



Board Meeting Minutes

7.00 pm, 14th January 2020

Venue: Bar, DHFC

Attending: Mark Scoltock (MS) (Chair), Mel Hughes (MH), Alex de Jongh (Adj), Michelle Chapman (MC), Mark McGann (MM), Liam Ball (LB), Nick Pittaway (NP), Philip Mitchell (PM) (secretary)

1. Apologies for absence

Received from Paul Griffin (PG) Alec Koundarjian (AK), Alex Smith (AS), Duncan Chapman (DC)

2. Minutes of previous Board meetings

The minutes of the meeting of 27th November 2019 were agreed.

3. Conflicts of Interest

None were recorded.

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

4.1 Amateur Cup Final Medal

PM bid £419 for a Hamlet 1919-1920 Amateur Cup winners medal in an auction on November 29th, but was not successful. We do not know the identity of the successful bidder.

Action **CLOSED**. (*Action 17.1.1 of 27th November minutes.*)

4.2 Megacontainer welding

MH has fixed the Megacontainer door.

Action **CLOSED**. (*Action 17.2.1 of 27th November minutes.*)

5. Positions on the Board

5.1 Confirmation of Roles

Action **CONTINUES.** *(Action carried forward from Action 5.1.1 of 27th November minutes)*

ACTION 5.1.1 - MS/Adj to email all position holders to record their appointments.

Action **CONTINUES.** *(Action carried forward from Action 5.1.2 of 27th November minutes)*

ACTION 5.1.2 - All board members to confirm that they are aware of their new roles and are happy with what is required.

5.2 Co-Option

MS & NP have invited Pete Wright (PW) to join the Board, on the understanding that he will take on a specific (to be identified) project. MS will write to PW to confirm.

Action **CONTINUES.** *(Action amended from Action 5.2.1 of 27th November minutes)*

ACTION 5.2.1- MS to write confirming PW's co-option

Once the co-option is agreed, PM will invite PW to Board meetings and add him to the mailing list.

ACTION 5.2.2- PM to add PW to meeting invitations and mailing list

6. Relationship with Club

6.1 Shares in Club

Action **CONTINUES.** *(Action carried forward from Action 6.1.1 of 27th November minutes)*

ACTION 6.1.1- Adj to write article for Trust website explaining what we have invested over the last period and why.

Action **CONTINUES.** *(Action carried forward from Action 6.1.2 of 27th November minutes)*

ACTION 6.1.2 - Adj to raise DHFC Limited shareholders' agreement with BC.

Action **CONTINUES.** *(Action carried forward from Action 6.1.3 of 27th November minutes)*

ACTION 6.1.3 - Adj to recontact FSA to seek advice on fundraising options.

Action **CONTINUES.** *(Action carried forward from Action 6.1.4 of 27th November minutes)*

ACTION 6.1.4 - DC to continue discussions about shareholding pre-emption agreement.

We have established contact with Bath City Trust representatives in order to take advantage of their experience re fundraising methods and ownership models. NP will pursue the discussion when DHFC play Bath in late February.

ACTION 6.1.5 - NP to discuss fundraising methods and ownership models with Bath City Trust representatives.

6.2 Club/Trust Communications

Action **CONTINUES.** *(Action carried forward from Action 6.2.1 of 27th November minutes)*

ACTION 6.2.1 - DC/Adj to arrange meeting to discuss improved Club/Trust communication.

Action **CONTINUES.** *(Action amended from Action 6.2.2 of 27th November minutes)*

ACTION 6.2.2- Adj will maintain an issues tracking sheet for ongoing discussion with BC.

6.3 Seats on Club Board

We are still awaiting confirmation of the position re nomination by the Trust of members of the Club's Board.

Action **CONTINUES.** *(Action amended from Actions 6.3.1 of 27th November minutes)*

ACTION 6.3.1 - Trust nominations to the Club Board to be discussed further

Actions **CONTINUE.** *(Actions carried forward from Actions 6.3.2 & 6.3.3 of 27th November minutes)*

ACTION 6.3.2 - DC to continue discussions about protocols governing Trust Board nominee directors

ACTION 6.3.3 - DC to pursue question of who the Directors of the Club are, and whether this is consistent with those registered at Companies House.

Action **CONTINUES.** *(Action carried forward from Actions 6.3.4 of 27th November minutes)*

ACTION 6.3.4 - Adj to suggest to BC that the Trust take on the DHFC Governance brief.

6.4 Planning Issues

DC has sent a note to Board members about the current position re the planning application. An email has been sent to Southwark Council in an attempt to speed progress.

ACTION 6.4.1 - AdJ to ask BC how the Trust can help to progress the planning issue.

6.5 Women's Team

(The sub-group had submitted a report in accordance with the Board's reporting policy.)

MH is in discussion with the women's team. Inviting them to a Board meeting has been deferred because of current issues re the position of the Women's team.

Action **CONTINUES.** *(Action carried forward from Actions 6.5.1 of 27th November minutes)*

ACTION 6.5.1- MH to invite a Women's Team representative to attend (part of) a Board meeting in 2020.

