



Board Meeting Minutes

7.30 pm, 11th May 2021

Venue: Online (Google Meet)

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

1. Apologies for absence

Sarah Ponsford (SP), Duncan Chapman (DC), Arec Koundarjian (AK)

2. Minutes of previous Board meetings

The minutes of the meeting of 20th April 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 and MS remain in touch with people who have previously expressed interest in joining the Trust Board, with a view to inviting them to stand for election in the summer.

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

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

Further discussion is required to determine exactly what form of investment help is required. This may well take some time. The relevant action is therefore closed for the moment.

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

SP has produced a 3-year plan re Diversity. Some board members have commented - others are to do so asap.

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

ACTION 5.1.2 - All to comment on Diversity plan

5.2 Board Member Development

Nothing to report.

5.3 Election and Succession Planning

AK has notified the Chairs that he intends to resign from the Board at the AGM.

All Board members should consider which roles they would like to/feel able to carry out in the future.

Action **CONTINUES.** (*Action amended from Action 5.3.1 of 20th April minutes*)

ACTION 5.3.1 - All to advise on future roles.

All Board members should encourage candidates to put themselves forward for election to the Trust Board, with diversity and required skills in particular in mind. (EMG members should not have contact with, nor propose, specific candidates.)

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

ACTION 5.3.2 - All to consider ways of encouraging candidates to stand for election to the Board

PM had drafted the AGM and Election announcement and agreed it with the Election Management Group.

Action **CLOSED.** (*Action 5.3.3 of 20th April minutes*)

PM will update the announcement to reflect AK's decision, and release it on May 25th. MS will publicise the information.

ACTION 5.3.3 - PM to release AGM and Election announcement

ACTION 5.3.4 - MS to arrange post-announcement AGM and Election publicity.

The Board discussed the possibility of non-local candidates putting themselves forward for election. The Trust Board feels that it is important that people standing in our elections should be able to travel to the ground reasonably frequently, in part in order to help in the shop and with other on-site work. Members from further afield may well have skills which would be valuable to the Trust Board. We are therefore very pleased to hear from such people, and would be happy to consider co-opting them on to the Board if their skills make that appropriate.

6. DHFC Operations

6.1 Report on Club Board Meetings

MH is arranging the timetable for the Club's monthly meetings to fit the schedule of those of the Trust.

6.2 Issues for Next Club Board Meeting

AdJ has invited BC to join part of each month's Trust Board meeting, and BC has accepted. AdJ will pass on the details of next month's meeting.

Action **CLOSED.** (*Action 6.2.1 of 20th April minutes*)

7. Relationship with Club

7.1 Shares in Club

Action **CONTINUES.** (*Action carried forward from Action 7.1.1 of 20th April minutes*)

ACTION 7.1.1 - TS to recontact FSA to seek advice on fundraising options (when briefed by AdJ)

7.2 Club/Trust Communications

Investment (in return for shares) in various ground-related topics is likely to be required. AdJ has met BC on the topic, and will seek further information. On the basis of information received to date we are likely to respond positively to certain items, but need more information before we can comment on others.

Action **CONTINUES.** (*Action amended from Action 7.2.1 of 20th April minutes*)

ACTION 7.2.1 - Adj to continue discussion with BC re funding of stadium facilities

7.3 Seats on Club Board and Positions on Club Committees

PM has issued new versions of the Nominee Director Code of Conduct and the associated Role Profile. As agreed at last month's meeting, the new versions have now been adopted.

Actions **CLOSED**. (*Actions 7.3.1 & 7.3.2 of 20th April minutes*)

Action **CONTINUES**. (*Action carried forward from Action 7.3.3 of 20th April minutes*)

ACTION 7.3.1 - PM to ensure that post-July Board votes on appointment of nominee directors.

7.4 Planning Issues

Nothing to report.

7.5 Women's Team

Action **CONTINUES**. (*Action carried forward from Action 7.5.1 of 20th April minutes*)

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

8. Constitution & Rules

PM has issued new versions of two Policies. As agreed at last month's meeting, the new versions have now been adopted.

