

Crawley Town Supporters Alliance Board Meeting

Wednesday 16th January 2013

1. Attendees:

Paul Prendergast
Colin Bowman
Chris Cheshire
Gill Courtneil
Matt Putland
James Laraman
Owen Pickering

Apologies from Ken Blackmore, Simon Smith, Ian Townsend

Action

2. Minutes of last meeting: Approved with paragraph 7 amended.

3. Matters Arising – see above.

4. Board Roles

PP will create an organisational chart in which board roles are defined and assigned. Once complete it will be published on the CTSA website. PP nominated MP as Vice Chair; nomination unanimously agreed by those board members present.

PP

Chair: PP

Vice Chair: MP

Secretary: GC

Membership: AT/GC

Travel: KB/JL/PP assisting

Community CC/MP

Comms: IT/CB

Fundraising: OP

50/50 Matters@ MP to take the lead.

Offers of help have been received from Carole Bates, Tracey Cole, Jason Bates, Martin King and Angela Maria. They will be contacted to discuss their preferences for contribution.

5. Financials

Due to the resignation of BR, PP will be added as signatory for the accounts; it was also agreed that JL and KB need a cheque book as SS spends a lot of time away on business.

6. CTFC/CTSA Meeting

PP and MP met with RL prior to the board meeting where a number of matters were discussed. Sunday 28th April has been set aside for a 'Pro-Celebrity' football match. Rob Lowndes will involve his team the 'Green Machine' who play matches for cancer charities. The plan is for his team to pay £50 to play on the Broadfield pitch against a Crawley XI; Terrina Barnes of Chestnut Tree House has several footballing and showbiz contacts, so may be able to provide some celebrities to take part. The majority of any money made will be donated to CTH. The idea of a junior tournament being played prior to the main match was also discussed. Kids entry would be free, with adults paying; possibly a total of eight junior teams taking part. A contingency plan would need to be put in place in case CTFC reached the play-offs. RM the new Marketing Manager to be involved, but he is happy for the CTSA to take the lead on community projects. RL has said he will attend the occasional CTSA board meeting, work commitments permitting.

7. Travel
Figures show that we are about £1,000 up on this time last year, even after paying £1,400 for insurance. Due to a number of issues including people booking then not paying or turning up, travel policy is also being revised: People will be encouraged to pay at the time of booking, or pay an extra £5 on the day. Primary methods of booking will be at the CTSA cabin or the Club when purchasing match tickets. Set hours for contacting Ken by text and NOT by calling will be introduced to avoid him taking calls at all hours of the day and night. CC was concerned that KB hadn't been involved in the proposed changes, however PP and JL assured her that these measures had been agreed the previous evening at the Travel sub-committee at which KB was present.
8. Membership
Angela Townsend has agreed to continue looking after membership in the interim with as much assistance as she need from GC. A meeting between AT and GC will be arranged to get both up to speed with what's been happening.
9. Community
Four soccer schools were held in early January, and all the CTSA funded kids turned up. CB did a piece about the schools and it is now on the CTSA website. There has been a very positive response from the primary schools contacted. On the downside, Hazelwick School has increased its prices, so unfortunately it won't be used again.
10. 50/50 Draw
The extra sellers at the Reading match proved a great success as 1,282 tickets were sold! The club has said it is happy for the winning tickets to be drawn on the pitch at half-time. RL has offered sellers food vouchers which can be redeemed inside the ground. MP was concerned that Keith's health would suffer having to collect stubs and money from more sellers; until a permanent solution is reached, GC offered to do this on his behalf. MP to advise where collection points will be, and a list of sellers will be given to the club. OP wanted his thanks to all the sellers who volunteered at the Reading game minuted. They would be given a free match ticket as a reward.
11. Golf Day
CB and OP met with Ewan Dunlop to discuss details. It will be held at Hassocks Golf Club on Wednesday, 10th April, the proposed start time is 10:30am. The plan is to have a total of 72 golfers taking part, including 18 players/staff from CTFC. The nett cost is £20 per head, to include a bacon roll and coffee before tee off, 18 holes of gold and a lunch of ham, egg and chips. The gross cost to CTSA members will be £30 and non members £35. CTFC participants will be charged £20 each. It was also proposed to obtain a sponsor (GFS or suchlike?) for the tournament and sponsors for each hole. Non golfers will be encouraged to bid (minimum £20) to caddy for the player of their choice, maximum bid wins. CB and IT to put together some PR material to be advertised. There will be a flat fee of £10 to caddy for non-players, with an additional £8 charged on top for food. MP and PP will speak with RL to confirm who'll take part. Proposed competitions will include four 'Nearest the Pin', two 'longest drive', two 'holes in two' and a 'wooden spoon'. Possible prizes will include signed shirts and match tickets. We will need to add a disclaimer against personal injury; it was suggested this is added to the participants' email receipt. Anyone can reserve a place but that place will only be confirmed by receipt of payment. Suggested 'cut off' day for the draw is 20th March, 2013. Payment will be taken at either the CTSA cabin or the club on match days. Official handicaps will be required; the maximum handicap is 24 for men, and 36 for women. The dress code for the day will be smart casual for all attendees regardless of whether they are playing golf or not. Trolleys will be permitted and the play will be off the back tees. OP advised the board that a 'worst case scenario' would mean the CTSA making a £150 profit and the best could mean £2,000. Any profit would be split 50/50 between the CTSA and CTH.
12. A.O.B.

