



## **DEE4LIFE TRUST BOARD MEETING – MINUTES**

**Saturday 21<sup>st</sup> February 2009 – Dundee Social Club, 11.30am**

**PRESENT:** Nicola Robb, Alex Kidd, Scott Glenday, Graham Smith, Dave Forbes, Bill Brewster, Fraser MacDonald, Graeme Adam, Stuart Murphy, Billy Shepherd

### **1. Apologies**

Apologies were given by George Harris and George Knight.

### **2. Matters Arising from Last Minutes**

**The minutes from the last meeting were proposed by Stuart Murphy, seconded by Graham Smith.**

Share certificate received – Received and copies sent

Minutes now on website - Complete

Full costs of youth setup to assist with overview of Youth Funding proposal – George sent to Fraser

Penman lounge bar price drop - Complete

Press//website/memos to all groups re Penman lounge - Complete

Club Dundee report from Laura – Received from Laura

Banking procedures meeting – Meeting still to take place, contact details given

Club Dundee benefits to be stopped for those no longer paying – still outstanding

Confirm split of Club Dundee prize budget with club –to be discussed at Club Board meeting today

Development Club to look into business benefits for Club Dundee – Still outstanding

More details on Squid Card – Still outstanding

### **3. Structure/Procedure**

Scott informed he has tried to be pro-active giving everyone tasks to get things moving by sending out e-mails to everyone as a reminder of tasks. Scott will provide feedback 'to all' as to how each individual is progressing with agreed tasks. Everyone should continue to feed into Scott with brief summaries, which he will then distribute once collated to cut down mails.

Scott discussed the options of sub-committees and the reasons for utilising these. All agreed that as long as communication is kept updated and that the right people are being utilised then it can be effective. Scott informed that as it stands office bearers have been communicating regularly to keep things moving.

Fraser informed that to ensure any matters which required urgent attention or approval were dealt with in the proper manner, a proposal to formalise a sub-committee would be made and as per rules of the Society then the sub committee would hold meetings on their own and produce minutes from this. In terms of the financial situation an agreement would have to be set up allowing the sub committee to be allowed to spend an agreed amount of money. The sub committee would be delegated a degree of power, which would allow them to make decisions out with the wider group. Fraser read through the proposal below, which would cover the rules of the sub committee should it be set up. Billy Shepherd seconded the proposal and all present were in favour, so this is therefore now in effect.

Sub-committee proposal: That a committee consisting of the office bearers (Chairman, Vice-Chairman, Secretary, Treasurer and Fans' Rep) be delegated the authority to approve matters in a

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timely manner, which would otherwise require the approval of the whole Society Board (although the Society Board retains the right to deal with such issues), with the exception of matters pertaining to the Rules of the Society, General Meetings, expenditure exceeding one thousand pounds, or matters which have specifically been delegated to other members of the Society Board. The committee will keep minutes of all meetings and publish those minutes to the full Society Board in a timely fashion. Notice of 24 hours shall be given for any meeting unless agreed unanimously by the committee. A quorum of four committee members shall be required, and any decision taken shall require the assent of four committee members. In the absence of such agreement (eg a 3:2 decision) the matter shall be referred to the Society Board.

It was also noted that the individual expenditure limit was £300. This has not been documented separately so these minutes will serve that purpose. A purchase order/expenditure form is to be created (FM/SM).

#### 4. DFC Accounts

Fraser asked if everyone had received a copy of the pack distributed last week re accounts etc, all agreed. Bill had raised some points to Fraser, which have now been dealt with.

Fraser informed he had some information from Ian Bodie and informed there was a very productive meeting last Saturday lasting more than 3 hours.

Bill queried missing information on the balance sheets; Fraser updated Bill on why this had been explaining the accounts. There were no other specific points raised.

Fraser then read through information from the Club's AGM and informed that as a trust we need to decide how we vote on each resolution as per our own shareholding. Graham Adam informed he had not received the pack so has not seen the new proposed resolutions from the Club.

Fraser asked if everyone agreed to all of the agreed resolutions and to vote in favour of each; this was seconded by Bill Brewster and there were no objections. George Knight has been nominated to attend and vote on the trust's behalf. As the Secretary Fraser will give George the proxy to vote on behalf of the Trust.

