

## **Silkmen Supporters' Society Ltd**

### **Minutes of the Open Meeting of the Board of the Silkmen Supporters' Society**

**19:45 on Monday 14 September 2015 at MTFC.**

#### **Present**

Steve Mundy (Chairman),	George Williams (Deputy Chairman)	John Smart	Stephen Walker (Secretary)
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Andrew Mellor	Chrissie Thompson	Bernie Rickman (Membership Secretary)	Myra Clark (Treasurer)
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Marie Grundy

#### **Apologies**

John Abbott	David Woolliscroft
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#### **In Attendance**

Tony Brown	Chris Hulme
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#### **15/09/006 SST Involvement in SOS Initiative**

This item was moved to the start of the agenda. Tony Brown described the Support Our Silkmen project which has been set up by Andy Worth and which Tony will be coordinating. A short term objective is to match funding offered by the anonymous donor by raising £10,000 in order to receive a further £10,000 from the donor. The scheme is to be launched shortly and a Crowdfunder account has been set up. It will last for 30 days after which the receipts must be paid into a bank account (less a fee of 5%).

There was discussion about the role of the SST as banker (see paper 15/09/006) and about how funds will be paid out. It was agreed that appropriate governance arrangements must be set up to oversee the disbursement of funds and it is important that these should include fast, transparent decision making processes and be fully auditable in accordance with SST Rules.

Myra Clark has already begun the process of opening a new bank account to accept receipts from SOS and, in the meantime, has provided Tony Brown with the current SST bank account details. Tony Brown will set up a dedicated PayPal account for SOS.

Concerns were expressed that funds raised must be in addition to the current playing budget and should not be used by the Club to replace funding that has already been earmarked.

It was noted that the role of the SST in SOS would be to manage funds raised and to publicise via social media and the website.

Tony Brown left the meeting after this item.

#### **Actions:**

- Myra to set up dedicated bank account
- Tony to set up Board of Trustees

### **15/09/001 Welcome and Apologies (Steve Mundy)**

Steve Mundy welcomed people to the meeting including Chris Hulme who was attending prior to submitting an application to join the Board.

### **15/09/002 Progress During 2014/15 (Steve Mundy)**

- **15/06/010 Board Member Pen Pictures** – still outstanding from John Abbott, Bernie Rickman, Myra Clark and Jon Smart
- **15/7/002 Articles for Website** – groups have been approached and articles are expected
- **15/08/009 Contact Geoff Knights re Articles for Website** – Stephen Walker to action when he has contact information

All other actions complete – see actions log on SST Board intranet

### **15/09/003 Response from Club to Issues Raised at AGM (Steve Mundy)**

Steve Mundy read the response that had been received from Robert Stirling which was posted on the SST website early in September.

**Action:** Stephen Walker to send personal emails to Clive and Julia when he has contact information

### **15/09/004 SST Board Membership (Stephen Walker)**

There was discussion about the membership of the Board following the resignations of Rob Wilson, John Rayner and Cathy Pengelly in 2015. It was noted that, while the maximum number of board members is twelve, the role of Secretary could be appointed and therefore could be in addition to the twelve board members.

It was agreed to check the rules and confirm with David Woolliscroft to ensure that we know what actions need to be taken over the next year to manage board membership.

**Action:** Stephen Walker to collect and circulate information with assistance from George Williams (re notice of elections to Board).

### **15/09/005 Review of the MTFC Customer Charter (Steve Mundy)**

Steve Mundy stated that the SST Board has been invited to review the current charter which is posted on the official website. While there was some discussion about the overall document the only area that it was felt needed clarification was the section “Consultation and Information” – in particular the statements regarding the holding of fan meetings etc.

**Action:** Steve Mundy to provide Stephen Walker with notes so that he can send an official response to Robert Stirling.

### **15/09/007 Projects Update (Stephen Walker)**

1. **Merchandise** - £500 has been transferred to the Club to purchase scarves for sale in the Club shop. We do not plan to provide further funding for merchandise in 2015/16.
2. **Refreshment Kiosk** – this opened for the Chester game (ahead of the expected date). The SST board wish to record thanks for the efforts of the volunteers who carried out the refurbishment. David Woolliscroft has been talking to Spiral about a sign for the front wall of the kiosk and the company have offered to do this at no

charge. While David has not received responses from Board members to his suggested wording for the sign it was agreed that this should go ahead.

### **15/09/008 Finance Update (Myra Clark and Marie Grundy)**

Myra Clark explained the finance reports that had been provided. Membership fees are starting to arrive. A new bank account is being opened at the Cooperative Bank to support SOS.

We need to sort out the primary SST contacts for both PayPal and Easyfundraising.

Marie provided an update on the Lotto. A meeting is being held shortly, annual subscriptions are coming due soon, progress has been made to reduce the number of debtors and new members are joining. It is disappointing that some Directors of the Club have not supported the Lotto.

Tickets for the 2015 Christmas Draw will be received next week.

**Action:** Stephen Walker and John Abbott to liaise with regard to PayPal and EasyFundraising

### **15/09/009 Membership (Bernie Rickman)**

Bernie Rickman provided an update as well as a written report:

- 1500 out of 5000 A5 flyers have been distributed. More effort needs to be made to get turnstile operators to hand out the flyers.
- All members will be contacted by email shortly with emails customised to reflect the type of membership that they have
- Voucher scheme – there was discussion about how the vouchers could be used for on-line purchases from the Club Shop but it was agreed to deal with this as necessary if the issue arises

Bernie confirmed that a member has offered to transfer £200 of MTFC shares to SST and he has been provided with the forms to enable this to happen.

### **15/09/010 Website Update (Stephen Walker)**

Stephen Walker described the development and testing of the new website and issues experienced with 1and1 hosting. It was agreed that the new site should be launched as soon as possible with traffic being re-directed from the existing site.

New SST email addresses are now available as part of the new site package but it is not planned to use this at the moment – with the exception of [webmaster@sstrust.uk](mailto:webmaster@sstrust.uk) and [enquiries@sstrust.uk](mailto:enquiries@sstrust.uk)

### **15/09/011 Soccer Sixes (Marie Grundy)**

Marie provided an update on a recent meeting at which the date of 22/23 May was provisionally agreed for the 2016 event. At this meeting options for the distribution of funds raised were discussed.

Marie agreed to lead on this on behalf of SST and request further help if needed.

### **15/09/012 Supporters Direct Membership Subscription**

This is due very shortly and it was agreed that it should be paid.

**Action:** Steve Mundy to obtain invoice and Myra Clark to arrange payment

**15/09/013 Attendance at 28/09/15 Meeting with the Club**

Steve Mundy confirmed the intention that all SST board members should have an opportunity to attend these bi-monthly meetings while ensuring that there is continuity by changing just one of the three attendees each time.

It was agreed that Chrissie Thompson will attend instead of Stephen Walker on 28 September (*also note that Stephen Walker will be on holiday for the meeting currently scheduled for 25 January 2016*).

**Actions:**

- Steve Mundy, George Williams and Chrissie Thompson to ensure that formal notes are taken at the meeting and circulated afterwards
- Board members to get agenda items to Stephen Walker by 21 September so that the agenda can be provided to Robert Stirling in advance

The Chairman thanked everyone for attending and the meeting closed at 21:45.

**The next meeting of the SST Board will take place at 19:45 on Monday 12 October 2015. Agenda items and associated papers should be submitted to the Secretary on or before Sunday 04 October 2015.**