

Dons Trust Board (DTB)
Minutes of virtual board meeting held at 6.00pm on 28
December, 2021

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)

1. **Introduction and apologies**

Kris Stewart in the Chair.

2. **Minutes**

Noted that October and November DTB minutes still outstanding. Minutes for AGM in process of being drafted by Roger. 15 and 21 December DTB minutes drafted for approval. Rupert Jeffery is likely to be joining the minute-taking 'pool'. Martin would also discuss the itemising of policies/resolutions project with Conor and Kris offered to help / co-ordinate this as needed.

3. **Updates**

(a) Xavier gave an oral update on the CEO '1 to 1' from 24 December which would be circulated later. The latest position on Bonds and equity investment, ticketing review, Covid postponements, player contracts, catering and 'By the Horns' were given. The CRM contracts and DT representation on the Football Committee were also discussed.

(b) Niall presented the Comms budget for the Board's consideration. After discussion, it was agreed unanimously that the Board supported the proposed uplift to increase the filming freelance budget.

4. **Conflicts of Interest**

Noted that the outstanding completed forms should be returned to Martin.

5. **AFCW 'Three Pronged' Plan**

The last template plan for the structural review, strategic review and refinancing was considered, alongside immediate resource/operational issues, with a view to updating the plan for 2022.

Xavier said that after April it was possible that refinancing would be able to be removed from consideration for the remainder of the year; and that the five-year Championship club objective needed underpinning by a successful 'volunteers/staff' hybrid model (including outside matchdays), as the Club would be unable to financially operate in the way that other clubs at that level did, and that it was important the Board were involved in that process. Niall suggested that co-option to help in ethical areas, such as B Corp, would also be useful.

Michele referred to the need for oversight of the education hub/diagnostics. Kris made a point about micro-management of operational activities that were the CEO/PLC Board's remit and Xavier commented that it might be unsustainable for every 'group' to have an active DTB sponsor. Further discussion then took place on budgeting, management and co-ordination of resources, business units, operational activities, structure, governance and the need to update the PLC's Articles of Association.

6. **Skills and Responsibilities**

The Board's skills matrix and responsibilities for 2022 were discussed, along with the options for possible co-options to the Board where current members' skills were not felt to meet desired requirements.

The need for greater diversity was considered, particularly as volunteering often attracts mainly older/wealthier people. A possible co-option to assist with legal, contracts and HR matters was also put forward. On HR, it was noted that club head of HR may be able to offer expertise. A further area where assistance may be helpful – either as a co-optee or 'as and when' – was in fundraising/commercial. On fundraising, Xavier referred to the position with DLAG and made the point that this might offer potential for a shared resource across the group.

7. **DTB Representatives on PLC Board**

Three DTB members were required to fill vacancies on the PLC Board arising from Jane Lonsdale and Ed Leek standing down from the DTB and Hannah Kitcher standing down from the PLCB.

Four DTB members put themselves forward for the 3 vacancies (Kris Stewart, Luke MacKenzie, Michele Little and Freddy Flaxman).

Following a vote, Michele was duly elected, with the other 3 DTB members each receiving the same number of votes to fill the remaining 2 places.

A further vote did not prove conclusive and after Luke decided to withdraw from the process, Michele, Kris and Freddy were declared elected by the DTB to fill the 3 vacancies on the PLC Board.

8. **Comms / Marketing / Branding**

Item noted.

9. **Dates of Meetings in 2022**

Dates of DTB, SGM and AGM meetings agreed, subject to further consideration of start times for the DTB. Further discussion to take place with the PLC Board on dates of that Board's meetings.

10. **AOB**

Niall confirmed the B Corp presentation had been scheduled for 10 January.

The meeting concluded at 8.32pm.