



## **Board Meeting Minutes**

**7.15 pm, 19 November 2018**

**Venue – The Palmerston, 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), Philip Mitchell (PM) (secretary)

1. **Apologies for absence** Dominic Smith (DS), Paul Griffin (PG)

2. **October board meeting minutes**

These minutes were agreed.

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

3.1 September board meeting minutes

The minutes from the September Board Meeting have not yet been produced and circulated.

**ACTION 3.1.1 – AdJ to produce minutes of September meeting**  
(*carried forward from Action 2 of 16 October 2018 meeting*)

3.2 Posting of recent Board Meeting minutes

**ACTION 3.2.1 – MS to post each month's minutes as they become available**

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

4.1 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. It is hoped that all necessary arrangements will be made in time for the game against Torquay United on December 1st to be played at Champion Hill, but this will depend on a number of factors.

Southwark Council will visit the ground on Nov 20th in relation with our application for a licence for the stand. We have also asked for a capacity licence. The capacity granted may limit attendance at early games to a smaller number than the 3,000 capacity which has been the Club's practice in recent years.

#### 4.2 Torquay game

The Torquay game (wherever it is played) is likely to be all-ticket, and spectators are likely to be segregated. There have been problems with some Torquay supporters at away matches this season; we are liaising with representatives of Torquay in order to try to minimise issues.

#### 4.3 DHST's involvement in the negotiations on the return to CH

The multi-party discussions and actions which resulted in the agreement allowing the Club to return to Champion Hill were necessarily confidential at the time, but it would now be appropriate, and should be possible, to make some details of the Trust's involvement public. The Board agreed to send a note to Ben Clasper asking for permission to give more information to Trust members.

#### **ACTION 4.3.1 – AdJ to compose note to Ben Clasper**

### **5. Membership engagement update**

NP reported that DHST currently has 682 members.

#### 5.1 Membership process review

NP presented 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 5.1.1 – MS to thank Arec on behalf of the Board**

#### **ACTION 5.1.2 – NP to produce response to report for Board approval**

## 5.2 Coaches

The coach which the Trust ran to the Truro game (at Torquay) made a loss of approx £500. While there were particular issues in this case (e.g. it was a Sunday), the Board decided in the light of this experience that the terms for future coach trips will include the ability for the Trust to cancel with a few days' notice if a trigger level of bookings has not been reached.

### **ACTION 5.2.1 – MS to produce booking forms for future coach trips, including Ts & Cs**

*(Action 4.2 of 16 October 2018 meeting is CLOSED)*

The Board noted its thanks to Rod Laird for acting as the monitor on the Truro coach.

There will be no coach to Gloucester, as the trip is easy by train, and cheaper than the probable coach price.

AS will investigate coach and train costs for Eastbourne (January 1st) in the light of the distance from Eastbourne station to the ground, and will advertise if we decide to go ahead.

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

## 5.3 Community activities at home games

Action 4.3 of the 16 October 2018 meeting on community activities at future home games was CLOSED for the moment, allowing us to focus on the practicalities of the return. Prizes will be given to competition winners.

### **ACTION 5.3.1 – AS to give prizes to junior competition winners**

## 5.4 Quiz & Christmas Party

A quiz was held at the EDT on 8th November.

Arrangements for a Xmas party on December 20th continue - details yet to be confirmed.

### **ACTION 5.4.1 – MH to progress Xmas party arrangements**

*(carried forward from Action 4.4 of 16 October 2018 meeting)*

## 6. Finance Update

IP provided an update as to DHST's financial position at 19th November 2018.

DHST funds include cash at bank £27,059, Paypal £1,652, 100 Club funds £37,517– Totalling £66,228.

Significant outgoings since 17th September 2018 include £13k convertible loan to DHFC, £1k donation to DHFC, £129 to the FCA, £248 for photographs and year licence, £296 payment for Defibrillator, £1,360 of stock, £240 moving the megacontainer to Tooting, £176 on locks, postage and other expenses.

*(Action 5 of 16 October 2018 meeting CLOSED.)*

#### **7. Proposal to consult re use of 100 Club Funds**

IP had circulated a draft consultation note to be sent to 100 Club contributors, seeking their views on the proposal that some of the 100 Club funds should be used to pay for specific items needed for the Club's return to Champion Hill.

The Board agreed that the note should be updated to include a maximum level of contribution, to suggest a potential area for investment, and to make it clear that we will only invest in return for shares.

#### **ACTION 7.1 – IP to revise 100 Club proposal and resubmit to the Board**

DC gave ballpark costs for the installation of modular stands at the ground. The Board agreed not to pursue that form of investment for the moment.

