



Board Meeting Minutes

7.00 pm, 16th February 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) (part-time), Alec Koundarjian (AK), Alex Smith (AS), Sarah Ponsford (SP), Gen Williams (GW) (part-time)

1. Apologies for absence

Duncan Chapman (DC)

2. Minutes of previous Board meetings

The minutes of the meeting of 20th January 2021 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 continues to speak to potential board member candidates.

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

ACTION 5.1.2 - DC to continue discussion with Investment candidate

Action **CONTINUES.** *(Action amended from Action 5.1.3 of 20th January minutes)*

ACTION 5.1.3 - SP to produce 3 year plan re Board diversity

5.2 Board Member Development

Nothing to report.

5.3 Election and Succession Planning

PM has produced an initial election and AGM plan.

Action **CLOSED.** *(Action 5.3.1 of 20th January minutes)*

All to comment on draft election and AGM plan. Intention is to sign it off at the March meeting.

ACTION 5.3.1 - All to comment on draft election and AGM plan

People wishing to be considered for the Election Management Group should do so in the next few days. MH and AS nominated themselves.

We need an external member for the Election Management Group. PM was authorised to invite the same person as last year.

ACTION 5.3.2 - PM to finalise EMG

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

Action **CONTINUES.** *(Action carried forward from Action 5.3.2 of 20th January minutes)*

ACTION 5.3.3 - All to consider succession planning

6. DHFC Operations

6.1 Report on Club Board Meetings

TS continues to have contact with DCMS regarding the funding discussion but there is nothing to report and the process is continuing outside of his sphere of influence. Action closed

Action **CLOSED**. (*Action 6.1.1 of 20th January minutes*)

Discussions on the status of the remainder of the National League season continue.

6.2 Issues for Next Club Board Meeting

Nothing to report.

7. Relationship with Club

7.1 Shares in Club

TS has contacted FSA to seek advice on fundraising options. This issue will be progressed in the coming weeks, but the immediate focus is on COVID-related issues.

Action **CONTINUES**. (*Action amended from Action 7.1.1 of 20th January minutes*)

ACTION 7.1.1 - TS to recontact FSA to seek advice on fundraising options (once Adj has briefed him)

7.2 Club/Trust Communications

Nothing to report.

7.3 Seats on Club Board and Positions on Club Committees

Nothing to report.

7.4 Planning Issues

Nothing to report.

7.5 Women's Team

No progress at present for obvious reasons.

Action **CONTINUES.** (*Action carried forward from Action 7.5.1 of 20th January 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

Action **CONTINUES.** (*Action carried forward from Action 9.1.1 of 20th January 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 20th January 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

Charitable work has recently been focused on mental health issues, working along with the Club. The Trust has donated £250 to the charities supported by DHFC and Whitehawk.

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

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

Sustainable bar materials action cannot be progressed at the moment, but will be retained so that we return to it. SP will continue research.

On a related note, with COP26 playing a major part in the 2021 political landscape, TS has volunteered for the FSA environmental sustainability working group and will report back on that as it progresses.

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

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

No progress on the White Ribbon initiative at present, given other matters.

Action **CONTINUES.** *(Action carried forward from Action 9.3.3 of 20th January minutes.)*

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

Action **CONTINUES.** *(Action carried forward from Action 9.3.4 of 20th January minutes.)*

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 20th January 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 January minutes.)*

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

10.2 100 Club

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

AK has produced an initial version of a website page for one-off sales of 100 Club tickets.

Action **CONTINUES.** *(Action amended from Action 10.2.1 of 20th January minutes.)*

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

Action **CONTINUES.** *(Action carried forward from Action 10.2.2 of 20th January 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 20th January minutes)*

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

10.3 Donations

Adj has opened discussions with BC about investing a recent legacy received by the Trust in shares in the Club.

Action **CONTINUES.** *(Action carried forward from Action 10.3.1 of 20th January minutes.)*

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

11. Merchandising update

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

MH and Adj are in discussion with BC about a new licensing agreement.

Action **CONTINUES.** *(Action carried forward from Action 11.1 of 20th January minutes.)*

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

MH has been investigating postage costs charged from the webshop. Some charges will have to go up.

Action **CLOSED.** *(Action 11.2 of 20th January minutes)*

MH has handed over primary responsibility for merchandising to SP.

12. Communications & website update

Action re discussing website is superseded.

Action **CLOSED.** *(Action 12.1 of 20th January minutes)*

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

ACTION 12.1 - Comms leads to give monthly plans to MS

Action **CONTINUES.** *(Action carried forward from Action 12.3 of 20th January minutes.)*

ACTION 12.2 - MH to consider general Trust advertising on DHTV

Responsibility for handling the email account has been agreed.

Action **CLOSED.** *(Action 12.4 of 20th January minutes)*

GW has been interviewed for Football Focus (expected to be broadcast on the coming Saturday).

Some information on the website is out of date. GW will co-ordinate an update process.

ACTION 12.3 - GW to co-ordinate updating of website

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. She will write a brief note explaining what is required.

ACTION 14.1 - MH to write Volunteering role description

15. Objectives

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

Action **CONTINUES.** *(Action amended from Action 15.1 of 20th January minutes.)*

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

16. Relationships with fan organisations

Nothing to report.

17. Any Other Business

The Board agreed that candidates for election should be able to attend the Club (when there are games) on a reasonably regular basis, and to carry out Board responsibilities on site. Potential candidates who are unable to do this may be encouraged to seek a co-opted position instead.

The Board agreed to changed the start time for meetings to 19:30

Date of Next Meeting: Tuesday 16th March 2021, 19:30 (online)

Meeting closed at 20:45