Actions **CLOSED**. (*Actions 8.1 & 8.2 of 20th April minutes*)

9. Membership Engagement Update

9.1 Membership Review

The Board has agreed the Membership sub-group's recommendation re annual membership cards and badges. The badge has been designed. GW will design the card.

Adj will map out a plan to secure renewals from the membership year end in July, and to produce and issue cards and badges.

Action **CONTINUES**. (*Action amended from Actions 9.1.1 & 9.1.2 of 20th April minutes.*)

ACTION 9.1.1 - Adj to map out renewal process

Action **CLOSED.** *(Action 9.1.2 of 20th April minutes)*

Adj has emailed AK to ask whether he can implement Direct Debit payment for membership.

Action **CONTINUES.** *(Action carried forward from Action 9.1.3 of 20th April minutes.)*

ACTION 9.1.2 - Adj will ask AK to implement Direct Debit payment of membership

Adj has examined the Trust's Rules re the impact on membership status of failure to pay a renewal fee, and has determined that someone not paying a renewal fee on request will cease to be a member.

Action **CLOSED.** *(Action 9.1.4 of 20th April minutes)*

9.2 Coaches

Nothing to report.

9.3 Community sub-group

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

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

MH has a contact who has shown an interest in sustainability, and will pass details to TS.

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

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

Action **CONTINUES.** *(Action amended from Action 9.3.3 of 20th April minutes.)*

ACTION 9.3.3 - MH will press the Club Board re signing up to the White Ribbon initiative

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

ACTION 9.3.4 - TS will consider whether the Trust should sign up to the White Ribbon initiative

Action **CONTINUES.** *(Action carried forward from Action 9.3.5 of 20th April minutes.)*

ACTION 9.3.5 - 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.)

LB's monthly reports are now providing the information required to model the Trust's financial year.

Action **CLOSED.** *(Action 10.1.1 of 20th April minutes)*

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 April minutes.)*

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

Action **CONTINUES.** *(Action revised from Action 10.2.2 of 20th April minutes)*

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

Action **CONTINUES.** *(Action carried forward from Action 10.2.3 of 20th April minutes)*

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

10.3 Donations

The Trust recently received a donation intended for the purchase of shares. BC has agreed this. LB and Adj will make it happen and notify the donor.

Action **CONTINUES.** *(Action amended from Action 10.3.1 of 20th April minutes.)*

ACTION 10.3.1 - Adj to finalise donation process.

11. Merchandising update

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

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

The new Board will need to find two people to take on MH's merchandising role after the Election. MH will provide a handover.

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

ACTION 11.2 - All to consider how merchandising will be managed in future

Several ideas to increase sales as the country reopens were discussed. All should send other thoughts to MH.

ACTION 11.3 - All to send new merch ideas to MH

12. Communications & website update

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

ACTION 12.1 - Comms leads to give monthly plans to MS

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

ACTION 12.2 - MH to consider general Trust advertising on DHTV

GW has begun the website improvement process.

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

ACTION 12.3 - All to assist GW in updating the website

AS has produced a newsletter for the membership. MS will issue it.

Action **CONTINUES.** *(Action reallocated from Action 12.4 of 20th April minutes.)*

ACTION 12.4 - MS to issue newsletter

The Trust will need to publish information via posters once games are scheduled. We therefore need to re-establish our relationships with receptive local businesses. We can then use the same vehicles to seek volunteers etc.

ACTION 12.5 - MS to drive contacting local businesses to re-establish relationships

13. IT update

Nothing to report.

14. Volunteering update

We are discussing volunteering opportunities and requirements with the Club.

15. Objectives

Nothing to report.

16. Relationships with fan organisations

Nothing to report.

17. Any Other Business

The (relatively) new leader of Southwark Council (Cllr Kieron Williams) would like to meet the Trust Board.

ACTION 17.1 - Adj to arrange meeting with Cllr Williams

Date of Next Meeting: Tuesday 17th June 2021, 19:30 (online)

Meeting closed at 21:45
