



Board Meeting Minutes

7.00 pm, 19 March 2019

Venue: Boardroom, DHFC

Attending: Alex Atack (AA) (Chair), Mel Hughes (MH), Alex de Jongh (AdJ), Mark Scoltock (MS), Mark McGann (MM), Dominic Smith (DS), Liam Ball (LB), Alex Smith (AS), Michelle Chapman (MC), Philip Mitchell (PM) (secretary)

1. Apologies for absence

Received from Duncan Chapman (DC), Nick Pittaway (NP), Paul Griffin (PG).

2. Minutes of previous Board meeting

The minutes of the meeting held on 19th February 2019 were agreed.

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

3.1 Distributing Board Room Passes

Action **CLOSED**. (Action 3.3.1 of 19 February minutes)

3.2 Graphical representation of Trust's achievements

Action **CONTINUES**. (Action carried forward from Action 3.4.1 of 19 February minutes)

ACTION 3.2.1 - MC will work on representation of our achievements in the graphical form proposed by Pete Wright, and propose new content to the Board.

3.3 Anti-homophobia banner

Action **CONTINUES**. (Action carried forward from Action 13.2.1 of 19 February minutes)

ACTION 3.3.1 - MS to arrange anti-homophobia banner

4. Relationship with Club

4.1 Shares in Club

Discussions with the Club re the Trust's shareholding have continued, and were described to the Board by AdJ. The Club has told the Trust of its intentions re changes to the shareholding structure, but these have not yet been formalised, and nor has the Trust received certificates covering the shares to which it is already entitled following its investments during the current season.

ACTION 4.1.1 - AdJ to chase progress re formalisation of current position.

One of the Club's intended changes is to offer the Trust an option over a further tranche of shares. Subject to formalisation of the offer, receipt of the earlier tranche (see Action 4.1.1), and confirmation that our current and projected financial position allows the investment, the Trust Board agreed that we will take up this offer. Payment for the shares would be phased. We will therefore write to the Club proposing a meeting to formalise the offer, and will record that meeting for mutual agreement.

ACTION 4.1.2 - AdJ to write to DHFC proposing meeting re share option.

Before the meeting discussed above, we will produce a financial forecast of the Trust's current and future position, to confirm that the investment is manageable and responsible.

ACTION 4.1.3 - LB to produce financial forecast.

4.2 Seats on Club Board

DC has discussed this issue with DHFC.

Action **DONE**. (*Action 4.4.1 of 19 February minutes*)

The Club directors have suggested that up to two seats on the Club Board may be made available to the Trust, though we believe that specific individuals would have to take these seats, rather than them being earmarked for Trust representatives. The Trust Board would like to accept the offer, but there are outstanding issues re the Club Board's structure and governance which we would have to resolve before doing so.

ACTION 4.2.1 - AdJ to cover issues re Club Board seats in note to DHFC. (See Action 4.1.2 above.)

5. Membership Engagement Update

5.1 Membership Review

5.1.1 Technology refresh

Action **CONTINUES.** *(Action carried forward from Action 5.1.2.1 of 19 February minutes).*

ACTION 5.1.1.1 - NP to keep Board updated on technology refresh project

5.2 Coaches

We lost about £350 on the Torquay coach - we have agreed to split this loss with the Club.

Sales of seats on the Oxford City coach are more promising. Chippenham and Weston coaches are to follow.

The Board agreed that we will step up the marketing of coach seats by handing out flyers as people enter the Billericay match.

ACTION 5.2.1 - MS to produce flyer and send to AS & DS

5.3 Activities At Home Matches

Action **CONTINUES.** *(Action carried forward from Action 5.3.1 of 19 February minutes.)*

ACTION 5.3.1 - AS to give prizes to junior competition winners

5.4 Community sub-group

5.4.1 Community sub-group meetings

Action **CONTINUES.** *(Action carried forward from Action 5.4.1.1 of 19 February minutes.)*

ACTION 5.4.1.1 - AS will arrange for the Community sub-group to meet regularly

5.4.2 International Women's Day

The IWD event was successful. Redbox representatives attended. The second beneficiary will not be (as reported last month) Girls United FC, but the money will instead be given to another women's team.

Action **CLOSED**. (*Action 5.4.2.1 of 19 February minutes*)

The IWD event was publicised in Southwark News.

Action **CLOSED**. (*Action 5.4.2.2 of 19 February minutes*)

6. Finance update

6.1 Revision of 100 Club proposal

A note to 100 Club members inviting their comments on the use of the funds for investment in the Club (see 4.1) has been drafted by the previous Treasurer. (There is no formal need for such consultation under the rules of the 100 Club, but the Trust Board feels that consultation is appropriate.) AA and PM will complete the drafting process and submit the proposed note for Board approval prior to issue.

