



Board Meeting Minutes

7.30 pm, 18th August 2020

Venue: Online (Zoom)

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

1. Apologies for absence

None.

2. Minutes of previous Board meetings

The minutes of the meeting of 4th August 2020 were accepted.

3. Conflicts of Interest

None were recorded.

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

PM arranged the 4th August meeting as agreed.

ACTION CLOSED. (*Action 5.28 of 4th August minutes.*)

5. Board Membership

5.1 Positions and Roles

Nominations for MS and AdJ as Chair and for AS as Vice-Chair had been received by the Secretary.

These nominees were agreed by the Board and duly appointed.

ACTION CLOSED. *(Action 3.1.1 of 4th August minutes.)*

MS had issued a note identifying other roles to be filled on the Trust Board, and proposing Board members for most of those roles.

ACTION CLOSED. *(Action 3.4.1 of 4th August minutes.)*

The list in the note above was provisionally completed at the meeting, for confirmation at the next meeting.

ACTION 5.1.1 - All to pass on any further comments on the allocation of roles.

Adj was to circulate details of people who may be available for co-option.

Action **CONTINUES.** *(Action carried forward from Action 3.5.1 of 4th August minutes)*

ACTION 5.1.2 - Adj to send summarised CVs of Board co-option candidates

5.2 Board Member Development

Action **CONTINUES.** *(Action carried forward from Action 4.3.1 of 4th August minutes)*

ACTION 5.2.1 - TS to report on Unconscious Bias Training

Board Member Handbook is now live. AS will be the Board Member responsible.

ACTION CLOSED. *(Action 3.4.1 of 4th August minutes.)*

6. Relationship with Club

6.1 Shares in Club

(Action reallocated from Action 5.1 of 4th August minutes)

ACTION 6.1.1 - Adj to recontact FSA to seek advice on fundraising options

AK has a useful contact at AFC Wimbledon in respect of fundraising.

6.2 Club/Trust Communications

Nothing to report.

6.3 Seats on Club Board and Positions on Club Committees

AdJ had re-circulated a note proposing Trust nominees for the Club's committees (most of which have yet to meet).

ACTION 6.3.1 - All to notify AdJ of suggested changes to current Committee proposals

6.4 Planning Issues

(Action amended from Action 5.2 of 4th August minutes)

ACTION 6.4.1 - DC to ask BC to get the stadium design sub-group up and running

6.5 Women's Team

(The sub-group had submitted a monthly report to the 4th August meeting in accordance with the Board's reporting policy.)

There may be a women's friendly on 23rd August, probably behind closed doors. We may be able to allow spectators in to women's games before we can do that for men's games.

7. DHST AGM 2020

Various actions associated with the arrangements for the AGM were recorded as completed.

ACTIONS CLOSED. *(Actions 5.3, 5.4, 5.5, 5.6 of 4th August minutes.)*

8. DHST Board Election 2020

Various actions associated with the July Election were recorded as completed.

ACTIONS CLOSED. *(Actions 5.7, 5.8 of 4th August minutes.)*

9. Review of DHST Constitution & Rules

The SGM to approve a new set of Rules was held.

ACTION CLOSED. *(Action 5.9 of 4th August minutes.)*

PM reported that the process of registering the new Rules with the Financial Conduct Authority is under way. The Rules are not in force until registration is complete.

ACTION 9.1 - PM to complete registration of new DHST Rules

ACTION 9.2- PM to add new Rules to website

10. Membership Engagement Update

(The sub-group had submitted a monthly report to the 4th August meeting in accordance with the Board's reporting policy.)

10.1 Membership Review

New membership system has been introduced.

ACTION CLOSED. *(Action 5.10 of 4th August minutes.)*

AK will email current and recent members re membership.

(Action amended from Action 5.11 of 4th August minutes.)

ACTION 10.1.1 - AK will email current membership to confirm their membership

ACTION 10.1.2 - AK will email people whose membership lapsed 2-3 years ago to encourage them to rejoin

Adj will become the Trust's Data Protection Officer, supported by TS.

(Action amended from Action 5.12 of 4th August minutes.)

ACTION 10.1.3 - Adj/TS to take on PW's role on GDPR

MC's note re membership has been published.

ACTION CLOSED. *(Action 5.13 of 4th August minutes.)*

The Board discussed whether we should add tangible benefits to Trust membership, or should continue to focus on the rationale of the Trust as the reason for people to join. Benefits might include discount in the shop to

members, specific member-only merchandise, discount at local shops (if arranged), or perhaps even (with the Club's agreement) offer priority booking of match tickets.

