



Board Meeting Minutes

7.00 pm, 21 May 2019

Venue: Boardroom, DHFC

Attending: Duncan Chapman (DC) (Chair), Mel Hughes (MH), Alex de Jongh (AdJ), Dominic Smith (DS), Liam Ball (LB), Alex Smith (AS), Michelle Chapman (MC), Paul Griffin (PG), Nick Pittaway (NP), Mark Scoltock (MS), Philip Mitchell (PM) (secretary)

1. Apologies for absence

Received from Alex Atack (AA) and Mark McGann (MM).

2. Minutes of previous Board meeting

The minutes of the meeting held on 16th April 2019 were agreed.

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

3.1 Graphical representation of Trust's achievements

Action **CONTINUES**. (Action carried forward from Action 3.1.1 of 16 April minutes)

ACTION 3.1.1 - MC will work on representation of our achievements in the graphical form proposed by Pete Wright, and propose new content to the Board in time for AGM.

3.2 Anti-homophobia banner

Action **CONTINUES**. (Action carried forward from Action 3.2.1 of 16 April minutes)

ACTION 3.2.1 - MS to arrange anti-homophobia banner

4. AGM and Election

4.1 Trust AGM 2019

Board members have given their availability for proposed AGM dates.

Action **CLOSED**. (*Action 12.1.1 of 16 April minutes*)

PM has proposed a timetable leading to the AGM and Election.

Action CLOSED. (*Action 12.1.2 of 16 April minutes*)

The date of July 10th was agreed for the AGM, and an announcement document was approved. PM will amend the document slightly to reflect the possibility of some lapsed members receiving it.

ACTION 4.1.1 - PM to forward final announcement document to NP (for release to members) and to MS (for publication on the web)

4.2 Trust Election 2019

The Election Management Group has been formed, including an external member, and the election will be publicised via social media.

Actions **CLOSED**. (*Actions 12.2.3.1, 12.2.3.2, 12.2.3.3 of 16 April minutes*)

5. Relationship with Club

5.1 Shares in Club

The number of shares likely to be available from the Club remains under discussion, and we have still not received share certificates covering our existing investment. We also need to determine the date at which each of our various tranches of shares should be seen as formally issued.

Action **CONTINUES**. (*Action extended from Action 4.1.1 of 16 April minutes*)

ACTION 5.1.1 - AdJ to chase progress re formalisation of current position.

Trust representatives met the Club on 1st May to discuss plans re shares. AdJ briefed the Board on that meeting.

Action **CLOSED**. (*Action 4.1.2 of 16 April minutes*)

The Board agreed to invest £40K in Club shares on terms previously discussed, with an additional £8K to follow later.

ACTION 5.1.2 - AdJ to confirm purchase with Club.

5.2 Seats on Club Board

AdJ has written to the Club re seats on the Club Board.

Actions **CLOSED**. (*Actions 4.2.1, 4.2.2 of 16 April minutes*)

The Board agreed to tell the Club that the Trust will take up one seat on the Club Board now, and will nominate a second member after the new Board is formed at the AGM. The Board also agreed that the Trust Chair will not normally be one of its Club Board nominees. For the moment, though, we nominate DC to be our Club Board member. After the AGM we will either confirm him as one of our two nominees (in which case he will step down as Trust co-Chair), or he will step down from the Club Board and we will name two new nominees.

ACTION 5.2.1 - DC to pass nomination information to Club

6. Membership Engagement Update

6.1 Membership Review

6.1.1 Technology refresh

MH & MS have taken over leadership in this area.

Action **CLOSED**. (*Action 5.1.1.1 of 16 April minutes*)

The Board agreed to appoint Arec Koundarjian as an advisor and ask him to progress technology refresh re merchandise and coach booking.

ACTION 6.1.1.1 - MH to brief & manage Arec

6.1.2 Membership renewals

Numbers have dropped below 600. We need to prompt lapsed members to renew. NP will organise this, but will need help from other Board members.

ACTION 6.1.2.1 - NP to arrange prompting of lapsed members

6.2 Coaches

AS has produced a proposal of which matches we should serve with coaches in the 19/20 season. This will be finalised when the fixtures are announced.

Action **CONTINUES**. (*Action carried forward from Action 5.2.1 of 16 April minutes.*)

ACTION 6.2.1 - AS to plan 19/20 coaches before season

ACTION 6.2.2 - DC to recoup Club contribution to subsidised 18/19 coaches

6.3 Activities At Home Matches

Nothing to report

6.4 Community sub-group

6.4.1 Community sub-group meetings

Action **CONTINUES**. (*Action carried forward from Action 5.4.1.1 of 16 April minutes.*)

ACTION 6.4.1.1 - AS will arrange for the Community sub-group to meet regularly

6.4.2 Community sub-group liaison with Club

AS will work with Rob Hyneman to ensure co-ordinated activities in the 19/20 season. She will agree with RH a standard response to the requests we receive for raffle prizes and the like.

Action **CONTINUES**. (*Action carried forward from Action 5.4.2.1 of 16 April minutes.*)

ACTION 6.4.2.1 - AS to co-ordinate community plans with RH

7. Finance update

7.1 100 Club proposed investment in shares

A note was been sent to 100 Club members inviting their comments on the proposal to invest 100 Club funds in shares in the Club. PM has produced a summary of the responses.

