

## MINUTES

**Group:** BRIS Trust Steering Committee

**Date:** 29 July 2003

**Locations:** Debs Flat

**Time:** 7.30pm

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

**Attending:** Deb Jones  
Ian Todd  
Andrew Humphreys  
Andy Porter  
Jake Greenland  
Nigel Strachan  
Giles Hawker  
Mark Munday

**Apologies:** Chris French  
Oly Gaudion

### Approval of Minutes

- Minutes for the first Steering Committee Meeting held on the 14 July 2003 were reviewed, approved and signed by Mark Munday. These minutes will be made available on the BRIS Trust website.

### Summary of Discussions

- BRIS Trust officers do not have any further information on the ownership of the Club. The steering committee will respond to any official announcement with a press release that has been reviewed by all officers
- It is hoped that on the meeting on the 14<sup>th</sup> of August there will be an opportunity to present on:
  - The status of the Club
  - Review of Trust progress
  - Presentation regarding the playing squadThe content of the presentations will be dependent on information available at the time
- The Constitution has now been submitted to the Financial Services Authority
- The steering committee agreed that the provision of a membership card met the IPS legal requirements so share certificates would not be issued

- It was agreed that BRIS Trust should be able to provide a rugby shirt that would be able to both advertise the Trust and help generate income. The rugby shirt would have the BRIS Trust and Bristol logos and have a letter (of choice) stitched on the back. The rugby shirt would be available for everyone to buy, Trust members would get it at cost with non Trust members paying £10 (junior) or £20 (adult) extra and obtain Trust membership with the purchase.
- The committee agreed in principle for BRIS Trust to be present at the Balloon Festival. Before a stall is purchased Oly Gaudion to confirm that manpower, promotional material and involvement of the Club would be available in time for the event
- Andy Porter and Nigel Strachan will report back to the committee on proposals for packages for Corporate members
- When sub- groups have meetings, meeting notes need to be circulated to all the officers. The meeting notes will not be published on the web but a copied filed by the Secretary. The sub- groups can be given an action from the steering committee or provide further suggestions that can be presented to the committee by the sub- group leader
- A finance limit of £200 has been agreed, should any purchase or project require over £200 to be spent then there needs to be approval by at least two appropriate Trustees and the Treasurer
- Nigel Strachan will act as the Data Controller for BRIS Trust
- The BRIS Trust logo will be Trademarked
- Andrew Humphreys confirmed that he has two Balloon Flights that could be used for future raffles

### **Actions:**

See attached table.

### **Next Meeting**

Wednesday 6 August 2003 at David Higgs house, 7:30 pm.  
Gillian to prepare the agenda.

## Ongoing Actions

<b>Date 2003</b>	<b>Owner</b>	<b>Action</b>	<b>Complete Date</b>	<b>Comment</b>
28 May	Giles	Record all initial expense and income transactions	Ongoing	
28 May	FINANCE	Draw up financial plan	Ongoing	
03 June	Oly	To forward to the entire team the draft contacts excel spreadsheet, everyone to send back known contacts not on the list	Ongoing	Contact list circulated, needs more names added
16 June	David	To contact local TV stations for further coverage	Ongoing	Repeat action when necessary
16 June	Ian	To investigate getting letter headed paper	Ongoing	Requires registration number. Investigate Bristol watermark
16 June	David	To work on a proposal for the Combination Clubs	Ongoing	Gillian obtained contact details for President, Chair and Secretary for the Combination Club
1 July	Sub-committee Chairs	To circulate summary of the objectives of their projects	Ongoing	David, Jake and Ian still preparing ToR
14 July	Andrew	To research options for community projects	mid Sept	
14 July	All officers	To complete Biogs and send to Jake	Ongoing	
14 July	All officers	To change passwords for email site. Details already sent by Jake	Ongoing	
29 July	Giles	To confirm that the registered address will publicly display BRIS Trust details		

29 July	Giles	To progress shirt idea, logos, letters costing etc Shirt to be available to officers for the meeting on the 14 <sup>th</sup>		
29 July	Andy	To confirm with the council that we can use the Bristol logo		
29 July	Andy	To confirm if we can use Sound Commercial again on the 14 of August		
29 July	David	To confirm with Mike Turner if we can use the Bristol rugby logo		
29 July	Ian	To send Giles details on PayPal		
29 July	Ian	To circulate draft marketing material for the Balloon festival and Fiji game		
29 July	Ian	To investigate the trademarking of the BRIS Trust logo		
29 Jul	Gillian	To send officers the PowerPoint template for the meeting on the 14 <sup>th</sup>		

