



BOARD MEETING MINUTES

Date of meeting: 18 September 2018, 7.00pm

Venue – The Palmerston (First Floor Room), 91 Lordship Lane, East Dulwich

In attendance: Alex Atack (AA) (chair), Duncan Chapman (DC), Alex Smith (AS), Isaac Parnell (IP), Mark Scoltock (MS), Nick Pittaway (NP), Alex de Jongh (ADJ), Darren McCreery (DM), Mark McGann (MM).

1. Apologies for absence

1.1 Dominic Smith (DS), Mel Hughes (MH), Michelle Chapman (MC), Paul Griffin (PG), Darren McCreery (DM) (outgoing Secretary).

2. Agree August board meeting minutes and review of future handling of minutes

2.1 Minutes for the August board meeting were circulated in draft shortly before the September meeting. Some board members had not yet had an opportunity to review them.

ACTION (All): August minutes to be reviewed, then published as soon as is practicable.

2.2 The board discussed suggestions from DM (outgoing Secretary) for streamlining procedures for agreeing board meeting minutes and general meeting minutes in the future. The board agreed that the procedure should be discussed further with the incoming Secretary (Philip Mitchell – PM).

2.3 It was suggested that a list of actions agreed at each meeting should be circulated to the board as soon as possible after the meeting, in advance of full draft minutes.

3. Reviewing objectives to 2020 and board appointments

DHST Objectives

3.1 The board discussed a note prepared by DC/AA on the revision and updating of the Trust's objectives. AA and DC have discussed the review with PM, who has relevant experience and is happy to collaborate on this. Work will continue with the aim to finalise and agree the revised objectives by the end of 2018.

ACTION (from July) - AA and DC to continue work, with PM, on the update to DHST's objectives to 2020, engage with other leads as necessary, and provide an update at the next meeting.



Appointment of new Trust Secretary

- 3.2 One application was received, from PM. DC, AA, DM and ADJ met with PM on 17 September to discuss his appointment as Secretary. PM's application was circulated to the board in advance of the meeting and the board agreed that PM should be appointed as DHST's new Secretary. DM and PM will meet and liaise as necessary to handover files, documents and the Trust Secretary's email address.

4. Responsibilities of board subgroups

- 4.1 Membership of the new board subgroups as agreed at the July 2018 meeting were confirmed and responsibilities reviewed. Subgroup responsibilities are now:

4.1.1 Membership engagement:

- (a) Matchday volunteers – NP/DS
- (b) Management of membership system and liaison with members – NP
- (c) 100 Club – PG
- (d) Coaches – AS
- (e) Strategic communications – MC
- (f) Other communications – MS and AS

4.1.2 Community engagement and events – to be shared between AS, MM and MC, including:

- (a) Local ED community/promotion
- (b) Local Tooting community/promotion
- (c) School initiatives
- (d) Special promotional activities
- (e) Local community events

4.1.3 Club and stakeholder engagement – led by AA, DC, ADJ, including:

- (a) Working with the Club and relevant stakeholders to seek to secure the Club's return to East Dulwich/Champion Hill
- (b) Work with the Club in relation to structure and governance issues, including the Trust's potential role on the "executive board" proposed by the Club.



- 4.1.4 Merchandise – to be led overall by MH, with additional leads as indicated:
- (a) Relocating the megacontainer to Tooting – MM and Alex Crane (DHST member and former Chair)
 - (b) Purchasing of non-garment merchandise – MH
 - (c) Purchasing of replica kit – DS
 - (d) Purchasing of garment merchandise – MH
 - (e) Designs of new merch – MS