Bill confirmed that although the Club will not have an AGM every year they will still continue to have a Q&A session. Fraser had not given an update to John Burke's query regarding the 26% shareholding, dilution of such, and purchase of future shares, but agreed to do so following the meeting. There were differing views on whether the Trust should increase its shareholding other than to maintain a 26% share and the veto which goes with it, and further discussion was required, including the impact of channelling funds through the youth charity.

Fraser gave an update on the position of the current shareholding within the Club, providing reasons why the Club have issued new shares. Scott advised that Ian Bodie has been very open and honest and has been returning with answers very efficiently.

Alex informed he still requires copies of all the information from the AGM to be held in the registered office.

#### 5. Youth Funding

Everyone agreed they had seen the proposal that was prepared by Alex. Scott explained the proposal informing that a new group would be set up to maximise the benefit for the Club of all group fundraising with the focus on Youth Development, DFC in the Community and the Junior Dees. The proposed groups feeding into this would be Dee4Life, Dee Promotions, Development Club and DSA with a representative from each as well as from the Club within the new group (the board of trustees of the charity).

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Scott updated the board with information he received for the current costs of running the youth teams. Dave requested that we all get a copy of the breakdown.

Scott advised that as a trust board at this stage we need to agree the new proposal. Fraser queried how this would affect us in terms of our shareholding and all money going into the charitable organisation. Dave suggested we have time to look at the costs that were provided before taking things further.

As a framework Alex Kidd proposed the new proposal for the youth set up and Fraser MacDonald seconded this, there were no objections.

We all agreed that we would now feed this back to the Club and Alex suggested that we agree to formalise a working group (on the same basis, one volunteer per group plus DFC) to move this forward. It is up to the Trust to make a proposal as to what happens next and then this is filtered to the Club.

Stuart queried what would happen with the money we already have in each group's accounts? Scott suggested we would use this as a foundation for where we start. A discussion took place as to how we now move forward. Each group now needs to nominate an individual to represent them and to become part of a newly formed working party. Stuart informed we need to get something formalised to ensure that all monies are secure. Scott suggested that any consultation about monies would need to be taken back to each group. Stuart informed we would have to adopt a level of common sense around this and if the wider groups need to be consulted we have already proven that this can be done quickly.

We all agreed that the next step is that a working group will now need to be set up with representation from each group and the Club being sought.

### **6. Club Dundee**

Scott informed that Ryan Ireland has still to come up with costs and George Harris has still to come back with an update on benefits for members.

Scott advised he received a report from Laura and the drop out rate has occurred from when the original Direct Debits were cancelled and the new Standing Orders were being set up. Dave queried the benefits Club Dundee members are given, which Scott updated on. It was acknowledged that more work is required around this.

Scott updated on a conversation he and Stuart had on this matter and suggested that the Trust have never really done well organising Social events. Scott would like to see the Trust spending more time on Club Dundee and getting more involved on match day activities, communications etc. Scott also felt that more focus needs to be given to the Business community given that this has been successful in the past through the Development Club.

In terms of Dee4Life Trust and how the trust will generate more income for Club Dundee Scott felt that a further working group would have to be introduced to get things moving with Stuart suggesting we need a re-launch Club Dundee but this can only be done when a full package is in place e.g. benefits etc. It was again recognised that people did not have time in the past to push this. In the short term a working group is needed and must be done as soon as possible. Graeme Adam, Graham Smith, Stuart Murphy, Alex Kidd, Dave Forbes, Scott Glenday all agreed they would consider being involved in this group. It was agreed that Dave Roy, DFC TV and Ryan Ireland to be contacted to be part of this group.

Billy suggested the use of Spree Books to give members discounts. However, Fraser felt that we would be incurring costs to make this work and that ideally we should be able to source benefits

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from the existing Business communities. Dave requested that we provide a report of all those people who are currently members.

### **7. Communication**

Graham informed that the Newsletters have been produced and collected, well done to all. This will be distributed today with Graeme advising he thinks he has enough volunteers if everyone attends today. The Bobby Cox and South Enclosure are covered – main stand volunteers to be confirmed after the meeting. It was agreed that this should be done by the Trust to allow a more personal approach.

