



Board Meeting Minutes

7.30 pm, Tuesday 15th June 2021

Venue: Online (Google Meet)

Attending: Alex de Jongh (AdJ) (& dog part-time), Mark Scoltock (MS) (Chair), Mel Hughes (MH), Philip Mitchell (PM) (Secretary), Alex Smith (AS), Gen Williams (GW), Liam Ball (LB), Sarah Ponsford (SP), Tim Scott (TS) (& cat part-time)

1. Apologies for absence

Mark McGann (MM), Duncan Chapman (DC), Arec Koundarjian (AK)

2. Minutes of previous Board meetings

The minutes of the meeting of 11th May 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 have retained contact with people who have shown an interest in standing for election. Nominations close a few hours after this meeting.

Action **CLOSED.** (*Action 5.1.1 of 20th April minutes*)

SP has produced a 3-year plan re Diversity and received some comments.

Action **CONTINUES.** *(Action amended from Action 5.1.2 of 11th May minutes)*

ACTION 5.1.1 - SP to present Diversity plan for adoption at August meeting

5.2 Board Member Development

Nothing to report.

5.3 Election and Succession Planning

AdJ will arrange a meeting in the next two weeks (approx) to agree roles in new Board. He will also arrange a brief second meeting a week or so after the AGM to allow members of the new Board to meet and to sign up to policies etc. The first full meeting of the new Board will be in August.

Action **CONTINUES.** *(Action amended from Action 5.3.1 of 11th May minutes)*

ACTION 5.3.1 - ADJ to arrange meeting to discuss future roles & introductory meeting for new Board to follow AGM.

Several actions in connection with the announcement of the AGM and the Election have been completed.

Actions **CLOSED.** *(Action 5.3.2, 5.3.3 and 5.3.4 of 20th April minutes)*

5.4 AGM Planning

PM will issue a plan for the preparation of AGM materials and presentations, and for sending pre-meeting information (e.g. re dial-in) to members. (Several Board members will contribute to the result.)

We will need to include a resolution to disapply the audit requirement.

We will also need to decide whether to produce an update of last year's infographic (or equivalent).

ACTION 5.4.1 - PGM to produce plan for AGM.

6. DHFC Operations

6.1 Report on Club Board Meetings

MH reported on progress. Club has signed one-year leases on the ground and Green Dale. Budget has been agreed.

MH will check how many seats are broken and need replacement. The Board agreed to invest approximately £50/seat ex VAT up to a maximum of £7,500 total in return for shares, on the understanding that the Club will invest this money in new seats. We will also aim to secure some recognition for the Trust on the seats.

ACTION 6.1 - MH to progress seat replacement

6.2 Issues for Next Club Board Meeting

MH has arranged the Club Board meetings so that Trust meetings fit well with them.

7. Relationship with Club

7.1 Shares in Club

Action **CONTINUES.** *(Action carried forward from Action 7.1.1 of 11th May minutes)*

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

7.2 Club/Trust Communications

TS and MH have discussed stadium design issues with Al Crane.

Action **CONTINUES.** *(Action carried forward from Action 7.2.1 of 11th May 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

Action **CONTINUES.** *(Action carried forward from Action 7.3.1 of 11th May minutes)*

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

7.4 Planning Issues

See 7.2.

7.5 Women's Team

Action **CONTINUES.** *(Action carried forward from Action 7.5.1 of 11th May minutes)*

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

7.6 Discussion with Ben Clasper

The Trust Board had previously agreed to invite the DHFC Chairman to attend a section of each Trust Board meeting in order to keep good communications lines. This was the first meeting at which this happened, and proved to be very useful

BC reported on the result of the FA/National League appeal, which was finalised today.

AdJ discussed potential for further investment in the Club by the Trust. BC will come back with a proposal when he has spoken to other existing shareholders.

It was agreed that BC will speak and take questions at the Trust AGM.

We discussed how the Trust Board and its members can support the Club Board. BC will consider issuing an open invite to Trust Board members to attend DHFC Board meetings. PM will circulate advice re board meetings.

