



Board Meeting Minutes

7.00 pm, Tuesday 21st September 2021

Venue: Hybrid - Champion Hill Board Room & Online (Google Meet)

Attending: Tim Scott (TS) (Chair), Alex de Jongh (AdJ), Mark Scoltock (MS), Philip Mitchell (PM) (Secretary), Sarah Ponsford (SP), Sam Steele (SS), Adam Haxell (AH), Laura Stoker (LS), Mel Hughes (MH), Liam Ball (LB), Gen Williams (GW)

1. Apologies for absence

Duncan Chapman (DC), James Dinsdale (JD)

2. Minutes of previous Board meetings

The minutes of the meeting of 10th August 2021 and 31st August 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 Introduction of New Board Members

Nothing further to report.

5.2 Positions and Roles

The following role allocations were confirmed:

- LB will handle Merchandising. MH will provide a handover, and will then, along with MS, provide continuing support. This allocation is dependent on a replacement Treasurer being appointed. LB has found a suitable candidate. TS, Adj and MS will meet him to confirm the appointment

ACTION 5.2.1 - TS/Adj/MS to finalise Treasurer appointment

- SP and LS will cover Community
- GW will lead on Comms, supported by AH
- JD and AH will work on Membership, with Technology support provided by SS
- SS will lead on IT
- Adj and PM will cover Constitution and Shareholding
- AH and Adj will handle GDPR
- TS will look after Stadium Planning, working with Al Crane and the relevant Club sub-committee
- PM will act as 100 Club Promoter. PM and LB will sign 100 Club returns
- GW and TS will handle Travel.

We will keep these appointments under continuing review, and add new topics if necessary,

Action **CONTINUES.** *(Action amended from Action 5.2.2 of 10th August minutes)*

ACTION 5.2.2 - All to keep role allocations under review

TS has been appointed as Chair.

Action **CLOSED.** *(Action 5.2.3 of 10th August minutes)*

Adj and MS will act as Joint Vice-Chairs.

Action **CLOSED.** *(Action 3.1 of 31st August minutes)*

PM was re-appointed as Secretary for 12 months (i.e. until the end of September 2022).

Action **CLOSED.** (*Action 5.2.4 of 10th August minutes*)

5.3 Board Member Development

Nothing to report.

5.4 Co-Option

If the Treasurer is changed (see 5.2) then the new candidate will be co-opted on to the Trust Board. Other co-option possibilities are shelved until the Trust has a clearer view of which skills are most likely to benefit the Club (see 6.2).

Action **CLOSED.** (*Action 6.1 of 31st August minutes*)

6. DHFC Operations

6.1 Report on Club Board Meetings

Nothing to report.

6.2 Issues for Next Club Board Meeting

MH believes that HR skills would be useful to the Club. We need to know what else the Club needs.

Action **CONTINUES.** (*Action carried forward from Action 7.3.3 of 10th August minutes*)

ACTION 6.2.1 - MH to will ask BC what skills are particularly needed by DHFC at present.

(A further action covering the same point has been closed.)

Action **CLOSED.** (*Action 4.1 of 31st August minutes*)

MH will ask the Club Board each month whether there is anything which would improve the fans' experience that the Trust could fund.

ACTION 6.2.2 - MH to will ask Club Board which facilities the Trust could fund

7. Relationship with Club

7.1 Shares in Club

TS has introduced BC to the FSA experts on fund-raising.

Action **CLOSED.** (*Action 7.1.1 of 31st August minutes*)

7.2 Club/Trust Communications

AdJ has discussed the funding of stadium facilities with BC. The Trust has funded seats.

Action **CLOSED.** (*Action 7.2.1 of 10th August minutes*)

AdJ will contact BC re the documentary to ask whether more information is yet available. Without further information, the Trust Board is not able to determine whether consulting members on the topic would be appropriate.

ACTION 7.2.1 - AdJ will contact BC for information about the documentary

7.3 Seats on Club Board and Positions on Club Committees

PM has redrafted the Trust's guidance on nominations to the Club Board.

Action **CLOSED.** (*Action 7.3.1 of 10th August minutes*)

MH agreed to continue in her role as a nominee Director of the Club.

Action **CLOSED.** (*Action 7.3.2 of 10th August minutes*)

A meeting to discuss nominations has been arranged and held.

Action **CLOSED.** (*Action 7.3.4 of 10th August minutes*)

7.4 Planning Issues

Nothing to report.

