



scarborough
athletic football
club

our
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community

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Scarborough Athletic Football Club

MEETING OF THE BOARD OF DIRECTORS

18 February 2010

7.30pm

George Pindar Community College

DRAFT MINUTES

Present:

Richard Adamson (Chair), Dave Holland (Minutes), John Clarke, Wendy Danby, James Hunter, Andy Troughton, Sandra Troughton.

1 BUSINESS ITEMS

1.1 Apologies

A Brown.

1.2 Minutes of the Meeting of the Board of Directors dated 13 January 2010

The draft minutes were approved by the Board and duly signed by the Chair.

1.3 Matters arising

Action: RA To forward the Minute Book to DH (1/Feb 10)

It was still not clear whether SAFC Reserves would be able to play football at GPCSC next season as North Riding FA still needed to be convinced that the playing surface would stand up to the number of games likely to be played there. The Board were still keen to for the Reserves to be playing in Scarborough next season, so agreed to follow up a number of options:

Action: RA To contact Hugh Bellamy a second time to determine the likelihood of SAFC Reserves playing at GPCSC (1/Feb 10)

Action: AB To make contact with The University of Hull regarding pitch availability for SAFC Reserves next season (1/Feb 10)

Action: RA To make contact with Mc Cains regarding pitch availability for SAFC Reserves next season (1/Feb 10)



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In the absence of AB, it was decided to defer the matter of Physiotherapy support until the March Meeting of the Board

Action: DH to include Physiotherapy support on the agenda of the Board meeting in March (1/Feb 10)

Following long and heart-searching discussion, it was decided by unanimous vote that Simon Cope would be relieved of his director responsibilities and should vacate his position on the Board with immediate effect. It was agreed that in the absence of any response whatsoever from Simon to written enquires from RA over several weeks, and the fact that he had not attended any of the Board meetings (excepting the AGM) for the last six months, the Board were left to assume that Simon was still dealing with the personal reasons that had previously lead him to resign as Chair of SAFC. The Board felt this course of action was in the best interests of Scarborough Athletic and for Simon Cope himself.

The directors wish to register their enduring appreciation of the contribution Simon has made over the three years to the work of the Board; particularly as our first chair, and wish to put on record their hope that he will eventually feel disposed to contribute actively to the success of SAFC in the near future

Resolution: The Board resolved that Simon Cope should vacate his position on the Board with immediate effect (1/Feb 10)

Action: RA to write to Simon Cope informing him of the Board's decision (1/Feb 10)

Action: RA to contact the Administrator of the InTouch database to reassign SAFC supervisor privileges (1/Feb 10)

As a result of SC vacating his position on the Board, his position as Society Secretary was now vacant. The Board considered the best way of fulfilling the responsibilities of the Society Secretary. It was felt prudent to look outside of the Board to fill this important role.

Action: RA to prepare an invitation for persons interested in becoming Society Secretary (1/Feb 10)

Action: JH to arrange the dissemination of the letter from the Chair inviting interest in becoming Society Secretary. (1/Feb 10)

A number of individuals expressed their interest in providing the strategic management of SAFC Finances following the open invitation from the Chair.



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RA subsequently spoke to several of these, outlining the responsibilities and expressed the need to improve, simplify and enhance our MIS, and to support other Board members in their budget management.

Resolution: The Board resolved to co-opt Geoff Osguthorpe to the position of Director of Finance with immediate effect as (1/Feb 10)

Action: RA to re-advertise the request for individuals to lead, support and/or enhance SAFC marketing activities (1/Feb 10)

Action: WD to post two copies of the Ground Options Report discussed at last months meeting. (1/Feb 10)

Action: RA approved the release of the Quarterly Accounts. (1/Feb 10)

2 ITEMS FOR DECISION OR DISCUSSION

2.1 Business Planning

2.1.1 *Monitor and Review progress against Business Plan*

Directors assessed their individual progress against the aims and objectives they all committed to in the business plan (p7 of the 2009-10 business plan). There were clear successes, and the Board wishes to record it's thanks to many supporters, trust members and supporter's club members who have contributed to those successes. However, areas for improvement include, but were not limited to:

Community: resolve to achieve greater input from community groups.

Commercial: resolve to avoid loss making activities in the future.

Football: strive to demonstrate clearer link between investment and performance.

Communication and Marketing: resolve to improve national coverage.

Operations: resolve to build the confidence of the Board to address more strategic issues.

Location: resolve to widen consultation within the club.

Financial and budget: everyone resolves to improve their active management of budgets to achieve break-even.



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2.1.2 *Strengths, Weaknesses, Opportunities and Threats*

As the first stage in preparing for next year, the Board recognised that it would need to make more robust plans if SAFC is to progress. Now that we have clear terms of reference for individual directors it will be easier for each of us to recognise what needs to be done if we are to progress up the leagues. Directors agreed to discuss with DH on a one-to-one basis how to map out what each of their directorates will need to do next year.

Action: DH to liaise with each director to map out a SWOT analysis of their directorate as the first stage of planning for next year. (1/Feb 10)

2.2 **Co-option to the Board**

This matter had been dealt with under Matters Arising.

2.3 **Communications with Members and Supporters**

The Board acknowledged that recent communications with members and supporters had not been satisfactory; including the low usage and maintenance of the membership database the overdue need to publish another newsletter, take-up of additional sponsorship and other matters. We had now begun working with a number of trust members who had agreed to work with us, and the resolution of the position of Society Secretary will help to 'free up' their efforts.

2.4 **Commercial Matters**

2.4.1 *Shirt Sponsorship*

The continuing unsatisfactory situation vis-a-vis club shirts was discussed and our official response was agreed.

Action: RA/AT are mandated by the Board to identify alternative kit suppliers subject to a response from NCEL to our previous letter. (1/Feb 10)

2.5 **Financial Matters**

2.5.1 *Monthly Financial Review (actual v budget)*

As previously minuted, the directors were pleased to welcome Geoff Osguthorpe (check name) to the Board.

Action: ST to support GO in the handover of financial information from Kevin Smith. (1/Feb 10)



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Action: GO to liaise with Kevin Smith to collate and circulate the latest figures to the Board. (. (1/Feb 10)

3 ITEMS TO RECEIVE AND NOTE

3.1 Operational Reports

4 OTHER

4.1 Any Other Business

We discussed the growing expectations that trust members, supporters and other interested parties who post on Surfing Seadog have of the club, its officials and their performance. We discussed the most effective and practical way of realistically meeting those expectations. We agreed that we will set up a register of Frequently Asked Questions and invite all of you to post your questions to this register.

The Divisional Champions Cup would be put on display for the B2B night, and would also be displayed at the stall at the Brunswick Centre on Good Friday.

We were joining NADS (National Association of Disabled Supporters), and supporting their 'Level Playing Fields' campaign.

AB was organising a Golf Day on 18 August.

We will be making contact with a newly-formed club called Scarborough Athletic of Toronto (Canada)

SC would be asked to return the signed souvenir shirts to the club.

The Board agreed to publicise a complaint by North Riding FA regarding the prevention of provocative and insulting emails from an SAFC supporter to a league official.

4.2 Date and Venue of the next Meeting

tba