



## Coventry City London Supporters Club (CCLSC) – Committee Meeting Minutes

Thursday 6 April 2017, 7.15 – Calthorpe Arms, London

In attendance: Simon Fahy (chair in absence of Colin), John Bryant, Rod Dean, Robin Ogleby, Ian Davidson, Rob Parker

### 1 - Apologies for absence

Kevin Mofid, Charles Tomkins, Colin Henderson, Jay McDonald, Martin Garrett, Rob Stevens, Barry Chattaway

### 2 - Approval of February 2017 meeting minutes

Agreed by those present and also approved in advance of the meeting by the chairman.

### 3 - Matters arising

#### 3.1 - accounts update

3.1.1. Charles reported that he is currently not able to do a final reconciliation of the accounts after Wembley due to an apparent lack of consistency between the last online statement and recent online transactions. **Charles to investigate this further as a priority so Wembley reconciliation can be completed**

Charles has personally loaned CCLSC approximately £4,500 to provide sufficient liquidity for us to purchase Wembley tickets for nearly 200 members. Once the reconciliation has been completed, Charles is to be refunded and the accounts signed off. **Colin and Simon to discuss with Charles to agree the right way to reimburse the money**  
The committee voted its thanks to Charles for his time and generous financial assistance with regards to the Wembley tickets ordering procedure.

3.1.2. Charles also reported that 2015/2016 competition winner Julian Foster has still not been paid his £30 winnings; it was suggested that this sum could be deducted from his Wembley tickets fee, but Charles preferred this as a separate transaction. **Ian to contact Julian to obtain his preferred account details for payment**

#### 3.2 - committee documents for the website - now online.

3.3 - whereabouts of signed football for Peter Dipple - held over to next time for update from Colin (no update since previous meeting). **Colin to advise at AGM.**

3.4 - appointment of new travel secretary - Simon/Ian/Adrian to discuss at the upcoming Charlton game. The new committee appointment to be finalised at the AGM. We will

need at least one new debit card as one of the two is in Simon's name and address – we need to prioritise this given the time taken last time to get a new one.

**Simon to write a handover document for travel to assist the new appointee.**  
**Charles to obtain forms from HSBC for an additional debit card**

#### 4 - any remaining actions on ticketing for Wembley day

Charles reported that some Wembley ticket payments were not correct, with several being slightly more or less than the correct amount; the total difference appears to be a slight excess in CCLSC's favour. **Once the accounts reconciliation is complete (and the precise total surplus confirmed), the committee will decide what to do with the excess money – suggested this is used to offset the postage costs CCLSC absorbed for Wembley**

The committee made a vote of thanks to Barry for his excellent and hard work on this issue in particular.

#### 5 - communications update

Ian reported that CCLSC and SBI received a lot of publicity and goodwill from BBC Coventry & Warwickshire radio and the Coventry Observer newspaper in relation to our ticketing efforts for Wembley, which has led to several people from London contacting us with interest in joining who hadn't been aware of CCLSC.

#### 6 - SBI update

Ian has been approached by the Norwegian fans who wanted to make a gesture of thanks for all the help they received with tickets etc this season.

#### 7 - ticketing update

7.1 Match Tickets – according to Barry's list, there are still some match ticket monies outstanding (including five tickets for Wimbledon and one for Peterborough); **Barry to check these out with Charles to confirm whether we have received payment or not.**

7.2. - Wembley Tickets – all the Checkatrade Final ticket requests were fulfilled and all tickets were delivered or handed over to recipients as arranged; this seemed to work very well. Barry expressed his thanks to Ian for his help in dealing with the last few tickets to be collected on the Sunday at the Calthorpe Arms. He also thanked Colin, Charles and Rob Stevens for their assistance in making this occasion happen.

Barry also said thank you to all the members involved in the show of appreciation photo taken at the MK Dons pub.

#### 8 - website update

8.1. Website hosting - web hosting costs need to be paid going forward but should only be £10 or so per month. We will know a definite time and cost in the coming months but will the committee approve the cost? It will be invoiced annually by Rob S who administers the site.

