

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

Minutes of Society Board Meeting No.90
held in the Learning Zone, Griffin Park, Braemar Road, Brentford TW8 ONT
at 7.15pm on 12th May 2008.

Present:

David Merritt	(DM) Chairman	Matt Dolman	(MD)
Trevor Inns	(TI)	David Hawes	(DH)
Donald Kerr	(DK)	Stephen Callen	(SC)

In attendance: Brian Burgess (BB)
Chris Gammon (CG)
Jon Gosling (JG)
Alan Bird (AB)

1. **Apologies for Absence**

Apologies were received from Natasha Judge (NJ), Mark Chapman (MC) and Paul Stedman (PS).

2. **Quorum**

The chairman declared that the board was quorate.

3. **Minutes of Previous Meetings**

The minutes of Meeting 89 were approved.

4. **Action Points From Last Meeting**

85/8.3.2 MD taking forward development of membership admin. system.
86/8.1.2 DK and DM to return bank mandates to SC.
86/8.2 MC, SC, PS & DH to return declaration of interests form.
86/10.1.1 MD to inform DM of recently lapsed S/O members.
86/10.3.2 Photographs of TI & DH to be taken for website.
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.
88/7.4 MC, DK, DM & NJ to brainstorm message for recruitment drive.
88/8.1 NJ to circulate fundraising management information.
89/7.1 AB to report on meeting with BFC/BU auditors.
89/7.2 All to comment on MD proposal re. membership year.
89/7.5.2 MD to forward info from Supporters Direct re. membership database.
89/8.2 DH to co-ordinate fund-day stall.
89/10.2 TI to liaise with David Heath re. holding fans forum.

5. **BFC and Other Subsidiaries' Operations**

A report from BU nominees on BFC board.

6. **Administration Focus**

6.1 **Trust Finances**

SC reported that bank statements had not arrived to derive figures for last month, but that no exceptional events were recorded.

6.2 **Governance**

CG circulated letter confirming offer of officers and public liability insurance, which the board decided to take up.

6.3 **Membership Administration**

MD is talking to two volunteers who may be able to assist with membership admin. tasks. MD to provide DH with access to trial version of membership admin. database.

ACTION: 90/6.3 MD

6.4 **Membership Year**

All to communicate any objections to MD's proposal for structure of membership year within the next week.

ACTION: 89/7.4 All

6.5 **Other related business**

DM suggested that a more comprehensive list of former members is prepared.

ACTION: 90/6.5.1 MD

TI suggested that the Trust consider offering complimentary membership to season ticket holders. TI to circulate proposal.

ACTION: 90/6.5.2 TI

7. **Community Focus**

7.1 **Events and Fundraising**

DK reported on Stockport walk: suggested that walkers be invited to boardroom for a match.

ACTION: 90/7.1.1 JG

JG reported that Stockport Trust split a bucket collection with BU. DM/JG to thank them for this, and issue thanks to walkers.

ACTION: 90/7.1.2 DM/JG

7.2 **Club related stakeholders**

DK updated the board on recent activities, including attendance at Playing for Success annual conference.

7.3 **Other related business**

Catering survey yielded 400 e-mail addresses – these to be reconciled with BU records.

ACTION: 90/7.3 DK, MC, MD

8. **Member Focus**

8.1 **Member Communications**

No report given. DK had been investigating other Trust's communications, and will circulate note with ideas for BU.

ACTION: 90/8.1 DK

9.2 **Member Satisfaction inc. Survey**

No report.

8.3 **Public and Press Communications**

No report.

9.4 **Other Related Business**

None reported.

9. **Any Other Business**

9.1 AB noted that the Trust need to propose a draw-down schedule to be communicated to Matthew Benham for introduction of funds during coming season.

ACTION: 90/9.1 DM/TI

10. **Date of Next Meeting**

Monday 16th June at 7.15pm in the Learning Zone. MD to circulate schedule of further meetings.

ACTION: 90/10 MD

Close of Meeting

There being no further business, the meeting concluded at 10:15 pm.

Chairman