



Board Meeting Minutes

7.00 pm, Tuesday 19th October 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)

A. INTRODUCTION

A1. Apologies for absence

James Dinsdale (JD)

A2. Minutes of previous Board meetings

The minutes of the meeting of 21st September 2021 were accepted.

A3. Conflicts of Interest

None were recorded.

B. MAIN TOPICS

B1. Duncan Chapman

The Trust Board recorded its appreciation of Duncan Chapman's contribution to the Club and the community. The Board will consider at a later date how to mark that contribution.

ACTION 2110-B1.1 - Board to determine how to mark DC's contribution

The Board agreed to make a donation to St Christopher's Hospice in DC's memory.

B2. Spectator Experience

Considerable discussion has followed the men's game against Billericay, which attracted a record crowd. Facilities such as the beer stalls and the toilets were over-stretched. The result has been discontent about the organisation, the crowd size and the atmosphere.

The Trust has invited thoughts from people with concerns; constructive comments have been received. Several different problems contributed to the result; each needs consideration.

The Trust Board will offer help to the Club in trying to resolve the problems and improve the experience.

ACTION 2110-B2.1 - TS will summarise the Board's thoughts and pass them on to BC

B3. Altona Trip

A group of Hamlet fans has been discussing future mutual visits with a group of Altona fans. The visits are not just for fans, but also for players and staff, as part of pre-season training. The first match in Germany between the two clubs was in 2025, so the plan is for Hamlet to go there in 2025. Given that, the plan is for Altona to come to London in 2023. Fund raising will be spread across the two sources and directed to the next trip, whichever country it is to. Costs have been estimated. Ex-Trust Board Member Dom Smith is leading the planning of this event.

C. MONTHLY TOPICS

C1. Board Membership

Positions and Roles

Several Board members have met Matt Reynolds (MR), who is a Chartered Accountant, and is happy to take on the role of Treasurer. This would allow LB to take on Merchandising.

The Board agreed to co-opt MR - LB will tell him and invite him to further meetings.

Action **CLOSED.** (*Action 2109-5.2.1*)

Action **CONTINUES.**

ACTION 2109-5.2.2 - All to keep role allocations under review

Mitch and TS will meet to discuss whether we need to do anything re covering tasks DC handled.

ACTION 2110-C1.1 - TS & PM to consider reallocation of DC tasks

Co-Option

See above re co-option of MR.

C2. DHFC Operations

Report on Club Board Meetings

None happening.

Issues for Next Club Board Meeting

Action **CONTINUES**.

ACTION 2109-6.2.1 - MH to will ask BC what skills are particularly needed by DHFC at present.

Following on from the payment for new seats in the stand, Trust finances remain reasonably healthy so there are potentially funds available for suitable projects in return for shares.

Action **CONTINUES**.

ACTION 2109-6.2.2- MH to will ask Club Board which facilities the Trust could fund

TS will contact BC to press for more action re (e.g.) holding Club meetings.

ACTION 2110-C2.1 - TS to press BC re issues with Club operations

C3. Relationship with Club

Trust's Shareholding, Club ownership, and financial status

Further investment is a possibility, but none will be made until some of the current issues with the Club have been resolved.

Club/Trust Communications

We continue to seek information about the documentary - we understand that no agreement has yet been signed, but filming continues.

Action **CONTINUES**.

ACTION 2109-7.2.1 - AdJ will contact BC for information about the documentary

Seats on Club Board and Positions on Club Committees

MS will continue in his replacement position as a nominee Director - formal confirmation will follow.

Development of Trust Capabilities

We need to determine how to grow the Trust's capabilities in response to the greater role that we may be challenged to take on.

Action **CONTINUES** (amended slightly).

ACTION 2109-7.5.1 - PM, TS and AdJ will advance Trust development slide pack

C4. Membership Engagement Update

Membership Review

Action **CONTINUES**.

ACTION 2109-9.1.1 - SS will implement Direct Debit payment of membership by season end

SS has shared a list of non-renewers.

Action **CLOSED**. (*Action 2109-9.1.2*)

There will be a Trust membership drive at the women's game on Sunday 7th November.

Action **CLOSED**. (*Action 2109-9.1.3*)

We need to decide what we should do with two signed shirts - perhaps they could be prizes for members.

ACTION 2110- C3.1 - SS will determine what to do with two signed shirts

Travel

Action **CONTINUES.**

ACTION 2109-11.2.1 - TS/GW to trial publication of travel information

Action **CONTINUES.**

ACTION 2109-11.2.2 - TS/GW to consider other ways of helping with travel

Community sub-group

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

Action **CONTINUES.**

ACTION 2109-9.3.1 - TS/SP to progress sustainable bar materials initiative when appropriate

Action **CONTINUES.**

ACTION 2109-9.3.2- MH will press the Club Board re signing up to the White Ribbon initiative

Action **CONTINUES.**

ACTION 2109-9.3.3 - PM to ensure that sustainability is examined post-COVID

Action **CONTINUES.**

ACTION 2109-9.3.4 - SP to secure response to Diversity plan from Club

C5. Finance update

Finance Overview

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

LB is considering whether it might be sensible to set up a new vehicle for the Trust's trading. Adj and TS will seek advice.

ACTION 2110-C5.1 - LB/AdJ/TS to consider new trading vehicle

100 Club

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

GW has publicised the new method of 100 Club purchase.

Action **CLOSED.** *(Action 2109-10.2.1)*

C6. Merchandising update

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

Action **CONTINUES.**

ACTION 2109-11.1 - MH/AdJ to consider licensing proposal and discuss with BC

Design of the 2022 Calendar is progressing.

Action **CONTINUES.**

ACTION 2109-11.2 - SP to lead production of calendar.

D. OTHER PERIODICAL TOPICS

D1. Communications & website update

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

SS has set up auto-email forwarding to make the process more effective.

Action **CLOSED.** *(Action 2109-12.1)*

We can't get any favourable treatment from Google re email.

Action **CLOSED.** *(Action 2109-12.2)*

D2. IT update

Nothing to report.

Volunteering update

Nothing to report.

D3. Objectives

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

ACTION 2109-15.1 - PM will set up an Objectives review and confirmation session at a suitable point

D4. Relationships with fan organisations

TS has met the new Secretary of State for DCMS.

D5. Planning

We understand that Meadow have submitted a new s106 agreement to the council which includes phasing of the build. We continue to monitor developments.

E. ACTIONS FROM PREVIOUS MONTHS' MINUTES (where not covered elsewhere)

None.

F. ANY OTHER BUSINESS AND DATE OF NEXT MEETING

Any Other Business

We intend to reintroduce player of the month trophies. Details to be determined.

ACTION 2110-F1 - TS and MH to finalise trophies for the Players of the Month

Date of Next Meeting: 16th November 2021 at 19:00

(The above date may need to be rearranged because of a Club away match)

Meeting closed at 21:12

