

# **Dons Trust Board (DTB)**

Minutes of meeting at Plough Lane at 6.00pm on 10 January 2024

## **DTB members**

Michele Little (Chair)  
Graeme Price  
Mark Lewis  
Kevin Rye  
Richard Shepherd  
James Macdonald (online)  
Angus Fox  
Hannah Kitcher (online)

## **In attendance**

George Jones (Assistant Secretary)

## **Apologies**

Anuk Teasdale

### **1. Introduction**

Michele opened the meeting by welcoming everyone to the first board meeting of the new year. Hannah Kitcher and James Macdonald joined online with apologies received from Anuk.

### **2. Election of Chair and Vice Chair**

- **Election of Chair**

Graeme took the chair for this item.  
Michele Little was re-elected as chair unanimously.

- **Election of Vice Chair**

Michele took the chair for this item.  
There was a discussion on ensuring the Vice Chair covered other theme groups to the Chair. Following further discussion, Angus Fox was elected as Vice Chair unanimously.  
Michele and the board thanked Graeme for serving as Vice Chair.

### **3. Re-election of Co-Optees**

- **Anuk Teasdale**

Michele moved that Anuk Teasdale be co-opted onto the DTB again with a view to continuing her D&I work that she had started since her original co-option in September.  
It is unanimously approved that Anuk be co-opted onto the DTB until the 2024 AGM.

### **4. Membership of Theme Groups**

Following a discussion it was determined that the make up of the Theme Groups would be as follows:

- a. **Community**

Anuk Teasdale (Chair), Hannah Kitcher, Mark Lewis, Michele Little, Kevin Rye

- b. **Member Services and Engagement**

Mark Lewis (Chair), Angus Fox, Anuk Teasdale, Hannah Kitcher, James MacDonald, Richard Shepherd

**c. Culture, Mission and Oversight**

Michele Little (Chair) Richard Shepherd, Angus Fox, Graeme Price, James MacDonald

**5. Other Responsibilities**

It was determined that the additional Dons Trust responsibilities will be allocated as follows:

PLC board representatives: Graeme Price, Michele Little, James MacDonald

Women's Board representative: Hannah Kitcher

DT liaison with AFC Wimbledon Foundation, WiSH and DLAG: Michele Little

D&I working group: Anuk Teasdale

DT programme copy coordinator: Kevin Rye

DT newsletter coordinator: Mark Lewis

Cross-body calendar coordinator: Kevin Rye

In relation to the Secretary role with Martin stepping down Michele noted that Andrea Knox would be appointed as lead secretary with George Jones taking on the assistant role. Andrea has a legal background in company law and will be helping with legal and constitutional advice. Michele recommended that George undertake FSA training and will put him touch with Nicola Cave from the FSA.

Kevin is continuing to work with Hannah in relation to DT newsletter, programme copy and other comms work.

**6. Approval of Minutes**

The Minutes for the December DTB meeting were unanimously approved.

**7. Action List**

- **Strategy (Michele)**

The joint boards day will take place on Wednesday 24<sup>th</sup> January at Plough Lane.

- **Skill Set (Richard)**

The skill set report has not been completed yet due to the work necessary to finalize the KPIs for both boards in time for the January meetings.

Michele asked the board for thoughts on if the board should co-opt an additional person to fill any skill gap identified. Graeme raised the point that the board is vulnerable to a variety of issues due to only having the minimum number of board members required to function. Kevin suggested that the DT look to have a by-election to fill the 2 seats left vacant after the uncontested 2023 election process. A discussion then took place on if this would be allowable under the constitution considering advice received from the FSA and ESG. After further discussion regarding likely time frames of any by-election it was decided it was unlikely it would be concluded by the end of March. With George Jones now formally taking up a role within secretariat he will formally resign from the ESG and use the opportunity to discuss with Matt

Breach regarding the by-election. It was agreed that the board will review the need for co-option after the election process.

On the KPIs Michele asked the chair of each Theme Group to review their section and report back at the next board meeting for sign off.

A discussion was held on formalising existing skillset support and networks to prevent corporate memory loss. Graeme said we are already doing that on the development committee and that people don't need to be on the board to help.

## **8. Strategic Direction**

The joint board day is on the 24<sup>th</sup> January. Q5 will present their organisational effectiveness report in the morning session.

## **9. Board Theme Groups**

### **a. Community**

Michele noted a meeting was held with Anuk chairing and the paper from that meeting was shared. Anuk is working with the club on collecting ED&I data.

WOWSA are doing a series of events around international women's day including a panel event which will feature Michele on Thursday 7<sup>th</sup> March. The DT will help promote the events.

### **b. Member Services and Engagement**

Mark shared the one-page introduction to the Dons Trust document.

A discussion was held on updating various areas of the DT website which Mark will undertake.

A discussion was held on memberships with a number of suggestions made which would need further discussion at the next MS&E group meeting.

### **c. Culture and Mission and Oversight**

Michele said the PLC KPIs have been distributed for discussion. In relation to the DTB KPIs each theme group chair is to review theirs and sign off ready for next DTB meeting.

The next set of Meet The DTBs topics were confirmed as  
28<sup>th</sup> February James and Graeme on growing the membership.  
April will be Angus and Richard to discuss the DT KPIs  
June will be Hannah and Kevin with a communications update.

There will also be a Spring SGM in March/April with a view to having the second SGM earlier than last year with a target for September/October.

On the debt management survey 1400 people responded to survey with 54% in favor of selling and 18% against.

#### **10. Diversity and Inclusion**

Anuk's data work is continuing with the club due to send out a survey based on an EFL template with the aim of collecting better D&I data.

#### **11. AOB**

Hannah said we should look at re-affirming our position that any profit from gate receipts for fixtures against U21 sides in the EFL Trophy is split amongst club charities. Graeme said the policy should be revisited.

Michele asked for all Theme Group papers to be put into SharePoint folder for meetings.

Meeting Closed at 9.15

George Jones  
Assistant Secretary