



## **Board Meeting Minutes**

**7.00 pm, 10 December 2018**

**Venue – East Dulwich Tavern, Lordship Lane, East Dulwich**

In attendance: Alex Atack (AA) (Chair), Duncan Chapman (DC), Mel Hughes (MH), Alex De Jongh (ADJ), Alex Smith (AS), Mark Scoltock (MS), Mark McGann (MM), Isaac Parnell (IP), Michelle Chapman (MC), Nick Pittaway (NP), Paul Griffin (PG), Philip Mitchell (PM) (secretary), Liam Ball (LB - guest)

**1. Apologies for absence** Dominic Smith (DS)

**2. Position of Trust Treasurer**

IP had in advance of the meeting informed the Board of his intention to resign at or before the January Board meeting, and had suggested LB (a Trust member who stood in the most recent election to the Trust Board) as a potential replacement. LB attended this Board meeting in order to meet other Board members.

As it is essential that the Board has a suitably qualified Treasurer, DC, AA and IP had already spoken to LB, and recommended him for the role. The Board agreed that when IP resigns LB will be co-opted on to the Board to fill the role of Treasurer.

**3. November board meeting minutes**

These minutes were agreed.

**4. Actions arising from previous minutes** (*where not covered under initiative headings below*)

4.1 September board meeting minutes

**ACTION 4.1.1 – AdJ to produce minutes of September meeting**  
(*carried forward from Action 3.1.1 of 19 November 2018 meeting*)

4.2 Posting of recent Board Meeting minutes

**ACTION 4.2.1 – MS to post each month’s minutes as they become available** *(carried forward from Action 3.2.1 of 19 November 2018 meeting)*

#### 4.3 Membership process review

NP presented (in November) a report prepared by Arec Koundarijan on the DHST membership process. The Board agreed that the report is very useful, and asked MS to pass on their thanks to Arec.

NP will consider each of Arec’s recommendations and submit a proposed response to the Board, with the intention that he will progress agreed actions with Arec.

**ACTION 4.3.1 – MS to thank Arec on behalf of the Board** *(carried forward from Action 5.1.1 of 19 November 2018 meeting)*

**ACTION 4.3.2 – NP to produce response to report for Board approval** *(carried forward from Action 5.1.2 of 19 November 2018 meeting)*

#### 4.4 Coaches

**ACTION 4.4.1 – MS to produce booking forms for future coach trips, including Ts & Cs** *(carried forward from Action 5.2.1 of 19 November 2018 meeting)*

#### 4.5 Community activities at home games

**ACTION 4.5.1 – AS to give prizes to junior competition winners** *(carried forward from Action 5.3.1 of 19 November 2018 meeting)*

#### 4.6 Proposal to consult re use of 100 Club Funds

**ACTION 4.6.1 – IP to revise 100 Club proposal and resubmit to the Board** *(carried forward from Action 7.1 of 19 November 2018 meeting)*

#### 4.7 Communications and website update

We need appropriate communications and advertising before the Torquay game.

**ACTION 4.7.1 – AA to produce newsletter including calendar of upcoming events** *(carried forward from Action 8.1 of 19 November 2018 meeting & transferred from MS)*

#### 4.8 Youth Team Secretary

The Hamlet Aspire Youth Team needs a secretary. AS reported that her employers can not help, so the action was revised to task all Board members to consider what can be done.

**ACTION 4.8.1 – All to consider Youth Team Secretary possibilities**

4.9 Review of DHST Constitution & Rules

**ACTION 4.9.1 – PM to report on differences between DHST Constitution and current SD model** (*carried forward from Action 12.1 of 19 November 2018 meeting*)

4.10 Adoption of Diversity Policy Statement

**ACTION 4.10.1 – PM to incorporate new Diversity Statement in Constitution when revision is implemented** (*carried forward from Action 13.1 of 19 November 2018 meeting*)

4.11 SD review of DHFC's finances

**ACTION 4.11.1 – DC to report on progress re SD review of DHFC's finances** (*carried forward from Action 15.2.1 of 19 November 2018 meeting*)

4.12 Website statements on DHST's Objectives & Achievements

**ACTION 4.12.1 – DC to review & update current website statements on Objectives & Achievements** (*carried forward from Action 15.3.1 of 19 November 2018 meeting & transferred from MS*)

**5. Closed Actions**

The following actions from the previous meeting were closed:

