

	<b>City Fans United</b> <b>2016 AGM Minutes</b>	
	<b>Meeting date:</b>	<b>7<sup>th</sup> October 2016</b>
	<b>Location:</b>	<b>Blues Bar, Lookers Vauxhall Stadium Stadium</b>
<b>Attendees:</b>	<b>Chairman: Simon Olorenshaw</b> <b>Directors:</b> <b>Neil Bellis</b> <b>Brian Burns</b> <b>Mike Day</b> <b>Jonny Hughes</b> <b>Laurence Kirby</b> <b>Alan Povey</b> <b>Anne Salmon</b> <b>Secretary: Marion Needham</b> <b>67 CFU members present and 57 members registered for the live streaming</b>	
<b>Apologies:</b>	<b>10 CFU member</b>	
<b>MINUTES</b>		
<b>16/1</b>	<b><u>Resolution 1 – Adoption of the minutes of the AGM held in 2015</u></b>  Minutes from the previous AGM held on 26 <sup>th</sup> November 2015 were distributed to members with the AGM meeting papers, matters arising being covered in the chairman’s report. <b>Resolved that the minutes be approved by 8 proxy votes and the majority in the room.</b>	
<b>16/2</b>	<b><u>Resolution 2 – Election of candidates to the Board</u></b>  Marion Needham thanked Jim Betts, Richard Lynes and Paul Smith (independent scrutineer from Wrexham Supporters Trust) for the work they had undertaken as members of the Election Management Group to ensure that the process had complied with the Election Policy. She explained that as there was only one candidate – Alan Povey, for the three vacant director posts he could only be elected by an affirmative vote. This required that he receive the support of more than half of those present at the AGM and those voting by proxy. MN said that all voting by proxy had supported AP and by a show of hands more than half of those in the room indicated their support. <b>Resolved that Alan Povey be elected to the CFU board by an affirmative vote.</b>	
<b>16/3</b>	<b><u>Chairman’s report</u></b>  Simon Olorenshaw opened the meeting by reminding members of the aim to be a financially sustainable supporter owned, community focused football club playing at the highest level possible in the English pyramid. He said that the principal of always <i>Item 16/3 continued ... ..</i>	

*Item 16/3 continued ... ..*

balancing the budget is increasingly challenging with our limited income and what we are able to invest both in the playing budget compared with other clubs and at the same time needing to invest in the infrastructure of the club.

**CFU board** four new directors were elected last year and since then Grenville Millington, Jim Keegan and John Reddy had all stood down. Alan Povey and Ed Jones had been co-opted to the board in January 2016 and EJ had subsequently indicated he would not be standing for election. SO thanked them all for their work. Following issues raised at the last AGM both the agenda and a summary of board minutes is now posted on the CFU website. Additionally regular financial information is provided to members at the formal CFU meetings. The Election Policy had also been reviewed and a new policy drafted and circulated to members for comment; this was used for this AGM.

**Staffing** following a review of back office staff, Tracey Smith left and Mark Maguire was subsequently appointed on 1<sup>st</sup> July 2016. Mike Barrow was appointed as Groundsman and Kath Larkin as Cleaner.

**Finance** once again the club remains debt free, with all suppliers and statutory creditors being paid in a timely manner and further detail is set out in 16/5 below.

**First team** last season saw many challenges with only a few highlights with a goal being scored against Torquay in record time, after just 15 seconds and the win over Aldershot 8-2. A difficult decision was made to part company with Steve Burr and the position in the league was secured with just one game left with Jon McCarthy and Ian Sharps taking charge on an interim basis and subsequently being appointed on a permanently.

**Youth academy** the youth section are now following the DNA of the first team which will help as players work through the system and there are now three youth team graduates Sam Hughes, Matty Waters and Kieran Evans, the latter two being funded separately from the first team budget by Ian Swettenham and thanks to him for this and also the funding he has provided to employ Calum McIntyre. The youth team were successful at both cup and league level and the colts and the youth team are playing above their age groups. In respect of a matter that was raised at the last AGM, SO confirmed that the financial information relating to the youth section expenses was accurate with all ledger posts up to date.

**Community** the Community Trust lost Jon McCarthy which was the club's gain and have now appointed Jim Green as their CEO who is also supported by Steph Oscroft and more recently Andrew Ruscoe who has taken up the role of Schools Partnership Co-ordinator. MBNA and the National League Trust have both provided substantial funds to enable the Community Trust to really make an impact in their work. Discussions continue in respect of establishing a community hub (previously referred to as training facilities) with some optimism that this might really happen. Women's football has become well established under the Community Trust and there is now an under 18's team.