4.1.5 Communications – to be led by MS.

5. **Updates from subgroups**

Club and Stakeholder engagement group

- 5.1 Representatives of the Club and DHST have continued to meet with each other and hold frequent discussions.
- 5.2 AA and DC updated the board on a meeting they attended with representatives of the Club at the offices of Southwark Council on 7 September. It was noted that Meadow have also offered to meet with the Club.
- 5.3 DC and ADJ met with Andy Greig and Shaun Dooley (DHFC matchday committee) to discuss financial support by DHST for matchday operations, and DC/ADJ/AA and SD met again before the game v Wealdstone. The committee is seeking to cover matchday costs (turnstile operators, stewarding/security, match officials) from non-gate revenue (50/50, programmes, tea bar, Southey beer, food stall) but there is currently a shortfall. The board discussed and agreed a proposal that the Trust should cover this shortfall, in view of the importance of the matchday committee's areas of responsibility to supporter safety and the matchday experience. This will apply to League games only and will be kept under review. The level of support required is expected to decrease as the season progresses once upfront costs (notably equipment for the tea bar) are paid off.
- 5.4 The matchday committee also requested that the Trust meet the cost of a new battery and pad for the club defibrillator (total cost approx. £300). The board agreed to meet this cost.
- 5.5 More urgent priorities have meant that there has not been time to progress the review of DHST's constitution but the board noted that one member had raised a concern in relation to Rule 9 (to which ADJ had responded to the member's satisfaction). DHST's current constitution reflects a previous version of the Model Rules for community benefit societies issued by Supporters Direct, which included Rule 9. Rule 9 does not feature in the current edition of the SD Model Rules. It affects a very small number of DHST members and in



practice it is not a rule that the current DHST board, or as far as we are aware previous boards, would ever seek (or have sought) to enforce. The matter of Rule 9 arose briefly in discussions at a meeting between DC, ADJ, Liam Hickey and Tom Cullen in June 2018 at which DC and ADJ made it clear that it would be addressed as part of the wider review of DHST's Rules and policies and would not be enforced in the meantime.

- 5.6 The board discussed a proposal to record formally in the minutes that Rule 9 will be removed from DHST's Rules when they are reviewed and that in the interim, the board will not invoke Rule 9. This was agreed.

ACTION (ongoing) – PM (in place of DM) and ADJ to progress review of the DHST's policies and constitution.

- 5.7 DC reported that he had had a discussion with Hilary Peachey, who had been involved in the campaign to save Herne Hill Velodrome. DC, AA and ADJ will continue to investigate the potential for community fundraising schemes, and will discuss further with Supporters Direct.

- 5.8 IP confirmed that the Club's share of merchandise profits for June, July and August 2018 has been paid.

Membership engagement group

- 5.9 NP reported that DHST membership currently stands at approximately 660. We are approaching the anniversary of Meadow's announcement of their withdrawal of financial support to the Club, so a large number of members are due to renew soon. Retaining these members will be a substantial task.

- 5.10 There was a positive response from DHST members to the offer of boardroom hospitality tickets for the game recently sponsored by DHST. NP suggested that tickets should be offered to members in pairs rather than individually for future matches sponsored by DHST.

- 5.11 The board also discussed matchday volunteering, coach travel to forthcoming away fixtures, and the autumn/winter DHST newsletter.

- 5.12 The board agreed to carry forward two actions:

ACTION – IP to arrange a meeting with PG re 100 Club.

ACTION – NP to speak to Arec Koundarjian (DHST member who has offered to provide IT advice) regarding improvements to the DHST website and membership system.



Community engagement and events group

- 5.13 The board discussed the DHST Christmas party, to be held in the EDT. There was also discussion relating to a request from Save the Children to attend the game on 29 September.
- 5.14 NP confirmed that email addresses collected at Lambeth Country Show have been passed to the Club.

Merchandise group

- 5.15 The mega container move has been arranged for Thursday 20 September.

Communications

- 5.16 MS provided an update on communications across various channels including the possibility of a regular DHST column in the matchday programme, SE22 magazine, Twitter and Facebook.
- 5.17 The board discussed the use of Slack for internal board communications.

ACTION – MS to discuss DHST slot in matchday programmes further with the club and report back at the next meeting.

6. DHST finances and expenditure

Monthly update on DHST finances

- 6.1 IP provided an update as to DHST's financial position at 16th September 2018. DHST funds total £73,547 (cash at bank £31,435, Paypal £4,987, 100 Club funds £37,125).
- 6.2 Significant outgoings since 21 August 2018 include £7.7k to purchase replica shirts and kit and £2.8k for other stock, £2.9k donations to DHFC, £625 coach booking, £442 in insurance, £300 12th man donation, £98 to the 12th Man for fixture card printing.

Meeting closed 21.36

Date of next board meeting: 16 October 2018.