To complete the Election of Officers and Roles.

CK was proposed as WFC Board Representative by NW and seconded by TB and duly elected. No other candidates were put forward.

CK was also proposed as Communications Officer by SW and seconded by TB and duly elected. No other candidates were put forward.

In the continued absence of the Webmaster (RM) and after much discussion it was agreed to remove the position of Webmaster. In an attempt to resolve continuing issues with regards updating the website and as the website is the trust's primary communication tool, it was agreed that a system was needed that could be updated by any computer literate trust board member. It was agreed that Dave Ring of Dorchester's supporters trust be contacted with a request for help in resolving continuing website issues.

Actions: SW to e-mail Dave Ring.

4. Fundraising Update to include Race Night and Steve Perryman Evening.

Race Night

MB confirmed that the race cards had been requested from the event organisers however had not been received and therefore they have been resent again today. Once received it was agreed that this would be circulated to the board and a press release produced. The buffet for this evening is in hand with the help of MB's wife. It was confirmed that there will be 8 races on the night. Prices were set at £2 entry on the door. Race sponsorship was discussed and it was agreed that this would be offered at £20 a race and this would include 4 free tickets. CK agreed to produce an advertising poster.

Steve Perryman Evening

JW produced a chart of all the details and arrangements that needed to be decided upon to ensure this evening was a success. The venue has already been booked on the arranged date, and it was discussed at length and decided that it would remain a curry night and that caterers needed to be confirmed and a price per head set before many of the items could be decided upon. SW & MB agreed to produce tickets once details confirmed, these are to be TT stamped and serial numbered. Points of sale were discussed as was the possibility of e-tickets. It was suggested that the Club office be approached as a point of sale. NW confirmed that he would approach potential raffle prize and auction item sources by e-mail, every board member was also encouraged to do this at any given opportunity.

Actions: MB to circulate race card on receipt. CK to compile press release and advertising poster for Race Night & SP Evening once details confirmed. MB & TB to approach caterers to confirm details. JW to decide & call further interim board meeting if decided this was necessary. NW to e-mail potential raffle prize & auction item sources.

5. Membership Update

TB reported that membership currently stands at 161 Members. Several memberships became due for renewal on 2nd July and 37 reminders were sent out around the 10th/11th July. Of the 80 renewals outstanding, 17 are additional family memberships and 26 are standing orders which are renewed on the receipt of the second payment.

Correspondence has been received from the SEET group about possible trust membership.

NW produced the 100 free children's tickets supplied to his business 'N Wood Electrical' as part of a community partnership he has taken up with WFC. These have been volunteered to offer as an incentive for new memberships and renewals. It was suggested that additional tickets should be offered for standing order, family & youth memberships.

Corporate membership was also discussed at length and JW produced a draft letter inviting companies to become corporate members. It was agreed that corporate membership would include 1 share & 1 vote only. The price was set at £75. The benefits to be put forward to companies in the letter were amended. It was also decided that the website needs to be up and running again to progress with this scheme.

CH raised the point that any letters produced by the Trust required to include certain information in either the header or footnote.

SW also identified that we were constitutionally obliged to make Supporters Direct a corporate member with James Mathie being their Nominated Member. He also commented that it is within their rules that they will not vote on any trust matters.

Actions: TB to promote free children's tickets offer; JW to update corporate membership letter; CH to e-mail details required & TB to create new headed letter template & e-mail to board members. JW to send letter to supporters direct once template received from TB.

6. Shares Update

NW reported that the trust current share holding was 10000 shares from 1 purchase. The certificate for this had now been received. We have now received 1550 Proxy Shares, with recent additions from the previous meeting having been received from Matt Barton & Alan Costello. Further proxy shares & letters were received at the meeting.

TB requested that a response be prepared to be released through the membership system to thank members for their proxy shares and also to explain the process for recalling their shares and clarification of their position when it comes to voting at the AGM. It was also agreed that the membership system be utilised in the future for storing member's proxy share details and suggested that a roll of honour be produced on the website in the future.

Action: NW to prepare response for membership system.

7. Treasurers Report to include Audit situation.

SW reported that the balance to date is: £3711.00. The audit situation was discussed in matters arising.

CH confirmed he had e-mailed Ian Gardner about becoming our independent examiner but has not to date received a response.

8. WFC Update

CK reported that it was a case of no news is good news. CK has been away for the majority of the period since the last meeting and indicated that very little was going on that had not already been discussed at previous meeting however he confirmed that Pete Saxby was no longer fixtures secretary and that Phillip Searle had been appointed on a part time basis and his role would be primarily concerned with fixtures and players registration.

Questions were raised by both board members and via e-mail from members with regards updating of the board outside the ground, concerns at the lack of communication or co-ordination between departments & also board members, whether Dave Higson was actually a director as he is not listed by companies house, when the next AGM and accounts were due and whether other directors were being sort.

CK agreed to take the other above questions to the board and confirmed that as far as he was aware the position with regards new directors was very much an open door as space and shares were available.

A discussion was held with regards concerns over the kit order after it was reported that Prostar couldn't guarantee delivery of the proposed striped kit, however it is now understood that a guarantee has now been received and the kit will be at the club by next Wednesday.

CK was also asked if he was happy with the current role of his position on the board which he confirmed he was.

Actions: CK to take unanswered questions above to WFC Board.

9. Communications to include Web site & Pay Pal.

JW announced that he had received communication from SC Chair Liz Bell and has agreed to meet up to discuss forging closer links, particularly in regards to fundraising events. An open discussion was held and the board were in agreement that this objective should be pursued.

TB reported that the membership system has now been set up to be operated by additional board members and that he would give tutorials to those involved on his return from holidays.

Actions: JW to engage supporters club with regards meeting. TB to provide tutorials on membership system.

10. Business plan Update

This was postponed to a future meeting.

11. Any Other Business

Rules & Regulations

CH was asked to check the rules and regulations regarding continual non attendance of Trust Board Meetings by its officers.

Golden Goal

MB discussed the Golden Goal rota and it was agreed that as 2 of the current board are now involved in other areas on match day's that volunteers would be needed to ease the strain on the remaining board members to run the golden goal scheme.

Boxing Day Transport

NW discussed the idea of organising additional buses or a shuttle service to Dorchester on Boxing Day as there was neither a bus or train service on this day. It was agreed that this suggestion be put to the supporters club in upcoming discussions and be re-raised again if felt necessary once upcoming fundraisers were resolved.

Additional Help

JW discussed the need to co-opt additional board members. It was also suggested that a list of volunteers and helpers was compiled who although unable to donate enough time to be full time board members would be willing to help out with fundraising and the like.

Actions: CH to check rules. MB to e-mail potential volunteers & circulate golden goal rota. JW to raise Boxing Day transport concerns with SC.

11. Date and Venue of Future Meetings

Thursday 27 th August 2009 - Terras Trust Board Meeting	Wetherbury Arms 7.00pm
Potential for interim meeting to discuss fundraising events	TBC