A membership drive could emphasize the Trust's achievements, and make clear the particular benefits of growing the Trust during the problems caused by COVID-19 problems. The Board agreed to form a Membership sub-committee to decide how to conduct a membership drive and what characteristics it would have. This group will issue their proposal by email for agreement at the September meeting. The group will be made up of AS, AK, GW, TS, SP.

It may also be sensible, in addition to emails to members, to send out a newsletter to non-members who buy from the online shop. To do this we would need to have them sign up to those newsletters (with GDPR in mind) when they are checking up. (We could also do a catch up email to encourage previous purchasers to sign up.) The sub-committee above will consider this.

ACTION 10.1.4 - Membership sub-committee to issue proposal re membership drive and associated communication

10.2 Coaches

(Action amended from Action 5.14 of 4th August minutes.)

ACTION 10.2.1 - PM to ensure that the viability of running coaches is discussed at a future meeting

GW will assist with any future Coach programme. (No coach trips are likely in the foreseeable future.)

10.3 Community sub-group

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

(Action reallocated from Action 5.15 of 4th August minutes.)

ACTION 10.3.1 - MK, AS to discuss Disability Inclusion Initiative with RH & check if DHST can assist

MM has established contact with LinkAge.

ACTION CLOSED. *(Action 5.16 of 4th August minutes.)*

(Action carried forward from Action 5.17 of 4th August minutes - will be reallocated when roles finalised.)

ACTION 10.3.2 - MC to progress sustainable bar materials initiative

(Action carried forward from Action 5.18 of 4th August minutes.)

ACTION 10.3.3 - AS to design online event for junior members

(Action carried forward from Action 5.27 of 4th August minutes.)

ACTION 10.3.4 - AS/MH to pursue White Ribbon proposal with the Club

11. Finance update

11.1 Finance Overview

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

(Action carried forward from Action 5.19 of 4th August minutes.)

ACTION 11.1.1 - LB to produce financial model of Trust's year

LB has submitted 2019 FY accounts.

ACTION CLOSED. *(Action 5.20 of 4th August minutes.)*

The Club has suggested that we may have to pay rates in respect of the shop. Adj/MH will investigate further.

(Action amended from Action 5.25 of 4th August minutes.)

ACTION 11.1.2 - Adj/MH to investigate whether we should be paying rates on the shop

We need to investigate a payment to Membership Pro which we think should not have been required. LB will chase via P Wright.

ACTION 11.1.3 - LB to investigate Membership Pro payment

11.2 100 Club

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

(Action carried forward from Action 5.21 of 4th August minutes.)

ACTION 11.2.1 - PM and AK to keep 100 Club payment methods under review

12. Merchandising update

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

(Action carried forward from Action 5.22 of 4th August minutes.)

ACTION 12.1 - MH to investigate adding promotional tags to merchandise

MH has sourced and sold DHFC masks.

ACTION CLOSED. *(Action 5.23 of 4th August minutes.)*

(Action carried forward from Action 5.24 of 4th August minutes.)

ACTION 12.2 - MH/Adj to consider licensing proposal and discuss with BC

MS will update documentation to be sent out by Purple along with merchandise sold.

ACTION 12.3 - MS to update Purple inserts

13. Communications & website update

(The sub-group had submitted a monthly report to the 4th August meeting in accordance with the Board's reporting policy.)

(Action carried forward from Action 5.26 of 4th August minutes.)

ACTION 13.1 - All subgroups to update out-of-date Trust website pages in discussion with MH

14. IT update

(The sub-group had submitted a monthly report to the 4th August meeting in accordance with the Board's reporting policy.)

AK will share instructions on how to update the website and how to use MailChimp.

ACTION 14.1 - AK to give instructions re website and MailChimp to selected other Board members

15. Volunteering update

(The sub-group had submitted a monthly report to the 4th August meeting in accordance with the Board's reporting policy.)

Nothing to report.

16. Progress against DHST Objectives

(Action carried forward from Action 4.2.1 of 4th August minutes)

ACTION 16.1 - PM to include Objectives review session in October Board meeting

17. Relationships with fan organisations

Nothing to report.

18. Any Other Business

None.

Date of Next Meeting: 15th September 2020, 19:30 (online)

Meeting closed at 22:30
