



Board Meeting Minutes

7.00 pm, 20th January 2021

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), Alec Koundarjian (AK), Alex Smith (AS), Sarah Ponsford (SP), Gen Williams (GW)

1. Apologies for absence

Duncan Chapman (DC)

2. Minutes of previous Board meetings

The minutes of the meeting of 21st December 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.

AdJ has spoken to a further candidate, and is in email contact with another.

Action **CONTINUES.** *(Action amended from Action 5.1.1 of 21st December minutes)*

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

Further discussion required to agree exactly what form of investment help is required. This may well take some time.

Action **CONTINUES.** *(Action carried forward from Action 5.1.2 of 21st December minutes)*

ACTION 5.1.2 - DC to continue discussion with Investment candidate

Action **CONTINUES.** *(Action reallocated from Action 5.1.3 of 21st December minutes)*

ACTION 5.1.3 - MH/SP to contact TC re Football Beyond Borders & Board diversity

5.2 Board Member Development

Nothing to report.

5.3 Election and Succession Planning

PM had added these topics to the agenda.

Action **CLOSED.** *(Action 17.1 of 21st December minutes)*

PM will produce an election plan in time for the next meeting.

ACTION 5.3.1 - PM to produce election plan

All Board Members should consider which role(s) they would like to perform in the future.

ACTION 5.3.2 - All to consider succession planning

6. DHFC Operations

6.1 Report on Club Board Meetings

TS has spoken to DCMS about the National League's use of DCMS COVID replacement first tranche funding. The discussion continues, but has been somewhat superseded by discussion about the second tranche.

Action **CONTINUES.** (*Action carried forward from Action 6.1.1 of 21st December minutes*)

ACTION 6.1.1 - TS to progress DCMS funding discussion

The Club has been asked for a view on whether the National League clubs should accept the DCMS proposal that funding for the next period should be a loan. The Board's preferred option is suspension of the season.

6.2 Issues for Next Club Board Meeting

Nothing to report.

7. Relationship with Club

7.1 Shares in Club

Action **CONTINUES.** (*Action reallocated from Action 7.1.1 of 21st December minutes*)

ACTION 7.1.1 - TS 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

Action shelved for the moment.

Action **CLOSED.** (*Action 7.3.1 of 21st December minutes*)

7.4 Planning Issues

Nothing to report. We will return to this issue when the future is clearer.

7.5 Women's Team

Action **CONTINUES.** (*Action carried forward from Action 7.5.1 of 21st December minutes*)

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

8. Constitution & Rules

Nothing to report.

9. Membership Engagement Update

9.1 Membership Review

AdJ will document our membership proposal (from the December meeting) and financial projections.

Action **CONTINUES.** (*Action carried forward from Action 9.1.1 of 21st December minutes.*)

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 21st December 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

Action **CONTINUES.** (*Action carried forward from Action 9.3.1 of 21st December 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 9.3.2 of 21st December minutes.*)

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

Action **CONTINUES.** (*Action amended from Action 9.3.3 of 21st December minutes.*)

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

Action **CONTINUES.** (*Action amended from Action 9.3.4 of 21st December minutes.*)

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

A joint event with Whitehawk to promote good causes is under discussion.

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 21st December 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 21st December minutes.)*

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

Unable to resolve Membership Pro issue.

Action **CLOSED.** *(Action 10.1.3 of 21st December minutes)*

10.2 100 Club

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

Action **CONTINUES.** *(Action amended from Action 10.2.1 of 21st December minutes.)*

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

Action **CONTINUES.** *(Action carried forward from Action 10.2.2 of 21st December minutes)*

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

Action **CONTINUES.** *(Action carried forward from Action 10.2.3 of 21st December minutes)*

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

10.3 Donations

Action **CONTINUES.** *(Action carried forward from Action 10.3.1 of 21st December minutes.)*

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

11. Merchandising update

Action **CONTINUES.** *(Action carried forward from Action 11.1 of 21st December minutes.)*

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

Action **CONTINUES.** *(Action amended from Action 11.2 of 21st December minutes.)*

ACTION 11.2 - MH/LB/AK to determine postage pricing approach, including potential review of European costs

On-line sales are currently strong; social media promotion has been improved.

12. Communications & website update

Action **CONTINUES.** *(Action carried forward from Action 12.1 of 21st December minutes.)*

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

Action **CONTINUES.** *(Action carried forward from Action 12.2 of 21st December minutes.)*

ACTION 12.2 - Comms leads to give monthly plans to MS

Action **CONTINUES.** *(Action carried forward from Action 12.3 of 21st December minutes.)*

ACTION 12.3 - MH to consider general Trust advertising on DHTV

MH has produced a note on how to handle the email account.

Action **CLOSED.** *(Action 12.4 of 21st December minutes)*

Action **CONTINUES.** *(Action carried forward from Action 12.5 of 21st December minutes.)*

ACTION 12.4 - 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. Objectives

Action **CONTINUES**. (*Action carried forward from Action 15.1 of 21st December minutes.*)

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

16. Relationships with fan organisations

Nothing to report.

17. Any Other Business

Nothing to report.

Date of Next Meeting: Tuesday 16th February 2021, 19:00 (online)

Meeting closed at 20:25