*Item 16/3 continued ... ..*

	<p><i>Item 16/3 continued ... ..</i></p> <p><b><u>Sponsors</u></b>  <b>MBNA</b> – a new three year deal was negotiated with increased value and closer contact being agreed  <b>Lookers Vauxhall</b> – have continued with their stadium sponsorship  <b>Maxiflow</b> – continue to provide maintenance support  <b>Swettenham Chemists</b> – youth academy sponsorship  <b>Bell developments</b> – provide regular match day sponsorship through use of the former press box area  <b>Grosvenor insurance</b> – sponsor the Legends Lounge and also the end of season awards event  <b>Vanarama and Jako</b> – these are the sponsors of the National League.  <b>Match day, ball, programme, shirt and pitch side</b> – sponsorship is provided by a number of businesses and individuals</p> <p><b><u>Supporters</u></b> there is a strong following with away support being exceptional with those attending the Grimsby game being rewarded with a brilliant performance. Travelling fans seem to make more noise than home fans and we need to bring that spirit back to the stadium for home games.</p> <p><b><u>Volunteers</u></b> SO expressed his thanks to all volunteers, saying they were the life blood of the organisation, not just on match days but throughout the week.</p> <p><b><u>Media team</u></b> they cover all aspects of the club – first team, youth team and women’s team; new volunteers from West Cheshire College have been welcomed and film the match day highlights for BT Sport, there have also been new Blueslive commentators. The streaming service for both CFU and the AGM is now well established and work has also been undertaken with Supporters Direct relating to a number of different projects, including lobbying parliament for changes to the tax laws for supporter owned clubs.</p> <p><b><u>In conclusion</u></b> SO said he felt that as a club we are open and different in the way we run things and he asked that all involved deliver and balance the present and the future so that we don’t go back to the past.</p>
16/4	<p><b><u>Big city survey</u></b></p> <p>MN explained that David Evans who collates the responses to the survey was unable to attend but had provided a summary of some of the key points and that the full detail including year on year comparisons would be presented at a future CFU meeting. She presented the following highlights:</p> <ul style="list-style-type: none"> <li>• Almost 400 survey forms had been returned although some were incomplete.</li> <li>• 83% of respondents had been supporting the club for 20 years or more.</li> <li>• A high percentage of people follow the blues on various forms of social media.</li> <li>• 50% of respondents attended most games.</li> <li>• There were generally good responses relating to the match day experience.</li> <li>• There were some concerns about leaving the ground after the game.</li> </ul> <p style="text-align: right;"><i>Item 16/4 continued ... ..</i></p>

	<p><i>Item 16/4 continued ... ..</i></p> <ul style="list-style-type: none"> <li>• 60% of respondents had a season ticket last season compared with 58% having one this season.</li> <li>• 62% of respondents rated the performance of the board as good or very good.</li> <li>• 32% of respondents felt communications were good or very good with 46% feeling they were average.</li> <li>• 16% of respondents rated the website good or very good with 36% feeling it was average.</li> <li>• The newsletter was rated good or very good by 71% of respondents.</li> </ul>
<p><b>16/5</b></p>	<p><b><u>Financial report – accounts 2015/2016</u></b></p> <p>Laurence Kirby referred to the previous forecast presented at CFU meetings when he had envisaged a potential loss of up to £40k with the overspend on the playing budget and early FA cup exit being two of the principle reasons. Since then there had been a number of things that had a positive impact on the year end including;</p> <ul style="list-style-type: none"> <li>• A successful FA Trophy run</li> <li>• An increase in room bookings</li> <li>• The launch of the stripes playing kit which had boosted club shop sales in April and May</li> <li>• Reimbursement of the cost of some substantial maintenance work by the landlord.</li> </ul> <p>The result of all this being a much more positive year end position when meant the reported lost was £7k after tax.</p> <p>LK referred to the P&amp;L account (page 4) and the detailed operating statement (the latter being circulated at the meeting) these showed a total income for the year of £1.225m which after direct cost of sales has been deducted gives a gross profit of £1,010k with the big contributors being:</p> <ul style="list-style-type: none"> <li>• Match day income £312k</li> <li>• Season tickets £206k</li> <li>• Central funding and prize money from the FA Trophy run amounting to £96k</li> <li>• 15k from transfer fees</li> <li>• £179k from commercial and major events</li> <li>• £85k from the bar and shop</li> <li>• £37k from fund raising which includes Crowdfunder</li> <li>• Other income coming from Seals Lottery, donations, CFU membership fees, FLi income, youth team sponsorships and landlord reimbursements.</li> </ul> <p>On the out going side the biggest cost is staff which accounts for approximately 60% of spend, the playing squad costing £374k. Staffing numbers increased as a result of the cessation of the Sanctuary contract part of which was the employment of a groundsman and a cleaner with Mike Barrow and Kath Larkin now being directly employed. Calum McIntyre was also recruited as Head of the Youth Academy funded by sponsorship from Swettenham Chemists; thanks to Ian Swettenham for this. Match costs amount to £151k as well as the policing bill for the Wrexham and Tranmere games which was £14k. Other out goings are:</p> <ul style="list-style-type: none"> <li>• Rent, rates, heat and light</li> <li>• Stadium and pitch maintenance</li> <li>• Printing, stationery, postage etc.</li> </ul> <p style="text-align: right;"><i>Item 16/5 continued ... ..</i></p>

