



Board Meeting Minutes

7.30 pm, 20th October 2020

Venue: Online (Zoom)

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

1. Apologies for absence

Alex Smith (AS)

2. Minutes of previous Board meetings

The minutes of the meeting of 15th September 2020 were accepted.

3. Conflicts of Interest

None were recorded.

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

None.

5. Board Membership

5.1 Positions and Roles

Adj has circulated details of people who may be available for co-option.

Action **CLOSED**. (*Action 5.1.1 of 15th September minutes*)

PM has written to Adj and MS asking them to progress the process of considering potential co-option.

Action **CLOSED.** (*Action 5.1.2 of 15th September minutes*)

We have the ability to co-opt up to four people under the new Rules. The Board agreed that it is important to find people who can help the Trust Board, whether it is felt appropriate to co-opt such people or not.

The areas identified last month as needing support were:

- Equality and Diversity (currently being handled by SP)
- Health and Safety
- Investment.

Three people have expressed an interest in being co-opted, each of whom has interesting skills. None appear specifically suited to the first two roles. One candidate may be suited to Investment, but he is based abroad.

MS/Adj will contact the two UK-based candidates and determine whether they can help the Trust, probably initially at games. This would both keep them interested and allow us to get a clearer view of which areas they could help in.

ACTION 5.1.1 - MS/Adj to contact UK-based candidates

Adj will contact the third candidate to discuss helping with Investment, with the possibility of co-option.

ACTION 5.1.2 - Adj to contact Investment candidate

Co-option can also be used to improve our Diversity, if we can find suitable candidates (not easy in current circumstances). MH will contact Football Beyond Borders. We will also include this in future communications.

ACTION 5.1.3 - MH to contact Football Beyond Borders

5.2 Board Member Development

TS has looked into Unconscious Bias Training. We do not think training in this area practical, given costs.

Action **CLOSED.** (*Action 5.2.1 of 15th September minutes*)

6. Relationship with Club

6.1 Shares in Club

Action **CONTINUES.** (*Action carried forward from Action 6.1.1 of 15th September minutes*)

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

6.2 Club/Trust Communications

Nothing to report (but see 7.1).

6.3 Seats on Club Board and Positions on Club Committees

Action **CONTINUES.** (*Action carried forward from Action 6.3.1 of 15th September minutes*)

ACTION 6.3.1 - MH to check status of the Trust's nominations to Club committees.

6.4 Planning Issues

Work is under way on the design of the stadium, with help from Al Crane.

Action **CLOSED.** (*Action 6.4.1 of 15th September minutes*)

6.5 Women's Team

Trust Board members contributed to the planning and management of the weekend's Women's FA Cup tie.

7. DHFC Operations

7.1 Report on Club Board Meetings

PM has sought advice from FSA on the role of the Trust's nominee Club directors.

ACTION 7.1.1 - PM to secure advice for nominee Club directors

7.2 Issues for Next Club Board Meeting

Methods of using Megacontainer during restriction periods were defined successfully.

Action **CLOSED.** (*Action 7.2.1 of 15th September minutes*)

8. Review of DHST Constitution & Rules

8.1 Registration of New Rules

PM has published the new Rules.

Action **CLOSED.** (*Action 8.1.1 of 15th September minutes*)

8.2 Election Policy

PM has proposed amendments to the DHST Election Policy and Board Membership and Conduct Policy for Board discussion.

Action **CLOSED.** (*Action 8.2.1 of 15th September minutes*)

PM will recirculate the proposed new text for final Board checking and approval. If there is no objection, the revised Policies will be adopted.

ACTION 8.2.1 - PM to recirculate new versions of two Policies

8.3 Other Board Policies

PM has made some minor editorial corrections to Board Policies. The Board approved the new versions.

ACTION 8.3.1 - PM to publish revised versions of Policies

9. Membership Engagement Update

9.1 Membership Review

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

Action **CONTINUES.** (*Action carried forward from Action 9.1.1 of 15th September minutes.*)

ACTION 9.1.1 - AK will email current membership to confirm their membership

Action **CONTINUES.** (*Action carried forward from Action 9.1.2 of 15th September minutes.*)

ACTION 9.1.2 - AK will email people whose membership lapsed 2-3 years ago to encourage them to rejoin

Action **CONTINUES.** *(Action carried forward from Action 9.1.3 of 15th September minutes.)*

ACTION 9.1.3 - AS to discuss joiners and donations with AK

9.2 Coaches

Nothing to discuss.

