



Board Meeting Minutes

7.00 pm, 19 February 2019

Venue: Boardroom, DHFC

Attending: Duncan Chapman (DC), Alex Atack (AA) (Chair), Mel Hughes (MH), Alex de Jongh (AdJ), Mark Scoltock (MS), Mark McGann (MM), Nick Pittaway (NP), Dominic Smith (DS), Paul Griffin (PG), Liam Ball (LB), Philip Mitchell (PM) (secretary)

1. Apologies for absence

Received from Alex Smith (AS), Michelle Chapman (MC)

2. Minutes of previous Board meeting

The minutes of the meeting held on 15th January 2019 were agreed.

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

3.1 Appointment of New Treasurer

Action **DONE**. (*Action 4.1 of 15 January minutes*)

3.2 Giant Cheque

Action **DONE**. (*Action 6.4.1 of 15 January minutes*)

3.3 Distributing Board Room Passes

Action **CONTINUES** and is moved to AS. (*Action 6.4.2 of 15 January minutes*)

ACTION 3.3.1 - AS to find a way of getting board room passes to deserving fans (or gaining revenue from the passes)

3.4 Graphical representation of Trust's achievements

Action CONTINUES. (*Action 14.1.1 of 15 January minutes*)

ACTION 3.4.1 - MC will work on representation of our achievements in the graphical form proposed by Pete Wright, and propose new content to the Board.

4. Relationship with Club

4.1 National League consultation

The National League are consulting clubs on a proposal to increase the National League North and South divisions from 22 clubs to 24. The Trust had practically no notice of this proposal before the closing time, so was unable to consider it in detail or consult others. The Board agreed to support the Club's position.

4.2 Directors' meeting with fans

The Board recorded thanks to the directors of the Club for holding a meeting (intended to be the first of a regular series) with fans. The Board appreciates the spirit of transparency in which the meeting was conducted.

4.3 Meadow presentation

Trust Board members who were able to attend the recent presentation of development proposals by Meadow note that much is still to be done on the design of the stadium. The Trust will seek to influence that design in order to ensure that a Category A stadium results.

4.4 Seats on Club Board

The Club directors have suggested that up to two seats on the Club Board may be made available to the Trust. (It is not yet clear whether the people taking these seats would be formal representatives of the Trust.) We do not yet understand the structure of the Club Board, what the Club expects of the Trust in asking it to fill these slots, nor what the responsibilities and liabilities of the people appointed would be.

ACTION 4.4.1 - DC will secure clarification of the Club's offer of seats on the Club Board

5. Membership Engagement Update

5.1 Membership Review

5.1.1 Response to Arec's report (*Action 6.1.1 of 15 January minutes*)

Action **CLOSED**. Superseded by Action 5.1.2.1

5.1.2 Technology refresh

The Board agreed to invite Arec to rationalise our technology practices, particularly in respect of membership administration and merchandising. A working group consisting of NP, LB, merchandising, community, MS and Arec was created to manage the process. Arec will be set up as a webmaster once he has signed an NDA.

ACTION 5.1.2.1 - NP to keep Board updated on technology refresh project

5.2 Coaches

5.2.1 Coach booking form (*Action 6.2.1 of 15 January minutes*)

Action **DONE**

5.2.2 Future Coaches

The Torquay coach will go ahead, with losses split between the Trust and the Club. Other coaches will be heavily advertised.

5.3 Activities At Home Matches

5.3.1 Junior Competition prizes

ACTION 5.3.1 - AS to give prizes to junior competition winners (*Action carried forward from Action 6.3.1 of 15 January meeting*) - Action **CONTINUES**

5.3.2 Redthread 16th February

Action **DONE**

5.4 Community sub-group

5.4.1 Community sub-group meetings

ACTION 5.4.1.1 - AS will arrange for the Community sub-group to meet regularly (*Action carried forward from Action 6.6.1 of 15 January meeting*) - Action **CONTINUES**

5.4.2 International Women's Day

The Board agreed that we will support Redbox and Girls United FC. We have 150 IWD scarves to sell.

