



Board Meeting Minutes

7.00 pm, 21st December 2020

Venue: Online (Zoom)

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

1. Apologies for absence

Duncan Chapman (DC), Gen Williams (GW)

2. Minutes of previous Board meetings

The minutes of the meeting of 18th November 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 amended from Action 5.1.1 of 18th November minutes*)

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

Other people have also shown interest with helping. Adj has been in touch with third potential helper, and Mel with two more.

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

Action **CONTINUES.** (*Action carried forward from Action 5.1.2 of 18th November minutes*)

ACTION 5.1.2 - DC to continue discussion with Investment candidate

Action **CONTINUES.** (*Action carried forward from Action 5.1.3 of 18th November 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 Board agreed to adopt the nominee director guidance document which was circulated in November. MH will forward it to BC, and AS will add it to the Board Member's Handbook.

Action **CLOSED.** (*Action 6.1.1 of 18th November minutes*)

Discussion about the National League's use of DCMS COVID replacement funding continues.

Action **CONTINUES.** (*Action carried forward from Action 6.1.2 of 18th November minutes*)

ACTION 6.1.1 - TS to progress DCMS funding discussion

6.2 Issues for Next Club Board Meeting

Nothing to report.

7. Relationship with Club

7.1 Shares in Club

Action **CONTINUES.** *(Action carried forward from Action 7.1.1 of 18th November minutes)*

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

The Trust has received a share certificate in respect of our shareholding in DHFC.

7.2 Club/Trust Communications

Nothing to report.

7.3 Seats on Club Board and Positions on Club Committees

Little progress on Club Committees at the moment - too many other issues requiring attention. Some topics being covered ad-hoc.

Action **CONTINUES.** *(Action carried forward from Action 6.3.1 of 18th November minutes)*

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

7.4 Planning Issues

Nothing to report.

7.5 Women's Team

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

Action **CONTINUES.** *(Action carried forward from Action 7.5.1 of 18th November minutes)*

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

8. Review of DHST Constitution & Rules

8.1 Election and Board Membership Policies

Revised Policies have been published.

Action **CLOSED.** *(Action 8.1.1 of 18th November minutes)*

9. Membership Engagement Update

9.1 Membership Review

AK has confirmed membership status to current members.

Action **CLOSED.** (*Action 9.1.1 of 18th November minutes*)

We have approx 230 lapsed members, of whom it might be useful to recontact about one-third.

The Board discussed a proposal to offer free postage from Purple to people who join. Those people who order other things from the web shop when joining, securing sales which might not otherwise happen, would be sent their badge and card by Purple, and would not pay postage on their order. The Trust would send out the badge and card to others.

AdJ will document the proposal and financial projections. If these are acceptable, the intention is that the Board should agree them by email so that implementation does not have to wait for the next Board meeting.

ACTION 9.1.1 - AdJ to document idea and projections

The action below is retained for the moment, but may take the form described above.

Action **CONTINUES.** (*Action carried forward from Action 9.1.2 of 18th November 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

9.2 Coaches

Nothing to report.

9.3 Community sub-group

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

Sub-group members are in close contact with RH re community initiatives.

Action **CLOSED.** (*Action 9.3.1 of 18th November minutes*)

The Trust will need to revisit community plans in the new year. We expect to align our community efforts with those of the Club.

Action **CONTINUES.** *(Action carried forward from Action 9.3.3 of 18th November minutes)*

ACTION 9.3.1 - AS/MM/GW to progress discussion re Kail Foundation relationship and respective responsibilities

Action **CONTINUES.** *(Action carried forward from Action 9.3.3 of 18th November minutes)*

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

Action **CONTINUES.** *(Action amended from Action 9.3.4 of 18th November minutes.)*

ACTION 9.3.3 - DC/MH/TS to pursue White Ribbon proposal with the Club - TS to arrange meeting

The Board agreed to conduct an examination of the sustainability of our operations when current circumstances (pandemic) have returned to normality or thereabouts.

ACTION 9.3.4 - PM to ensure that sustainability is examined post-COVID

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 18th November 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 18th November 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 18th November minutes.)*

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

10.2 100 Club

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

PM & AK are discussing an approach to 100 Club sales which would allow people to buy tickets for a single month.

Action **CONTINUES.** *(Action amended from Action 10.2.1 of 18th November minutes.)*

ACTION 10.2.1 - PM and AK to develop new 100 Club payment option

We are discussing with DHTV having them announce 100 Club results. We aim to start in January.

Action **CONTINUES.** *(Action carried forward from Action 10.2.2 of 18th November minutes)*

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

PM and GW have discussed new methods of 100 Club promotion. GW will propose new ideas.

Action **CONTINUES.** *(Action carried forward from Action 10.2.3 of 18th November minutes)*

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

The Board appointed LB and PM to make lottery returns to the London Borough of Southwark for the period until the end of 2021, on condition they remain (respectively) Treasurer and 100 Club Promoter for that period.

10.3 Donations

Action **CONTINUES.** *(Action carried forward from Action 10.3.1 of 18th November 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 **CONTINUES.** *(Action carried forward from Action 11.1 of 18th November minutes.)*

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

Action **CONTINUES.** *(Action carried forward from Action 11.2 of 18th November 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 18th November minutes.)*

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

Action **CONTINUES.** *(Action carried forward from Action 12.2 of 18th November minutes.)*

ACTION 12.2 - Comms leads to give monthly plans to MS

Copy for women's match programmes is now sent to GW.

Action **CLOSED.** *(Action 12.3 of 18th November minutes)*

Action **CONTINUES.** *(Action carried forward from Action 12.4 of 18th November minutes.)*

ACTION 12.3 - MH to consider general Trust advertising on DHTV

The Board needs to transfer responsibility for handling email in the info@dhst.org.uk account to other Board members.

ACTION 12.4 - MH to produce a guide on how to handle the Trust email account

ACTION 12.5 - MS/AdJ to determine which Board members will handle the email account

13. IT update

Nothing to report.

14. Volunteering update

MH currently handles this topic. Her commitments mean that we will need to reallocate this responsibility in the New Year.

15. Progress against DHST Objectives

The Trust's Mission, Vision and Objectives were revalidated (with some amendments) at a session in November, and have been republished on the Trust's website.

Action **CLOSED.** (*Action 15.1 of 18th November minutes*)

Several Board members will create baselines for the targets against their Objectives.

ACTION 15.1 - MS, SP, TS to create Objective baselines

16. Relationships with fan organisations

16.1 FSA National Council Election result

The Board congratulated TS on his election as a National Game representative on the Football Supporters' Association's National Council. TS will update on progress and issues when appropriate.

17. Any Other Business

The Board will discuss the mid-year election and succession planning in next month's meeting.

ACTION 17.1 - PM to add election and succession planning to January's agenda

Date of Next Meeting: Wednesday 20th January 2021, 19:00 (online)

Meeting closed at 20:15