OP asked whether RL had agreed to a CTSA backed junior team, but his answer had been no. This was because the club is already looking into this possibility themselves.

13. Date of Next Meeting
7.30pm on Tuesday, 12th February 2013, at the Wingspan Club. (**To be confirmed**)

Proposed 2013 Meeting Dates:
13 th February (previous day due to rearranging of the SSC match against Newhaven FC)
13 th March
17 th April
15 th May
12 th June
17 th July
14 th August
18 th September
16 th October
13 th November
11 th December

Crawley Town Supporters Alliance Board Meeting

Wednesday 20th February 2013

- Attendees:
Paul Prendergast
Colin Bowman
Ken Blackmore
Gill Courtnell
Matt Putland
Simon Smith
Owen Pickering

Apologies from Chris Cheshire, James Laraman
- Minutes of last meeting: Approved.
- Matters Arising – None
- Financials
Very little activity with the accounts since the last meeting. We are now receiving 30 days credit from Clarke's which is very helpful. Based on current information, we are projected to make £2,500 profit this season, with only ongoing costs for the cabin. We need to discuss on what the club's portion of the Golden Gamble takings will be spent. As far as we know, the club hasn't yet invoiced us for the Community Football sessions, but we believe we are bang on break even point. SS to provide a further cheque book and he acknowledges the need for more signatories. **Action**
SS
- Travel
Ken told the meeting that there were three coaches booked for the trip to Leyton Orient on the 23rd. As of the date of the meeting 23 people had booked for Bury, 12 had booked for Yeovil and four had booked for Walsall. However there were home games between the away fixtures where hopefully more people will book to travel. The idea of 'Traveller's Incentives' was raised and it is something we will look into applying for next season. Ian advised that details of all the upcoming away matches were now

on the CTSA website. **Ken advised the meeting that the coach for the rearranged Sheffield Utd fixture would now be leaving the Broadfield Stadium at 1.30pm instead of 2.30pm on the advice of Clarke's.**

6. Community

Six children had places at the club's soccer school funded by the CTSA. Going forward we will continue to work with the schools who have expressed an interest without closing the door on those schools who have not responded at this time MP said that the schools that did participate would be contacted for feedback. Due to rising costs, all future soccer schools will be held at Oriel; because of this we will be looking to use the Community Transport scheme to get youngsters to and from the sessions. All the drivers used in the scheme have been CRB checked. The schools really need to be publicised more to spread the word. An end of session prize given by the CTSA for the most improved participant was suggested.

7. Membership

GC has accepted responsibility for membership going forward, and has received all the relevant paperwork from AT who will assist as and when needed. It was agreed by all those present at the meeting to offer a special £5 membership valid until the end of the season. Membership fees for 2013/14 to be discussed at the next board meeting. We also need to look at some sort of family membership scheme.

