

Dons Trust Board Meeting



Thursday 10 January 2013

The Cherry Red Records Stadium

President's Lounge



MINUTES

Members:

Matthew Breach - Chair
Sean McLaughlin (SM)
Mick Buckley (MBu)
Zoe Linkson (ZL)
Nicole Hammond (NH)
David Grows (DG)
Tom Adam (TA)
Iain McNay (IM)
Kris Stewart (KS)

Invited:

Erik Samuelson (ES)
David Hall (DH) - Secretariat
David Reeves (DR) - Secretariat
Eric Page (EP) - Secretariat

Apologies:

Nigel Higgs (NH)
Ivor Heller (IH)
David Charles (DC)

Ref	Item	Action
	The meeting began at 19:30.	
1.0	Election of Chair, Vice Chair, Treasurer and other roles	
1.1	MB was re-elected as Chair unopposed.	
1.2	DG was re-elected as Vice-Chair unopposed.	
1.3	SM was re-elected as Treasurer unopposed.	
1.4	Kris Stewart (KS) was welcomed back as a DTB member.	
2.0	Minutes of meetings on 8 November and 10 December/Apologies/Matters Arising	
2.1	A proposal by DT secretary David Hall to improve the procedure for signing-off the minutes of board meetings was discussed and agreed. In future, the draft minutes of each meeting will be approved at the following month's meeting.	

2.2	It was agreed that the summaries published shortly after each DTB meeting would be more detailed to compensate for the delay in publication of full minutes.	
2.3	<u>Apologies</u> were received from Nigel Higgs (NH), Ivor Heller (IH), and David Charles (DC).	
2.4	The November and December minutes were agreed subject to an amendment to Item 2.2 (December minutes) regarding extra finance staffing.	
3.0	Co-option to Casual Vacancy	
3.1	The board unanimously agreed that Mick Buckley (MBu) be invited to fill the casual vacancy on the DTB.	
3.2	The DTB also shared the view that it should highlight the expertise that is needed to be on the board. This would be particularly important with respect to the individuals who wish to apply or don't get elected.	
4.0	Proposal to introduce new documentation system	
4.1	The board agreed to trial a new documentation system in order to access minutes, etc. It was agreed that Google Docs was easy to use. DG agreed that he would provide clarity. DR mentioned that he was happy to solve any implementation problems. DH/DR to work in parallel for a month.	DG DR/DH
5.0	Submission of Annual Returns	
5.1	The standard annual return to the FSA is in the process of being changed but remains the same for 2011/12. SM to check if he has last year's return otherwise DH will obtain via website if he can't get from the previous Secretary.	SM / DH
6.0	Football Club Board Report (attached Erik Samuelson's report at Paper D)	
	<u>Fund raising/Transfer Window</u>	
6.1	ES gave an update to the board regarding the transfer window. The board stated that it was encouraged by the recent signings.	
	<u>New Stadium/Existing Stadium update</u>	
6.2	ES provided a further update to the DTB about plans for a potential new stadium. The DTB was encouraged by the progress being made on the design of the proposed Plough Lane site.	

6.3	ES explained that there is a proposal to create a legacy for the Paralympics. This would mean it would be impossible for the club to expand the stadium in the direction of the athletics stadium should that need ever arise. <u>Health & Safety update</u>	
6.4	TA asked whether anyone was advising us with regard to HR management. It was stated that the club has access to legal advice re HR matters but does not have an in-house specialist. <u>Other</u>	
6.5	ES reported that the club had received net gate income of more than £60,000 from the FA Cup match held at Milton Keynes on Dec 2 nd , 2012.	
6.6	ES to brief NHi about meetings re the proposed charity which took place while NHi was unavailable.	ES
6.7	The DTB was informed that the sponsorship for the North Stand has been sold for the remainder of the season. The sponsors are Nongshim (Korea Foods). The board thanked IH for securing the deal.	
6.8	TA spoke about the viability of an outside kitchen. ES to discuss with TA to explore.	ES
6.9	MB mentioned the 'Not in the wider interest' stand - ES to try to get in touch with the organisers	ES
7.0	Strategy	
7.1	DTB members debated the idea of dividing the DTB into specific strategic small working groups in order to fully maximise the expertise available. It was decided that each working group should contain a project manager or secretary and two to three members in total. FCB members and the Secretariat were asked to provide support. The idea was mooted that people could be rotated among the groups. It was also stated that we should look to further increase the availability of business skills on the DTB and help to develop the potential of our respective volunteers.	
7.2	The DTB agreed that the initial project managers should be as follows: MB to lead the Finance/Fundraising Group. TA to lead the New Stadium Project. DG to lead Community, Charity and Volunteers.	
8.0	Survey on pricing strategy	

8.1	The board discussed the idea of a survey on pricing. It was decided that there should be a consultation with fans on this matter at the next AGM. KS and MB to liaise offline. To be sent to the board by email.	KS/MB
9.0	Constitution review (and processes)	
9.1	The board noted that the constitution was designed for trusts which don't own their own clubs. ES mentioned that it is possible that we will need to raise finance in the near future so we should set a priority within the constitution regarding Community Shares to make this possible.	
9.2	DH involved in drafting the review. DTB to involve Dave Boyle and Jackie Forster (SD) and seek the advice of Ray Downham.	DH
10.0	Round the table/AOB	
10.1	It was stated that a large contingent from Denmark would be attending the Wycombe match and were interested in knowing more about setting up a Trust. A couple of board members agreed to meet with them before the game.	
10.2	DR mentioned that the DT programme pages were going well and that we need fresh ideas and content.	
10.3	IM to speak offline about legacies to DR. MB to write something for a future programme.	IM/DR/MB
10.4	KS explained that with regard to fundraising, the bucket collections at the Oxford United game had been well received and the board thanked the volunteers for their efforts. Including subsequent donations, a total of £4,226 was raised. It was stated that a plan for something bigger should be put together for the next transfer window.	
11.0	Actions not covered elsewhere	
11.1	Secretariat to agree list of actions.	
12.0	Next Meetings	
12.1	The meeting closed at 10.15pm. The next meeting will take place on Monday 11 th February, 2013.	