



Board Meeting Minutes

7.00 pm, 4th August 2020

Venue: Online (Zoom)

Attending: Alex de Jongh (AdJ), Mark Scoltock (MS) (Chair), Mel Hughes (MH), Mark McGann (MM), Alex Smith (AS), Duncan Chapman (DC), Philip Mitchell (PM) (secretary), Alec Koundarjian (AK) (part of meeting), Liam Ball (LB), Tim Scott (TS), Sarah Ponsford (SF), Gen Williams (GW)

Form of meeting and of minutes

The August 4th meeting was an addition to the monthly DHST Board meeting calendar (there will be another meeting on August 18th), and was held primarily to introduce new Board members. Most of the actions carried forward from the June meeting were not addressed, nor formally declared as closed or reallocated.

These minutes therefore first record the discussion at, and actions agreed and addressed at, the August 4th meeting, and then list the remaining actions carried forward from the June meeting. (Background to the actions carried forward can be found in the June minutes.) All outstanding actions will be addressed at the August 18th meeting.

1. Apologies for absence

None.

2. Minutes of previous Board meetings

The minutes of the meeting of 16th June 2020 were accepted.

Draft minutes of the 21st July AGM and SGM have been issued. Further comments from Board members before the next Board meeting are welcome; a new version will then be issued if appropriate. The AGM minutes will formally be agreed at the 2021 AGM.

3. Positions and Roles

3.1 Chair and Vice-Chair

The Board agreed that these positions would be filled at the next Board meeting. Board members are invited to send nominations to the Secretary by August 14th.

ACTION 3.1.1 - All to send Chair and Vice-Chair nominations to the Secretary

3.2 Treasurer

LB was re-appointed Treasurer.

3.3 Secretary

PM was re-appointed Secretary.

3.4 Other Roles

AdJ will issue a note identifying other roles which the Board needs to fill. This will help us both to allocate roles among Board members and to identify areas which could usefully be handled by co-opted Board members.

ACTION 3.4.1 - AdJ to issue note identifying necessary roles

3.5 Co-Option

The adoption of a new set of Rules (agreed at the Special General Meeting held on July 21st) will allow us to co-opt up to four additional Board members. (Note, though, that we cannot finalise any co-options until the Rules have been registered with the Financial Conduct Authority - this process is under way.) The skills which such people could most helpfully bring to the Board will be identified (see 3.4). At present we have three candidates who have shown interest in helping the Board as co-opted members. AdJ will send information about them to Board members.

ACTION 3.5.1 - AdJ to send summarised CVs of Board co-option candidates

4. Any Other Business

4.1 Board Membership and Conduct Policy

All members of the new Board have confirmed that they will act in accordance with this Policy.

4.2 DHST Vision, Mission and Objectives

The Board had previously agreed to review and confirm or amend the current DHST Vision, Mission and Objectives once the new board was formed. PM will arrange this for October.

(Action carried forward from Action 15.1 of 16th June minutes)

ACTION 4.2.1 - PM to include Objectives review session in October Board meeting

4.3 Unconscious Bias Training

TS will consider whether this could be useful to the DHST Board.

ACTION 4.3.1 - TS to report on Unconscious Bias Training

4.4 Board Member Handbook

AS and MH have produced a Board Member Handbook, pulling together information on how the Board runs and what is expected of its members. This will be a living, informal document. All Board members should forward additions and/or corrections.

ACTION 4.4.1 - All to comment on Board Member Handbook

4.5 Thanks to Departing Board Members

The Board recorded its thanks to Michelle Chapman, Paul Griffin, Nick Pittaway and Pete Wright for their respective contributions during their time on the DHST Board.

5. Other actions remaining from minutes of meeting held on June 16th 2020

(Action carried forward from Action 5.1.1 of 16th June minutes)

ACTION 5.1. - PW to recontact FSA to seek advice on fundraising options

(Action carried forward from Action 5.4.1 of 16th June minutes)

ACTION 5.2 - DC to ask BC how the Trust can help to progress the planning issue

(Action carried forward from Action 6.1 of 16th June minutes.)

