

**PEMBROKESHIRE FEDERATION OF YOUNG FARMERS' CLUBS**  
**Minutes of the Board of Management Wednesday 15<sup>th</sup> March 2017**

Present: Karen Jones (Chairman Board of Management) Alice James (County Chairman) Alwyn Evans (County President) Non Thorne (County Vice Chairman) Richard Summons (Immediate Past County Chairman) Cara Norman (County Treasurer) Michael Harries, Ros Bushell (Co-opted) Christina Williams, Stephanie Morgan (Clunderwen) Delun Evans (Eglwysrwrw), Sam Kurtz, Jill Luke-Evans (Fishguard) Steffan Evans (Hermon) Tania Hancock (Keyston) Owain Lewis (Llawhaden) Nia George (County Organsier)

Apologies for absence: Tom Bevan, Ann Phillips-Davies, Katie Davies

Chairman's remarks.

Karen Jones, chairman of the board of management declared the meeting open and welcomed everyone along. She congratulated all those involved in the recent Entertainment finals. Karen noted the success of Jill Luke-Evans Senior Member and coming in the top 3 at Wales.

1. Minutes of the last meeting held on 11<sup>th</sup> January 2017 Signed as a true record.
2. Matters arising.

Sponsorship –A question was asked as to whether Valero had been contacted. A discussion followed and it was agreed we don't speak to Valero unless we have a concrete offer for a larger sponsorship amount. Potential financial support to be looked into further. Officials would like to put together a presentation or package to present to potential funders. Karen suggested that members go to meetings and present for funding to prospective funders.

It was agreed to hold a Sponsors pack night on 5<sup>th</sup> April – to discuss packs and come up with suggestions for sponsorship pack. Karen invited all members of the Board of management to be present but noted they were not obliged to be there.

An email had been received from Ian Eynon at the Council asking for 2016 accounts– it was agreed to ask if he would accept drafts before we sign off.

**Action Points**

- (a) To email draft copy of accounts to PCC and explain that due to procedures 2016 accounts are not yet available apart from in draft format.
- (b) To set up a meeting on April 5<sup>th</sup> to create a sponsors information pack. A reminder to be sent via email the day before to all members of the board of management.

**3. Correspondence**

LHP – Letter – Invoice received of £966 for the extra work carried out on the accounts – It was agreed to pay the bill.

LHP gave a few options for accounting moving forward

Option 1 – Further analysis of 2016 accounts following QuickBooks retrieval of corrupt data at a fee of 800 +Vat

Option 2- We will provide a monthly book- keeping service for £150+VAT and as a gesture of goodwill the preparation of payroll will be included in the fee.

Option 3 – Annual Accounts for 2017 as currently prepared, on the basis that QuickBooks is kept accurately and corrupt free, providing you with analysis of Profit and Loss accounts (but not including payroll fees) at £950 plus VAT.

A discussion around the accounts was had and it was agreed that there are no further options available to us. It was agreed that the figures are correct. Agreed to take to

Exec and propose that the accounts to be passed. Nia requested QuickBooks training to be offered for her and Sian. Nia also suggested that iCloud Backup be looked into as a backup to the computer systems. The options proposed by LHP were discussed and it was agreed that the 3<sup>rd</sup> Option would be most appropriate but training be offered for Nia and Sian. A Query was raised as to the increase in cost from accountants.

Action Points

- (a) It was proposed to pay the bill from LHP
- (b) It was agreed to look into QuickBooks training for staff
- (c) It was agreed to seek advice on iCloud storage as a backup
- (d) It was proposed to recommend the adoption of the accounts.

