

Dons Trust Board

Redacted minutes of 11 December 2017 meeting

Teleconference held at 7.30pm

Members

Matthew Breach (MB)

Mark Davis (MD)

Colin Dipple (CD)

David Growns (DG)

Nigel Higgs (NH)

Tim Hillyer (TH)

Jane Lonsdale (JL)

Sean McLaughlin (SM)

Invited

Cormac van der Hoeven (CH)

Tom Brown (TB)

Hannah Kitcher (HK)

Andrew Howell (AH)

1. Apologies were received from Erik Samuelson, Roger Evans, Charles Williams, Frank Thompson and Mike Berry. The Dons Trust Board ('DTB') meeting was held via conference call due to the poor weather and travel problems and chaired by MD.

2. Safeguarding

This topic on the agenda is postponed until the DTB meeting in January/February.

3. FCB Report

Spurs Ticketing

The meeting was without ES; however MD confirmed that he had attended the Football Club Board ('FCB') meeting. MD confirmed that Tottenham Hotspur ticketing was discussed. MD explained that ticket pricing is Spurs' call and prices have now been announced at £5 for a child and £10 for an adult. The child tickets are in line with the FCB's expectations; however the adult tickets are below those expectations. The away allocation is 7,700 tickets; however there is no Club Wembley ticket allocation, as far as the FCB know.

JL suggested a contribution scheme if tickets are booked through the Dons in an effort to bring more funds in. JL stated that the idea was actually that of the members who acknowledged that tickets were relatively cheap and expressed that they would be happy to donate if that was an option.

CD noted that a few people have tried to get hospitality unsuccessfully and queried whether the club could get a room nearby and put hospitality on? MB confirmed that the FCB is looking into the hospitality issue. Any suggestions should be put to the FCB in writing with SM nominated as the DTB member to notify for him to action.

Action – SM to contact FCB with any hospitality suggestions for FA Cup tie at Wembley.

Volunteer Liaison Officer (VLO) Update

VLO has been appointed. The position is a voluntary one and as such, unpaid.

Other matters from the FCB report –

TH referred to the English Football League ('EFL') charge following the MK game. If anybody wants to feed anything in about the charge then they are to email ES. A line for members needs to be decided as people are asking.

Other matters from the report included:

- MD commented that the safeguarding policy had been approved by the FCB;
- SM raising queries with regards to the calculations of contributions from academy players in the report;
- MD noted that the commercial report is vague, and that it would be helpful to include data in the future as well as a text narrative.

Action: MD to follow up on typographical errors and formula used for calculations.

4. Stadium Update

All DTB members have now voted by email to authorise the Football Club Ltd to enter into the section 106 agreement and development agreement. This will go ahead on Wednesday (13 December 2017).

The plans and logistics for the s.106 signing were discussed. The council and Galliards would assemble for a photo opportunity on Plough Lane, weather permitting. The DTB has CD, JL and TH willing to attend the event. MD will find out the exact details. ES will find out about the embargoed press notice and a video for the club's website. The matchday programme for Saturday will be a commemorative issue for the usual price of £3.

The DT communications will be an email to all DT members. MD asked whether anybody had yet penned an email to members and MB confirmed that one had been drafted. This will need to be sent at 10.50am on Wednesday. NH volunteered to do so.

Action: NH to send email to DT members from mailchimp regarding s.106.

The email is to be posted to DTOS and social media which CW will assist with. MD suggested that the text is finalised for a tweet to be sent by HK announcing the news. ES is to text NH the moment that the s.106 is signed so that the email can be sent to DT members. DTOS will be as per the email.

HK confirmed that she can take control of DTOS and Twitter.

Action: HK to post news on DTOS and Twitter.

Andrew Scott (AS) will be looking at timescales for the stadium opening date as soon as the s.106 is signed. The 19/20 season has not been ruled out although timescales are incredibly tight.

5. Data Protection

DG has produced a paper called the Dons Trust data and the Data Protection Act as well as a presentation on the incoming GDPR which have been circulated to the DTB. Discussion on this requires face to face interaction; however MD acknowledged that this cannot be left for too long as the GDPR is being incorporated into UK law in May 2018 and the DT must comply.

DG agreed to return in January 2018 as the discussion must be formally documented and minuted. TB noted a busy January schedule. A separate meeting may be required as John Stemberge (JS) is also to attend at some point.

DG said that he is concerned about the data that the DT is pushing around. As such, he wanted to do a survey on what data the DT has and where it's going. He feels that this links in with GDPR. This survey will gauge what people data is being received by and how they are using it with a view to:

- i. Looking after the data; and then
- ii. Looking at the individual requirements for each regarding short and long term solutions.

It was agreed that DG would go through each of his recommendations and see whether anybody disagrees. Specifically he wanted to refer to the Christmas party and birthdays, the latter held by Roger Dennis (RD) meaning that RD holds data relating to Junior Dons. A decision at the next meeting will have to decide whether a Data Protection Officer (DPO) is required and a second meeting held to appoint one.

