

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

Minutes of Society Board Meeting No.88
held in the Learning Zone, Griffin Park, Braemar Road, Brentford TW8 0NT
at 7.15pm on 28th February 2008.

Present:

David Merritt	(DM)	Chairman	Natasha Judge	(NJ)
Trevor Inns	(TI)		Matt Dolman	(MD)
Donald Kerr	(DK)			

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

1. **Apologies for Absence**

Apologies were received from Mark Chapman (MC), David Hawes (DH), Stephen Callen (SC), Paul Stedman (PS), Bruce Powell (BP) and Jon Gosling (JG).

2. **Quorum**

The chairman declared that the board was quorate.

3. **Minutes of Previous Meetings**

The minutes of Meeting 87 were approved.

4. **Action Points From Last Meeting**

85/8.3.2 MD taking forward development of membership admin. system
86/6.2 BB & CG initiating consultation plan for Lionel Road
86/7.2.1 CG reported that the LBH loan requires the council to sanction any other lending to BFC
86/8.1.2 DK brought details for bank – handover to SC to be arranged.
86/8.2 CG gave DM & NJ Declaration of Interest forms.
86/10.1.1 MD to collate details of lapsed members
86/10.3.2 MC to complete set of photographs of board members
87/5.1 AB to circulate his monthly report to BU board
87/7.1 MD to report on membership numbers mid-month to mid-month
87/7.2.2 SC to apply to FSA for exemption from filing full accounts
87/7.3 NJ to brief MD on 'knowledge transfer' training scheme
87/8.1 NJ to summarise requirements for Stockport walk
87/9.2 DK reviewing annual survey methodology
87/9.3 Newsletter to be compiled by end of March
87/10.1 BU to liaise with David Heath regarding Season Ticket applications

5. **Subsidiaries' Operations**

A report from BU nominees on BFC board.

5.1 **BFC Performance Report**

AB gave a report on BFC performance. He and Bob Lampert have just agreed the January management accounts. Loss for 8 months to date totals £516K.

On preliminary figures AB believes that the trading loss for 2008-2009 could be reduced to £410K from £680K this season. Headroom still required in overdraft going into close season though, and this is may have funding implications.

David Heath will present a proposal to the BFC board regarding the ongoing executive management of the club. David is working at securing sponsorships for next season.

5.2 **Lionel Road update**

Brentford FC (Lionel Road) board to meet the following Thursday – BB will distribute papers.

First Development Agreement being prepared.

BB has met Stile Hall and Chiswick residents' associations, and written piece for Stand-on-the-Green residents' newsletter.

6. **Club Focus**

6.1 **Operations**

No report given.

6.2 **Investor Relations**

TI updated the board on potential investors whom he felt the Trust might approach in the future, and BB made an additional suggestion.

6.3 **Other related business**

None reported.

7. **Administration Focus**

7.1 **Trust Finances**

SC had circulated financial report. No significant changes from previous month.

Comparing mid-January with mid-December Standing orders up on previous month, but leaving aside one substantial new one, £44 down. Membership numbers down by 3. MD to report to BP with details of lapsed members.

ACTION: 88/7.1 MD

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

ACTION: 86/7.1.2 DM, DK

7.2 **Governance**

CG reported that proposed rule changes had been received by FSA. Awaiting sign-off from them. CG also reported on meeting with insurance broker regarding officers' liability insurance. They have confirmed that they will make offer of cover, following explanation of corporate structure and board membership. CG to distribute when received.

ACTION: 87/7.2.1 CG

NJ, MC, SC, PS & DH to return updated Declaration of Interest forms where any circumstances have changed.

ACTION: 88/7.2 NJ, MC, SC, PS, DH

7.3 **Membership Administration**

MD had circulated revised specification for an online membership administration resource. A further meeting will be held with the developers in early April.

ACTION: 88/7.3 MD

7.4 **Other related business**

DK suggest a push for memberships and standing orders. Message to be agreed.

ACTION: 88/8.4 MC, DK, DM, NJ

8. **Community Focus**

8.1 **Events and Fundraising**

NJ circulated minutes of a fundraising meeting held. Local CAMRA rep keen to discuss potential events and annual beer festival at Griffin Park. 5-a-side tournament being investigated – need to co-ordinate with BFC events.

TI requested monthly management information showing fundraising against annual target.

ACTION: 88/8.1 NJ

8.2 **Club related stakeholders**

DK reported on activity:

DK will represent BU and BFC at local Chamber of Commerce.

DK, David Heath, Lee Doyle and Andre Sawyer are discussing the issue of complimentary ticket schemes and how they can best be run.

DK meeting Hounslow Education Business Partnership.

DK proposes to prepare information pack about the Trust for circulation to local businesses looking for links with such organisations under the auspices of Corporate Social Responsibility programs.

ACTION: 88/8.2 DK

8.3 **Other related business**

None reported

9. **Member Focus**

9.1 **Member Communications**

Deferred to March meeting.

9.2 **Member Satisfaction inc. Survey**

DK progressing. Ongoing action.

ACTION: 87/9.2 DK

9.3 **Public and Press Communications**

Newsletter to be compiled in coming month.

ACTION: 88/9.3 MC/All

9.4 **Other Related Business**

None reported.

10. **Any Other Business**

10.1 NJ asked that BFC board reps ensure that payments are being processed promptly by club for event tickets etc.

ACTION: 88/10.1 AB, DM

11. **Date of Next Meeting**

Monday 31st March at 7.15pm in the Learning Zone.

Close of Meeting

There being no further business, the meeting concluded at 9:50 pm.

Chairman