

Dons Trust Board (DTB)
Minutes of virtual board meeting held at 6.30pm on 19
January, 2022

DTB members

Kris Stewart (Chair)
Xavier Wiggins
Hannah Kitcher
Charlie Talbot
Luke Mackenzie
Graham Stacey
Niall Couper
Michele Little
Freddy Flaxman

In attendance

Martin Newton (Secretary)
Matt Stockbridge (Comms)

Rupert Jeffery (Observer)

1. **Introduction and apologies**

Kris Stewart in the Chair.

2. **Minutes - October to December 2021**

Noted that minutes for AGM in process of being drafted by Roger.

Agreed unanimously that the minutes of the DTB meetings in October, November and December 2021 be confirmed and redacted versions authorised for publication.

3. **Updates**

(a) The '1 to 1' updates were noted in relation to investors, PLB2 and finance, comms, ticketing, Education Business Plan, first team playing squad, matchday catering, kit contract, letter to EFL on covid, One Club, HR and staffing, London Broncos, Stadium Precinct.

On CRM recruitment, a short-term employment contract was being considered pending a permanent hire. Following on from John Stembridge noting his desire to stand down as membership secretary in 2022, it was agreed that the recruitment process should start for a new membership secretary. John had been putting together high-level information on what was needed to integrate membership information into the Club ticketing system.

Freddy referred to his good existing relationship with a potential investor, and asked whether he could continue discussions with him. Xavier and Freddy agreed to follow up.

(b) The CEO's report to the PLCB was considered.

Noted discussions on refinancing were still continuing and looking positive. Terms to be forwarded possibly before the end of January and these may be able to be placed 'on hold' pending further information on investors and PLB success.

A number of issues were considered necessary for raising at PLCB, including requirement for more information on the third floor proposals; addressing question from CEO in his report about club of our size undertaking so many projects; playing staff; snagging at stadium; management of marketing function; discount scheme for NHS workers, etc; current numbers ball sponsorships/hospitality; matchday catering issues; diagnostic centre.

Michele reported progress on Education in recent days, although planning for where to locate ahead of third floor fit out is still under discussion.

On ladies' games, noted that these were planned for PL occasionally but that there was never a commitment to a particular number of games.

The meeting adjourned at 8.42pm and reconvened at 8.50pm

4. **DTB Tasks, Responsibilities and Priorities**

The Board considered the matchday rota duties and the tasks, responsibilities and priorities.

Kris asked for updates to be done by the end of the weekend. Noted there would be some gaps that were still required to be filled.

On rota duties, there appeared to be reasonable coverage. Kris would chase up on outstanding duties. Discussion to take place on Board Room duty, home and away.

In terms of priorities, apart from refinancing, governance (constitutional review of the DT and articles of the Club) and implementing strategy were key alongside consideration of what the Dons Trust priorities were around membership. Noted that Tim would be undertaking review on the DT constitution and Charlie would be raising questions regarding the PLC Board Articles, in terms of how the 2 boards operate going forward and efficiencies that could be gained in decision making and governance, with a timeline of March for this.

On membership, Hannah asked that a rolling item be added re tracking membership rates, etc. Further work to be done on priorities paper before wider circulation.

5. **Fair Game**

An update on Fair Game was discussed.

Agreed that briefings for the DTB on Fair Game be given to help when speaking to opposition directors and that the DT and the Club undertake regular social media content on Fair Game.

6. **Comms (including internal)/Extra Costs/HR Update**

(a) Niall gave an update on the restructuring of the comms team.

(b) On internal comms, Niall reported that an internal newsletter for One Club had been produced, but that the content and timing had been inconsistent. It was therefore proposed that a token amount of expenditure be made for better content and a level of professionalism that should help improve the culture of the Club from now until the review in July 2022.

Agreed unanimously that expenditure of £25 per issue be made on production of an internal comms newsletter for 'One Club'.

7. **Volunteer Manager Role**

The Volunteer Manager Role requirement was noted.

8. **DT 10 February Anniversary**

Consideration was given to the DT 10 February 20th Anniversary.

During discussion, it was noted that monday.com was a good resource and that One Club should look at it as part of their remit. Noted that Abbie is the current 'owner'.

Agreed that, with regard to other priorities and pressure on resources, it would be more appropriate that the 20th anniversary be marked by some low-key activities.

9. **Hillsborough Law**

The 'Hillsborough Law' campaign matter would be dealt with by the DTB via email/social media.

10. **Reappointment of Dons Trust trustee to WiSH**

Agreed that Peter Leng be appointed by the DTB as trustee to WiSH.

11. **Representation on Education Board**

Following the plans to launch an Education Centre at Plough Lane, the Education Board had been formed to oversee the plans. In order to ensure DTB oversight of this major new project, and in particular due to her financial experience and prior involvement in two educational settings, the CEO had asked if Michele could be appointed as the DTB representative on the Education Board.

Noted that representation on bodies should be shared by the DTB as appropriate and according to subject knowledge and time availability.

Agreed that Michele Little be appointed as the DTB representative on the Education Board.

12. **Treasurer Update**

The Board noted the Treasurer's update on DT Management and Quarterly Accounts to December 2021, along with the PL Bonds.

13. **AOB**

(a) Seedrs perks and concerns raised were discussed. Noted that responses had been sent on some matters and that there was a lesson on future promises. Matter to be raised with CEO.

(b) Agreed that the Ipswich and Cheltenham games should be shown on ifollow unless there were significant objections.

(c) Noted that budget figure required from CEO on memorial garden

(d) Ivor had asked for a view on a ban on musical instruments at games. Agreed that it would be useful for fans to vote on this with Ivor putting together questions to be sent out.

The meeting concluded at 10.05pm.