



Meeting Summary

Topic	Committee Meeting			
Meeting Date	25 th April 2019			
Location	Twerton Park			
Attendees / Role	CB Cheryl Bradley (Membership) MC Michael Clayton (Chair) KL Ken Loach PM Pete McCormack SM Shane Morgan	SP Stuart Page SS Steve Skinner (Treasurer) ES Emma Sparks (Secretary) MT Marc Thomas		
Apologies	PB Paul Brotherton (Compliance)	JP James Pullan		
Purpose of Meeting	To agree actions / decisions in relation to the governance and support of the Football Club and Society business.			

No.	Description	Status	Who	Date
1.	Approval of previous minutes: March meeting minutes approved	Decision		
2a.	Working Group Update – Commercial: Bob Chester has already exceeded his target for the season	Info		
2b.	Working Group Update – Sales & Marketing: Attendance target of 1000BC (average) has been achieved. Our thanks and congratulations got to Jon Bickley and his team.	Info		
	Committee members encouraged to attend Shirt Sponsors Draw 5pm on 13th of May in TR Hayes Suite – to help raise profile of Society	Action	All	13/May/19
2b.	Working Group Update – Operations (SM): Woking match completed without incident The recent Punk Festival raised £7K in bar receipts (£10k revenue in total)	Info		
	Planning for 2019/20 season due			
2c.	Working Group Update – Football (MT): Awaiting MT to convene meeting and agree strategy	Info		





No.	Description	Status	Who	Date
	1.00			
2d.	Working Group Update - Finance (SS):	Info		
	Accounts come from the end of March from Paul Williams			
	Overall loss currently standing at £33,000 for the season Players will need paying more for the extra time accrued for the time in the playoffs Gate is nearly up £100,000 on last season ACTION POINT: If anyone has any questions on the accounts from the club, please email SS who will pass them on to the board Will need to review the costs involved should we proceed to moving up a league next season. Policing for example would cost £4,000 roughly for the season A stewarding and safety officer will be needed every match day, SM dos not have the required qualifications It would cost approximately £51,000 + to move up a league but we would receive approximately £55,000 in funding from the National League	Action	SS	25/Nov/19
2e.	Working Group Update – Community (JS) Sally has resigned from her post on the board Need to appoint someone to hold the fort in the interim,	Info		
	prior to the AGM in June where a permanent role will be filled through voting CV of Joy Saunders has been received and circulated to fill the role short term.			
	Helen Donovan is meeting with her 29th April and Society will need to interview her as well after this ACTION POINT: MC to arrange date post 29th April for			
	interview of Joy Saunders KL suggested approaching Andy Iles as another possibility to stand for the position in due course Sally has sent MC a list of all current work and initiatives that the Community team has undertaken.			
	ACTION POINT: MC to circulate the list from Sally of all the initiatives and work in progress with the Community			
2f.	Working Group Update – Redevelopment Planning:			
	Planning application has still not been submitted as there are several documents that have only been discovered that need creating such as a statement of intent and a	Info		





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	business plan. Creatrix (PR Company) are pulling these together for the club with the input of many parties KL requested direct access to the designers / group to stop the middle man of MC between them ACTION POINT: MC to liaise with the designers and provide details to KL subject to their approval The suggestion of the pitch being entirely flattened has still not been resolved Terracing on the Poplar Stand still seems to be losing spaces with the proposed flattening The consequences don't appear to have been reviewed, some of the details KL does not appear to have received, information regarding the first row of seats at pitch level for example Final plans are required for what will be sorted out on the Poplars Side in the fullness of time ACTION POINT: MC to contact Phil Tanner and set up a meeting with KL to try and give him the clarity that he requires ACTION POINT: MC to circulate the Statement of Intent and the finalised business plan being submitted with the planning application			
		Action	MC	25/Nov/19
3.	Membership No further new members to report	Info		





No.	Description	Status	Who	Date
4.	Greater involvement on the Club Board and Society Committee / Dual concurrent membership ACTION POINT: SM to provide known dates for future board meetings for ES to then circulate to establish availability Associate Directors – possible to implement to help widen the pool so that there is the opportunity to build in succession planning. Otherwise board members could be co-opted (without voting rights) to help support key functions. Essentially directors should be orchestrating the volunteers to do the day to day running of their roles. ACTION POINT: MC to speak to Nick B informally initially to raise concerns and suggestions for how to improve Noted that the SLO and Community Directors are due up for re-election onto the board at the AGM in June	Info		
5.	5. Membership Engagement and Communication ACTION POINT: MC to circulate communications held with Oliver Holtway and John Blaine	Info		
6.	AGM Prep Two letters need to go out for 30th April (8 weeks prior to the AGM date) one to members and one to share-holders whose membership has lapsed to try and increase engagement	Decision		

DOTM 30th May 2019