9.3 Community sub-group

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

Action **CONTINUES.** *(Action amended from Action 9.3.1 of 15th September minutes.)*

ACTION 9.3.1 - AS to set up call with RH to discuss the season's community initiatives

Action **CONTINUES.** *(Action reallocated from Action 9.3.2 of 15th September minutes)*

ACTION 9.3.2 - TS/SP to progress sustainable bar materials initiative

Action **CONTINUES.** *(Action carried forward from Action 9.3.3 of 15th September minutes.)*

ACTION 9.3.3 - AS to design online event for junior members

Discussions about the manner in which the Club will meet the principles of the White Ribbon initiative continue. TS will lead the communication once agreed.

Action **CONTINUES.** *(Action reallocated from Action 9.3.4 of 15th September minutes.)*

ACTION 9.3.4 - DC/MH/TS to pursue White Ribbon proposal with the Club

Profits from selling face masks are to be paid to King's College Hospital - LB will do this.

ACTION 9.3.5 - LB to send face mask money to KCH

10. Finance update

10.1 Finance Overview

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

Action **CONTINUES.** *(Action carried forward from Action 10.1.1 of 15th September minutes.)*

ACTION 10.1.1 - LB to produce financial model of Trust's year

Action **CONTINUES.** *(Action amended from Action 10.1.2 of 15th September minutes.)*

ACTION 10.1.2 - Adj/MH to investigate whether we should be paying rates on the shop

Action **CONTINUES.** *(Action amended from Action 10.1.3 of 15th September minutes.)*

ACTION 10.1.3 - LB to investigate Membership Pro payment (needs input from PW - MH will help)

ACTION 10.1.4 - DC/MH to discuss licensing/royalty arrangements re online sales with the Club.

10.2 100 Club

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

Action **CONTINUES.** *(Action carried forward from Action 10.2.1 of 15th September minutes.)*

ACTION 10.2.1 - PM and AK to keep 100 Club payment methods under review

The Board discussed how the monthly 100 Club draw is conducted and whether it could be used to promote the 100 Club and the Trust. (Could it, for example, be broadcast, perhaps live, on Dulwich Hamlet TV during a half-time?) PM will consider how this could be done.

ACTION 10.2.2 - PM to consider alternative methods for the 100 Club draw

10.3 Donations

Action **CONTINUES.** *(Action carried forward from Action 17.1 of 15th September minutes.)*

ACTION 10.3.1 - AS to draft acknowledgement of donations and create a related process

We have recently received a substantial donation which could be invested in shares.

ACTION 10.3.2 - Adj to contact BC about investing the donation in the Club.

11. Merchandising update

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

Action **CONTINUES.** *(Action amended from Action 11.1 of 15th September minutes.)*

ACTION 11.1 - MH to investigate adding promotional tags to merchandise (taking sustainability into account)

Action **CONTINUES.** *(Action carried forward from Action 11.2 of 15th September minutes.)*

ACTION 11.2 - MH/AdJ to consider licensing proposal and discuss with BC

Possible approaches to a calendar for the year were discussed. This may not be practicable in current circumstances.

Action **CONTINUES.** *(Action carried forward from Action 11.3 of 15th September minutes.)*

ACTION 11.3 - MH/SP to finalise or drop 2021 calendar proposal

Alternative approaches to postage pricing on online sales were discussed. The fact that we are now sending out some low cost items makes the flat rate approach less appropriate.

ACTION 11.4 - MH to determine postage pricing approach

A vintage shop is planned for Xmas, and we will reduce prices on stocks of last season's shirts.

12. Communications & website update

Action **CONTINUES.** *(Action carried forward from Action 12.1 of 15th September minutes.)*

ACTION 12.1 - MS/AS/AdJ to discuss website with AK

MS asks all sub-group comms leads to notify him of monthly comms plans in the future.

ACTION 12.2 - Comms leads to give monthly plans to MS

We will issue a newsletter in early November.

ACTION 12.3 - All to send Newsletter copy to MS

GW has been writing much of the programme copy for women's matches, and is happy to include more information from the Trust.

ACTION 12.4 - All to send copy for women's match programmes to GW

13. IT update

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

AK has explained how to update the new website.

Action **CLOSED.** *(Action 13.1 of 15th September minutes)*

14. Volunteering update

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

Nothing further to report.

15. Progress against DHST Objectives

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

PM will arrange a separate session to review the Trust's Mission, Vision and Objectives (so the previous related action is closed).

ACTION 15.1 - PM to arrange Objectives review session

Action **CLOSED.** *(Action 15.1 of 15th September minutes)*

16. Relationships with fan organisations

Nothing to report.

17. Any Other Business

There will be no Xmas party this year. We will monitor opportunities for other types of events.

The Board discussed the possibility of advertising during Dulwich Hamlet TV broadcasts. One possibility is a short video of the shop, encouraging people to join the Trust and to buy merchandise.

ACTION 17.1 - MH to progress advertising on DHTV

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

Meeting closed at 22:10
