

## MINUTES

**Group:** BRIS Trust Steering Committee

**Date:** 1 July 2003

**Location:** Deb Jones Flat

**Time:** 7.30pm

**Presiding:** Chair: David Higgs  
Secretary: Gillian Paterson

**Attending:** Deb Jones  
Nigel Strachan  
Giles Hawker  
Mark Munday  
Andy Porter  
Oly Gaudion  
Jake Greenland

**Apologies:** Andrew Humphreys  
Chris French  
Ian Todd

### Approval of Minutes

- Minutes for the Launch Meeting held on the 11 June 2003 were reviewed, approved and signed by David Higgs. These minutes will be made available on the BRIS Trust website.
- Minutes for the last Working Party meeting were reviewed, one minor amendment to be made and the minutes to be filed but not published

### Summary of Discussions

- Mark Munday presented Constitution Guidance Notes, see attached document. It was agreed that as far as possible a Trust officer will chair any sub-committee
- The meeting agreed the framework press statements to be adapted when an official announcement is made on the future of the Club. Deb Jones will cover as the Publicity Officer while David Higgs is on holiday.
- David Higgs confirmed he had received a letter from the solicitors representing the Club, with respect to its potential sale. It was agreed that David Higgs should confirm receipt of the letter and keep in on file for future reference.
- The main purpose of the meeting was to define sub-committees and nominate chairs. The following committees were defined
  - Trust Promotion – Oly Gaudion
  - Marketing Strategy – Deb Jones
  - Publications – Ian Todd (to be confirmed)

- Combination Clubs/Club Liaison/Publicity Officer – David Higgs
  - Membership Management – Chris French
  - Corporate Strategy – Nigel Strachan and Andy Porter
  - Operational Issues – Jake Greenland
  - Community Projects – Andrew Humphreys
  - Supporters Direct Liaison – Mark Munday
  - Expenditure Projects – Gillian Paterson
- Each sub-committee chair will present a summary document detailing the objectives of their projects. Additional team members will be recruited to help to achieve the objectives.
  - The meeting agreed that the suggestions for:
    - Updating the Honour Boards
    - Updating the photographs and the Memorial Bar
    - Buying rugby posts as a fund raising idea for supporters to sign them
    - Investigate the provision of post protectors  
Should be further investigated and costings obtained
  - Future Steering Committee meeting will be held every 2 weeks. If the Mem is available a meeting room will be booked, if not Deb Jones confirmed the meetings could be held at her flat. Sub-committee chairs will organise the location for their meetings.

**Actions:**

See attached table.

**Copies of Handouts:**

1. The Society Board (Steering Committee) and the Constitution Guidance Notes, submitted by Mark Munday

**Next Meeting**

14 July 2003. 12 Liberty Gardens, The Point, Caledonian Road, Bristol, 7:30 pm.  
Mark Munday to prepare the agenda.

## **The Society Board (Steering Committee) and the Constitution Guidance Notes**

- To ensure that the business of the society is conducted in accordance with the constitution (Rule 26)
- To exercise all the societies powers except those explicitly reserved to an AGM (Rule 26a)
- “Anything done in good faith by any meeting of the Society Board (SB)... shall be valid...” (Rule 109)

### **Composition (Rules 56 – 66)**

- Most provisions here apply to the SB that will take office following the first AGM. However...
- No salary can be paid to members, however, expenses are payable.
- Must be a member of the society.
- Vacancies are filled by co-option until next AGM.
- Members can be suspended or expelled by a resolution of the SB after a hearing.
- No crooks or persons of unsound mind may be members.

### **Meetings (Rules 67 – 75, 86 – 97 & 111)**

- Elect a chair.
- Meet at least 4 times a year.
- 50% of SB members present constitute a quorum.
- Meetings are to be called by the Secretary, or by the Chair in a written instruction to the Secretary.
- Members can participate by phone or video link.
- All questions are to be decided by a majority vote with the Chair having a casting vote in the event of a tie.
- A written resolution signed by all the members has the same effect as if carried at a conventional meeting.
- Minutes of every meeting must be kept; these must be read at the next meeting and signed by the chair as a correct record. This record is then conclusive evidence as to the events of that meeting.

**Sub – committees**  
**(Rules 26b, 76 & 77)**

- The SB may delegate any of its powers to subordinate committees.
- The SB determines the members of such bodies.
- The SB appoints the chair.
- These bodies operate in accordance with a written brief drafted by the SB.

**Miscellaneous Provisions**

- Oversee and facilitate process of joining the Society. (Rule 11&13)
- SB has power to award affiliate membership (Rule 12).
- Rule that an issue before the SB is of such importance that it will be resolved by a postal ballot of the entire membership (Rule 55).
- No member of the SB should have an interest in a company trading with the society (Rules 74 & 75).
- Ensure that proper books of account are kept (Rules 86 & 116).
- Produce annual accounts and an annual report at the AGM with copies going to the registrar (Rule 87).