

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

Minutes of Society Board Meeting No.86
held in the Learning Zone, Griffin Park, Braemar Road, Brentford TW8 0NT
at 7.15pm on 3rd January 2008.

Present:

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

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

1. **Apologies for Absence**

Apologies were received from Natasha Judge, Bruce Powell and Chris Gammon.

2. **Quorum**

The chairman declared that the board was quorate.

3. **Resignation of Brian Burgess and Chris Gammon**

DM presented letters confirming the resignation of Brian Burgess and Chris Gammon from the Bees United board, in order for them to take on executive positions with Brentford FC (Lionel Road) Ltd.

4. **Minutes of Previous Meetings**

The minutes of Meetings 85 and 85b were approved. MD to produce action list for next meeting.

ACTION: 85/3.1 MD

5. **Action Points From Last Meeting**

85/6.2 A vote was taken on three proposals for titles for board members leading sub groups. The most popular choice was 'Director with responsibility for' the relevant areas.

85/7.2 TI to maintain relationships with investors.

85/8.3.1 MD to draw up job description for admin. role with input from BP.

85/8.3.2 MD to take forward development of membership admin. system.

85/10.1.2 MD to supply MC with list of those whose membership has lapsed recently.

85/10.2 MD to forward detailed breakdown on 2007 membership survey to DK.

6. **Subsidiaries' Operations**

7. **Club Focus**

7.1 **Operations**

No further report was given on BFC Operational matters.

7.2 **Investor Relations**

TI had circulated a status report. The board indicated that they were satisfied with the composition of the board of Brentford FC (Lionel Road) Ltd and did not wish to appoint further director(s) at the present time.

CG to confirm full conditions governing director loans to BFC.

ACTION: 86/7.2.1 CG

BU board members to attend boardroom on matchdays (home and away) more regularly, to represent Trust and meet with investors. TI to co-ordinate.
ACTION: 86/7.2.2 TI

- 7.3 **Other related business**
None reported.

8. **Administration Focus**

8.1 **Trust Finances**

SC had circulated financial report. Trust has £45K at bank, and is due £150K of loan repayments. Major liabilities include ongoing repayment of £250K bank loan and £200K loan from Ian Jones scheduled for January 2009. TI requested net income figures for fundraising schemes in report.

ACTION: 86/8.1.1 SC

List of cheque signatories requires updating due to board changes.

ACTION: 85/8.1.2 SC

8.2 **Governance**

CG had given written report. He is meeting with an insurance broker to investigate officers' liability insurance, and obtaining the signature of a notary for registration of rule changes with FSA. CG to issue reminders where board members need to complete annual declaration of interests form.

ACTION: 86/8.2 CG

8.3 **Membership Administration**

BB reported that Bruce Powell is set up at his new desk in Griffin Park. Filing cabinets now to be moved. MD to prepare objectives and management information for group.

ACTION: 86/8.3.1 MD

MD had given status report on development of new membership administration database in conjunction with Supporters Direct. Meeting will be held in late January. MD, TI and Bruce Powell to attend.

ACTION: 86/8.3.2 MD, TI, BP

8.4 **Other related business**

DM had circulated a proposed amended Openness Policy. This was approved by a majority vote. MC to prepare news article summarising changes.

ACTION: 86/8.4 MC

9. **Community Focus**

9.1 **Events and Fundraising**

Fundraising meeting to be held in January.

ACTION: 86/9.1 NJ

9.2 **Club related stakeholders**

DK suggested holding a regular (poss. quarterly) three-way meeting with the Community Sports Trust and the Learning Zone.

ACTION: 86/9.2 DK

9.3 **Other related business**

DK to set out objectives of group, regarding the internal (BFC) and external community. DK to look into participation in local business community events.

ACTION: 86/9.3.1 DK

Board members to note the club's participation events marking the National Year of Reading, to be launched at Chesterfield game.

ACTION: 86/9.3.2 All

10. **Member Focus**

10.1 **Member Communications**

MC reported that a newsletter was prepared for printing.

MC has list of members who have ceased standing orders. MC to draft follow-up letter to ascertain reasons.

ACTION: 86/10.1.1 MC

MD to supply MC with list of annual members who have not renewed membership.

ACTION: 86/10.1.2 MD

10.2 **Member Satisfaction inc. Survey**

MD to supply DK with data from 2007 survey, and details of members offering assistance.

ACTION: 86/10.2 MD

10.3 **Public and Press Communications**

MC to prepare standard pro-forma for press releases.

ACTION: 86/10.3.1 MC

MC to arrange for board members' photographs to be taken for web and newsletter purposes etc. at next home game.

ACTION: 86/10.3.2 MC/All

10.4 **Other Related Business**

JG reported that a member had requested details of DM and AB's experience and qualifications. MC to extract from election statements etc.

ACTION: 86/10.4 MC, DM, AB

11. **Any Other Business**

11.1 MC proposed a vote of thanks to BB and CG for their service on the board and continued work on the Lionel Road project.

11.2 JG asked if the Trust could use a voucher for printer cartridges received through the Bee Green scheme.

12. **Date of Next Meeting**

Thursday 31st January at 7.15pm in the Learning Zone.

Close of Meeting

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

Chairman