



Bath City Supporters' Society



Meeting Summary

Topic	Committee Meeting	
Meeting Date	29 th August 2019	
Location	Twerton Park	
Attendees / Role	JB Jon Blain (Supporter Comms) MC Michael Clayton (Chair) RL Russell Lewin (Observer) KL Ken Loach	SM Shane Morgan SP Stuart Page SS Steve Skinner (Treasurer) ES Emma Sparks (Dep Chair & Secretary) MT Marc Thomas (Supporter Comms)
Apologies	PB Paul Brotherton (Compliance & Membership)	
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: July meeting minutes approved	Decision		
2.	Co-Opting Proposals: Jon Blain proposed as 'Supporters Communication' role Proposer Ken Loach. Seconded by Emma Sparks Unanimous vote in favour James Pullen proposed as 'general' role Proposed by Marc Thomas. Seconded Steve Skinner Unanimous vote in favour ES to add both to Society email and access to Drive. JB to have access to Society Social media accounts	Decision Decision Action	ES	30/Sep/19
3a.	Working Group Update - Commercial: Sources of revenue include: Shirt sponsors draw: 83 entries raised £31,125 Lottery makes about £190 a week. Player kit sponsorship has raised £6323 so far Player Pledge has raised £8602 so far.	Info		



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	Fixture cards: 3500 produced - sponsored and still made £160 profit			
3b.	<p>Working Group Update - Operations</p> <p>There is no capex budget for ground maintenance this season due to expected departure. Only essential works to be completed.</p> <p>Floodlights: Bulbs blew on pre-season friendly. Replaced with LED bulbs thanks to Ken Norris and Phil Weaver's endeavours.</p> <p>Fence in Bristol End corner: Curo are due to replace the fence with a metal / wire version.</p> <p>Potholes in Carpark: Curo have filled most of these</p>	Info		
3c.	<p>Working Group Update - Football</p> <ul style="list-style-type: none"> We have the same sized squad as last year. The target for the year is to make the playoffs. 17 contracted players. 4 current loanees, 1 youth Intention is to set up an academy medium to long term – possibly with support from National League initiative. Still to appoint FT physio 20+ students in Academy not joining the Youth Alliance Building relationship with Ed Tann and BCFC youth. Preseason training camp at University was success Meet the manager sessions - 2 planned throughout the season - Martin Powell is owner. Maybe combine with Open Training Session and Q&A Planning for playing in season 2020/21 is progressing with several commercially sensitive options. Communication is planned for when we have clarity about which league we will be playing in, next season. 	Info		
3d.	<p>Working Group Update - Finance</p> <p>SS presented an update from Paul Williams.</p>	Info		



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	<ul style="list-style-type: none"> It was recognised that the current season's budget forecast was of more relevance than the and BID documents. Whilst the Committee recognised the criticality of the financial situation and agreed that a thorough process was conducted by PW (and others) and estimates were calculated based on an appropriate (reasonably conservative) level of optimism. It was noted that any funds which might accrue from the completion of the Planning Process were (rightly) not factored into the season 19/20 budget. Loans: Agreed to contact PW to confirm the previous decision to defer the majority of the loan made to the club - with the exception of a portion (approx. 12%) requested by one lender on the original terms. We will request details of new payment schedule for the record. 	Action	MC	30/Sep/19
3e.	<p>Working Group Update – Community Helen Donovan, Joy Saunders and KL are planning to meet to discuss options to execute revised Community Strategy. Date TBD</p> <p>Observations:</p> <ul style="list-style-type: none"> It is difficult to build momentum and initiate activities based on TP when we know we will be vacating shortly. JS is supporting CIL application and supporting Twerton Councillor, Sarah Moore (Lib Dem) 14th Sept is Community Day. <p>PB to circulate Community Strategy document</p>	Info		
3f.	<p>Working Group Update – Redevelopment</p> <p>Current expectation is that 25th September is the planning permission hearing with BANES. Society poised to mobilise supporters' to raise publicity and to demonstrate support, as an when required.</p> <p>Planning for Supporter engagement and consultation for design phase is underway. Supporter input to be channelled through Phil Tanner who is leading the overall process. The aim is that the outcome of this process and these meetings (one held, to date) will,</p>	Info		



