



Coventry City London Supporters Club (CCLSC) – Committee Meeting Agenda

Thursday 12th October 2017, 7.15pm – Calthorpe Arms, Grays Inn Road, London

In attendance: Colin Henderson (chair), Ian Davidson, Martin Garrett, Robin Ogleby, Adrian Hawthorne, Chris Webb, Rob Parker, Rob Stevens

1 - Apologies for absence

Jay MacDonald, Charles Tomkins, John Bryant. No apologies received from other absent committee members.

Colin asked Rob P to update CCLSC committee attendance spreadsheet and send to Colin.

2 - Approval of previous committee meeting minutes

The 2017 AGM was the previous meeting in question; the committee noted that the sign-off of these minutes is usually reliant on the CCLSC financial summary being ready for approval by Colin, but this wasn't the case as of today's meeting. The meeting voted to allow Colin to sign off the AGM minutes, including the updated constitution, without the financial summary being ready. Colin thus signed the updated 2017 AGM minutes as "approved"; Rob P will scan these and email the approved 2017 AGM minutes to Colin

Colin will submit the approved 2017 AGM minutes to the bank to enable the debit card application for Adrian as Travel Secretary to go forward.

Rob P will post the approved 2017 AGM minutes on the website

Colin will update the committee at the meeting on progress of the debit card application.

3 - Follow-up from the AGM (approval/circulation of minutes and accounts) and SCG update – Colin

Colin explained that he has had conversations with CCFC and others about the future of supporter consultation; nothing definitive has been agreed yet but the committee authorised Colin to continue conversations with the club about CCLSC participation in a potential successor organisation to the SCG at some point in the future.

Colin will pursue this topic with the club but there is no expectation of any such forum being announced in the immediate future.

4 - Treasurer's update (especially adjustment/confirmation of financial summary presented at AGM) – Charles

Unfortunately Charles, the Treasurer, was absent at this meeting, but beforehand he had presented via email to the committee our current bank account statement together with a list of recent transactions.

Charles was given an action to confirm last year's financial summary as quickly as possible i.e. in the next few weeks – Colin to assist in this.

5 - Membership update – Charles

Charles confirmed in advance by email that there are 70 paid-up members at the latest count; we had a discussion around honorary members, with the action being for Barry to collate a list of honorary members for confirmation to Charles who will enable each them to have a login for the CCLSC website.

6 - Ticketing update – Barry

Barry thanked Kevin Randle for stepping in during Barry's holiday to collect Barnet and Accrington tickets for CCLSC members and for paying over £600 to acquire these tickets. Kevin has been in discussion with Charles regarding Kevin being refunded via cheque. Colin to check that Kevin has been refunded and, if not, to coordinate this with Charles.

The Exeter away tickets communication went out long in advance in order to give supporters as much of a chance as possible to get tickets for this restricted-tickets game. Barry has been mostly successful in encouraging all ticket orders to go through the website; we've set up non-web users with accounts so tickets can be ordered on their behalf. Rob S will come up with a set of instructions for managing the ticketing requests in Barry's absence i.e. confirming list of names, categories, etc for each game and exporting this from the website into Excel format for Barry to print and take to ticket office for fulfilment.

7 - MoM/PoS update (if any) - Barry+Robin

Robin confirmed that Jodi Jones is currently well ahead with nearly 500 votes in the overall PoS standings, which is as many points as some previous winners accumulated over a whole season in some previous years. Barry reported that the new process of accepting MoM votes only through the website is working well generally, but some people are not using this and instead continue to use email/WhatsApp instead. Colin and Barry to encourage everyone to only use the website (again).
Charles to confirm that the top 3 competition winners from last season have been paid out.

8 - Website update - Rob S

Rob S feels overall the new site has worked really well, thanks in particular to the work put in by Barry, Ian and Adrian in particular. Rob S reminded the committee that each committee member is responsible for their own website content; Rob is there to help within reason, but is not there to be managing each section. Rob S has a few upgrades to the site although these will require more of Rob's time to do the necessary coding. Contact form,

auto-filling for logged-in members and multiple ordering are the next set of priorities for web development.

In addition to the general upgrades mentioned above, Rob S will also add in a note on the tickets and travel pages to state this if someone wants to cancel an order before the cut-off, they have to use the contact form (together with a link to the contact form).

