



Board Meeting Minutes

7.00 pm, Monday 15th November 2021

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

Attending: Tim Scott (TS) (Chair), Alex de Jongh (AdJ) (part-time), Mark Scoltock (MS), Philip Mitchell (PM) (Secretary), Sarah Ponsford (SP), Sam Steele (SS), Adam Haxell (AH), Laura Stoker (LS), Liam Ball (LB), Gen Williams (GW), James Dinsdale (JD), Matt Reynolds (MR)

A. INTRODUCTION

A1. Apologies for absence

Mel Hughes (MH)

A2. Minutes of previous Board meetings

The minutes of the meeting of 19th October 2021 were accepted.

A3. Conflicts of Interest

None were recorded.

B. MAIN TOPICS

B1. Spectator Experience

TS has written a draft document re spectator experience, but is awaiting fans' impression of subsequent matches before sending. He will revise this week, and include the questions about the documentary previously actioned as Action 2109-7.2.1.

Action **CONTINUES.**

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

The Board's impression is that many of the issues which caused concern at the Billericay game have been addressed satisfactorily. We may need more volunteers, or perhaps ambassadors (fans who will advise people on issues and behaviour at games).

ACTION 2111-B1.1 - MS will produce a proposal for an ambassador scheme

C. MONTHLY TOPICS

C1. Board Membership

Positions and Roles

The Board agreed that before the next election process starts we need to identify the skills required, and seek nominees and/or co-optees. We should start this early in 2022. SS will start a sub-group on this.

Action **CONTINUES (amended)**.

ACTION 2109-5.2.2 - SS to form a sub-group on skills to be sought before next election

We may want to move the AGM (held in July in recent years) forward by a month. PM will consider this, including implications for the election and timing).

ACTION 2111-C1.1 - PM to consider implications of an AGM move

Mitch and TS have agreed to reallocate DC's tasks as and when they come up.

Action **CLOSED**. (Action 2110-C1.1)

Co-Option

The co-option of Matt Reynolds was confirmed.

C2. DHFC Operations

Report on Club Board Meetings

Illnesses have prevented meetings, but the situation seems to be improving.

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.

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.

The action re pressing for more meetings is in chain.

Action **CLOSED**. (Action 2110-C2.1)

C3. Relationship with Club

Trust's Shareholding, Club ownership, and financial status

No major changes in the last period.

PM will propose a form of words to define the Board's position on the relationship between investment and shares.

ACTION 2111-C3.1 - PM to propose wording on investment vs shares

Club/Trust Communications

We will include our questions about the documentary under ACTION 2110-B2.1. The specific action on this topic is therefore closed.

Action **CLOSED**. (Action 2109-7.2.1)

Seats on Club Board and Positions on Club Committees

MS has been confirmed as a Club Director by the FA.

Development of Trust Capabilities

Action **CONTINUES**

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

C4. Membership Engagement Update

Membership Review

SS suggests that we hold a draw for new members to win our signed shirts. Alternatively, we may put them behind the bar of one of our sponsors.

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

Promotion of membership at a recent women's match was a success.

Travel

GW is trialling the publication of travel information for women's games.

Action **CONTINUES**.

ACTION 2109-9.2.1 - TS/GW to trial publication of travel information

Action **CONTINUES**.

ACTION 2109-9.2.2 - 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 2109-9.3.2- MH will press the Club Board re signing up to the White Ribbon initiative

SP has spoken to D Mills and B Clasper about EDI. Club expected to discuss this week.

Action **CONTINUES**.

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

TS will discuss with the Club whether it would be a good idea to provide local shops with plastic document holders to be stocked with various flyers.

ACTION 2111-C4.1 - TS to discuss idea of flyers in shops with Club

MS will discuss planning of the Christmas Party with the Altona visit team.

ACTION 2111-C4.2 - MS to discuss planning of Xmas Party

Coat collection continues.

C5. Finance update

Finance Overview

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

We have decided not to set up a new trading vehicle at the moment.

Action **CLOSED**. (Action 2110-C5.1)

We may have to register for VAT in the near future. If so, we will review pricing.

New Treasurer

The appointment of Matt Reynolds as Treasurer was confirmed, and he was welcomed to the Board.

100 Club

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

The 100 Club will pass the £50K profit level in the January draw. We can use this to promote more sales - e.g. we might offer an additional £50 prize to celebrate the £50K achievement. PM will propose an approach after checking the rules.

ACTION 2111-C5.1 - PM to propose how we mark the 100 Club having raised £50K

C6. Merchandising update

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

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.)

Nothing to report.

D2. IT update

Nothing to report.

D3. Volunteering update

LS will email MH with ideas re note things we could do to thank volunteers.

ACTION 2111-D3.1 - LS to email MH with suggestions about rewarding volunteers

D4. Objectives

PM will handle this year's Objectives confirmation by email.

ACTION 2111-D4.1 - PM to arrange amendment and confirmation of Objectives

PM will then arrange an awayday-style meeting for a more radical review of the Objectives when COVID attitudes allow.

ACTION 2111-D4.2 - PM to arrange Objectives awayday post-COVID

D5. Relationships with fan organisations

Nothing to report.

D6. Planning

Nothing to report.

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

Discussions about how to mark DC's contribution to the Club and the Trust continue. Adj suggests that we that we sponsor a match each season in memory of DC (alternating men's/women's fixtures). Volunteer of the Year is another possible award.

Action **CONTINUES.**

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

Player of the month trophies have been handled.

Action **CLOSED.** (ACTION 2110-F1)

F. ANY OTHER BUSINESS AND DATE OF NEXT MEETING

Any Other Business

Nothing to report.

Date of Next Meeting: 14th December 2021 at 19:00

Meeting closed at 21:06
