

Whitehaven Independent Supporters Trust

Steering Group Meeting

Tuesday 23rd, November 2010

JJ McKeown Bar

1. Present - Dave Farrell, John Hurst, Vikki Chappell, Anna Byrne, Jonathan Chappell, Karl Connor, Paul Blacklock, Frank Scott, Andrew Ross, Lee Scott, Ian Stephenson
Apologies – Des Byrne has now resigned from the Steering Group leaving a spare space on the Steering Group
2. Minutes of the last meeting 19 November - Minutes agreed to be a true reflection of the meeting.
3. Matters Arising –
 - Membership Application Forms – these were being completed by Steering Group members and a draw was made for allocation of the first set of share certificates.
 - Share Issue - Following discussions with Mrs. JD Raaz, Karl has learnt she holds over 90% of shares in the club. Mrs. Raaz further confirmed she would be happy to look at share issue in twelve months time if the trust were able to show that the current supporters groups have reformed. It was agreed that all members of the three groups who have agreed to disband and reform as the Trust would be written to confirm the cease of groups in their current format. The Support groups are then required to put in writing their disbanding and their agreement to transfer funds to the Trust.
 - Brochure – It was agreed that an email newsletter be used instead of the proposed brochure. Karl added that the brochure could be produced as a keepsake for new members, if the elected trust board members agreed in the future.
4. Correspondence –
 - Press Release - Karl confirmed space in the next issue of the Whitehaven News for an update from the Trust.
5. Trust Update –
 - A summary of a programme that highlighted the importance of attending to matters of process and the stringent requirements laid down by Supporters Direct and the FSA had been drafted by Ian and he explained that it was necessary for the Steering Group to pay attention to these aspects as a matter of priority.
 - The programme included formulation of an initial Business Plan, establishing dates for a planning cycle, e.g. the trust must hold an AGM before 21st April 2011; filing Annual Returns, setting up an election process, etc.
 - Business Plan – Ian volunteered to write an outline business plan Karl is to speak to Mrs. Raaz to ask her about what initiatives the club would like Trust support on. This information can then be written into the business plan. Ian added that the Trust require

a method to quantify and record the amount of assistance provided to the club, both in the way of man hours and facilities provided.

- Memorandum of Understanding – Ian had consulted with Laura Harrison of Supporters Direct and had completed a draft MofU; however, he recommended to the Steering Group that this should not be exchanged with the club board until such time as matters of process had been completed and members understood the direction the group was taking.
 - Re-alignment of Steering Group Members – Andrew proposed that Ian should take over as Trust Chairman in place of Dave and Dave is stepping down from the position to allow Dave to take up a potential with the club. This proposal was seconded by Lee. The rest of the Steering Group agreed and thanked Dave for his invaluable efforts in getting the Trust and Steering Group up and running.
6. Launch Night – Laura Harrison has confirmed that she is unavailable on the 14th January it was therefore agreed that the Launch Night take place on the 21st January to allow Laura to attend. Jonathan to confirm with Paul Goodwin that the JJ McKeown bar is available on that evening and provisionally book.
 7. Members Database – Jonathan to arrange access for Anna and Karl to the member's database.
 8. Any Other Business –
 - Supporters Travel – It was agreed that the Trust would continue the running of the supporters away match travel following the disbanding of the WRLFC Supports Group who currently arrange travel. This could be discounted to act as an incentive to attract new members.
 - Supports Direct Meeting – A Supports Direct Meeting is to be held in Rochdale on the evening of the 1st December, 19.30 start.
 - Ian mentioned he was travelling to Halifax at the weekend and suggested that he make contact with Neil Hampshire of the Hunslet RL Trust to gain access to information on the work they had done to get their trust in operation.
 - WISC Nest Egg – Karl to speak to John Flanagan about moving this from Chris Drakes internet site to ours with Chris's agreement.
 - Ground Developments – Ian to write a one page summary on behalf of Andrew to take to the Board regarding the portakabin.
 - Raffle Tickets – Vikki to email attendees when these have arrived.

Next Meeting – 8th December, Sponsors Lounge, Recreation Ground