Action **CLOSED**. (*Action 6.1.1 of 16 April minutes*)

Stronger marketing of the 100 Club has begun - action below is retained to ensure continued monitoring. Income in May was over 25% higher than in April.

Action **CONTINUES**. (*Action carried forward from Action 6.1.2 of 16 April minutes.*)

ACTION 7.1.2 - PM to ensure that 100 Club membership is better marketed to fans

PG will finalise the close down of the 1893 lottery, and will attempt to persuade members to transfer to the 100 Club. The close-down should be effective at the end of May.

Action **CONTINUES**. (*Action carried forward from Action 6.1.3 of 16 April minutes.*)

ACTION 7.1.3 - PG to close down 1893 lottery and market 100 Club to members.

7.2 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 16 April minutes.*)

ACTION 7.2.1 - AA/DC to advise on brief and timing for remainder of SD work

7.3 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 **CONTINUES**. (*Action carried forward from Action 6.3.1 of 16 April minutes.*)

ACTION 7.3.1 - LB to ensure that the transfer process is completed

7.4 Tax return

AdJ and LB have produced an advisory note.

Action **CLOSED**. (*Action 6.4.1 of 16 April minutes*)

The Board authorised AdJ and LB to seek advice from an expert, and allocated a budget for his costs.

ACTION 7.4.1 - AdJ/LB to seek advice

8. Communications & website update

8.1 Access to Club website

Action **CONTINUES**. (*Action carried forward from Action 7.1.1 of 16 April minutes.*)

ACTION 8.1.1 - MS to arrange access to Club website

8.2 Updating Trust website

MS is trawling through the DHST website to check that all entries are up to date.

ACTION 8.2.1 - MS to ensure Trust website is up to date

9. Merchandising update

9.1 Next season's shirts

Action **CONTINUES**. (*Action carried forward from Action 8.1.1 of 16 April minutes.*)

ACTION 9.1.1 - MH to arrange meeting with Club about next season's shirts

9.2 Licence

DHST and DHFC have discussed the replacement of the current merchandise MoU (under which the club licenses DHST to design and sell DHFC-branded merchandise) with a licence agreement. The club will prepare a draft in due course - discussions continue.

Action **CONTINUES**. (*Action carried forward from Action 8.2.1 of 16 April minutes.*)

ACTION 9.2.1 - MH to progress discussions on licence re merchandise with Club

9.3 Goose Green Fair

We attended, and new members were signed up.

Actions **CLOSED**. (*Actions 16.1, 16.2 of 16 April minutes*)

10. Volunteering update

No update at this meeting.

11. Update on DHST Objectives

11.1 Results of Vision and Objectives session

The results have been published.

Action **DONE**. (*Action 10.1.1 of 16 April minutes*)

12. Review of DHST Constitution & Rules

12.1 Diversity Statement

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

Action **CONTINUES**. (*Action carried forward from Action 11.1.1 of 16 April minutes.*)

ACTION 12.1.1 - PM to incorporate new Diversity Statement in Constitution when revision is implemented

12.2 Governance vs Operational Roles

PM has produced a proposal on how sub-group business could be handled better at and outside Board meetings. The proposal was adopted.

Action **DONE**. (*Action 11.2.1 of 16 April minutes*)

ACTION 12.2.1 - PM to embed sub-group proposal in Board practices

12.3 Consideration of Constitution review

The proposal for constitutional change has been agreed, subject to advice from SD. We expect to finalise agreement at the June meeting, and then arrange a Special General Meeting in the summer or autumn to consider the adoption of the newer model.

Action **CONTINUES**. (*Action carried forward from Action 11.3.1 of 16 April minutes.*)

ACTION 12.3.1 - PM to obtain constitutional advice from SD & progress proposal at June meeting

13. Behaviour at Matches

There has been some inappropriate behaviour at certain recent home games. Both home and away fans have been responsible. An organisation called White Ribbon provides a process which helps to limit and manage such behaviour. A dedicated text number for fans to use might also help. MC will forward MC information to the Board.

Action **CONTINUES**. (*Action carried forward from Action 13.1 of 16 April minutes.*)

ACTION 13.1 - MC to produce a behaviour proposal for implementation for the 19/20 season

14. Relationships with fan organisations

TUFSSO votes were submitted.

Action **DONE**. (*Action 14.2.1 of 16 April minutes*)

15. Registered Address

The registered address has been moved to PM's home address.

Action **DONE**. (*Action 15.1 of 16 April minutes*)

16. Any Other Business

16.1 New stationery

New membership forms and cards are required. MS will produce when DC has given him the necessary information.

ACTION 16.1.1 - MS to produce new stationery

16.2 GDPR & 100 Club

We need new wording for the 100 Club forms.

ACTION 16.2.1 - NP to produce revised 100 Club wording

16.3 Proposal for match with Renaissance FC

An email request for a friendly has been received.

Action 16.3.1 - MS to pass on proposal to R Hyneman

Date of Next Meeting: 18th June 2019 (Champion Hill Board Room)

Meeting closed at 21:30