Action **CONTINUES**. (*Action carried forward from Action 6.1.1 of 19 February meeting*)

ACTION 6.1.1 - AA and PM to revise 100 Club proposal and resubmit to the Board

6.2 SD review of DHFC's finances

The action below continues. We may decide to switch to using SD on planning or investment issues.

Action **CONTINUES**. (*Action carried forward from Action 6.2.1 of 19 February minutes.*)

ACTION 6.2.1 - AA/DC to advise on brief and timing for remainder of SD work

6.3 New Treasurer

The authorisation changes required to allow LB to take over from IP are not yet complete. IP will continue to provide support while required.

ACTION 6.3.1 - LB to ensure that the transfer process is completed

7. Communications & website update

7.1 Access to Club website

Action **CONTINUES**. (*Action carried forward from Action 7.3.1 of 19 February minutes.*)

ACTION 7.1.1 - MS to arrange access to Club website

8. Merchandising update

8.1 Next season's shirts

We have given the Club information on this season's shirt sales to help them to decide on next season's orders. We need to ensure that this process is completed soon.

ACTION 8.1.1 - MH to arrange meeting with Club about next season's shirts

9. Volunteering update

The new mechanism for seeking volunteers before each match is going well.

10. DHST Objectives

10.1 Results of Vision and Objectives session

PM has issued the final pack resulting from this session

Action **DONE**. (*Action 10.2.1 of 19 February minutes*)

DC is still to discuss the pack with the Club Board.

Action **CONTINUES**. (*Action carried forward from Action 10.2.2 of 19 February minutes.*)

ACTION 10.1.1 - DC to discuss pack with Club Board

11. Review of DHST Constitution & Rules

11.1 Diversity Statement

The action below is carried forward until the revised Constitution is agreed.

Action **CONTINUES**. (*Action carried forward from Action 11.2.1 of 19 February meeting.*)

ACTION 11.1.1 - PM to incorporate new Diversity Statement in Constitution when revision is implemented

11.2 Governance vs Operational Roles

The action below was carried forward.

Action **CONTINUES**. (*Action carried forward from Action 11.3.1 of 19 February meeting.*)

ACTION 11.2.1 - PM to consider how both governance and operational roles can best be covered in the Trust's meeting structure

11.3 Consideration of Constitution review

DC has commented on PM's paper comparing the Trust's current Rules with the latest SD model. Other Board members had no comments.

Action **DONE**. (*Action 11.4.1 of 19 February minutes*)

PM and AdJ will consider DC's comments and produce a recommendation re possible constitutional change for the next Board meeting.

ACTION 11.3.1 - PM & AdJ to produce recommendation on constitutional change

12. Relationships with fan organisations

12.1 FARE

12.1.1 FARE Membership Renewal

Action **DONE**. (*Action 12.2.2.1 of 19 February minutes*)

12.1.2 Trust representative at FARE General Meeting

The Trust will not be represented at the upcoming FARE General Meeting.

Action **CLOSED**. (*Action 12.2.3.1 of 19 February minutes*)

13. Any Other Business

13.1 Croydon FC

The Trust has donated £50 to Croydon FC following the recent break-ins at their premises.

13.2 Preparation for Trust AGM 2019

PM will propose a June date for the Trust 2019 AGM. All Board members will reply with availability.

ACTION 13.2.1 - PM to propose AGM date

PM will propose how and when we conduct elections before the AGM.

ACTION 13.2.2 - PM to propose Board Member election schedule

13.3 Catering

There has been some concern and discussion about the price level of the Club's new catering offer. We will continue to monitor this issue, and will encourage the Club to ensure that suitable items are made available at price points suiting all supporters.

ACTION 13.3.1 - AA to monitor and discuss with Club

13.4 100 Club future

The Board agreed to increase marketing of the 100 Club.

ACTION 13.4.1 - PM to ensure that 100 Club membership is better marketed to fans

We also need to finalise the proposed takeover of the 1893 lottery.

ACTION 13.4.2 - AA to determine how/whether takeover of 1893 lottery can be carried out

13.5 Behaviour at home games

There have been a small number of inappropriate incidents at recent home games. The Board agreed to review this at the next meeting - we may need to discuss action with the Club.

ACTION 13.5.1 - PM to add Behaviour to agenda for next meeting

Date of Next Meeting: 16th April 2019 (Champion Hill Board Room)

Meeting closed at 21:42