*ACTION 4.3.1 – AdJ to compose note to Ben Clasper - CLOSED (Done by DC)*

*ACTION 5.2.2 – AS to investigate (and if appropriate progress) coach for Eastbourne  
- CLOSED*

*ACTION 8.2 – AS to arrange posters for the Torquay match - CLOSED*

*ACTION 8.3 – MH to ask John Lawrence to produce more programmes for the Torquay match - CLOSED*

*ACTION 9.1.1 – MH to plan sales approach for Xmas party - CLOSED*

*ACTION 9.2.1 – MH to arrange return of container to CH - CLOSED*

*ACTION 10.1.1 – NP to arrange volunteers for December 1st match - CLOSED*

*ACTION 10.3.1 – MH to arrange an extra ticket seller - CLOSED*

*ACTION 11.1 – PM to arrange review of Objectives - CLOSED - review scheduled for 23rd January 2019*

*ACTION 14.1.1 – PM to report on inaugural meeting - CLOSED*

*ACTION 15.1.1 – AA to report on progress re FA review on the ownership of clubs - CLOSED*

## **6. Return to Champion Hill, Planning Application, & related topics**

### **6.1 Progress**

DC updated the Board on progress of work at the ground and other aspects of preparation for the Club's return to Champion Hill. More work is required, but we will be ready to return on December 26th. The capacity which will be allowed is not yet clear.

## **7. Future relationship with DHFC**

DC reported that Ben Clasper (BC) would like to discuss DHST representation on the DHFC board, and also to ensure that DHST's Objectives are appropriately aligned with those of DHFC. BC also said that certain roles (e.g. gatemen) can no longer be covered by ad-hoc volunteers.

AdJ is to meet BC to discuss the issue of shares to DHST in return for our contribution to the Club. He will tell BC that we are keen to dovetail activities to optimise use of resources, and that Objectives will be under review.

**ACTION 7.1 – AdJ to meet BC and report on progress**

## **8. Christmas Party**

MH reported on continuing progress for the forthcoming Xmas Party.

NP will send out a communication advertising the Party.

Board members who are able to help at the Party should contact MH.

DS is arranging a Xmas tree.

**ACTION 8.1 – MH to complete Party arrangements with support from other Board members** (*revised from Action 5.4.1 of 19 November 2018 meeting*)

## **9. Coaches**

Experience so far this season (locations of away games having changed with promotion) is that the level of interest in travelling by coach is not great, and that the train fares available often make it hard for us to offer attractive prices. The Board does not feel that losing large amounts of money on such coaches is an appropriate use of Trust funds, despite its desire to run coaches to away games where this is helpful to fans.

AS agreed to take responsibility for coaches and to make her role known. She will publicise further the proposed Eastbourne (Jan 1) coach, and make it clear that this coach will be cancelled unless an appropriate level of take up is reached. Given the holiday season, any cancellation will probably have to be before Christmas if we are to avoid penalty costs.

Possible games for coaches in the remainder of the season are Torquay, Oxford City, Chippenham and Weston-super-Mare. We will publish information about these proposed trips, including the date by which we will cancel if loading is insufficient, early in January. We will also inform members of the degree of loss on coaches to date, so that they understand the dilemma which the Trust faces in respect of coaches.

**ACTION 9.1 – AS to progress coach arrangements**

## **10. Finance Update**

IP provided a provisional update as to DHST's financial position at 10th December 2018.

DHST funds include cash at bank £19,182, Paypal £5,715, and 100 Club funds of £37,689. Total £62,586.

Significant outgoings since the 19th November 2018 Board Meeting were £5k investment in DHFC in order to provide seating at the ground, £4.8k in stock, FCA fee £160, other misc expenses immaterial.

## **11. Any Other Business**

11.1 Distinction between governance and operational roles of DHST

MM raised the question of how we ensure that DHST's governance role re the Club gets sufficient attention when we are busy with immediate operational issues.

**ACTION 11.1.1 – PM to consider how both governance and operational roles can be covered**

11.2 Web site photos

**ACTION 11.2.1 – All to supply new photos to MS (where update required)**

11.3 Holiday season programmes

**ACTION 11.3.1 – All to send material for holiday season programmes to MS**

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**Date of Next Meeting: Tuesday 15th January 2019 (DHFC Board Room)**

**Meeting closed at 20:18**

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