**Approved in principle, but deferred to AGM for final decision due to lack of quorum at today's meeting and subject to confirmation of costs.**

8.2. As previously advised, we have to switch to a new website theme (how the site is designed/controlled) as the current one is not supported by the developers any longer. Rob S will carry on developing the membership sections and other sections on the current theme but we will need to buy a licence for a new theme so that we can build a duplicate of the current site in preparation for a future switch over. The cost is \$60 (approx. £50). There will be some additional costs to follow for more robust versions of plugins (things that add extra functionality to the site such as forms & membership) where we currently use free ones, so some potential additional expenditure of approx. £50-70 later in the year. These will all be one-off costs. Can this be approved?

**Approved in principle, but deferred to AGM for final decision due to lack of quorum at today's meeting and subject to confirmation of costs.**

#### 8.3. Membership

This is in progress. Ian, Charles & Rob S have been trying to meet but unable to so thus far. **Rob S to build draft versions of the respective pages and then ask committee members to give feedback.**

#### 8.4. Other webpages

**Rob S will be working with Ian to have news items added to the site. This will include pub / travel / etc.**

#### 8.5. Fixtures and preparation for next season

Everything we do is based on two lists: the players list and the big one...the fixture list:

Travel

Match tickets

Man of the Match

Prediction League

Pubs / travel guide

Website for all the above

Rather than start with different spreadsheets/lists, Rob S proposes to create a master database that will take the fixture list – published towards the end of June – and use it to create spreadsheets for all of the above as well as updated pages for the website.

This will mean that Rob S can automatically add details for, e.g. match tickets with a 2-week notice period – and other committee members will still be able to add their own details when they get the sheet.

**Rob S to setup and test the database with this season's fixtures so it is ready to go before next season's fixtures come out and will speak with the various secretaries to make sure that their files have exactly what they need.** The committee recognise this is a big step forward to reduce the web management efforts of individual members.

The committee discussed the idea of a photos page e.g. Instagram/ Flickr/ Facebook/ Twitter link to enable new pictures to be uploaded – **Rob S to advise on the best way of doing this, and also to look at uploading the archive of previous newsletters – coordinate with Ian**

**Rob S to get the Amazon link to the new website.**

### 9 – affiliations

The committee noted the success of the "Twenty's Plenty" campaign with the announcement this week that away fans at Premier League matches from next season will see their ticket prices capped at £20.

### 10 - PotS presentation update

Kevin has confirmed via Tynan Scope that the PotS award will be presented to the winner after the Walsall game on 22<sup>nd</sup> April in the usual fashion. Travel is booked for a later train than usual to accommodate this. **The committee agreed Barry's proposal to go ahead with the salver plate and engraving of the trophy and also keyrings.**

**Ian to ask Alastair Laurie and Kevin Randle to present to the winning player.**

#### 11 - social update

11.1 - the committee agreed to go ahead with a 40th Anniversary Curry Night. Kevin has provisionally booked the Massala Hut on Drummon Street near Euston for 20 people on Tuesday 16th May. **We can now advertise – Ian to promote this.**

11.2 - the committee also agreed to promote an evening at a horse racing event; this will be the flat meeting on the 19<sup>th</sup> July at Sandown Park, near Esher in Surrey. **Ian to advertise.**

#### 12 - travel update

There is no more travel to book for this season; as noted above, Simon will be writing handover notes to help the new travel secretary. At the Charlton home game there will be a discussion amongst committee members present that day on who should take on this role, subject to ratification at the AGM.

#### 13 – AOB

13.1 – the committee suggested a Q&A event with Mark Robins over the summer or early in the new season. **We will try organising this via the club – action for Colin**

13.2 – the committee made a vote of thanks to Simon for his role on this committee for over 10 years – this will be his last committee meeting for the foreseeable future. Good luck and see you again soon!

14 – Date of next meeting – confirmed with the Calthorpe that AGM will be held on 1<sup>st</sup> July 2017

Meeting close 9pm