

NOTTINGHAM FOREST SUPPORTERS TRUST

MINUTES OF THE BOARD MEETING 11.00am 6th NOVEMBER, 2021

HELD AT THE BAKERY 16 WORDSWORTH ROAD, WEST BRIDGFORD

PRESENT

Andy Caddell, Barry Frenchman, Lindsay Knott, Paul Severn, Bob Whetton.

Apologies- Nigel Langrick

Minute no	Issue	Decision
37	Welcome and Chairs Introductory Comments	<p>The Chair welcomed Debs Dilworth FSA EFL Network Manager. He set out the background to the establishment of the Trust, the impact of COVID, recent changes at Board level, and his thoughts on moving the Trust forward. He invited Debs to offer her thoughts and suggestions to enable the Trust to become not only fit for purpose, but also to be an exemplar Trust. Debs recognised the challenges and recent changes for the Board but suggested some priority issues to address including</p> <ol style="list-style-type: none">1. Diversity and Disability,2. The constitution (adopting the new model),3. Engagement with members, and reaching out to other Supporter Groups.4. Business planning,5. Board membership including capacity and a skills gap audit,6. Elections,7. The MoU – to include NFFC Women,8. Ensuring that no Board member should be financially disadvantaged in carrying out authorised duties of the Trust. <p>The list is not absolute but the Board must be realistic in terms of its capacity. A healthy and lengthy discussion followed and Debs offered the support of the FSA with aspects of the foregoing. The Chair thanked Debs for her very helpful thoughts and offer of FSA support. The Board agreed that: -</p> <ol style="list-style-type: none">a. The schedule of issues no'd 1-8 above will be addressed as agreed priorities,b. The revised Constitution consistent with the new FSA Model Constitution will be proposed at the forthcoming AGM,c. The Board will present proposals for future elections to the AGM,d. The MoU will be inclusive of NFFC Women before formal signature subject to the Chair discussing the issue with NFFC.

		<ul style="list-style-type: none"> e. One Board meeting per year will be reserved solely for discussion on business planning. f. It will consider the appointment of a Board member to reach out to other Supporter Groups. g. The Secretary will draft a travel and subsistence claim form for authorised Trust duties.
38	Minutes of meeting held on 16 th October, 2021	Approved.
39	Actions Update	All actions other than the MoU were covered by the agenda – see minute 37d above.
40	Report of Chair	The Chair updated the Board on the successful Food Bank Collection at the match held on 14 th October, 2021. It was agreed that a further Food Bank Collection will be held on either 4 th or 18 th December.
41	AGM Arrangements	<p>I was approved that:</p> <ul style="list-style-type: none"> a) The AGM will be held by zoom at 7.00pm on Wednesday 1st December, 2021. b) The meeting will be supported by Ed Gamble. c) The draft agenda was confirmed with the addition of: <ul style="list-style-type: none"> i. The proposal to amend the Constitution in line with the new FSA Model. ii. Arrangements for future Elections will be addressed. iii. A Community Section will be added. d) A signed shirt will be made available for one lucky AGM attendee. (Note AC to approach NFFC). <p>Note – Members had been advised of the date and time. The AGM has now been moved to Thursday 27th January at 7pm</p>
42	Update on the Fan Led Review	Board received an update on the Fan Led Review which had been slightly delayed. Several issues remained to be clarified.
43	Report of Secretary	<p>The Secretary further updated the Board on the progress of the outline programme of improvements to Trust governance.</p> <p>Attention was drawn to the following issues: -</p> <ul style="list-style-type: none"> a) Board Capacity and the possible recruitment of suitable Board members to complement current skills and address gaps. b) Review of the Constitution – see min 37b above. c) Professional Indemnity/Third Party Insurance. d) The recent FSA Network update. e) Future Workplan. <p>It was agreed that item c above should be in place for the MCMS event on 8th December, 2021.</p>

44	IT/Website update including lapsed members	The Board was updated on progress on these issues. The current membership was around 700 and a few lapsed members had re-joined. It was agreed that additional membership including possible corporate membership/NFFC playing staff etc will be addressed following completion of the website/IT issues project.
45	My City My Shirt	The Board was updated on the progress made to date. It was noted that: - a) The formal launch will be held on 8 th December, 2021. b) The Exhibition will be held in January ideally at more than one location. c) Save the Day Invitations had been issued. It was agreed that: - a. The purchase of easels be approved. b. Refreshments be authorised at an estimated cost of £400.
46	Report of Treasurer	The Treasurer reported that the Trust had a current balance of £29,300. The Report was noted.
47	Disability Report - Update	The Board was updated Board on progress.
48	Women's Football Team	It was noted that: - a) The offer of support for a Match Day Zone – purchase of equipment was still awaiting response from NFFC. b) The distribution of the two season cards will be progressed.
49	Any Other Business	The Chair thanked Debs Dilworth for her superb contribution to the meeting and the offer of continued assistance. Debs responded by thanking the Trust for the opportunity to attend the meeting, and was pleased to note the plans to take the Trust forward.
50	Date of the next meetings	The Board agreed that: - a. The next meeting will be held at the Old Bakery at 11am on Saturday 4 th December at 11am (prior to Peterborough United). b. The January meeting will be held by zoom at 7.00 pm on an evening to be agreed. Note the Chair to advise of suitable dates.

Signed Chairman

Dated