

AFCW PLC
Minutes of Board meeting held at 7.30pm
On 13 December 2021
(online meeting)

Board Members

Iain McNay (Chair)
Ed Leek
Jane Lonsdale
Joe Palmer
Mick Buckley
Nick Robertson
Charlie Talbot
Xavier Wiggins
Hannah Kitcher

In attendance

David Charles (Secretary)
Tom Mak

1. Introduction and apologies

- No apologies.

2. Minutes of the meeting 18 November 2021

- Other than a minor amendment the minutes were approved.

3. Matters Arising not on the agenda

There were no matters arising.

4. Finance

- It was noted that a meeting had been held by members of the DTB for a general finance update.
- The outcome of an event with potential investors was discussed with the possibility of a further event in January.
- Legal aspects of the Bond had been addressed. Work on the website was continuing and could be mentioned at the DT AGM with the Bond going live at that stage, although full marketing would commence in the New Year.
- Discussions took place over the external debt.
- It was noted the audit had been completed successfully and thanks were extended to **TM** for his work.

5. CEO's Report

- The most recent Covid announcement was discussed and the requirements of the local health authority. It was noted attendance at matches could be affected and some events at the club had already been cancelled as well as bookings in hospitality. The Board was made aware of the recent guidance from the EFL.

- Issues with the refreshment kiosks had been identified and the club was working with Elior. Staff shortages was identified as a primary issue.
- Staffing resources also remained an issue in the club with a limited number of applicants for the advertised roles such as CRM manager.
- JP updated the Board on the January transfer window and the status of players.
- Discussions took place on the priorities for the £0.5m received from the EFL.
- Other operational issues were noted including safeguarding, sponsorship, merchandise and the continuing works in the stadium.
- Thanks were extended to JP for his comprehensive report.

6. Risk register

It was agreed the completion of the data would be outsourced.

7. AOB

Arrangements for the Plc AGM on 22 December were discussed.

IM extended thanks to **JL** and **EL** for their dedication and contribution to Board meetings as they stepped down. New appointments would be made in January and they would be registered at Companies House.

Date and location of Next Meeting: online meeting 20 January 2022.

The meeting concluded at 10.40 pm

Signed

I McNay, Chair