8. 50/50 Draw
A total of 591 tickets were sold at the Swindon match, which was rather disappointing. More sellers are needed if we are to increase these numbers; the club is willing to ask for volunteers on the website and we will also ask at the CTSA AGM. MP suggested that we should sell tickets at all home games, instead of just Saturday games.
9. Golf Day
OP told the meeting that he was frustrated with the club over delays in getting names of participants for the golf day; however the list of 19 names had finally been received after a six week wait! The club could not confirm a sponsor so the CTSA will be seeking one its own. PP will speak to the club for prizes i.e. signed shirts, tickets, etc. Hassocks Golf Club has also agreed to donate some items. IT will have the details uploaded to the CTSA website for Saturday, 24th February and will also produce a flyer to be read out on the coaches to Leyton. Those wishing to take part must pay at the time of booking; all cheques should be payable to the CTSA. KB will obtain a receipt book for the club so that payment can be accepted. CB advised that Keith Robinson had been approached to assist on the day as he has relevant experience. Due to the delays in being able to publicise the event, the team draw will now take place on 27th March.
10. A.O.B.
MP suggested that the CTSA hold an 'End of Season' event, preferably after the last game of the season. It would be held in the Redz Bar between 7pm and 11pm, at a suggested cost of £10 for members and £15 for non-members. Part of the evening would involve presenting Player awards, so it is vital that the players attend. KB would like the club to give us poster sites FOC to advertise away travel. The inside of the fence facing into the stands would be a suitable place. PP asked for the Board's support for an Easter Egg Appeal on behalf of Chestnut Tree House again this year: all those present agreed unanimously. PP proposed that GC join the board as she was now taking over Membership; this was agreed by all those present. Due to pressures of other events, the Football Day will be shelved for the time being. The club has agreed that the CTSA Members' Draw can be held on the pitch at half time going forward.
11. Date of Next Meeting
7.30pm on Wednesday, 13th March 2013, at the Wingspan Club.

IT

Proposed 2013 Meeting Dates:
17 th April
15 th May
12 th June
17 th July
14 th August
18 th September
16 th October
13 th November
11 th December

Crawley Town Supporters Alliance Board Meeting

Wednesday 13 March 2013

1. Attendees:
Paul Prendergast
Colin Bowman

James Laraman
Gill Courtneil
Matt Putland
Chris Cheshire
Owen Pickering

Apologies from Ken Blackmore, Simon Smith, Ian Townsend

2. Minutes of last meeting: Approved.
3. Matters Arising – None
4. Financials
Again this month, very little activity on the financial front, however as at 12/3/13, the CTSA has a surplus fund of £7,092.35
5. Travel
IT suggested we offer a special rate for the trip to MK Dons on 6th April. It was decided that members be charged £5, non-members £10. The proposal will be put to KB.
6. Community
The process of setting up a CTSA football team had begun; the team's inaugural match will be against Stevenage supporters' team on Good Friday, prior to the main match in the afternoon. The match will be played on the 3G pitch across the road at no cost to the CTSA. A section of Redz Bar will be set aside for the players. We will look into coming up with a sensible budget to continue for the 2013/14 season.
7. Membership
A further three people have taken up the special offer of £5 membership until the end of this season. Memberships cost for next season were discussed but no definitive plan was formalised. PP and MP will meet with RL and RM to discuss the club's expectations, etc.
8. 50/50 Draw
This is still being somewhat of a headache, with poor returns not helped by sellers not being available. PP will speak with KR to come up with a definitive list of who does what. It was decided that we would continue as we are until the end of this season, then P and MP will meet with the club to come up with a better strategy for next season. The club has also offered to provide someone to assist on match day.
9. Golf Day
At the date of the meeting, ten spaces remained for the Golf Day. MP to ask RL if the club would provide a Match day Mascot prize; no hospitality or tickets would be included, just the chance for a child to walk out with the team. Final details of who will do what on the day are still to be determined. OP brought along examples of trophies which could be given on the day; inscriptions will need to be decided.
10. End of Season Function
The Redz Bar will be the venue for this, with free entry for all food on sale. This will be held after the last home game against Hartlepool on Saturday 27th April.
11. A.O.B.
The club has yet to announce Dave Francis' successor; once this has been done the Easter soccer schools will be organised.
101 Trophies has expressed a wish to sponsor some kind of tournament in the summer, in conjunction with the CTH and CTSA.
11. Date of Next Meeting

Action

**PP
MP**

**PP
MP**

7.30pm on Wednesday, 17th April 2013, at the Wingspan Club.