The committee agreed in principle to buy some cloud-space under CCLSC's name to enable live spreadsheets on OneDrive for ticketing, image-sharing, travel requests, and so on.

Rob S to get costs for approval at the next committee meeting.

Rob S to create report/functions instructions for match tickets and travel ordering purposes; longer term, make it simpler to use by tweaking the process.

9 - Affiliations update – Martin

The Football Supporters Federation AGM took place at St George's Park in Burton; Martin didn't attend this but did go to the APSCIL monthly meeting. The committee agreed it was great to receive the APSCIL Newsletter of the Year award. Martin reported we have received a bye in round 1 of the darts cup, so do not have a game until January – Martin to coordinate with Kevin Mofid so that we can do more to publicise APSCIL socials to the CCLSC membership. Martin also reported that APSCIL membership was useful in pre-warning us of the Exeter restricted tickets section, via exiled Grecians fan and active APSCIL member Neil Le Milliere.

10 - Communications update – Ian

Rob S and Ian reported that they are working on a re-design for the email headers so that there are distinct look/feels to newsletters, match ticketing/travel emails, social news e-bulletins, etc. We have received lots of congratulatory emails regarding our APSCIL award win, including from many from SBI and also from honorary members Rod Dean, Jim Brown and Jenny Poole. As reported above, we were able to proactively get out the Exeter email regarding restricted ticketing allocation and we will be emailing the membership regarding the Family Zone donation of a Subbuteo set made by Robin Morden (who donated his 2016-17 forecasting competition winnings).

11 - SBI update – Ian

So far this season, the Sky Blues International membership has had representatives attending every game – members in Norway even managed to get the Bohemian Club in Norway open early in time to catch the Barnet game on Sky on Saturday.

12 - Pubs update – Ian

Ian reported his view regarding the choice of pub for the Barnet game, which was that this selection was not a success, and that this reinforces the correctness of our policy of using CAMRA pubs only.

13 - Social ideas discussion

The committee agreed that holding a Q+A is an objective, ideally with Mark Robins and/or David Boddy sometime during early 2018. Colin to approach Tim Fisher to find out best approach for setting this up. Once a date is agreed, we will secure a venue and issue the communication accordingly.

14 - Social media ideas discussion

The committee re-visited the topic raised at the AGM i.e. the objective of attracting more members, especially from the ranks of younger supporters, and using social media to promote CCLSC to such people. Chris W suggested a social media code of conduct e.g. no politics, no opinions, with members booted out if they don't observe the behaviour, e.g. for Facebook user groups. Chris to report to next the meeting on a strategy to use Facebook to promote CCLSC specifically to younger people as part of a membership drive.

15 - Travel update – Adrian

Due to the lack of progress with the bank described during this meeting, we have not yet been able to provide Adrian with a debit card with which to order travel tickets; as such, he is paying for travel from his own pocket and being refunded accordingly by CCLSC. The committee voted its thanks to Adrian for helping out in this way. Adrian is reconciling everything himself through ticket bookings and is happy to be audited in case anyone has any questions, when he gets the debit card Colin will sign off the transfer/reconciliation to ensure everything is sorted. Colin and Charles to facilitate this ASAP

Also, as with match ticket requests, Rob S will come up with a report/function from the site and a set of instructions for managing the match travel i.e. confirming list of names, categories, etc for each game and exporting this from the website. We discussed the train travel options for the Carlisle and Exeter games; also, the FA Cup 1st round draw takes place on Monday evening so we may need to make a train ticket order very quickly; Ian is braced to provide the relevant communications – Rob S to put up the web form very quickly upon the evening draw and confirmation of when our game will take place.

16 – AOB

The committee agreed to donate £50 to the JSBs' Christmas Party, for which Pat Raybould is the coordinator; Rob Parker to advise Charles to pay this.

Rob P asked when/how we will be able to finally close the Lloyds bank account – Colin to check the progress of this with Charles

CCLSC Patron role description – we agreed that individual committee members will come up with suggestions of the job description of CCLSC patron in time for the next meeting, at which will agree the job role based on feedback received, then come up with a shortlist. We will then rank the individuals in order of preference and approach each individual on a “working down the list” basis – Rob P to coordinate this

40th Anniversary Dinner raffle prize replacement – Colin reported that there is no news from CCFC on this topic; Colin will investigate further.

Date of next meeting – 24th January, not 25th as previously advertised