



Board Meeting Minutes

7.30 pm, Thursday 19th May 2022

Venue: Online (Google Meet) & DHFC

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

A. INTRODUCTION

A1. Apologies for absence

Gen Williams (GW))

A2. Minutes of previous Board meetings

The minutes of the meeting of 21st April 2022 were accepted.

A3. Conflicts of Interest

None were recorded.

B. MAIN TOPICS

B1. Relationship with Club

Trust's Shareholding, Club ownership, and financial status

TS has shared 3 year plan with remaining Board members.

Action **CLOSED** (Action 2204-C1.1)

All to comment on BC's 3 Year Plan to MH, MS and TS.

ACTION 2205-B1.1 All to comment on BC's 3 Year Plan

LS will arrange a session before the next Board meeting to discuss the Plan (to be rolled into the social gathering she is already arranging).

Action **CONTINUES**

ACTION 2204-B1.1 TS to seek information on previous cases of Trusts with increased roles at their Football Clubs

Action **CONTINUES**

ACTION 2204-B1.2 All to offer ideas re an increase in the Trust's role

Seats on Club Board and Positions on Club Committees

MH and MS each remain in place.

B2. AGM

Action **CONTINUES**

ACTION 2202-B2.1 All to identify and encourage candidates for the election.

Trust membership was promoted at the last home match.

Action **CLOSED** (Action 2203-B2.1)

The announcement of the AGM and Election has been issued.

Action **CLOSED** (Action 2203-B2.2)

A plan of the AGM, allocating responsibility to different people, will be produced.

ACTION 2205-B2.1 MS, Adj and TS will plan the AGM.

MS has replaced GW on the Election Management Group.

B3. Data Controller

AH was appointed Data Controller.

PM will notify the new appointment and our changed address to the ICO.

ACTION 2205-B3.1 PM to update our records with the ICO

C. MONTHLY TOPICS

C1. Finance update

Finance Overview

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

No further comments.

100 Club

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

Action **CONTINUES**

ACTION 2202-C1.1 PM/GW to return to plan for a 100 Club draw in the bar in time for a pre-season match

Action **CONTINUES**

ACTION 2202-C1.2 PM/GW to source and offer additional non-cash 100 Club prizes

Action **CONTINUES**

ACTION 2203-C1.1 GW to discuss promoting 100 Club via radio

C2. Membership Engagement Update

Membership Review

The Board agreed that sign-up should initially default to a one-yearly payment, with regular subscription as an option.

Action **CLOSED** (Action 2204-C2.1)

SS will implement Direct Debit payment, with reminders for the regular subscription option

Action **CONTINUES**.

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

Action **CONTINUES**

TS has arranged Goose Green attendance, and TS & LS have arranged the rota

Actions **CLOSED** (Action 2204-C2.2 & 2204-C2.3)

Action **CONTINUES**

ACTION 2204-F1.1 SS to implement digital membership cards

MH will explore the possibility of having Trust membership promoted with season ticket renewals.

ACTION 2205-C2.1 MH to explore promoting the Trust to season ticket holders

C3. Merchandising update

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

Action **CONTINUES**

ACTION 2203-C3.2 - MH/LB/Adj to agree new revenue share agreement

Action re revenue share tax options is closed

Action **CLOSED** (Action 2203-C3.3)

All to suggest ideas for new Merch

ACTION 2205-C3.1 - All to propose Merch ideas

SS to examine previous ideas and present proposals to next meeting

ACTION 2205-C3.2 - SS to examine previous Merch ideas

LB/MH to propose new season prices to the next Board meeting

ACTION 2205-C3.3 - LB/MH to propose new season prices

C4. Board Membership

Positions and Roles

Action **CONTINUES**

ACTION 2201-C4.1 - SS/LS to complete skills audit

Co-Option

Nothing to report

Development of Trust Capabilities

Action **CONTINUES**

ACTION 2201-C6.1 - TS/SP/GW/LS to arrange a Trust Board strategy day

We will update the Trust development slide pack in the light of the results of the strategy day and the skills audit.

Action **CONTINUES**

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

Action **CONTINUES**

ACTION 2203-F1.3 - LS to arrange a social event

C5. DHFC Operations

Report on Club Board Meetings

MS reported on the most recent Club Board meeting.

Issues for Next Club Board Meeting

Nothing to report.

C6. Community sub-group

LS will talk to AH and SS about promoting our volunteers during National Volunteers Week.

ACTION 2205-C6.1 - LS to promote volunteering

D. OTHER PERIODICAL TOPICS

None this month.

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

Action **CONTINUES**.

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

Action **CONTINUES**

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

F. ANY OTHER BUSINESS AND DATE OF NEXT MEETING

Any Other Business

LS will seek volunteers for pre-season matches

ACTION 2205-C6.1 - LS to seek volunteers for pre-season matches

Date of Next Meeting: Thursday 16th June 2022 at 19:30

Meeting closed at 21:45