#### **8. Communications and website update**

We need appropriate communications and advertising before the Torquay game.

**ACTION 8.1 – MS to produce newsletter including calendar of upcoming events before December 1st** *(carried forward from Action 6 of 16 October 2018 meeting)*

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

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

#### **9. Merchandising update**

9.1 Preparation for Christmas

MH has placed orders for shirts, mugs and calendars. These will be received by 1st December.

We need to decide how to arrange sales at the Christmas party. This is particularly important because of the shortage of home games in December.

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

9.2 Return of container to Champion Hill

MH is arranging this for the week of November 26th. We need to empty the container and return the stock to Champion Hill before the crane arrives - MH will need help with this.

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

**10. Volunteering update**

10.1 Support at game on December 1st

We will need several forms of support at the Torquay match.

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

10.2 Youth Team Secretary

The Hamlet Aspire Youth Team needs a secretary. AS will investigate whether her employers can help.

**ACTION 10.2.1 – AS to check Youth Team secretary possibilities**

10.3 Match Day Fundraising

The Board proposes to offer an extra 50/50 seller to increase match day revenue.

**ACTION 10.3.1 – MH to arrange an extra ticket seller (*carried forward from Action 4.1 of 16 October 2018 meeting*)**

**11. Review of DHST Objectives**

A periodical review of the Trust's Objectives is required, and will be arranged as soon as practicable. Other pressures and the upcoming holiday season mean that this is likely to be deferred until early in 2019.

**ACTION 11.1 – PM to arrange review of Objectives** (*carried forward from Action 7 of 16 October 2018 meeting*)

## **12. Review of DHST Constitution & Rules**

Since the Trust adopted its current Constitution, Supporters Direct (SD) have issued a revised model Constitution document. PM will review the differences between the two documents, and report on the implications of retaining our current Constitution and also on the implications of adopting the new SD version.

This review may be delayed because of the formation of a new FSF/SD organisation (see para 14 below).

**ACTION 12.1 – PM to report on differences between DHST Constitution and current SD model** (*carried forward from Action 8 of 16 October 2018 meeting*)

## **13. Adoption of Diversity Policy Statement**

The DHST Constitution defines the interests of those people to whom membership of DHST is open and the conditions with which members are required to comply.

The Board agreed the intention to amend the Constitution to make it clear:

- that membership is open to all meeting the stated criteria
- that DHST is committed to eliminate discrimination whether by reason of age, disability, gender identification, race, religion and belief, marriage and civil partnership, pregnancy and maternity, sex and sexual orientation
- that DHST is also committed to promoting equality by treating people fairly and with respect, by recognising that inequalities may exist, by taking steps to address them and providing access and opportunities for all members of the community.

This amendment will be made as part of the forthcoming revision of the DHST Constitution (see para 12 above). In the interim, the Board commits to acting in line with the intentions stated above.

**ACTION 13.1 – PM to incorporate new Diversity Statement in Constitution when revision is implemented**

## **14. Registration with new FSF/SD organisation**

A new organisation is being formed to unite the Football Supporters' Federation and Supporters Direct. (DHST is currently a member of both.)

PM has confirmed to FSF & SD that we are eligible to become an affiliate of the new organisation when its foundation is complete, and has voted on behalf of DHST for Rob Street of the Billericay Town Supporters' Society (the only candidate) as the representative of the National Game (i.e. non-league clubs).

#### 14.1 Attendance at inaugural meeting

The inaugural meeting of the new FSF/SD organisation is scheduled for 22nd November. PM will register DHST to attend this meeting, and will attend himself if possible.

#### **ACTION 14.1.1 – PM to report on inaugural meeting**

### **15. Any Other Business**

#### 15.1 FA review on the ownership of clubs

Supporters' Direct are contributing to an FA review on the ownership of clubs. AA is handling DHST's involvement.

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

#### 15.2 SD review of DHFC's finances

Work on this has begun, but is currently on hold. Developments over the last month have changed the context of this review. It remains a useful piece of work, but we may need to change the brief a little when work restarts. DC is handling.

#### **ACTION 15.2.1 – DC to report on progress re SD review of DHST's finances**

#### 15.3 Website statements on DHST's Objectives & Achievements

These are currently inconsistent and may not reflect the current position

#### **ACTION 15.3.1 – MS to review & update current website statements on Objectives & Achievements**

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**Date of Next Meeting: Monday 10th December 2018 (Location tbd)**

**Meeting closed at 21:50**

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