



**Minutes CCST Board of Directors Meeting
Thursday 12th October 2023 at 7pm
Boardroom Cardiff City Stadium**

	<p>Attendance: Keith Morgan[KM];Mike Spear[MS]; Phil Nifield [PN]; Jeremy Williams[JW]; Rob Jeffery[RJ]; Nick Williams[NW]</p> <p>Apologies: Jon Day[JD]; Gethin Evans[GE]</p>	
	<p>The minutes of 14th September 2023 Board meeting were accepted as a true record.</p> <p><u>Matters arising/Action points</u> 1] See Action Grid</p> <p><u>Correspondence</u> 1] A number of e-mails received from Trust Members with minor queries, that have been dealt with.</p> <p><u>Governance and Compliance</u></p> <p>1] FCA Training Trust Board Members: much discussion took place reference the cumbersome and inflexible times of the online courses. Each of the 4 modules only being available once per month, 2 hours for each module. Each session to be pre booked and each session limited to 20 people.</p> <p><u>Relationships/communications</u></p> <p>1] Fans led review developments - FAB: Those present discussed the proposals sent out by the club for the FAB (Fans Advisory Board.) The proposals were ratified by the Club board. The proposals outlined numbers required and from which Supporters' groups, genders and age, and proposed election processes. The Trust will be involved in the election process. KM and MS were duly elected by Trust board to fill the two positions set aside for the Supporters Trust.</p> <p>Action 1 It was agreed RJ will e-mail Wayne Nash to clarify a few points regarding Election processes, procedures, and format.</p> <p><u>Financial matters</u></p> <p>1] General update on finances: NW went through the accounts and recent transactions.</p>	RJ

	<p>It was agreed a £30 per month will be paid for the new e-mailing system.</p> <p>2] Questions reference Members subscriptions: NW answered various points raised by GE in a circular to Board Members at previous meeting. Included were generating reserves; contributing to communities; donations; administration costs; subscription costs. Action 2. A 5K per annum contributions budget will be put in place by NW</p> <p>2] Request for Financial assistance: recent requests from DSA Chair Kieran Jones were discussed. Portable tables for DSA room and Travel costs for DSA members Llandough hospital to stadium. It was agreed the Board will sanction only one of these requests at this time. Action 3. An action was placed on MS to liaise with DSA to decide which one of the requests is priority. When known the Board will agree the request, if invoices are produced by the DSA.</p> <p><u>Member Communications Proposal and Process streamlining:</u></p> <p>1] GE was unable to attend the meeting. However, he will soon send out a communication to Board members reference the new Trust Newsletter. It has been proposed that a secondary/substitute emailer be nominated from the Trust board. Action 4 JW will be the nominated substitute to send out e-mails on behalf of the Trust.</p> <p><u>Social events/community work</u></p> <p>1] Foodbank collection: The 9th December has now been confirmed as the date for the next Foodbank collection. Chosen Foodbank being Cardiff Food Bank. PN briefed the forum on recent meeting. Figures were given on reduced donation and higher demand. List of required food items will be received early next month. PN asked the Board to sanction a £100 donation in the form of a cheque on the day of collection. This was agreed.</p> <p>2] Magazine: TBC. With recent activation of e-newsletters. It was envisaged the frequency of magazine publication will reduce.</p> <p>3] The Memorial Garden; MS updated the forum on the status of ongoing projects and issues. October was a busy month with a high demand for plots</p> <p>The date/time/venue for the next meeting Thursday 09th November TBC. </p>	<p>NW</p> <p>MS</p> <p>JW</p> <p>All Board Members</p>
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Action Grid

Action	Item	To
1	FAB: E-mail Wayne Nash reference Election processes and format	RJ
2	Finance: Annual donations budget of 5k to be set	NW
3	Financial assistance: liaise with DSA Chair reference a choice between two requests.	MS
4	Trust new E-mailing system: substitute/secondary e-mailer is required	JW