	<p><i>Item 16/5 continued ... ..</i></p> <ul style="list-style-type: none"> <li>Youth section – the overall cost of which is £50k with the club funding £11k and the remainder being raised by the Youth section.</li> </ul> <p>Depreciation is the final main item at £18k.</p> <p>The balance sheet (page 5) shows fixed assets with a net book value of £50k, additions being mainly a new phone system and a new EPOS software for the retail areas. The net current assets are now £116k which reflects a strong liquidity and cash flow position so liabilities are readily met when they become due.</p> <p>The long term creditor is £37k of loan notes and £9k of deferred tax. Taking the assets less the creditors gives a members value in the business of £120k. The loss of £7k can therefore be met from general reserve, leaving the special reserve of £100k in tact.</p> <p>In respect of the 2016-2017 budget, this has been set as an income budget of £1.1m with a matching expenditure budget. There is no planned income from cup competitions or player transfers, there is an expectation of increased commercial income and if there is income from progress in the cup competitions consideration will be given to increasing expenditure.</p> <p>LK concluded by saying that throughout the year progress has continued to put in place stronger financial controls in all areas. In respect of staffing support this was provided by Haidee McHugh and he thanked her for her professionalism and commitment and paid a special thanks to Barbara Rogers who is a volunteer member of the finance team.</p>
<p><b>16/6</b></p>	<p><b><u>Resolution 4 Arrangements for the accounts year ending 31<sup>st</sup> May 2017</u></b></p> <p>LK put this motion to the members that the Society continues with the arrangement to undertake an independent examination of the accounts in place of a full audit.</p> <p><b>Resolved that an independent examination of the accounts in place of a full audit for the year ending 31<sup>st</sup> May 2017 be approved by 8 proxy votes and a majority in the room.</b></p>
<p><b>16/7</b></p>	<p><b><u>Resolution 5 Reappoint Hargreaves &amp; Woods as auditors</u></b></p> <p>LK put this motion to members.</p> <p><b>Resolved that Hargreaves &amp; Woods be reappointed by 8 proxy votes and a majority in the room.</b></p>
<p><b>16/8</b></p>	<p><b><u>Resolution 6 To approve a change in the constitution in relation to the accounts</u></b></p> <p>The resolution presented to members referred to the previous wording submitted to the Financial Conduct Authority which had not satisfied them. LK explained the background again and put the motion to the meeting:</p> <p style="text-align: right;"><i>Item 16/8 continued ... ..</i></p>

	<p><i>Item 16/8 continued ... ..</i></p> <p><i>'That the members recognise that the relevant legislation requires in each year of account, the society must appoint one or more qualified auditors to audit its account and balance sheet. However, the society may disapply this requirement by resolution at a general meeting in respect of a year of account subject to requirements set out within the legislation. Where the society has disappplied auditing requirements it shall appoint a qualified auditor to make a report that states that the revenue account and balance sheet are in agreement with the books of account.'</i></p> <p><b>By Extraordinary Resolution members resolved to approve a change in the CFU constitution (Clauses 88 to 97) This was approved by 8 proxy votes and a majority in the room exceeding 75% of members present.</b></p>
--	--

The meeting closed at 8.50pm

Minutes agreed as a true record at the AGM held on .....

Signed ..... Signed .....