



Board Meeting Minutes

7.00 pm, 15 January 2019

Venue: Boardroom, DHFC

Attending: Duncan Chapman (DC) (Chair), Alex Atack (AA), Mel Hughes (MH), Alex De Jongh (ADJ), Alex Smith (AS), Mark Scoltock (MS), Mark McGann (MM), Michelle Chapman (MC), Nick Pittaway (NP), Dominic Smith (DS), Philip Mitchell (PM) (secretary)

1. Apologies for absence

Received from Paul Griffin (PG), Isaac Parnell (IP).

2. Minutes of previous Board meetings

2.1 Minutes of 18 September 2018 meeting

These minutes were agreed. (*Action 4.1.1 from 10th December meeting **CLOSED***)

2.2 Minutes of 10 December 2018 meeting

These minutes were agreed.

3. Actions arising from previous minutes (*where not covered under headings below*)

3.1 Posting of Recent Board minutes

Action **DONE**. (*Action 4.2.1 of 10 December minutes*)

3.2 Hamlet Youth Team Secretary

Action **CLOSED**. No solution found. (*Action 4.8.1 of 10 December minutes*)

4. Position of Trust Treasurer

IP (who was unable to attend) had tendered his resignation from the DHST Board in writing, and will be thanked by DC on behalf of the Board for his service to the Trust. He will cover a hand over period which he expects to complete by the end of February.

The Board voted to co-opt Liam Ball (LB) on to the Board to serve as Treasurer until the next AGM. (The minutes of the 10 December meeting record that LB had been interviewed for the role by three Board members.)

ACTION 4.1 - DC to thank IP and notify LB of his appointment

5. Relationship with Club

The Board agreed to record DHST's pleasure at the Club's return to Champion Hill.

AdJ and DC met BC to discuss the Trust's relationship with the Club and our financial involvement, and reported to the Board on the position. **Action DONE** (*Action 7.1 of 10 December minutes*)

The Board agreed that we should continue to ensure that any financial contributions we make to the Club result in improvements in the spectator experience - e.g. in sightlines, toilet facilities etc.

6. Membership Engagement Update

6.1 Membership Review

Arec has been thanked for his work. **Action DONE.** (*Action 4.3.1 of 10 December minutes*)

ACTION 6.1.1 - NP to produce response to Arec's report for Board approval (*Action carried forward from Action 4.3.2 of 10 December 2018 minutes*)

6.2 Coaches

AS has produced a statement on coach policy and future availability and prices. The next coach will be to the game at Concord Rangers. **Action DONE.** (*Action 9.1 of 10 December minutes*)

AS will contact Arec to get website payment methods set up for coaches (simple PayPal may be best in the short term).

ACTION 6.2.1 - AS to produce booking forms for future coach trips, including Ts & Cs (*Action carried forward from Action 5.2.1 of 19 November 2018 meeting and switched from MS*)

6.3 Activities At Home Matches

AS will complete the junior competition prize process.

ACTION 6.3.1 - AS to give prizes to junior competition winners (*Action carried forward from Action 4.5.1 of 10 December 2018 meeting*)

Redthread will be the charity beneficiary at the match on 16th February.

ACTION 6.3.2 - MH to seek volunteers for the Redthread match and to liaise with Rob Hyneman

6.4 Christmas Party Report

MH completed the arrangements for the Xmas party. Action **DONE**. (*Action 8.1 of 10 December minutes*)

The party was a great success. The Board recorded its thanks to all who helped.

The bulk of the proceeds from the party will be split between the 12th Man and Redthread.

ACTION 6.4.1 - MC to source a giant cheque to hand over to Redthread & seek appropriate PR benefit

MH has board room passes for future home matches from the Xmas raffle.

ACTION 6.4.2 - MH to find a way of getting board room passes to deserving fans (or gaining revenue)

6.5 Numbers update

NP reported that the Trust currently has 674 members.

6.6 Community sub-group

The Board agreed that it would be useful for certain sub-groups to meet outside the Board meetings to ensure that all relevant issues are covered without all Board members needing to be involved. The sub-groups can summarise progress at Board meetings. The Community sub-group is a good example.

