



**NEWPORT COUNTY AFC SUPPORTERS' TRUST BOARD MEETING**

**DECEMBER 13, 2018.**

**MERLIN HOUSE, LANGSTONE BUSINESS PARK, NEWPORT**

**REDACTED NOTES FOR PUBLICATION**

**ATTENDEES:** Shaun Johnson (Chair) (SJ), Mark Crook (MC), Colin Faulkner (CF), Bob Herrin (BH), Gavin Foxall (GF), Peter Madigan (PM), Ryan Courtney (RC), Guy Price (GP), Kevin Ward (KW), Nigel Stephenson (NS), Alex Eagle (AE) (part)

**APOLOGIES:** Mike Everett (ME)

**1. COMMERCIAL UPDATE**

- 1.1 AE gave a presentation on progress since his appointment as Commercial Manager
- 1.2 Considerable progress had been made around match sponsorships and other revenue generators.
- 1.3 Match sponsorship rate for the Leicester FA Cup match was discussed, with the consensus being that AE should aim for a price reflective of Premier League opposition.
- 1.4 LED advertising boards for the Leicester match – AE to benchmark against other League Two clubs who have had a match against Premier League opposition broadcast live on BBC1.
- 1.5 KW to pass on contact details for the Mercure Chartist Hotel developers to AE.

**2. APPROVAL OF MINUTES FROM LAST MEETING & MATTERS ARISING**

- 2.1 The minutes of the Trust Board meeting held on November 15, 2018, were approved as an accurate record.
- 2.2 The following points were made on matters arising: GP to provide minutes of all meetings between the club and RP/WRU; GF suggested a separate accounts line for retail, so we can better understand the full costs and the impact of Kingsway club shop revenues.

**3. FINANCE**

- 3.1 NS to send out management accounts to Board members tomorrow.
- 3.2 A combination of prize money from the Checktrade Trophy, FA Cup and Trust/director donations towards the Joss Labadie signing contributed to a profit in November compared to a forecast loss. Further monies are still to come from the Wrexham FA Cup replay and the Leicester tie.



3.3 Cashflow forecast continues to be managed carefully by the finance team with the additional income from the FA Cup obviously helping the position. However, it still needs careful handling due to the risk associated with organisations being closed over the holiday period.

3.4 The SCMP return shows reasonable headroom.

#### **4. SAFEGUARDING**

4.1 GP reported that work was now complete on who needed DBS checks and he will provide an estimate of the total cost. Once all checks are complete, the club will have a single central record ready to be uploaded to the EFL. We have a new deadline for this of January 30.

4.2 BH said we were in the process of updating safeguarding policies. GF suggested BH, CF and GP agree new policies and bring to the next Board meeting for approval.

#### **5. EQUALITY & DIVERSITY**

5.1 KW had investigated a complaint made by a supporter concerning alleged inappropriate/bullying behaviour by other County supporters at a recent match. A statement is to be published in the next home programme and on the club website. The complainant is satisfied with this approach.

#### **6. LEICESTER CITY FA CUP MATCH**

6.1 GP reported on a variety of issues around the January 6 cup tie and shared the approach covered in his headline plan.

6.2 Commercial – this was dealt with during AE's presentation.

6.3 Key stakeholders – Rodney Parade and the BBC.

6.4 Communications – a statement regarding ticket prices and priority sales would go out following agreement by the Board.

6.5 Resources – we need to ensure we have adequate resources to cover ticket sales and incoming calls.

6.6 Ticket priorities – season ticket holders (2 tickets), Trust members (1), shareholders (1) and Clwb Spytty members (1 U16 + 1 adult) were first priority, followed by MK Dons ticket holders, followed by general sale. Sales windows were agreed but would be subject to review.

6.7 It was agreed that, if necessary, we would look at bringing in paid casual staff to deal with ticket sales and the checking of Trust memberships.

6.8 After some discussion, it was agreed that ticket prices should be the same as for last season's Tottenham match.



6.9 It was agreed that, unless Leicester requested more tickets and were willing to provide financial input to additional seating, the ground capacity would remain at 6,865 including a 15% allocation to Leicester.

## **7. ANY OTHER BUSINESS**

7.1 Staffing – Ben Catton has started a three-month interim contract as Media Officer following Hayley Ford’s departure while the recruitment process for Media Manager takes place. Ethan Foster had resigned and GP was advertising immediately for a new Club Secretary/Head of Operations.

7.2 Christmas Party – GF emphasised the importance of as many directors as possible attending this event. KW gave his apologies due to family commitments.

7.3 Former Bar Amber (Spytty) – GF reported a great deal of work had taken place to restore the building as the first team’s training base. The roof, electrics and showers were now complete, largely via grace and favour arrangements. However, it was likely a financial contribution from the Trust would be needed to complete the work.

7.4 Academy – GF confirmed the financial ‘deep dive’ had been completed and would be shared with the full Board early in the new year after PM had looked through it.

7.5 Media – SJ due to meet Andrew Penman from the South Wales Argus for an interview about the Trust, the new membership tiers, and the positive impact on funds already being seen.

**Next meeting: Thursday, January 17, 2019**