



**Bath City FC Supporters Society  
Society Board Meeting**

**7.30pm on Wednesday 5 October 2016  
Pulteney Arms**

**Meeting Report – for publication**

Present: Martin Powell (Chair), Oliver Holtaway (Secretary), James Carlin (Member Liaison), Jon Bickley, Colin Voutt, Steve Skinner, Michael Clayton.

**1. Apologies**

Cheryl Bradley, Marc Thomas, Shane Morgan, Ken Loach (Vice-Chair), Pete McCormack, Phil Weaver (Treasurer)

**2. Minutes of last meeting (MP)**

Approved.

**3. Matters arising (MP)**

- The Society Board social media policy has been posted on the Society website.
- Poster frames have been acquired to display Society information for benefit of offline members - location at Twerton Park to be determined.
- Copy-editing changes to the Board Conduct and Membership Policy have been adopted.
- The AGM minutes have been distributed, although it is noted that the wrong version was sent at first – from now on, minutes and other documents being made public must always be sent to the Society Chair first for approval.
- The Chair, Treasurer and Community Ownership Committee (aka Bid team) Treasurer have confirmed that the Society and Bid donation funds have, between them, enough funds to meet expected Bid-related invoices over the next 1-2 months.
- The Society has approved a budget of c.£1000 towards the printing and distribution of matchday posters. The first batch of 11 matchday posters has been printed and distributed (for 8 Oct Community Day match).

**4. Meeting reports (OH)**

The Society Board unanimously approved a motion to start producing public reports of its meetings. These meeting reports will differ from the minutes in that confidential and sensitive information will be removed. Meeting reports are to be approved by the Chair and

shared by email by the Members Liaison officer, posted on the website and posted to offline members every three months.

## **5. Community Ownership update (MP)**

The Bid successfully raised funds in excess of its £300K target. Funds are now being drawn down from pledgers' accounts, with non-reconfirmed funds now being repaid.

The Society Board records its thanks to project co-ordinator Nick Blofeld, Bid team members past and present and the army of volunteers who helped, Paul Williams, as well as Geometry PR, Onside Law and Supporters Direct, who all did a sterling job.

The Community Ownership Committee (aka the Bid team) will stay in place and continue to take responsibility for the transition. Representatives of the COC are now meeting with lawyers to work towards a club General Meeting and to sort out other paperwork and details.

The COC's work will include "shadow" board meetings of the nine existing and new club board members, ahead of the transition, as well as working with the existing club board to draft a job description for a general manager and appointing a volunteer & partnership co-ordinator.

The Society Board expressed its hope that the new club board will have in place a clear operational structure with specific responsibilities for each board member and an open, well-considered working group structure that will make the most of the volunteer talent available.

The Society will have many new members soon – we hope to have an updated Members Register by the end of next week.

Some people have requested to invest after the deadline – either brand new pledgers or people who failed to reconfirm existing pledges. We are seeking advice from the Community Shares Unit and Supporters Direct on whether this is possible. People can still make donations via our Localgiving page. [Declaration of interest: JC is an employee of Localgiving].

**ACTION:** JC to share link to Society Localgiving page with the rest of the committee.

**ACTION:** JB to draft a "next steps" timeline for volunteers to communicate to pledgers on Community Day.

## **6. Society's Role post-Bid (MC)**

It was recognised that, now that the Society is the club's majority shareholder, our role has changed enormously and there must be more clarity as to the Society's role and objectives.

It was also recognised that the Society's role and responsibilities must be developed in a collaborative way with the Society's representatives on the club board, so that there is a clear sense of which areas and decisions "belong" to the club and which to the Society and its members. This must be achieved before the Society formally takes a majority stake in the club.

After some discussion of possible priorities – including guarding democracy, managing elections, encouraging volunteerism, preventing an “us and them” mentality from developing – it was agreed that the Chair would invite a taskforce of Board members to meet with the six Society representatives on the club board to develop recommendations to take back to the Society board.

It was noted that members will be invited to set up a constitutional/democracy working group in November, which will present recommendations for approval at the 2017 AGM.

**ACTION:** MP to invite Society Board members to join taskforce and set up a meeting with the Society representatives on the club board (or to delegate this action)

## **7. Confidential item**

## **8. Roles and Responsibilities (OH)**

It was suggested that the Society Board should formally publish role descriptions of its various officers (e.g. Chair, Secretary). It is important to break down jobs into constituent parts (e.g. Secretary/Membership Secretary) even if one person is doing both, to encourage and enable more people to get involved. It was proposed to use Supporters Direct standard documents, adapted to our circumstances.

The proposed role descriptions were adopted unanimously.

**ACTION:** All people fulfilling the roles at present to familiarise themselves with the documents

**ACTION:** PW to create roles description for “Society fundraising officer” (i.e. 100 Club).

## **9. Standing Order on General Meetings (OH)**

Intended to introduce more structure to Society general meetings. Adopted unanimously.

## **10. Adopting the Board Conduct and Membership Policy (OH)**

Changes were proposed to the Society’s Board Conduct and Membership Policy to take into account the increase in the number of Society representatives on the club board from one to six. Provisions were included for the transition to direct election in 2018 and for the recall of Society representatives. An amendment to the proposed text was added (passed unanimously) to specify that a Society representative can only be recalled by a simple majority of all Society board directors, not just those present at a meeting.

The amended motion was passed unanimously.

## **11. Standing Order on Democracy and Accountability (OH)**

This standing order formally puts into place the commitments around democracy and accountability made during the Bid. It was adopted unanimously.

## **12. Interim General Meeting in November (OH)**

The Bid document promised a Society general meeting in November 2016 to elect a Supporters Liaison Officer and form a Constitutional/Democracy working group. The Society Board agreed by consensus to push ahead with this.

It was agreed by consensus that the election would be held in accordance with the Elections Policy, except that the usual 8-week timeframe for seeking nominations could be truncated.

JC was appointed Elections Officer – the previous Election Observer, a Society member, will be asked to serve again. [Update: Paul Brotherton has agreed in principle, pending date confirmation]

**ACTION:** MP to fix a date ASAP. OH to start the process of calling a general meeting. OH to check with Supporters Direct re: SLO job description.

### **13. Board Activity Report – Confidential. (SM)**

#### **14. Member Liaison Activity (JC)**

As the meeting was overrunning, it was agreed that JC would circulate his update / future proposals by email for discussion at the next meeting.

#### **15. Treasurers Report inc 100 Club (PW)**

PW is on holiday – report is pending.

#### **16. AOB**

[One confidential item raised]

Agenda item for next meeting – which person will represent the Society at the forthcoming club EGM?

#### **17. DOTM: 27 October.**