

Whitehaven Independent Supporters Trust

Steering Group Meeting

Wednesday 8th December

The Sunny Hill

1. **Present** - Dave Farrell, Vikki Chappell, Anna Byrne, Jonathan Chappell, Paul Blacklock, Frank Scott, Ian Stephenson
Apologies – John Hurst, Karl Connor, Lee Scott, Andrew Ross
2. **Minutes of the last meeting 23 November** - Minutes agreed to be a true reflection of the meeting.
3. **Matters Arising** –
 - **Membership Application Forms/Share Certificates re: Steering Group** – All steering group members have now signed up to the Supporters Trust, Paul agreed to design the share certificate and will distribute examples to members, Jonathan to organise stamp for certificates.
 - **Former Support Groups positions - Internet Support Group** – Mike Rothery is to provide written confirmation of the disbanding of this group and agreed that all funds be transferred to the Trust. **Whitehaven Independent Supporters** – Ian confirmed he has spoken with Chris Drake regarding their position, Ian will provide, in writing, a summary of the groups position. **Haven Supporters** - The group will disband once the weekly lottery has been won. All the groups' funds will then be transferred to the Trust. **Vice Presidents** – Vikki confirmed she has spoken to Des Byrne who has agreed to provide written confirmation of their group's position.
 - **Email Newsletter** – *Jonathan to update* – Dave suggested that a link to the newsletter be posted on League forums such as Last Tackle and Total RL. Paul has already posted information on the Haven Fans site along with information on the logo competition. It was agreed that the content of the email correspondence from Laura Harrison to be made available to those who have signed up to the website. Jonathan to speak to Karl about arranging this. The Trusts relationship with the Board of Directors is to be a 'business partner', supporters are a critical part of the business, the Trust works on their behalf.
 - **Press Release** – All members present agreed the article written by Karl and published in the previous weeks Whitehaven News was a good article.
 - **Launch Night Date** – Jonathan confirmed the JJ McKeown bar is booked for the 21st January. Laura Harrison has confirmed her availability for this date. Dave will forward the list of suggested VIPs to the group. Ian suggested one person take responsibility for organising this.

- **Supporters Direct Meeting** – This meeting, due to be held on 1st December was cancelled due to bad weather and will be rearranged, Supporters Direct will advise of the new date in due course.
 - **Hunslet RL Trust** - Ian was unable to meet up with the Hunslet Trusts secretary, Neil Hampshire. Neil has forwarded details of his Trusts activities to Ian by email which has helped with the draft Business Plan. Jonathan is to bring a book on the formation of Halifax RLFC's Trust to the next meeting.
4. **Raffle & Tickets** –
- Vikki distributed tickets to attendees to see and took a record of who had what numbers. Vikki is to claim half the cost of the tickets back through the Supporters Direct grant.
5. **Ground Developments** –
- Portakabin One** - This Portakabin has now been viewed and secured. The portakabin is to be used for the shop on the ground, at 21ft x 8ft will be situated beside the Kells End facing the main gate.
- There is a cost of £100 to secure delivery, free delivery is an option but would not have a guaranteed delivery date. Gary Blinco is to speak to JD Raaz about paying the delivery cost on behalf
- of the Trust. Carl will also email JD Raaz. The portakabin needs painted inside and out. Dave Akaster has agreed to fit a fitting room and Howard Nicholson has agreed to install the electrics.
- Jonathan is to ask Dave Akaster if it's possible to use the shop fittings installed in the office at the ground. Current weather conditions prevent us from getting/ decorating the portakabin at
- present.
- Portakabin Four** – The potential Trust clubhouse. Andrew is to view this portakabin. It was agreed that potential attendances for next seasons games be looked at before this portakabin is secured
- and situated at the ground. The group discussed securing the portakabin and working on through the season. Jonathan confirmed the club would hold the license for the bar.
- Can Bar** - It will not be possible to run a can bar due to the current license conditions.
6. **Logo Design & Competition** – Paul has emailed amateur clubs in the area, promoted the logo competition on the Haven Fans website and is to contact the local army and sea cadets. Ian will provide Paul with contact information for Lakes College and Jonathan is to provide contact details for the club community development team who may be able to advise of which schools to approach. The final date for submissions to both the adult and children's competitions is the 24th December, the winner will be announced on Christmas Day. Paul will email the steering group members to vote for their winner.
7. **Website Development** – Paul has distributed meeting notes to steering group members of the meeting held last week. It was agreed that all members of the steering group have access to an administrative area of the website to allow documents to be submitted and reviewed before

posting to the website. Karl is to speak to Chris Drake regarding the nest egg. Attendees discussed areas which could be set up on the website including a members only forum. Paul confirmed he is happy to administer the site.

The club have agreed that a weekly update will be provided to Karl via Barry Richardson, items of interest to supporters can then be posted to the website. These updates will begin week commencing 10th December.

The in touch system is capable of sending text messages to members at a cost, email do not cost anything to send.

Mike Rothery has confirmed he is happy to help with setting up the prediction league and 'terrible trebles' which have previously been ran through the Whitehaven Internet Supporters Group and continue to run them. He will also continue with posting player/officials interviews to the site. There is a cost of £60 per year to host the site. Dave to forward Cumbria Amateur Club contact details to Paul.

Supporters Travel – Anna confirmed she is happy to look into this and will speak to Paul Goodwin about current arrangements for away day matches. It was also suggested the Trust look into running additional trips to events such as the Super League Grand Final.

8. **Membership** – Paul is to be given access to the in touch system. Frank confirmed we have our first corporate sponsor, SA Robotics. Frank will get their logo and web address to Jonathan to add to the website. Karl to publicise the first sponsor after an appeal for corporate sponsors. Jonathan is to administer the in touch database. There are now 19 members signed up including the steering group members. The in touch system allows for multiple payments.
9. **Financial Status Report** – A quarterly FSA report will be used to update members. Dates and minutes of meetings will be added to the website. Ian distributed a list of membership benefits for attendees to review. The trust currently have £420 excluding website and raffle ticket costs, this will be boosted by the Support Group monies when the group is disbanded.
10. **Business Plan/ Executive Review** – Ian distributed a draft copy of the Executive review for attendees to discuss. The review details the Operating Protocol with the Club, planning cycle and membership fees and member benefits for comment.
11. **AOB** – Frank suggested we show the website on the Launch night either using internet or powerpoint presentation.

Paul highlighted the benefits to corporate sponsors which must be included in the email to attract them. Benefits to organisations include links on the website. It was agreed a personal letter be written to potential sponsors. John Flanagan will be able to tell us how many visits there have been to the website so far.

It was agreed there is a need for paper newsletters for non-internet users.

The operating address for the Trust is the Recreation Ground where we now have a pigeon hole for mail.

The website will have a link to the current club lottery until the Trust is in a position to launch their own. A further link will also be provided to the RFL co-operative survey.

Monthly meetings have been agreed with the clubs point of contact.

Karl has held discussions with JD Raaz who has said she is disappointed that the Trust have not requested an invitation to the Board meeting. It was agreed that we will confirm when we want to speak to the Board as the supporters are our priority. A request has been made to the Board of their expectations of the Trust and a response is awaited.

Jonathan confirmed that season ticket sales have been poor, attendees agreed that if help was needed at the weekend following this meeting steering group members were happy to volunteer to sell tickets in the local supermarkets.

Next Meeting – 19th December, 11am, Sponsors Lounge, Recreation Ground