Graham has been in touch with Grant Hill who is happy to get something on the Deezine as long as we get it in on time. The programme is ongoing with information being provided by Graham at each game. Scott reminded all that Communication is key and that we are all getting better.

Graham informed the under-19 section piece for the programme is currently with Verity at the Club.

Fraser suggested we get a notice board in the Bobby Cox then we can print out the articles from the website and place them in the notice board so anyone who can't access the internet will see this. Graeme Adam informed that there is already a notice board previously used by Ladbrokes therefore he will manage this and print off articles regularly.

It was agreed that Fraser would look at a new tagline and feedback to the trust.

### **8. Junior Dees**

Fraser asked that we look at a proposal to give schools under-12 season tickets (Scott Roberts had emailed a suggestion). It was agreed that this would be looked at through the new youth initiative.

Billy updated on the Junior Dee proposal. From the research that Billy has done it seems we are providing a better service by far. Looking ahead at how we improve the numbers of the Junior Dee we need to look at whether or not we offer a free membership. Billy advised that there is the potential of a 1000 Juniors and if we are giving this for free how to we manage this along with covering the costs of membership packs/travel to games etc. Stuart queried can we not just add the package on to the season tickets for juniors with a slight cash adjustment to cover the costs. This money would then be transferred back to the trust. Those who are not captured through season tickets would be covered through other initiatives. It was agreed that Billy and Stuart would meet to pursue this further and then report back at next meeting.

### **9. Trust Patron/Bobby Cox Banners**

Dave informed that he has located the picture of Bobby Cox holding the trophy. Dave is now progressing this and will get it put up beside the flag and will ensure publicity of this.

### **10. Penman Lounge/Update**

It was agreed that this is now all organised in terms of staffing with one representative from each group now identified. In terms of moving this forward for next season it was felt that this would depend on the outcome of the season. We all agreed that we needed a report back on the numbers attending since the re-launch. The intention was to continuously assess the progress made this season with a view to continuing to work together with the DSA and Development Club to develop what's best for next season if we are still in the SFL.

### **11. Events/Fundraising**

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Fraser informed that George is in discussions with the manager of Snow Patrol and this is still ongoing.

Bill informed he has contacted two golf clubs to establish costs for a golf tournament potentially in June with a team of approximately 3 with one ex-player in each. It was agreed that we would need a club that would allow a 'shot-gun start' so that everyone will finish around the same time. Bill and Dave will continue to pursue this and feedback to the group. Fraser suggested we look at getting the event sponsored so that more money can be generated.

There was no other update for the Hall of Fame at this time. Bill asked if Dee4Life would be taking a table, which he thought it would be a good idea. It was agreed that Scott would enquire about the Trust getting a table.

Billy raised the suggestion of the Utility Warehouse and Dave confirmed that this is currently being looked at. Billy provided an update on the information he has and said that the money we would make would be dependent on the individuals overall bills. Scott felt a better idea would be for representatives from Utility Warehouse coming along to home games and trying to sign up new customers themselves. Fraser agreed he would read over the info and feed back his thoughts.

Graeme informed that all merchandise was reduced to ensure it could all be sold. The new price scheme will start from today and continue to the end of the season. Fraser informed the items have been on eBay and until December this was making money. However, since then we are not making enough money to cover costs therefore the shop has been closed down.

Scott refreshed everyone on the purpose of the Provan Sports charter. Fraser advised that as a trust we wanted to review the current charter taken into consideration new areas we are now looking into e.g. youth scheme. Dave agreed he would look at this with shop in terms on selling the legends items.

### **12. Calendar of events and fundraising targets**

To be discussed at the next meeting.

### **13. Other Feedback**

The proposal was to buy a net book for Tommy, which Fraser had thought had already been purchased. Fraser will find out for definite what is actually still required.

George Knight to find out about Dundee fans being placed in the Shankly stand.

Billy will check on the current location of the Banner.

### **14. Update on ITWM, membership cards**

Fraser informed that test pages are now set up for the new database and this is being progressed. We decided we would need to look at purchasing a small number of new membership cards.

### **15. Update on formal Five Key Objectives**

To be discussed at the next meeting.

### **Date of Next Meeting**

Next full board meeting proposed for Saturday 14<sup>th</sup> March at 11.30 am in the DSC.