2013 Meeting Dates:
15 th May
12 th June
17 th July
14 th August
18 th September
16 th October
13 th November
11 th December

Crawley Town Supporters Alliance Board Meeting

Wednesday 17th April 2013

1. Attendees:

Paul Prendergast
Colin Bowman
Gill Courtnell
Matt Putland
Owen Pickering
Tracey Cole
Ross Mitchell

Apologies from Ken Blackmore, Simon Smith, Ian Townsend, James Laraman, Chris Cheshire

2. Minutes of last meeting: Approved

3. Matters Arising – We now have confirmation that Dave Francis' role has been taken over by Mark Beard.

4. Financials

New signatories are needed for the CTSA account as there are cheques needing to be raised: MP will be added to PP and KB; Simon will provide a cheque book.

Action

SS

5. Travel

Due to the number of travellers booked, KB has arranged to have a minibus for the trip to Oldham, along with a new 57 seater from Clarke's. This new coach will be used for trips away next season.

6. Community

The CTSA team played its first match against the Stevenage FC Supporters' team. Currently the team is able to use CTFC training kit, but we will look into purchasing proper kit, possibly from the Club Shop. It was decided that the best facility to use for home games is the 3G pitch opposite Broadfield Stadium, as it is an all-weather surface and within the confines of the Club. It costs £96 per game, and the team will pay £5 each in subs. The CTSA will also contribute £100 per month. All players must be CTSA members. All those board members present at the meeting agreed to this proposal; those absent would be asked their opinions. MP has already arranged for the CTSA team to take part in several events, including a tournament in Worthing on May 18th. He has also arranged a match against a Manchester City Supporters' team on July 6th, as well as home fixtures against FC Roma (memorabilia will be raffled off), Napoli, Rangers and Barca fans' teams. PP and MP will meet with RL to discuss possible joint ventures.

**PP
MP**

As far as the next soccer schools are concerned, a meeting will be held with Mark Beard prior to offering any places.

7. Membership

Once the membership form has been revised/updated, an email will be sent to all current members reminding them to renew. The forms will also be uploaded on to the website. IT will provide GC with password for the Membership email address. The proposal is to charge £15 for adult membership with a £10 concessionary rate for over-65s. We will also offer family membership at £30 for two adults plus two children. A separate child rate will be discussed between PP, MP and the club. Currently there is no incentive for the CTSA to offer a discounted rate.

GC
IT

8. 50/50 Draw
We are taking approximately £500 per game at the moment; we need to recruit more ticket sellers. MP and PP will ask the club if they can provide anyone to help. OP believes he may have an additional two sales people for the last home game. After some discussion, it was decided to leave the draw name unchanged for the time being, reviewing it again at this time next year. The members' survey closing date is 27th April.
9. Golf Day – Follow up
The board would like to extend their thanks to Barb and Keith Robinson for all their hard work on the day. There appears to have been only one case of negative feedback; the person concerned has been contacted for their feedback, and IT has responded to their original email in which he made a few points which have been addressed, as will all feedback received. Sussex Carpets, the event's main sponsors, were very pleased with the day and intend to have a cabinet built to house their signed shirt and football. As chairman, PP thanked OP, IT and MP for all their hard work prior to and during the event. He also thanked CB for all his 'newshound' activities during the day. Just short of £2,500 was raised: cheques for £1,250 will be raised for Chestnut Tree House. RM offered to research the cost of purchasing a reusable giant cheque for such occasions; all board members present were in favour. **RM**
10. End of Season Function
It was decided that entry would be free for CTSA members and season ticket holders, with all other paying a £2 'donation' to attend. Board members will be selling raffle tickets during the evening with tickets priced at £10 for the season ticket draw, and £1 for all other prizes. Tickets will also be sold on the CTSA coach to Oldham. The cost of trophies for the players was discussed, with those members present agreeing to a maximum budget of £300. OP will source these. **OP**
11. A.O.B.
A date for the AGM was set: it will take place on Wednesday, 19th July at 7.30pm in the Redz Bar.
RM and TC were co-opted to the board, hopefully to be formally elected at the AGM. KB tendered his resignation from travel by letter, effective 28th April. The whole board wished to express their heartfelt thanks for all his endeavours over the last two seasons and understood that he was knackered! He will, however, remain on the board and support/advise on travel as required.
11. Date of Next Meeting
7.30pm on Monday, **13th May 2013**, at the Wingspan Club.