The Trust has paid £586 to the fund to benefit the family of the late coach of the women's team.

Action **CLOSED.** *(Action 6.5.2 of 27th November minutes.)*

International Women's Day will be on 8th March.

ACTION 6.5.2- MH to discuss with Hugo Greenhalgh the idea of publishing an article about IWD.

7. Membership Engagement Update

7.1 Membership Review

Action **CONTINUES.** *(Action carried forward from Action 7.1.1 of 27th November minutes)*

ACTION 7.1.1 - AK to email lapsed members encouraging them to rejoin

Action **CONTINUES.** *(Action carried forward from Action 7.1.2 of 27th November minutes)*

ACTION 7.1.2 - AK will to write a note proposing membership system change

MC has written text explaining why people should join and assist the Trust. We will use this following the incorporation of comments and amendments from other Board members.

Action **CONTINUES.** *(Action amended from Action 7.1.3 of 27th November minutes)*

ACTION 7.1.3 - All to comment on MC's note and suggest amendments (if any)

Discussion of whether the Trust should aim for a lower cost, higher numbers membership model than at present was deferred.

Action **CONTINUES.** *(Action carried forward from Action 7.1.4 of 27th November minutes)*

ACTION 7.1.4 - AK will email a note proposing the benefits of the mass membership model for Board consideration

The question of whether we should move to season-based membership was deferred until a decision about a new system has been made and implemented.

Action **CONTINUES.** *(Action amended from Action 7.1.5 of 27th November minutes)*

ACTION 7.1.5 - PM to ensure that renewal timing is discussed at a future meeting.

7.2 Coaches

The Trust is proposing to run coaches to games at Havant & Waterlooville and Bath City. We will promote this via social media and at upcoming home games.

We will discuss our approach to coaches at a future meeting.

Action **CONTINUES.** *(Action carried forward from Action 7.2.1 of 27th November minutes.)*

ACTION 7.2.1 - PM to ensure that the the viability of running coaches is discussed at a future meeting.

The action to discuss the presence of Board members on coaches was dropped.

Action **CLOSED.** *(Action 7.2.2 of 27th November minutes.)*

7.3 Community sub-group

7.3.1 Community sub-group liaison with Club

Adj will send an email about Disability Inclusion to MC.

Action **CONTINUES.** (*Action carried forward from Action 7.3.1 of 27th November minutes*)

ACTION 7.3.1 - MC to raise Disability Inclusion Project with RH.

MM continues to build our relationship with LinkAge. The idea of using the bar during the day is shelved for the moment as the bar is no longer open then.

Action **CLOSED.** (*Action 7.3.2 of 27th November minutes.*)

Action **CONTINUES.** (*Action carried forward from Action 7.3.3 of 27th November minutes*)

ACTION 7.3.2 - MM to liaise with RH to arrange for a LinkAge presence at a game this season.

MC will discuss a beer mug trial with the Club - still trying to arrange a meeting.

Action **CONTINUES.** (*Action carried forward from Action 7.3.4 of 27th November minutes*)

ACTION 7.3.3 - MC to progress details of beer mug trial with Club.

MH had met RH to discuss the Club's schedule for community events for the remainder of the season. She will email details to the Board; members of the Community sub-group should then pick up the individual items raised.

ACTION 7.3.4 - MH to pass on community schedule for remainder of season.

7.4 Xmas party

Action **CLOSED.** (*Action 7.4.1 of 27th November minutes.*)

7.5 Fundraising event

A provisional date of 27th February has been set for a fundraising event.

Action **CONTINUES.** (*Action amended from Action 7.5.1 of 27th November minutes*)

ACTION 7.5.1 - AS to pursue fundraising event to be held in DHFC bar on 27th Feb.

ACTION 7.5.2 - AdJ (?????) to find a quiz master.

8. Finance update

(The Treasurer had submitted a report in accordance with the Board's reporting policy.)

We are now registered for VAT. This was necessary because of increasing sales in the shop.

8.1 100 Club

(The Secretary had submitted a report in accordance with the Board's reporting policy.)

The use of 100 Club funds in investment makes it important to increase income in order to replenish our resources. The action below is retained to ensure continued monitoring.

Action **CONTINUES.** *(Action carried forward from Action 8.1.1 of 27th November minutes.)*

ACTION 8.1.1 - PM to ensure that 100 Club membership is better marketed to fans

1893 Lottery has closed. Some members have joined the 100 Club.

Action **CLOSED.** *(Action 8.2.1 of 27th November minutes.)*

Action **CONTINUES.** *(Action carried forward from Action 8.1.3 of 27th November minutes.)*

ACTION 8.1.2 - PM and AK to explore feasibility of setting up electronic Direct Debit for the 100 Club.

The Lottery licence has been renewed.

Action **CLOSED.** *(Action 8.1.4 of 27th November minutes.)*

The annual Lottery return has been submitted. We will in future submit quarterly.

Action **CLOSED.** *(Action 8.1.5 of 27th November minutes.)*

8.2 Potential liabilities

Adj and LB have submitted necessary information. The reply appears largely to agree with our calculations, but we await the final result.

