



Birmingham County FA Board meeting
Tuesday 17th April 2018

MINUTES

Meeting held at the Birmingham County FA Board Room
Commencing at 12noon

BIRMINGHAM COUNTY FA – BOARD MINUTES

From: Mike Penn

Date of Notice:

To: Directors

Mike Penn
Chairman Birmingham County FA

Minutes of the Board meeting on Tuesday 17th April 2018 at 12.00

Present: M. Penn (Chairman), S. Poole (Deputy Chairman), K. Shoemake (CEO), S. Hampton
Apologies: M. Dainty, S. Kirkland, L. Smith

Item	Minutes	Actions
1	Chairman's welcome & remarks The Chairman thanked everyone for attending but was disappointed with the attendance which was becoming a regular occurrence. It was confirmed that the meeting was quorate in that the minimum required is three Directors.	All: To diarise and attend remaining meetings
2	Apologies for Absence L. Smith, M. Dainty, S. Kirkland	
3	Minutes of the Board meeting held on 20th February 2018 Signed as a true and accurate record	
4	Matters arising not covered on the agenda No matters arising With regard to increasing the number of Directors, we should discuss increasing the number of Directors present to make a quorum to four. This will require a change of article.	To discuss at the next Board meeting
5	FA Representative Report <ul style="list-style-type: none"> - NGB report: March 2018 - FA Board: March 2018 - FA Council: Verbal update The Chairman advised that the FA Non Executives receive remuneration for their INED roles. This could be something that the BCFA consider and be discussed by the new Board in July. The Chairman notified the Directors that discussions were at an advanced stage to reduce Committees with some merging. The FA Representative to be under 65 at the time of appointment with a maximum 3 x 3 year term and the FA Rep to be a 'responsible person' ie. A Director. This will require a change of article.	To discuss at the next Board meeting

6	Safeguarding & Welfare <ul style="list-style-type: none"> - Update & issues - SOS Audit / Reassessment 	<p>The CEO and Board Champion gave an update on the SOS and assessment. There was a little work still to complete and especially getting Council members compliant.</p> <p>The Directors agreed that membership would be temporarily 'revoked' for any Council or Board members who had not signed the code of conduct and successfully completed the online committee members course and attended the safeguarding workshop. It was also agreed that reminder emails and telephone calls will be made along with IT support in the office.</p> <p>The Directors also agreed to add the compliance wording to nomination forms with no nomination of existing members being accepted unless they are compliant – new members having 12 months to complete and comply.</p> <p>The CEO was delighted with the initial assessment and was confident of passing before 1st June 2018.</p>	
7	Director Recruitment <ul style="list-style-type: none"> - Sport England compliance – Tier 1 criteria - Conflict of Interest / Benefit & Reward register 	<p>The CEO gave an overview of the process...</p> <p>32 applications which had been shortlisted to 16 using 'blind' shortlisting with any unconscious bias removed from applications.</p> <p>It was agreed to design a conflict of interest register and benefit & rewards register and start each Board meeting with both.</p>	MP and SH to send examples
8	Election of BCFA President	<p>The Chairman stated that we'd received one (unopposed) nomination for Mr L Chick. It was confirmed that Mr Chick met the criteria and the Directors unanimously approved his nomination.</p>	

9	<p>CEO Update</p> <ul style="list-style-type: none"> - Facilities – HQ & FDC expenditure - Finance - Future Financial Investments <p>Business Planning</p> <ul style="list-style-type: none"> - Update & Outline 'vision' document - FA Strategic Priorities – 2018-21 - BCFA Priorities & Local priorities 2018/21 (beyond) 	<p>The CEO updated the Directors on the suggested work and equipment purchase outlined at a previous meeting. Having received three quotes, the Directors approved the purchase of the Groundsman's equipment and also for the new purchases and removal and replacement barrier on the main pitch. The total expenditure would be in the region of £37k with some of the existing equipment being used on the new Football Development site.</p> <p>The CEO showed an overview of the current finances as they stood. It was difficult trying to estimate the exact surplus due to the interim three month period prior to our new financial year starting in July. Early indications suggest a surplus of around £220k with discipline income being reduced along with grants but a good performance for courses/education once more.</p> <p>The Chairman mentioned that one weakness we currently have is an investment portfolio to harness our strong financial position. The Chairman and CEO and Deputy Chair had met an investment broker in recent weeks and we had an indication from another CFA of what we could achieve. It is a complex area and we would look closer to home for a local broker and to compare service/rates.</p> <p>Mrs Hampton stated that we didn't want to tie up a lot of investment for the long term if/when we proceed with developing the site next door.</p> <p>The Directors felt that priority should be given once new Directors are in place and in case we recruit any specialists in that field.</p> <p>The CEO also mentioned cutting back and/or taking out the trees as part of a phased approach to developing the site. The Chairman and Mrs Hampton suggested some caution as they will probably be 'protected' and we may have to seek professional guidance and permission.</p> <p>The CEO then outlined the business planning process, timelines and work to date. He expressed his delight with the initial phases and suggestions and that we were well ahead of the game and tight deadlines for submission</p>	
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10	Business Insight - Data analysis - GDPR	Mr R Lindsay (Business Planning Manager) joined the meeting. Richard gave an overview of work to date based on data that is available within the business using software to produce valuable insight. The CEO explained that we will be applying traditional forms of development linked to the new insight in order to drive participation but also enhance our offer to new areas using purchased/cleaned & GDPR compliant data.	
11	F A's Future Positioning - Questionnaire	The CEO showed the slides from the FA and each Director was asked to complete their own feedback sheet. The CEO will compile the feedback and send back one sheet representing the actual and any average answers.	CEO
12	Council/Committee Meetings – matters arising	Appointment of Honorary members: The Chairman stated that we already had the maximum number of Honorary members (6). With Mr Chick's appointment as President, his League currently is allowed to have two representatives. However, following the agreed change of article, this will revert to one from next season. Therefore, it was agreed that Mr Chick would replace Mrs R Cowley as an Honorary member and Mrs Cowley will be appointed a Life Vice President, having completed 30years as a staff/Council member. The remaining five Honorary members (Mr G Cowley, Mr N. Peck, Rev. H. Baker, Mr M. Fellows, Mr E. Yardley) are reappointed for a further 12 months.	
13	AOB	There was no additional business or notifications tabled on the day.	
14	Diary dates & Dates of Future Meetings	<p>1st July – new terms of office start for Directors</p> <ul style="list-style-type: none"> • 6th July – Referee Awards evening • 16th July – BCFA Community Awards evening • 19th July – Board meeting – 2pm • 19th July – Council meeting – 7pm • Week commencing 3rd Sept (to be agreed) – to discuss and approve annual accounts (audit) to be sent for AGM notification by the 6th September • 27th September – AGM/Council meeting 	

Signed as a True & Accurate Record
Date

Chairman