ACTION 6.6.1 - AS will arrange for the Community sub-group to meet regularly

7. Finance update

No Finance update was presented because of IP's absence.

Outstanding actions in this area were as follows:

7.1 Revision of 100 Club proposal

The outstanding action in this area was with IP, who has now resigned, but remains the best person to carry out the action (during his handover period). The action was therefore passed to AA, who will work with IP to ensure it happens.

ACTION 7.1.1 - AA to work with IP to revise 100 Club proposal and resubmit to the Board (*Action carried forward from Action 4.6.1 of 10 December 2018 meeting*)

7.2 SD review of DHFC's finances

DC and AA reported that SD have done some work in this area and have submitted an interim bill. Changing circumstances mean that we do not expect work to continue in the immediate future, and it may be appropriate to repurpose the remaining work to focus on the Club's governance, structure and working methods rather than on its finances. The action has therefore been revised:

ACTION 7.2.1 - AA/DC to advise on brief and timing for remainder of SD work (*Action carried forward and revised from Action 4.11.1 of 10 December 2018 meeting*)

8. Communications & website update

MS gave an update on communications process, including closure of the following actions:

Communications re the Torquay game was produced - **Action DONE**. (*Action 4.7.1 of 10 December minutes*)

No board members have provided revised photos for the website. **Action CLOSED** (*Action 11.2.1 of 10 December minutes*), though new photos remain welcome

Holiday season programme material was provided - **Action DONE** (*Action 11.3.1 of 10 December minutes*)

The 26th Jan programme will include information about coaches.

ACTION 8.1 - AS/MS to provide coach information in 26.1 programme

All Board members should help MS with the challenge of providing varied material for programmes, particularly when matches come close together.

9. Merchandising update

MH reported that two new styles of scarf, mugs and other items are on order. Additional orders will be held until they can be funded from shop revenues.

10. Volunteering update

The focus of Trust volunteering over the next period will be on selling 50/50 tickets and work associated with the shop. The Club will be covering turnstiles and ancillary in-ground functions with paid staff.

11. Review of DHST Objectives

11.1 Website statement on DHST Objectives and Achievements (*carried forward from Action 4.12.1 of 10 December 2018 meeting*)

Action **CLOSED**. Superseded by Action 14.1.1

11.2 Updating of DHST Vision & Objectives

Session to be held at the Club on 23rd January. AS gave advance apologies for absence.

ACTION 11.2.1 - PM to lead vision/objectives session

12. Review of DHST Constitution & Rules

Three actions were carried forward with limited discussion:

12.1 Review of DHST Constitution

ACTION 12.1.1 - PM to report on differences between DHST Constitution and current SD model
(*Action carried forward from Action 4.9.1 of 10 December 2018 meeting*)

12.2 Diversity Statement

ACTION 12.2.1 - PM to incorporate new Diversity Statement in Constitution when revision is implemented (*Action carried forward from Action 4.10.1 of 10 December 2018 meeting*)

12.3 Governance vs Operational Roles

ACTION 12.3.1 - PM to consider how both governance and operational roles can best be covered in the Trust's meeting structure (*carried forward from Action 11.11.1 of 10 December 2018 meeting*)

Note that 12.3.1 will be assisted by the proposal to hold more initiative-specific discussions - see 6.6 above.

13. Relationships with fan organisations

13.1 Inaugural meeting of National Game Network of new FSF/SD organisation

PM will attend (by dial-in) on behalf of the Trust. (National Game in this context means Non-League Football.)

ACTION 13.1.1 - PM to report to Board on National Game Network meeting.

13.2 FARE General Meeting

Duncan Hart (DH) has forwarded details of a forthcoming FARE meeting in London and offered to attend on the Trust's behalf if we do not have a nominee.

ACTION 13.2.1 - DC will pursue with DH

14. Any Other Business

14.1 Graphical representation of Trust's achievements

ACTION 14.1.1 - MC will work on representation of our achievements in the graphical form proposed by Pete Wright, and propose new content to the Board.

Date of Next Meeting: 19th February 2019 (Champion Hill Board Room)

Meeting closed at 21:30