7.5 Development of Trust Capabilities

Action **CONTINUES.** (*Action amended from Action 5.1 of 31st August minutes*)

ACTION 7.5.1 - PM to assign areas of Trust development planning based on slide pack

8. DHST Constitution & Rules

Nothing to report.

9. Membership Engagement Update

9.1 Membership Review

The Board agreed to implement Direct Debit payment (with advance notification) from next year.

Action **CONTINUES.** (*Action amended from Action 9.1.1 of 10th August minutes.*)

ACTION 9.1.1 - SS will implement Direct Debit payment of membership

SS presented information about renewals and new joiners to the Board. He will share the list of non-renewers in case the Board members have useful information about the individuals concerned.

ACTION 9.1.2 - SS to share list of non-renewers

We do not propose to use a membership administration product.

Action **CLOSED.** (*Action 9.1.2 of 10th August minutes*)

Action **CONTINUES.** (*Action carried forward from Action 9.1.3 of 10th August minutes.*)

ACTION 9.1.3 - GW to arrange membership drive at a future women's game

9.2 Travel

Action **CONTINUES.** (*Action carried forward from Action 9.2.1 of 10th August minutes.*)

ACTION 9.2.1 - TS/GW to trial publication of travel information

We do not expect to run coaches other than in specific circumstances. We will examine other ways of helping members who find it hard to reach away grounds.

ACTION 9.2.2 - TS/GW to consider other ways of helping with travel

9.3 Community sub-group

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

Action **CONTINUES.** *(Action carried forward from Action 9.3.1 of 10th August minutes)*

ACTION 9.3.1 - TS/SP to progress sustainable bar materials initiative when appropriate

Action **CONTINUES.** *(Action carried forward from Action 9.3.2 of 10th August minutes.)*

ACTION 9.3.2 - MH will press the Club Board re signing up to the White Ribbon initiative

The Trust Board agreed that it would not be appropriate for the Trust to sign up to White Ribbon.

Action **CLOSED.** *(Action 9.3.3 of 10th August minutes)*

Action **CONTINUES.** *(Action carried forward from Action 9.3.4 of 10th August minutes.)*

ACTION 9.3.3 - PM to ensure that sustainability is examined post-COVID

SP had submitted a Diversity Plan, which was adopted by the Board. SP will pass the Plan on to the Club.

Action **CONTINUES.** *(Action amended from Action 5.2.1 of 10th August minutes)*

ACTION 9.3.4 - SP to pass Diversity plan to Club

10. Finance update

10.1 Finance Overview

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

Nothing further to report.

10.2 100 Club

SS has created an option for people to buy one-off 100 Club tickets.

Action **CLOSED.** *(Action 10.2.1 of 10th August minutes)*

We will not promote the 100 Club via DH radio.

Action **CLOSED.** (Action 10.2.2 of 10th August minutes)

GW will publicise the new method of 100 Club purchase before month end.

Action **CONTINUES.** (Action amended from Action 10.2.3 of 10th August minutes)

ACTION 10.2.1 - GW/PM to discuss how to improve promotion of the 100 Club.

11. Merchandising update

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

Action **CONTINUES.** (Action carried forward from Action 11.1 of 10th August minutes.)

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

SP will lead the design and production of a calendar for 2022.

ACTION 11.2 - SP to lead production of calendar.

12. Communications & website update

The Club will lead on contacting local businesses.

Action **CLOSED.** (Action 12.1 of 10th August minutes)

SS will propose protocols and supporting technology options to ensure that incoming email is handled effectively. He will set up tag-based forwarding to increase the probability that emails reach the right people.

Action **CONTINUES.** (Action carried forward from Action 12.2 of 10th August minutes.)

ACTION 12.1 - SS to propose how we handle email

SS will also investigate the possibility that we may be able to benefit from better email facilities.

ACTION 12.2 - SS will investigate whether Google will give us more email facilities as a non-profit organisation

13. IT update

SS has set up a Board calendar.

Action **CLOSED.** (*Action 13.1 of 10th August minutes*)

14. Volunteering update

Nothing further to report.

15. Objectives

Action **CONTINUES.** (*Action carried forward from Action 15.1 of 10th August minutes.*)

ACTION 15.1 - PM will set up an Objectives review and confirmation session at a suitable point

16. Relationships with fan organisations

TS is to meet the new Secretary of State for DCMS.

17. Any Other Business

Nothing to report.

Date of Next Meeting: 19th October 2021 at 19:00

Meeting closed at 21:50