ACTION 5.3 - AdJ to prepare joining instructions

(Action carried forward from Action 6.2 of 16th June minutes.)

ACTION 5.4 - AS to determine precise mechanics of meeting

(Action carried forward from Action 6.3 of 16th June minutes.)

ACTION 5.5 - MS/AdJ to finalise agenda and speakers

(Action carried forward from Action 6.4 of 16th June minutes.)

ACTION 5.6 - AS to prepare infographic

(Action carried forward from Action 7.1 of 16th June minutes.)

ACTION 5.7 - PM to progress election process

(Action carried forward from Action 7.2 of 16th June minutes.)

ACTION 5.8 - Board members to encourage Trust members to stand for election to the Board

(Action carried forward from Action 8.1 of 16th June minutes.)

ACTION 5.9 - PM to arrange SGM and send relevant information and guidance to members

(Action carried forward from Action 9.1.1 of 16th June minutes.)

ACTION 5.10 - AK to implement new membership scheme

(Action carried forward from Action 9.1.2 of 16th June minutes.)

ACTION 5.11 - Arc will produce a mailing proposal.

(Action carried forward from Action 9.1.3 of 16th June minutes.)

ACTION 5.12 - PW to consider what our GDPR policies allow

(Action carried forward from Action 9.1.4 of 16th June minutes.)

ACTION 5.13 - All to comment on MC's note and suggest amendments (if any)

(Action carried forward from Action 9.2.1 of 16th June minutes.)

ACTION 5.14 - PM to ensure that the viability of running coaches is discussed at a meeting in time for next season

(Action carried forward from Action 9.3.1 of 16th June minutes.)

ACTION 5.15 - MC, AS, AK to discuss Disability Inclusion Initiative with RH & check if DHST can assist

(Action carried forward from Action 9.3.2 of 16th June minutes.)

ACTION 5.16 - MM to consider how to connect with LinkAge

(Action carried forward from Action 9.3.3 of 16th June minutes.)

ACTION 5.17 - MC to progress sustainable bar materials initiative

(Action carried forward from Action 9.3.4 of 16th June minutes.)

ACTION 5.18 - AS to design online event for junior members

(Action carried forward from Action 10.1.1 of 16th June minutes.)

ACTION 5.19 - LB to produce financial model of Trust's year

(Action carried forward from Action 10.1.2 of 16th June minutes.)

ACTION 5.20 - LB to produce 2019 FY accounts

(Action carried forward from Action 10.2.1 of 16th June minutes.)

ACTION 5.21 - PM and AK to keep 100 Club payment methods under review

(Action carried forward from Action 11.1 of 16th June minutes.)

ACTION 5.22 - MH to investigate adding promotional tags to merchandise

(Action carried forward from Action 11.2 of 16th June minutes.)

ACTION 5.23 - MH to arrange selling DHFC masks

(Action carried forward from Action 11.3 of 16th June minutes.)

ACTION 5.24 - MH/Adj to consider licensing proposal and discuss with BC

(Action carried forward from Action 11.4 of 16th June minutes.)

ACTION 5.25 - MH/Adj to pursue rate implications for Trust

(Action carried forward from Action 12.1 of 16th June minutes.)

ACTION 5.26 - All subgroups to update out-of-date Trust website pages in discussion with MH

(Action carried forward from Action 16.1 of 16th June minutes.)

ACTION 5.27 - MC/AS/MH to pursue White Ribbon proposal with the Club

(Action carried forward from Action 18.1 of 16th June minutes.)

ACTION 5.28 - PM to arrange introductory meeting for 4th August

Date of Next Meeting: 18th August 2020, 19:30 (online)

(The Board agreed that future Board meetings will start at 19:30 instead of 19:00.)

Meeting closed at 20:20
