



Board Meeting Minutes

7.30 pm, 18th November 2020

Venue: Online (Zoom)

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

1. Apologies for absence

Sarah Ponsford (SP)

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

MS has contacted the two UK-based candidates to discuss how they may be able to help. Response awaited.

Action **CONTINUES**. (*Action carried forward from Action 5.1.1 of 20th October minutes*)

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

DC has had a positive discussion with the third candidate to discuss helping with Investment, with the possibility of co-option.

Action **CLOSED.** (*Action 5.1.2 of 20th October minutes*)

Further discussion required to agree exactly what form of investment help is required.

ACTION 5.1.2 - DC to continue discussion with Investment candidate

Action **CONTINUES.** (*Action carried forward from Action 5.1.3 of 20th October minutes*)

ACTION 5.1.3 - MH to contact TC re Football Beyond Borders

5.2 Board Member Development

Nothing to report.

6. DHFC Operations

6.1 Report on Club Board Meetings

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

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

Action **CLOSED.** (*Action 7.1.1 of 20th October minutes*)

PM has developed a guidance document from the FSA advice and forwarded to DC and MH. This is intended to assist the Trust's nominee Club Board directors to resolve uncertainties re what information can be passed back to the other members of the Trust Board.

ACTION 6.1.1 - All to consider whether Trust Board should adopt the guidance document

We continue to discuss and lobby on the distribution of the DCMS funding to the National League.

ACTION 6.1.2 - TS to progress DCMS funding discussion

6.2 Issues for Next Club Board Meeting

All Board members are invited to submit issues to MH & DC in advance of the upcoming Club Board meeting.

7. Relationship with Club

7.1 Shares in Club

Action **CONTINUES.** *(Action carried forward from Action 6.1.1 of 20th October minutes)*

ACTION 7.1.1 - AdJ to recontact FSA to seek advice on fundraising options

7.2 Club/Trust Communications

Nothing to report.

7.3 Seats on Club Board and Positions on Club Committees

Little progress to date on forming Club committees, perhaps because of COVID.

Action **CONTINUES.** *(Action carried forward from Action 6.3.1 of 20th October minutes)*

ACTION 7.3.1 - MH to check status of the Trust's nominations to Club committees.

7.4 Planning Issues

Planning work continues. Al Crane has submitted comments on the plans.

7.5 Women's Team

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

The Board agreed that a membership drive at a future women's game would be a good idea. This is unlikely to be soon.

ACTION 7.5.1 - GW to arrange membership drive at a future women's game

8. Review of DHST Constitution & Rules

8.1 Election Policy

Action **CLOSED.** (*Action 8.2.1 of 20th October minutes*)

Changes to the Election Policy and the Board Membership and Conduct Policy were agreed.

ACTION 8.1.1 - PM to send complete set of revised Policies to AK for publication

8.2 Other Board Policies

PM had published agreed new versions of several other Policies (with only minor changes).

Action **CLOSED.** (*Action 8.3.1 of 20th October minutes*)

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 20th October minutes.*)

ACTION 9.1.1 - AK will email current membership to confirm their membership when text is agreed

Action **CONTINUES.** (*Action carried forward from Action 9.1.2 of 20th October minutes.*)

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

Action **CLOSED.** (*Action 9.1.3 of 20th October minutes*)

9.2 Coaches

Nothing to discuss.

9.3 Community sub-group

Action **CONTINUES.** (*Action carried forward from Action 9.3.1 of 20th October minutes.*)

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

MM suggested that the Trust should form a closer relationship with the Edgar Kail Foundation as our primary community vehicle. We could perhaps nominate a Trustee. We also need to understand how the Trust's responsibilities in this area will be distinguished from those of the Club and the Kail Foundation.

ACTION 9.3.2 - AS/MM/GW to progress discussion re Kail Foundation relationship and respective responsibilities

Action **CONTINUES.** *(Action carried forward from Action 9.3.2 of 20th October minutes)*

ACTION 9.3.3 - TS/SP to progress sustainable bar materials initiative

Action **CLOSED.** *(Action 9.3.3 of 20th October minutes)*

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. This would ideally be done very soon, because White Ribbon day is imminent.

Action **CONTINUES.** *(Action amended from Action 9.3.4 of 20th October minutes.)*

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

LB has sent face mask money to KCH.

Action **CLOSED.** *(Action 9.3.5 of 20th October minutes)*

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 20th October minutes.)*

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

Action **CONTINUES.** *(Action carried forward from Action 10.1.2 of 20th October minutes.)*

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

Action **CONTINUES.** *(Action carried forward from Action 10.1.3 of 20th October minutes.)*

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

Action 10.1.4 was duplicative so is closed.

Action **CLOSED.** (*Action 9.3.5 of 20th October minutes*)

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 20th October minutes.*)

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

The 100 Club draw is now done in a new way, taking full advantage of the facilities offered by random.org.

Action **CLOSED.** (*Action 10.2.1 of 20th October minutes*)

GW/MS will discuss with the Club's comms committee how we can get the 100 Club draw (or perhaps just its results) on to DHTV.

ACTION 10.2.2 - GW/MS to get 100 Club draw results on TV

We intend to promote the 100 Club in new ways.

ACTION 10.2.3 - GW/MS/PM to discuss how to improve promotion of the 100 Club.

10.3 Donations

AS has drafted acknowledgement text for donations.

Action **CLOSED.** (*Action 10.3.1 of 20th October minutes*)

Action **CONTINUES.** (*Action carried forward from Action 10.3.2 of 20th October minutes.*)

ACTION 10.3.1 - Adj to contact BC about investing a recent donation in the Club.

11. Merchandising update

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

Action re using promotional tags has been dropped.

Action **CLOSED.** *(Action 11.1 of 20th October minutes)*

Discussion of merchandise licensing is under way.

Action **CONTINUES.** *(Action carried forward from Action 11.2 of 20th October minutes.)*

ACTION 11.1 - MH/AdJ to consider licensing proposal and discuss with BC

No calendar will be produced this year.

Action **CLOSED.** *(Action 11.3 of 20th October minutes)*

Postage rate discussion continues.

Action **CONTINUES.** *(Action reallocated from Action 11.4 of 20th October minutes.)*

ACTION 11.2 - MH/LB/AK to determine postage pricing approach

12. Communications & website update

Action **CONTINUES.** *(Action carried forward from Action 12.1 of 20th October 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 **CONTINUES.** *(Action carried forward from Action 12.2 of 20th October minutes.)*

ACTION 12.2 - Comms leads to give monthly plans to MS

Next Newsletter is imminent - copy sent to SP/MS.

Action **CLOSED.** *(Action 12.3 of 20th October minutes)*

Action **CONTINUES.** *(Action carried forward from Action 12.4 of 20th October minutes.)*

ACTION 12.3 - All to send copy for women's match programmes to GW

Action CONTINUES. *(Action carried forward from Action 17.1 of 20th October minutes.)*

ACTION 12.4 - MH to consider general Trust advertising on DHTV

13. IT update

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

Discussion re how best to get membership badges to members continues.

14. Volunteering update

Nothing to report.

15. Progress against DHST Objectives

PM had arranged and conducted a session to revalidate the Trust's Mission, Vision and Objectives. Comments are welcome until 23 November, after which the output will be agreed and published.

ACTION 15.1 - PM to publish new form of Mission/Vision/Objectives

16. Relationships with fan organisations

TS is a candidate for a National Game slot in the FSA National Council election. The Trust has voted for him in that election, the result of which should be known on the evening after this meeting.

17. Any Other Business

None

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

Meeting closed at 21:20
