

Dons Trust Board Meeting



Wednesday 11 July 2012

The Cherry Red Records Stadium

President's Lounge



DRAFT MINUTES

Members:

Matthew Breach (MB) - Chair
Sean McLaughlin (SM)
Simon Bath (SB)
Zoe Linkson (ZL)
Nicole Hammond (NH)

Invited:

Nigel Higgs (Nhi)
Erik Samuelson (ES)

David Hall (DH) - Secretariat
David Reeves (DR) - Secretariat
Eric Page (EP) - Minute Taker

James Mathie (JM) – item 1 only

Apologies:

Kate Terriere (KT)
Tom Adam (TA)
Iain McNay (IM)

Ivor Heller (IH)
David Charles (DC)

Ref	Item	Action
	The meeting began at 20:30.	
1.0	Community Shares - Way Ahead	
1.1	James Mathie (JM) from Supporters Direct gave a summary of the consultation process with ST holders and DT member with regard to funding stadium improvements and use of the Community Shares option. JM stated that two meetings were held with 74 people attending the first meeting and 69 present at the second. He added that 20/30 people emailed with everyone receiving a reply.	
1.2	JM stated that there were 3 strands arising from the feedback: 1) Mandatory money, 2) Business Case Measurement and 3) Future Capital. ES and JM to flesh out three strands for wider discussion.	ES/JM

1.3	JM explained that if a Community Share issue was to go ahead and be eligible for Enterprise Investment Relief then the DT must own over 90% of the PLC shares. ES gave a brief explanation of the share structure within the club and explained that to achieve this objective the PLC would need to issue more shares and that this would need the approval of the shareholders in the PLC. The board discussed what proportion of votes would need to be in favour for this to be agreed.	DR/DH
1.4	Dependent on timing, such a vote should go to the SGM in September. JM stated that proxy voting was fine and could be done online. It was agreed that DR and DH would work together to prepare for the SGM.	
2.0	Apologies/Minutes/Matters Arising	
2.1	<u>Apologies</u> were received from Kate Terriere (KT), Tom Adam (TA), Iain McNay (IM), David Charles (DC) and Ivor Heller (IH).	DR
2.2	(5.5) & (5.6) Conflict of Interest and Gift Register. DR to monitor.	
3.0	Football Club Board Report	
	New Stadium Update	
3.1	ES provided an update on the new stadium plans.	
	New Reporting Proposal	
3.2	The board engaged in a short debate about changing the reporting procedures. It was asked whether there was enough quizzing of directors about specific issues as the current reporting tended to concentrate on the same topics each month. A reporting cycle was proposed that has a top level summary from the CEO and a detailed report from an individual FCB director every month (by rotation), with a full FCB report and accounts presented every quarter. Time would also be saved in the meeting by addressing minor questions on the summary report via email in advance. It was agreed to trial this approach for 6 months.	
	Approval of Final Budget	
3.3	SM stated that overall the final budget was in line with the draft previously discussed by the DTB, and reflected the amendments discussed and approved at that meeting. ES noted that the next year could be challenging, with stadium developments and players contracts needing to be addressed from limited funds.	

3.4	<p>The final budget was unanimously approved by the DTB.</p> <p>KM Live</p>	
3.5	<p>ES noted that after detailed review, the numbers provided by the accounts team were reliable and that it was apparent that losses were still occurring on many events. There was also evidence that a number of regular big events were the most profitable so it was agreed to continue on the basis that only such events would be staged and that the FCB will monitor on a monthly basis with the DTB reviewing in detail again in 6 months.</p>	
4.0	AOB	
	<p>MWG Recruiting Proposals</p>	
4.1	<p>It was emphasised that a rota was needed for the gazebo.</p>	
4.2	<p>NHi asked what the current membership level was and stated that there should be a target set for the recruitment drive. DG agreed to ensure that KPIs and metrics on membership will be available to the DTB in the future and confirmed that an appropriate target would be set. MB noted that the membership wasn't declining and there had in fact been a 10% rise over the last year or so with over one hundred people joining or re-joining, so a "high" target should be set. It was asked what the demographic was with regard to age and it was agreed to look at whether that would be one of the metrics.</p>	DG
	<p>ZL's Volunteer Paper</p>	
4.3	<p>ZL highlighted the need for a volunteer's register. It would need a contact number for each volunteer and ZL proposed the idea of a form that could contain the name, address and next of kin of each volunteer. A database could also detail whom we have and what skills are available to us. ZL to report back on volunteers register and keep in contact with DC.</p>	ZL
	<p>Charitable Trust</p>	
4.4	<p>NH spoke about the setting up of a charitable trust. ES emphasised that we need to do it. SM asked whether it should be incorporated into the new website.</p>	
	<p>Transfer of Funds</p>	
4.5	<p>The board endorsed the transfer of £24k from the DT to the FCB as a</p>	

	reimbursement of the capital repayments to Barclays Bank in respect of the bank loan. This was the approximate value of the capital repayment in the six months to 30 June 2012.	
	Calendar of external events	
4.6	David Reeves to do a corporate calendar of events.	
	The meeting closed at 23:00. The next meeting will take place on Monday 6th August 2012.	