## Completed Actions

Date	Owner	Action	Complete Date	Comment
16 June	Gillian	To book meeting dates with the Mem Stadium	Completed	Mem can not offer meeting dates on a regular basis. New venue being investigated
16 June	All	To send agenda item to Gillian	NA	
16 June	All	To email Tim to confirm if attending the Mega Bowl event	Completed	
16 June	Tim	To provide Giles with the financial reconciliation of the Mega Bowl event	Completed	
16 June	Mel	To prepare posters advertising the Mega Bowl event	Completed	
16 June	Deb/Gillian	Circulate the draft launch article	Completed	
16 June	All	To give comments on article back to Deb	Completed	
16 June	Deb	To contact Ryland James and Steve Cotton to arrange publication of launch article	Completed	
16 June	Deb	To contact David Hibell and have launch article published on unofficial site	Completed	
16 June	Deb/David	To draft a general press release statement	Completed	
16 June	Oly	To update contacts excel spreadsheet with more rugby websites	Completed	

16 June	Jake	To forward photos from Di to Deb	Completed	
1 July	Gillian	To book meeting rooms at the Mem	Completed	14 July not available for Steering Committee meeting. 14 August booked for Trust members meeting
1 July	Mark	To prepare agenda for meeting on 14 July	Completed	
1 July	Deb	To email media contacts to confirm that she will be Publicity officer while David is on holiday	Completed	
1 July	Jake	To update Web with photographs and letter from Major and any other available documents	Completed	
28 May	Tara	Set up initial membership database	Completed	
03 June	David Higgs	David Higgs/marketing group to prepare a press briefing for after the Public meeting – we will be the first Rugby Union Trust!	Completed	Deb Jones to draft a statement
16 June	Ian	To have published the letter from the Mayor	Completed	
16 June	Ian	To send to Deb example articles	Completed	
16 June	Giles/Ian	Confirm if Solomon and Hare can act as the registered address	Completed	
16 June	Nigel	To investigate if the Post Office will do a deal for free letters for the Trust if registered as a new business	Completed	No deal is available

16 June	Giles	To investigate getting a BRIS Trust stamp for letters	No longer relevant	
1 July	David	To circulate via email summary of ideas for Trust response to strategic priorities	No longer relevant	
1 July	Jake	To provide email links on the Trust website to each chair of the sub- committees	Completed	Biogs and terms of Reference to be added
14 July	Gillian	To give Andy Porter details of David Pine who could be very helpful in developing Corporate Strategy	Completed	
14 July	Gillian	To contact Tim Thorne regarding using his laminator	Completed	Left voice message and will email. Trust to consider buying a laminator
14 July	Gillian	To amend application form and send out for comments	Completed	
14 July	Gillian	To send Ian the recent BO form.	Completed	Comments given by Giles
14 July	Gillian	To arrange a meeting date for working party to help with introductory membership letters	Completed	Mem probably not possible. Pencil in the Welly on the 24 <sup>th</sup> of July
14 July	Gillian	To send details to Mark regarding the Co-Op	Completed	
14 July	Gillian	To send Jake minutes of meeting held on 1 <sup>st</sup> July 2003	Completed	Removed Debs address
14 July	Gillian	Tacky glue to attach membership cards to letter	No longer required	
14 July	Gillian	To confirm location of next officers meeting	Completed	Mem had no other bookings on the 29 <sup>th</sup> so it will be at Debs
14 July	Gillian	To prepare an update that will be posted on the unofficial and official website	Completed	

14 July	Debs	To forward Giles email containing the address of the registered office	Completed	
14 July	Debs	To get envelopes for membership letters	Completed	Giles bought 1000 envelopes
14 July	Jake	To prepare labels from membership excel spreadsheet sent by Gillian	Completed	
14 July	Jake	To prepare content for membership cards	Completed	Need to agree if we have an expiry date
14 July	Ian	To prepare a draft introductory membership letter. Includes formatting for address and membership number	Completed	Aim for 18 July
14 July	Ian	To prepare BO forms with BRIST logo. Copies to go with Introductory letter	Completed	Aim for 18 July
14 July	Ian	To send group the background to be used for the Certificates (logo)	No longer required	Aim for 18 July
14 July	Ian	To report back information on holders for leaflets	Completed	
14 July	Mark	To investigate the required contents of the share certificate	Completed	Agreed share certificates will not be issued
14 July	Mark	To send Supporters direct our logo and web address so they can add it to their links page	Completed	Will be done when the Trust is officially registered
14 July	Mark	To investigate the purchase of a seal	Completed	