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	<p>in turn, feed into the developer requirement phase and informs the fit out budget.</p> <p>Supporters to attend proposed trip to FGR on 5th Sept to review their stadium / concourse etc.</p> <p>BANES has requested some clarifications which Strides and the Club are responding to.</p>																															
4.	<p>Society Roles and Responsibilities The following has now been confirmed and agreed</p> <p>Officers</p> <table border="1"> <tr><td>Chair</td><td>Michael Clayton</td></tr> <tr><td>Deputy Chair</td><td>Emma Sparks</td></tr> <tr><td>Secretary</td><td>Emma Sparks</td></tr> <tr><td>Treasurer</td><td>Steve Skinner</td></tr> <tr><td>Membership Secretary</td><td>Paul Brotherton</td></tr> <tr><td>Supporter Engagement</td><td>Marc Thomas / Jon Blain (Oliver Holtaway)</td></tr> <tr><td>Compliance Officer</td><td>Paul Brotherton</td></tr> </table> <p>Working Group Alignment</p> <table border="1"> <tr><td>Commercial</td><td>Emma Sparks</td></tr> <tr><td>Community</td><td>Ken Loach</td></tr> <tr><td>Finance</td><td>Steve Skinner</td></tr> <tr><td>Football</td><td>Marc Thomas</td></tr> <tr><td>Operations</td><td>Shane Morgan</td></tr> <tr><td>Redevelopment</td><td>Shane Morgan / Ken Loach</td></tr> <tr><td>Sales and Marketing</td><td>Russell Lewin</td></tr> </table>	Chair	Michael Clayton	Deputy Chair	Emma Sparks	Secretary	Emma Sparks	Treasurer	Steve Skinner	Membership Secretary	Paul Brotherton	Supporter Engagement	Marc Thomas / Jon Blain (Oliver Holtaway)	Compliance Officer	Paul Brotherton	Commercial	Emma Sparks	Community	Ken Loach	Finance	Steve Skinner	Football	Marc Thomas	Operations	Shane Morgan	Redevelopment	Shane Morgan / Ken Loach	Sales and Marketing	Russell Lewin	Info		
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5.	<p>Supporter / Member Engagement Promotion of the fact that BCFC is community owned and run. OH / JB have designed and produced posters to display in and around TP. Specific locations being agreed.</p> <ul style="list-style-type: none"> • Display imminent. • JB to circulate designs 	<p>Info</p> <p>Action</p> <p>Action</p>	<p>JB/OH</p> <p>JB</p>	<p>30/Sep/19</p> <p>30/Aug/19</p>																												



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	<ul style="list-style-type: none"> Club Accounts: JB and SS are working with Paul Williams and Jon Bickley to create a set of accounts that we can expose to Supporters. Redevelopment design Consultations being planned – see 3f (above) Options to create a Society presence pre/ post match and at half time being considered. Society website revamp and greater presence on Club website initiatives have dependency on membership process improvements – see 6 (below). 	Action	JB	15/Oct/19
		Info		
		Info		
		Info		
7.	<p>Membership Update Current membership total 311 (283 of these are community shareholders)</p> <p>Membermojo tool being evaluated on 2 month free trial. Objective to simplify enrolment / renewals, membership structures, communication process (e.g. mailshots) and to reduce admin overhead</p> <p>First priority is to ensure this year's cohort of community shareholders whose automatic memberships expires, are captured as renewals.</p> <p>Migration and cleansing of membership data to membermojo is underway.</p> <p>Agreed to migrate memberships, as is, and look at further options (e.g. life, family, junior) subsequently.</p> <p>It would appear to make sense to allow staggered annual memberships (i.e. enrolments can occur through the year). Historically, the membership year has been Oct – Sept. Agreed to remove this constraint.</p>	Info		
		Info		
		Info		
		Action	MC/PB	30/Sep/19
		Decision		
		Decision		
8.	<p>Constitution and Standing Order Changes PB requested and was granted authorisation to set up consultative meeting in November to proceed according to AGM motion</p>	Decision		



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9.	Proposed IGM Need to convene IGM in Nov. Agenda to include: <ul style="list-style-type: none">Proposals to constitution (inc.vote?)Design decision summaryRedev UpdateProposals to Membership changes <ul style="list-style-type: none">ES to establish date options	Info		
		Action	ES	15/Oct/19
10.	AOB1: ES requested that members only use sparksy3@hotmail.com to contact her.			

DOTM 26th Sept 2019