An email is to be sent to RD and JS about how they use data and the change of process. DG's main concern is in relation to the transfer of data and he sees this as the main problem. DG suggested use of Bit programmes that are password protected, compressed and encrypted. He sees this as going a long way to solving the problem. Enquiries are to be made to find out who requests data and the findings referred to the DTB for discussion.

Action: MD is to draft an email, with DG to review it, to JS and RD to enquire how they use members' data.

DG addressed the issues regarding the matchday kiosk hook-up. DG does not feel as though the current system works brilliantly. MD suggests that people should be required to register a query by filling in a form. JL countered this by expressing the ease of dealing with people whilst in the kiosk there and then, i.e. signing up members. JL wondered what the DT members would like and encouraged consultation.

DG clarified that the main issue with the kiosk is having a spreadsheet unprotected, which is a risk.

The data protection discussion was put aside until the January meeting.

6. Financial Statements

SM confirmed that the financial statements have gone out with the papers for the AGM. The statements are approved by the DTB.

7. December AGM

The DTB discussed how to handle the AGM. Members will be asked to authorise the DTB to approve the AFCW PLC accounts on their behalf and there will be an additional resolution this year regarding borrowing funds.

JL, CD, SM and MB cannot attend the AGM. JL could attend the original date however not the rearranged date. JL asked for the video of the AGM to be added to webjam.

JL confirmed that HK is setting up a forum online for AGM updates. Logistics of videoing were discussed, the problem being to find somebody who is able to edit the video.

The DTB discussed the format of the AGM with the options being, firstly, a minuted Q and A session followed with any other business, or alternatively, a preliminary Q and A session, AOB and then workshop groups around the room to have individual discussions between DTB representatives and DT members. There appear to be enough DTB members in attendance for three groups with MD, RE, NH, CH, DG and TH due to be there. CH suspects that the DT member numbers will be low.

TH felt as though the new format should be given an opportunity particularly given the anticipated low attendance numbers. There was no opposition to this amongst the DTB.

The DTB did not consider it necessary to discuss the topics of the group at this time, just who will facilitate those corners. ES was however suggested as the best person for the stadium corner. Whether stadium discussions are dealt with in a corner or as a general discussion is yet to be decided.

TH, NH, ES and MD will facilitate the corners with DH and CH floating.

MB confirmed that the DTB will say that this format is a pilot and if successful, roll it out next time. There is the logistical issue that all of the groups cannot be videoed at once. JL also pointed out that members' permission would be required.

TH suggested that, when in the corner groups, bullet points be taken in relation to what is raised to avoid any feeling from members that the groups are a waste of time or that their voice was not heard. The points can then be brought back to the DTB. MD asked that these are kept very brief.

Actions:

All members attending AGM to agree via email what discussions will be held and who will take the lead;

MB to arrange and coordinate videoing of AGM; and

NH to write an article/webjam blog about how the new format of the DT AGM went.

8. COO Update

MB confirmed that the successful COO has been chosen and approved by the DTB-led selection panel. There is a verbal agreement with Joe Palmer (JP) of Sheffield Wednesday to join.

DTB members were encouraged to read JP's CV and cover letter. JP has a strong commercial background and the club should look to get the right things out of him, such as from a community perspective. JP's presentation is to be circulated around the DTB.

Action: MB to circulate JP's interview presentation.

SM explained in response to JL that five women applied for the role. One was on the long list and one good candidate was seen but on the balance she was not considered to be the right candidate. This was mainly because the other candidates were so strong. JL was keen to ensure that the DTB, and football club, encouraged women to become involved, whether that be for board election or otherwise.

The use of the agency SRI was generally thought to have increased the pool of candidates and to have been a worthwhile expense. MD suggested that a wash-up note may be helpful to identify any useful lessons that have been learned from the process.

Action: MB, SM and RE to capture lessons learnt from the recruitment process.

The unsuccessful candidates had not yet been notified and were due to be notified on 12 December. MB confirmed that communication of the appointment will be dealt with once JP has resigned.

9. Approval of AFC Subsidiary Directors

An email will be received by DTB members in the next couple of days regarding this, ES has an action to do so.

Action: DTB to agree who should be on the AFCW PLC board in place of DG at January meeting.

10. Election Steering Group (ESG) Report – considerations

Considerations of the ESG report have been taken on board however there was not enough time to go through those considerations during the meeting. MB suggests looking at ESG in the longer term.

11. AOB

MB thanked DG sincerely for his years of effort on the DTB, some 8 years.

DG provided his own words of wisdom with his message:

"Don't get bogged down in the detail".

JL raised the webjam project meeting and explained that she's in touch with a new person and had a frank conversation with them about what webjam does and does not do. JL said that she has emailed TB about what is needed support wise for webjam.

JL also confirmed that the Christmas junior party is on Sunday at 12pm. JL congratulated Loretta on a great job and encouraged anybody who can help to email her so that they can be added to the list (for safeguarding purposes).

CD stated that he has posted on webjam about discounts for the shop and encouraged comments.

MB raised the issue of the efficacy of telephone meetings. He felt that if somebody is reporting an event then it appears to work well. However, given the number of people involved, where a debate is required it is much harder to make it work.

Meeting closed at 21.47.