4. Hon. Treasurer's Report - In moving for the adoption of a verbal report Cara Norman, highlighted the breakdown costs of Eisteddfod by showing a profit and loss sheet. Cara noted that the Eisteddfod had generated a healthy profit of £778.92. Cara also circulated an income and expenditure breakdown from this year's entertainment. Again Cara reported a healthy profit of £ 3640.93 for this event. A discussion followed regarding the expenditure towards the judges cost. It was noted that you get what you pay for and that there was a clear difference between a GODA qualified judge and a non GODA judge. It was suggested that having a GODA judge may be more beneficial but a question was raised regarding the need to have the judge present at the finals night which would potentially save their fee along with practice nights for the clubs. It was also stated that only three clubs need to be in the final if only 8 take part. It was requested that the tuck shop be entered separately on the breakdown sheets on QuickBooks. It was also noted that it is potentially worth looking at tickets for the final as it can be difficult to know exactly how many people are actually in the hall. Cara then mentioned that the photocopier costs had been looked into by the office staff and that Sian and Nia had continued to question the dramatic increase in printing costs. Cara informed the meeting that Glyn Edwards had reviewed the costs and were offering a refund in the form of a credit note. Nia added that following a conversation Nia had since been in contact with Glyn Edwards again and requested a full refund as opposed to a credit note and can confirm that a reimbursement of £1579.54 will be transferred back to our account via bacs.

Action Points

- (a) It was agreed to propose not having a judge at the finals night in future to save costs for judge fees and practice nights but to hold a finals night as a celebration of the clubs successes and with full results.

5. To review membership - 469 compared with 338 this time last year.

6. To receive Rally Tenders.

As the companies were agreed in Competitions subcommittee, letters have been sent to. It was proposed that tenders be received at the Executive committee meeting.

An E-mail was read from Sue Phillips of Cwmni Cawl Potch asking the federation to support a new business venture. The company asked if they could serve food from their catering van at the field day dance and tug of war prelims prior to rally –. A discussion followed and it was agreed to accept the request and ask for a contribution for allowing them to attend both events

Action Points

Nia to email Sue Phillips accepting their request to cater at field dance and tug of war prelims and to ask that a donation be made to the county for allowing them to provide their service.

## 7. Fundraising.

Concerns were raised regarding the Ambassadors Day out which had recently been advertised on Facebook. The county office was being asked for information they didn't have and county officials were unaware of the event. Concerns were also raised regarding the county reputation.

Alice informed the meeting that she is hoping to arrange an It's a Knockout Day as her chairman's fundraiser but hasn't as yet decided on her charities.

Senior Member Jill Luke Evans is looking into a Fundraising Speed Dating Event which arose from the action plan meetings with PLANED

It was also suggested that a Bavarian Night could be a potentially lucrative fundraiser for the county.

### Action Points

(a) Nia to contact Shon to raise the concerns put forward by the board of management and clarify the questions and details of the event.

## 8. Ball in a Hall & Queen's Ball – 13<sup>th</sup> October Llawhaden Village Hall – Dates and Venue were set and confirmed.

8<sup>th</sup> December Brithdir Hall would be the date for the Queens Ball

### Action Points

Nia to approach the show to see whether they would agree to allow the YFC to use the Brithdir again next year under the same terms as this year.

## 9. Staff Matters.

- (a) Pensions discussed. Paperwork handed over to Treasurer to discuss with Accountants.
- (b) Targets set (as per suggestions )
  - (1) Banking once a week without fail
  - (2) Quick Books Training
  - (3) Development of Sponsorship package
  - (4) Development of recruitment package
  - (5) Right information to council regarding Funding
  - (6) Results after a competitions day to be out 2 working days.
- (c) Praised for letters being received by stewards and judges.
- (d) Fishguard brought up a member decided to become a member. When the Chairman phoned to let the office know. The Chairman was told a membership card had been made from previous information by a staff member and a club leader. This is wrong. Only Chairman/Secretary/Treasurer is authorised people to hand in forms. All forms to be signed. Not acceptable from office/Leader.
- (e) Press Officer – wanted to get a press release out, but needed full list of winners. Lists still in car with County Organiser. Delayed a YFC Story/Publicity – needs to be within that week
- (f) Results to come back to office – option to be discussed with office staff: - No holidays to be taken the first working day back after major competition to ensure results are out. All information and general sort out.

10. Any other Business – Richard noted Rural Affairs money had come to light in his caravan which he had forgotten to bring into office following the rural affairs ball in a hall.
  
11. To confirm date of next meeting Wednesday 21<sup>st</sup> June 2017 at 8pm.