

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

Minutes of Society Board Meeting No.87  
held in the Learning Zone, Griffin Park, Braemar Road, Brentford TW8 ONT  
at 7.15pm on 31<sup>st</sup> January 2008.

---

Present:

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

In attendance: Brian Burgess (BB)  
Jon Gosling (JG)  
Alan Bird (AB) [part]  
Andy Scott (AS) [part]

---

1. **Apologies for Absence**

Apologies were received from Mark Chapman (MC), David Hawes (DH), Bruce Powell (BP) and Chris Gammon (CG).

2. **Quorum**

The chairman declared that the board was quorate.

3. **Minutes of Previous Meetings**

The minutes of Meeting 86 were approved.

4. **Action Points From Last Meeting**

**85/8.3.2** MD to take forward development of membership admin. system.  
**86/6.2** BB to develop consultation plan for Lionel Road  
**86/7.2.1** CG to clarify any restrictions governing director loans to BFC.  
**86/8.1.2** List of cheque signatories to be updated.  
**86/8.2** CG to chase any outstanding Conflict of Interest forms.  
**86/9.1** Fundraising meeting to be held in early February.  
**86/9.3.1** DK to set out objectives of Community Group  
**86/10.1.1** DM to sign letter to lapsed members  
**86/10.3.1** MC to prepare standard pro-forma for press releases  
**86/10.3.2** MC to complete set of photographs of board members

5. **Subsidiaries' Operations**

A report from BU nominees on BFC board.

6. **Club Focus**

6.1 **Operations**

JG reported that David Heath's 'Bring Back the Old Brentford' initiative had in the main been positively received, with some contentious points to be ironed out. David will be reviewing catering arrangements on his return.

6.2 **Investor Relations**

No report given.

6.3 **Other related business**

Andy Scott joined the meeting and updated the board on transfer activity on the last day of the January transfer window.

7. **Administration Focus**

### 7.1 **Trust Finances**

SC had circulated financial report. Trust has £45K at bank, and is due £50K of loan repayments from BFC in May 2008, and another £100K in January 2009. Major liabilities include ongoing repayment of £250K bank loan and £200K loan from Ian Jones scheduled for January 2009.

Standing orders up on previous month, but leaving aside one substantial new one £162 down. Membership numbers 3 down on previous month. MD to report to MC on lapsed members. At a for last week in January not yet available – suggestion was made that in future tracking be mid-month to mid-month.

**ACTION: 87/7.1 MD**

Proposed cheque signatories to supply SC with photocopy of ID (passport etc.) and proof of address.

**ACTION: 86/7.1.2 MD, DM, DK**

### 7.2 **Governance**

CG to report on meeting with insurance broker regarding officers' liability insurance.

**ACTION: 87/7.2.1 CG**

CG to apply to Financial Services Authority for exemption from filing full accounts.

**ACTION: 87/7.2.2 CG**

### 7.3 **Membership Administration**

MD and BP had attended meeting at Supporters Direct to develop specification of new membership administration application with software company. Specification to be finalised imminently and customised database application should be available for trial in early March.

MD circulated job description prepared by BP for membership administration role(s). NJ suggested that the board investigate the possibility of grant funding for paid assistance with this. She is aware of 'Knowledge Transfer Partnership' scheme – NJ to advise MD.

**ACTION: 87/7.3 NJ**

### 7.4 **Other related business**

None reported.

## 8. **Community Focus**

### 8.1 **Events and Fundraising**

Fundraising meeting to be held on February 6<sup>th</sup>. NJ to draw up list of requirements for walk to Stockport. Support vehicle is required. Other initiatives that NJ is exploring are CAMRA-endorsed beer festival at Griffin Park, and business directory.

**ACTION: 87/8.1 NJ**

### 8.2 **Club related stakeholders**

DK reported on activity:

Jan 12 – DK and PS attended event to launch of National Year of Reading.

Jan 14 - DK and PS attended launch of Hampton and Richmond Trust, with PS addressing the meeting.

Jan 23 - DK attended meeting of Hounslow Education Business Partnership.

Jan 24 - DK and PS convened meeting of BFC stakeholders including Lifeline, to discuss ways of working together in future.

### 8.3 **Other related business**

DM reported concerns expressed by some members regarding public comments by board members, and suggestions that the tone of these could

prejudice relationships with other BFC stakeholders. The feeling of those present was that board members should be free to express pertinent opinions, but should always treat others with respect, and maintain the professional image of the Trust. DM offered to monitor this area, and advise board members individually if he felt it was required, but he also asked that board members make suggestions as to how best to maintain these standards.

**ACTION: 87/8.3 DM/All**

9. **Member Focus**

9.1 **Member Communications**

Board members commented that membership admin data reported could in future be tied into standard Membership actions and reports. MC & MD to co-ordinate.

**ACTION: 87/9.1 MC, MD**

9.2 **Member Satisfaction inc. Survey**

DK has data from previous year, and is reviewing methods of surveying the Bees United membership.

**ACTION: 87/9.2 DK**

9.3 **Public and Press Communications**

MC had issued article summarising amended Openness Policy, and drafted letter to lapsed standing order payers. Draft newsletter to be completed by end of February.

**ACTION: 87/9.3 MC/All**

9.4 **Other Related Business**

None reported.

10. **Any Other Business**

10.1 MD noted that incorporation of BU membership in season ticket applications for the coming season should be explored with BFC.

**ACTION: 87/10.1 MD, BP**

11. **Date of Next Meeting**

Thursday 28<sup>th</sup> February at 7.15pm in the Learning Zone.

**Close of Meeting**

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

---

Chairman