

## MINUTES

**Group:** BRIS Trust Steering Committee

**Date:** 06 August 2003

**Locations:** Davids House

**Time:** 7.30pm

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

**Attending:** Deb Jones  
Ian Todd  
Andrew Humphreys  
Chris French  
Jake Greenland  
Oly Gaudion  
Giles Hawker  
Mark Munday

**Apologies:** Andy Porter  
Nigel Strachan

### Approval of Minutes

- Minutes for the first Steering Committee Meeting held on the 29 July 2003 were reviewed, approved and signed by David Higgs. These minutes will be made available on the BRIS Trust website.

### Summary of Discussions

- David Higgs has been in contact with David Powell and has extended an invitation to attend the next Public meeting on the 14<sup>th</sup> of August 2003, at the Memorial Stadium.
- It is hoped that Alan Morley, Nigel Pomphrey, John Portch and Richard Hill will attend the meeting.
- David Higgs will request a face to face meeting between representatives of the Trust and the new Club management to discuss the role of BRIS Trust.
- At future Steering Committee meetings the treasurer, Giles Hawker, will produce a financial summary on the BRIS Trust accounts.
- BRIS Trust has organised a stand at the Balloon Fiesta on the 9<sup>th</sup> and 10<sup>th</sup> of August, 2003. The Club will provide promotional material and Mitzu. BRIS Trust members will man the stand on the Saturday, 3 players will also attend. BRIS Trust will provide the opportunity to win the equivalent of a family season ticket to those people who provide their

name and address. The draw for the season ticket will take place at the Public meeting and the names of Trust members will be included in the draw.

- At the Public meeting the Trust will give a brief background on aims of the Trust and also provide an update on memberships and promotions. The event will be advertised again in the press and a photographer will be requested to attend the meeting
- The officers will arrive early at the Public meeting. At the next meeting on the 19<sup>th</sup> of August the officers will prepare an action and resource plan for the coming season.

### **Actions:**

See attached table.

### **Next Meeting**

Thursday 14 August 2003 at Memorial Ground, 6:30 pm

Tuesday 19th August 2003 at Debs Flat, 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	David, Ian and Mark to provide Biogs by the 14 <sup>th</sup> of Aug
14 July	All officers	To change passwords for email site. Details already sent by Jake	Ongoing	To be completed by 14 Aug, Jake to send out a reminder with instructions

29 July	Giles	To confirm that the registered address will publicly display BRIS Trust details		To complete by end of August
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		
6 Aug	Chris	To arrange a meeting with Gillian and Giles to discuss the membership and finances	Completed	Meeting to be held on Monday 11 <sup>th</sup> of Aug
6 Aug	David	To contact David Powell to confirm who will attend the Public meeting and the content of their presentation		
6 Aug	David	To request a face to face meeting between Trust representatives and the new management to discuss the role of BRIS Trust		
6 Aug	Debs	To request EP to send a photographer to the Public meeting. If not available a digital camera needed to take shots of officers in their shirts		
6 Aug	Oly/Chris?	To organise the draw at the Public meeting for the season ticket		
6 Aug	Gillian	To restructure the PowerPoint presentation for the Public meeting		
6 Aug	Gillian	To confirm with Ian Holtby who owns the Honour Boards		
6 Aug	Giles	To find out some provisional costings for a mascot – a child friendly one!		
6 Aug	Ian	To source 200 leaflet holder boxes that can be used for bars		

6 Aug	All	To provide Gillian with items they think should be on the PowerPoint slides for the Public Meeting		
6 Aug	All	Prior to planning meeting circulate dates and activities that need to be documented		

## Completed Actions

<b>Date</b>	<b>Owner</b>	<b>Action</b>	<b>Complete Date</b>	<b>Comment</b>
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	
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>	Completed	
29 July	David	To confirm with Mike Turner if we can use the Bristol rugby logo	No longer required	

29 July	Ian	To send Giles details on PayPal	Completed	Ian gave details to Giles at the meeting
29 July	Ian	To circulate draft marketing material for the Balloon festival and Fiji game	Completed	
29 July	Ian	To investigate the trademarking of the BRIS Trust logo	Completed	
29 Jul	Gillian	To send officers the PowerPoint template for the meeting on the 14 <sup>th</sup>	Completed	