ACTION 5.4.2.1 - AA will notify the Club of the above to ensure that they are invited on March 2nd

ACTION 5.4.2.2 - DC will liaise with Southwark News to secure coverage of our IWD plans

6. Finance update

6.1 Revision of 100 Club proposal

The action below continues, and has been switched to AA & PM because of IP leaving the Board. It refers to the need to consult 100 Club members about the use of the funds.

ACTION 6.1.1 - AA to work with PM to revise 100 Club proposal and resubmit to the Board (*Action carried forward from Action 7.1.1 of 15 January meeting*)

6.2 SD review of DHFC's finances

The action below continues. We may decide to switch to using SD on planning issues.

ACTION 6.2.1 - AA/DC to advise on brief and timing for remainder of SD work (*Action carried forward from Action 7.2.1 of 15 January meeting*)

6.3 New Treasurer

The authorisation changes required to allow LB to take over from IP are not yet complete. IP will continue to provide support while required.

7. Communications & website update

7.1 26th January coach information (*Action 8.1 of 15 January minutes*)

Action **DONE**

7.2 Redbox information

DC will contact Redbox for information for the March 2nd programme

7.3 Ability to update Club website

We need better access to the Club website in order to improve the information on it.

ACTION 7.3.1 - MS to arrange access to Club website

8. Merchandising update

8.1 Sale

We are starting a sale, offering 1/3rd off old stock. The intention is to rationalise our stock holding before the start of next season. The sale will start on March 2nd. DS will man the sale rail.

8.2 Next season's shirts

We have given the Club information on this season's shirt sales to help them to decide on next season's orders.

9. Volunteering update

The Board agreed a mechanism for seeking volunteers before each match. Any volunteer will be briefed on his/her responsibilities on the day by a Board member.

10. Review of DHST Objectives

10.1 Session on updating of DHST Vision & Objectives (*Action 11.2.1 of 15 January minutes*)

Action DONE

10.2 Results of Vision and Objectives session

PM had issued a pack with the results of the session, including proposed Mission, Vision and Objectives. The Board agreed the Mission, agreed the Vision with a minor textual change, and agreed the Objectives subject to one deletion and some textual changes. The Board agreed that we will discuss the pack with the Club Board before publicising it.

ACTION 10.2.1 - PM to issue agreed Mission, Vision & Objectives pack

ACTION 10.2.2 - DC to discuss pack with Club Board

11. Review of DHST Constitution & Rules

11.1 Review of DHST Constitution (*Action 12.1.1 of 15 January minutes*)

Action DONE

11.2 Diversity Statement

The action below is carried forward until the revised Constitution is agreed.

ACTION 11.2.1 - PM to incorporate new Diversity Statement in Constitution when revision is implemented (*Action carried forward from Action 12.2.1 of 15 January meeting*)

11.3 Governance vs Operational Roles

The action below was carried forward.

ACTION 11.3.1 - PM to consider how both governance and operational roles can best be covered in the Trust's meeting structure (*carried forward from Action 12.3.1 of 15 January meeting*)

11.4 Consideration of Constitution review

All Board members should reply to PM's email comparing the Trust's current constitution with the SD 2016 model before the next Board meeting, to allow the Board to discuss possible constitution changes at that meeting.

ACTION 11.4.1 - All Board Members to reply to PM with views on Constitutional change proposals

12. Relationships with fan organisations

12.1 Inaugural meeting of National Game Network of new FSF/SD organisation (*Action 13.1.1 of 15 January minutes*)

Action DONE

12.2 FARE General Meeting

12.2.1 Representation by DH (*Action 13.2.1 of 15 January minutes*)

DC has discussed with Duncan Harte, who is no longer able to represent the Trust at the FARE General Meeting.

Action DONE

12.2.2 FARE Membership Renewal

ACTION 12.2.2.1 MH to ensure that renewal subscription is paid on time

12.2.3 Trust representative at FARE General Meeting

The Board needs to identify a Board member to represent the Trust at the FARE General Meeting on March 31st and April 1st.

ACTION 12.2.3.1 All Board Members to reply with availability for FARE General Meeting

13. Any Other Business

13.1 Lambeth Show

The Board agreed not to take a stall at the Lambeth Show

13.2 Anti-homophobia banner

ACTION 13.2.1 MS to investigate funding for anti-homophobia banner

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

Meeting closed at 21:20