Action **CONTINUES.** *(Action carried forward from Action 8.2.1 of 27th November minutes.)*

ACTION 8.2.1 - Adj/LB to complete liabilities process

9. Merchandising update

(The sub-group had submitted a report in accordance with the Board's reporting policy.)

Merchandise licensing rights are yet to be resolved.

Action **CONTINUES.** *(Action carried forward from Action 9.1 of 27th November minutes)*

ACTION 9.1 - Adj to progress discussions on licence re merchandise with the Club.

The online shop is not currently operational, having been taken down for a system move. Service is expected to resume in the next few days.

Action **CONTINUES.** *(Action amended from Action 9.2 of 27th November minutes)*

ACTION 9.2 - AK/MH/LB to finalise supplier and system move for online shop

The Board agreed to donate some of the profit from LGBT scarves to charity, as in previous years.

10. Communications & website update

Action **CONTINUES.** *(Action carried forward from Action 10.1 of 27th November minutes)*

ACTION 10.1 - MS to pass on details of out-of-date Trust website pages to Board members.

MC's attempt to arrange assessment of the website was not successful.

Action **CLOSED.** *(Action 10.2 of 27th November minutes.)*

Action **CONTINUES.** *(Action carried forward from Action 10.3 of 27th November minutes)*

ACTION 10.2 - MS to pass on SE22 details to MM.

11. IT update

(The sub-group had submitted a report in accordance with the Board's reporting policy.)

No other issues to report.

12. Volunteering update

(The sub-group had submitted a report in accordance with the Board's reporting policy.)

MC has produced wording to attract volunteers. We now have several people happy to do jobs such as helping in the shop.

Action CLOSED. *(Action 12.1 of 27th November minutes.)*

13. Progress against DHST Objectives

(The Secretary had submitted a report in accordance with the Board's reporting policy.)

Action **CONTINUES.** *(Action carried forward from Action 13.1 of 27th November minutes)*

ACTION 13.1 - PM to send a note proposing how we can make progress against current Objectives.

All will reply to Slack poll re date of Objectives review session.

Action **CONTINUES.** *(Action carried forward from Action 13.2 of 27th November minutes)*

ACTION 13.2 - PM to arrange annual Objectives review session.

14. Review of DHST Constitution & Rules

14.1 Diversity Statement

PM has incorporate the Board's new Diversity Statement in the draft Constitution discussed in 14.2 below.

Action CLOSED. *(Action 14.1.1 of 27th November minutes.)*

14.2 Constitutional Change

PM has drafted a new Constitution for Board approval, after which he will also seek FSA approval. We will then arrange a Special General Meeting, at which the new Constitution will be put to the membership. A quorum of 20 will be required. Adj will check the draft before submission to the Board.

Action **CONTINUES.** *(Action carried forward from Action 14.2.1 of 27th November minutes.)*

ACTION 14.2.1 - Adj to comment on new draft Constitution

ACTION 14.2.2 - PM to submit new draft Constitution to all Board members for comment

15. Behaviour at Matches

MC is progressing the White Ribbon proposal with the Club via RH & GR.

Action **CONTINUES**. (*Action carried forward from Action 15.1 of 27th November minutes.*)

ACTION 15.1 - MC to pursue White Ribbon proposal with the Club

16 Relationships with fan organisations

16.1 FSA Non-League Group

Andy Walsh of the FSA had planned to visit the Trust on the evening of December 17th, but the visit was cancelled. We will stay in touch, and extend an invitation if the opportunity arises.

16.2 FSA Awards Meeting

DHFC won an FSA Community award which was announced at the FSA awards meeting during December. Rob Hyneman and Ben Clasper represented the Club.

16.3 FSA Southern Region Group

We have agreed with the FSA Southern Region Group (after discussion with the Club) that they can meet in the bar on the afternoon of March 1st. This group is an FSA follow-on from the Southern group of the previous FSF, but ex-SD members such as DHST are very welcome. The Trust will pay the costs of tea, coffee and bar opening. MH hopes to attend, but (particularly as she cannot be certain at this stage) we need at least one more Board member to agree to attend, so we are sure of DHST representation.

ACTION 16.3.1 - All Board members to contact MH if they are able to attend the FSA SR meeting

17. Any Other Business

17.1 DHST Election

The next DHST Board election will be held in the summer. We need both to plan the process and to encourage people to put themselves forward for election.

ACTION 17.1.1 - PM to plan the election process

ACTION 17.1.2 - All Board members to encourage Trust members to stand for election to the Board

17.2 Electronic display for shop

We will investigate the cost and value of a small dot matrix display for use at the door of the shop to make announcements and promote merchandise and events.

ACTION 17.2.1 - PM to investigate dot matrix displays

17.3 Board meeting schedule

The third Tuesday of each month was confirmed as the normal date for Board meetings. No standard date is perfect, though, and the third Tuesday of February does not suit some Board members. PM will investigate alternatives.

Date of Next Meeting: 18th February 2020, 19:00 (Champion Hill) *(but see above)*

Meeting closed at 20:45