ACTION 7.6.1 - PM will send guidance for nominee directors to Trust Board members.

8. Constitution & Rules

Nothing to report.

9. Membership Engagement Update

9.1 Membership Review

(This section was only partly discussed due to lack of time - actions 9.1.1 and 9.1.2 have been carried forward.)

AdJ will map out a plan to secure renewals from the membership year end at the end of July and write text for an announcement.

Action **CONTINUES.** *(Action amended from Action 9.1.1 of 11th May minutes.)*

ACTION 9.1.1 - AdJ to map out renewal process and write text

AdJ has emailed AK to ask whether he can implement Direct Debit payment for membership. The Board agreed that automatic renewal is acceptable, so long as members are notified of it in advance.

Action **CONTINUES.** *(Action carried forward from Action 9.1.3 of 11th May minutes.)*

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

The Board agreed that, as part of the annual approach to membership, anyone joining from May onwards will be a member until the end of July in the following year.

The Board will consider using a membership administration product.

ACTION 9.1.3 - TS will research membership administration products

In the interim, PM will maintain current membership information in preparation for the AGM.

ACTION 9.1.4 - PM to maintain membership information

ACTION 9.1.5 - LB will send membership updates from online shop to PM

PM and TS will prepare Mail Chimp data for AGM information.

ACTION 9.1.6 - PM/TS to produce AGM mailing

GW will contact AK, who was unable to attend this meeting, for information about several IT issues.

ACTION 9.1.7 - GW to contact AK

9.2 Coaches

Nothing to report.

9.3 Community sub-group

(This section was not discussed due to lack of time - actions have been carried forward.)

Action **CONTINUES.** *(Action carried forward from Action 9.3.1 of 11th May 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 11th May minutes)*

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

Action **CONTINUES.** *(Action carried forward from Action 9.3.3 of 11th May 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 11th May 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 11th May 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 has calculated a draft of our Corporation tax liability, and is finalising the accounts for FY 2020.

10.2 100 Club

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

(This section was not discussed due to lack of time - actions have been carried forward.)

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

Action **CONTINUES.** *(Action carried forward from Action 10.2.1 of 11th May 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 11th May 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 11th May minutes)*

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

10.3 Donations

LB and Adj have invested a recent donation in the Club and notified the donor.

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

11. Merchandising update

(This section was not discussed due to lack of time - actions have been carried forward.)

Action **CONTINUES.** *(Action carried forward from Action 11.1 of 11th May 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 11th May 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 **CONTINUES.** *(Action carried forward from Action 11.3 of 11th May minutes.)*

ACTION 11.3 - All to send new merch ideas to MH

12. Communications & website update

(This section was not discussed due to lack of time - actions have been carried forward.)

Action **CONTINUES.** *(Action carried forward from Action 12.1 of 11th May minutes.)*

ACTION 12.1 - Comms leads to give monthly plans to MS

Action **CONTINUES.** *(Action carried forward from Action 12.2 of 11th May 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 11th May 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 carried forward from Action 12.4 of 11th May 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 **CONTINUES.** *(Action carried forward from Action 12.5 of 11th May minutes.)*

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

13. IT update

Nothing to report.

14. Volunteering update

We have had an offer of help with branding from a member based in the Highlands. PM will ensure that we discuss this once the new Board has formed.

ACTION 14.1 - PM to include branding help in first post-AGM meeting

15. Objectives

Nothing to report.

16. Relationships with fan organisations

A group from the Hamlet will brief Tracey Crouch as part of her fan-led investigation into football at a meeting on June 21st. The group will include TS, other Trust Board members, and BC.

17. Any Other Business

AdJ is in the process of arranging a Zoom meeting with the (relatively) new leader of Southwark Council (Cllr Kieron Williams) and Catherine Rose.

Action **CONTINUES.** (*Action carried forward from Action 17.1 of 11th May minutes.*)

ACTION 17.1 - AdJ to arrange meeting with Cllr Williams

Date of Next Meeting: Tuesday 20th July 2021, 19:00 (online) - AGM

Meeting closed at 22:30