2013 Meeting Dates:
12 th June
17 th July
14 th August
18 th September
16 th October
13 th November
11 th December

Crawley Town Supporters Alliance Board Meeting

Monday 13th May 2013

1. Attendees:
Gill Courtnell
Matt Putland

Tracey Cole
Ross Mitchell
Chris Cheshire
Ken Blackmore

Apologies from - Paul Prendergast, Simon Smith, Ian Townsend, Ross Mitchell, James Laraman, Owen Pickering

2. Minutes of last meeting - Approved

3. Matters Arising – None

4. Financials

SS sent through the financial spreadsheet plus a summary, which will be required for the AGM. The CTSA account has a surplus of £6,371.70, with £12,000 ring-fenced. The money donated to the "Centre of Excellence" has been used to update the Academy changing facilities. A proposal needs to be devised to use these surplus funds. Further to a request of financial assistance from West Green Girls' team, the CTSA paid their entrance fee of £65 to enter the schools' competition.

Action

5. Travel

KB provided end of season figures; in total £27,000 was spent on coaches, insurance and coach tickets. In all we had a fairly good year. The only sour note of the whole season was the incident at Oldham where two coach windows were smashed. GC will drill down the figures to find out exactly what the results were from the golf day and travel costs.

GC

6. Community

CC showed us the letter that is sent out to schools for soccer school places. Three out of the four schools approached were very keen to take part, however Seymour in Broadfield had not responded despite numerous calls and attempts to contact them. The places they would have received have now been offered to Bewbush. CC will contact schools after the event to ask what the children who had been awarded places had been rewarded for. CC has also asked the schools to make sure that everyone is made aware that these places are funded by the CTSA and not CTFC, which people have mistakenly believed. CC also felt that we could not justify paying £100 a month towards the CTSA Supporters' team; MP also agreed as he had revised the figures and felt that the amount used could be much lower. TC asked whether Clarke's had been approached following their offer of sponsorship, which apparently hadn't been done. TC will contact Clarke's to discuss.

TC

7. Membership

At the date of the meeting, GC is still waiting on the password for the membership email. KB said that Ben would be able to help in uploading the revised membership forms to the website. KB also kindly offered to assist GC with membership at the beginning of the season. Those board members present agreed that the cost of membership would be reduced to £10 per adult next season, with a family ticket (2 adults/2 children) costing £20. PP and MP will speak to RL about prices for under-16s. Incentives will be arranged separately, although since the club now offers 15% to all season ticket holders in the club shop, we would have to look at alternatives. The club needs to give us some kind of incentive to work with! GC will ask SS whether it would be legal/acceptable for members wishing to join/renew via internet banking.

IT

GC

8. 50/50 Draw

Nothing to add from previous months in that we still need more sellers. TC asked if the club would allow tickets to be sold in the club shop; MP and PP to enquire, as the club has offered to assist with selling.

**MP
PP**

9. CTSA Survey Results

The survey results were discussed, but it was decided that they would be addressed

more formally when more members of the board were present.

10. Golf Day Mark II
OP has suggested a 'Ryder Cup' style event. He will discuss the logistics of holding something like this with hassocks Golf Club. KB offered to assist OP with the organisation. **OP**
11. Summer Event
The club is likely to be holding an event of some sort in Tilgate Park during the summer; details yet to be announced.
12. A.O.B.
None
13. Date of Next Meeting
Wednesday, 12th June.
Please note: this will be last meeting at the Wingspan Club as it closes the following day.

