

BRENTFORD FOOTBALL COMMUNITY SOCIETY LIMITED
(trading as Bees United "BU")

Minutes of Society Board Meeting No.89
held in the Learning Zone, Griffin Park, Braemar Road, Brentford TW8 0NT
at 7.15pm on 14th April 2008.

Present:

David Merritt	(DM)	Chairman	Natasha Judge	(NJ)
Trevor Inns	(TI)		Matt Dolman	(MD)
Donald Kerr	(DK)		Mark Chapman	(MC)
David Hawes	(DH)		Paul Stedman	(PS)
Stephen Callen	(SC)			

In attendance: Brian Burgess (BB)
Chris Gammon (CG)

1. **Apologies for Absence**

Apologies were received from Alan Bird (AB) and Jon Gosling (JG).

2. **Quorum**

The chairman declared that the board was quorate.

3. **Minutes of Previous Meetings**

The minutes of Meeting 88 were approved.

4. **Action Points From Last Meeting**

85/8.3.2 MD taking forward development of membership admin. system.

86/6.2 Lionel Road Survey has been circulated to fans. Results will be communicated to architects.

86/8.1.2 MD returned bank mandate to SC. DK and DM to do so.

86/8.2 NJ returned declaration of interests form. MC, SC, PS & DH to do so.

86/10.1.1 MD has noted recently lapsed S/O members. Communicate to BP.

86/10.3.2 Photographs of TI & DH to be taken at Hereford game for website.

87/7.2.2 SC has written to FSA regarding exemption from filing full accounts.

87/7.3 NJ to brief MD on 'knowledge transfer' training scheme.

87/9.2 DK reviewing annual survey methodology. MD to advise of key dates.

87/10.1 DK & NJ to produce letter for inclusion in season ticket mail-out.

88/7.4 MC, DK, DM & NJ to brainstorm message for recruitment drive.

88/8.1 NJ to circulate fundraising management information.

88/8.2 DK, NJ to prepare 'nutshell' guide to BU.

88/10.1 AB to chase BFC on processing of payments for club events.

5. **Subsidiaries' Operations**

A report from BU nominees on BFC board.

6. **Club Focus**

6.1 **Operations**

No report given.

6.2 **Investor Relations**

TI reported that Peter Wheatley is pursuing other interests rather than looking at investing further money in the club.

6.3 **Other related business**

Provisional arrangements were made for PS & DH to attend the boardroom for the Hereford match.

7. **Administration Focus**

7.1 **Trust Finances**

SC had circulated financial report and draft BU budget for coming season. TI noted that BFC are budgeting to cover LBH loan interest for coming year.

Joe Bourke had passed a query from the auditors to DM. SC has responded.

DM stated that the price charged for the Trust's audit seemed high. BB responded that the combined task (BFC & BU audit) had been competitively tendered, but that it might be possible to negotiate further.

ACTION: 89/7.1 MD, SC

7.2 **Governance**

CG reported that the FSA have approved proposed rule changes. MC to publish on web.

ACTION: 89/7.2 MC

CG has returned specifics of Officers and Directors liability insurance requirements to the brokers.

7.3 **Membership Administration**

MD to develop description of membership administration role(s) and consult survey returns for potential volunteer help. Advert to be placed in programme.

ACTION: 89/7.3 MD

7.4 **Membership Year**

MD had circulated paper on membership year (fixed vs. floating dates). Comments were made and MD will circulate detailed proposal.

ACTION: 89/7.4 MD

7.5 **Other related business**

MD & TI attended meeting with CRM, who have been engaged by Supporters Director to develop online membership database product for Trusts. MD, BP & TI will investigate its function using sample data and advise CRM of BU's requirements.

ACTION: 89/7.5.1 MD, BP, TI

TI communicated the role that Supporters Direct saw for themselves following the uptake of this system amongst Trusts (amongst them potential for nationwide statistical reporting, 'emergency' access to mailing lists, and some form of 'ombudsman' status). Whilst the board were receptive to some of these, strong concern was expressed over others. MD to circulate more detailed summary of Supporters Direct proposals, for consideration by the board.

ACTION: 89/7.5.2 MD

8. **Community Focus**

8.1 **Events and Fundraising**

NJ updated the board on the Walk to Stockport. Pitch-side collection to be made at the Hereford game.

8.2 **Club related stakeholders**

DK attended Community Sports Trust team meeting and noted potential to link in with their slot on Radio West Side.

DK is holding weekly meeting with David Heath.

DK to attend Chamber of Commerce AGM.

BU to take stall (possibly in conjunction with other groups) at Fun Day. DH to co-ordinate.

ACTION: 89/8.2 DH

8.3 **Other related business**

None reported

9. **Member Focus**

9.1 **Member Communications**

Draft newsletter circulated. Final version to be agreed and sent to printers.

ACTION: 89/9.1 MC, BP

9.2 **Member Satisfaction inc. Survey**

DK assessing methods used in Lionel Road survey for use in wider membership survey.

ACTION: 87/9.2 DK

9.3 **Public and Press Communications**

No report.

9.4 **Other Related Business**

None reported.

10. **Any Other Business**

10.1 MC noted that an election for the Supporter Director position was due in January 09. It was suggested that JG's views on the role and goals for the future should be sought.

ACTION: 89/10.1 DM

10.2 TI to liaise with David Heath regarding organising a fans' forum early in the 08-09 season.

ACTION: 89/10.2 TI

10.3 DK noted that the club are introducing a new scheme for Community tickets for the forthcoming season. DK to liaise with David Heath on complimentary tickets policy generally.

ACTION: 89/10.3 DK

10.4 CG is obtaining quote for reprints of Supporters Direct newsletter article on Lionel Road.

ACTION: 89/10.4 CG

11. **Date of Next Meeting**

Monday 12th May at 7.15pm in the Learning Zone.

Close of Meeting

There being no further business, the meeting concluded at 10:00 pm.

Chairman