2013 Meeting Dates:
17 th July
14 th August
18 th September
16 th October
13 th November
11 th December

Crawley Town Supporters Alliance Board Meeting

Tuesday 11th June 2013

1. Attendees:
Paul Prendergast
Matt Putland
Tracey Cole
Gill Courtnell
James Laraman
Joe Comper

Apologies:
Ian Townsend
Ken Blackmore
Simon Smith
Owen Pickering
Ross Mitchell
2. Minutes of last meeting - Approved
3. Matters Arising – MP told the meeting that the planned CTFC Summer Event was not now going ahead. Following the resignation of Chris Cheshire, PP extended his thanks to her for all the hard work she has done for the CTSA over the last two years.
4. Date for AGM
It was decided to hold this year's AGM on Thursday 18th July, commencing at 7.30pm in the Redz Bar. IT and Ben Blackmore will be asked to put the necessary information on the CTSA website. SS will be asked to assemble the required financial paperwork; GC will collate KB's travel reports for the meeting. **Action**
IT
BB
SS
GC

5. Financials
No update on last month's report, although GC attempted to drill down into the details to ascertain the exact income and outgoings for the Golf Day in April. Unfortunately there was insufficient data to come to any solid conclusions, although the amount raised was confirmed.

6. Travel
MP will take over KB's role with travel, with TC assisting due to her connections with Clarkes Coaches. JL said that the CTSA has a good relationship with Colin and Clarkes. MP will arrange a meeting in the near future once next season's fixtures have been announced. The CTSA has received a letter from Wolves Social Club inviting us to use their facilities before our away game. PP to investigate whether we would be able to offer some sort of reciprocal agreement.

MP

PP

For next season we should have the CTSA Terms & Conditions printed on the reverse of away travel tickets. JC suggested using minibuses for trips where we had more people booked than seats available, but where there were not enough to justify a second coach. For next season's trips over three hours the plan would be to have a single long stop at a Harvester or similar if there was only one coach driver. Where we have two drivers, there would be a single short 'comfort' stop en route.

7. Community Liaison
MP had nothing much to add to last month's report apart from inviting JC to come on board to assist in this area, based on his involvement in the community on behalf of CTFC already. JC suggested that the board invite Carol Bates to assist him on a shared duties basis. It was announced that the CTSA team had claimed their first victory, with an 8-4 win over AS Roma supporters. Raffle tickets to win a weekend in Rome for two were on sale at the match, and will continue to be sold throughout the coming months, with the draw taking place at the last home friendly or our first home game. IT would like to check the indemnity policy to make sure what we can and can't pay for in terms of community and the supporters' team. Clarkes' Coaches had offered to sponsor the team's kit, and a cheque has been received. MP has seen the proposed artwork for the shirts and is impressed with the shirt design.

8. Membership
As the club is now offering ST holders 15% discount in the club shop we need to look at what offers the CTSA can make to its members. PP and MP will be meeting with RL shortly to discuss; two important benefits to be discussed will be ticket rewards for frequent travellers and junior membership. Other options include bar discounts, food vouchers, etc. We also need to ensure that 'partners' are publicised more. PP and MP to advise GC so that an email can be sent to all existing members inviting them to renew. The friendly against Millwall was suggested as a good date to launch the new membership drive.

9. 50/50 Draw
As Keith Robinson would not be involved next season, the board expressed their thanks to him for all his hard work over the last couple of seasons. The club has agreed to handle all monies collected and to process the ticket stubs in time for the half time draw. CTSA members will still be responsible for selling the tickets. It was suggested that the club be asked to publicise our need for additional sellers. JC offered to recruit new people if we can offer a small incentive to attract them. We currently have ample stock of 50/50 tickets.

JC

10. CTSA Members' Survey
It was agreed that the results would be emailed out to the membership as well as being published on the website.

11. Golf Day MkII
OP and KB will be co-ordinating the event; a date has yet to be decided.

OP/KB

12. CTSA Summer Event
No firm idea was agreed upon, although the suggestion was to make use of the reciprocal agreements in place with Hove for the cricket, and Lingfield Race Course. These agreements could be used as a membership incentive.

13. A.O.B.
JL resigned from the board. PP thanked him for all his hard work since the inception of the CTSA. He also expressed his thanks to CB who has also resigned. MP proposed moving the meeting day from Wednesday to Monday. Venue as yet to be agreed.

2013 Meeting Dates:
8th July (Moved forward from the 17th)
14 th August
18 th September
16 th October
13 th November
11 th December