



Birmingham County FA Board meeting
Tuesday 16th May 2017

Minutes

Meeting held at the Birmingham County FA Board Room
Commencing at 1pm

BIRMINGHAM COUNTY FA – Minutes and Attachments

From: Mike Penn

Date of Notice: 22nd June 2016

To: Directors

Dear Directors,

Hi everyone

Please find the minutes of the May Board meeting attached.

Kind regards,

Mike Penn
Chairman Birmingham County FA

Birmingham County FA - BOARD MEETING

Minutes of the meeting held on Tuesday 16th May 2017 at 1pm

**Present: M. Penn (Chairman), S. Poole (Deputy Chairman), K. Shoemake (CEO),
M. Dainty, Mrs S. Hampton, R. Heath, S. Kirkland**

Apologies: C. Ehlersten (FASRM), Mrs L Smith

Item	Notes	Action
1	Chairman's welcome & remarks	The Chairman welcomed everyone to the Meeting
2	Apologies for Absence	Mr Ehlersten, Mrs Smith
3	Minutes of the Board meeting held on 21st March 2017	The minutes of the Board meeting were signed as a true and accurate record.
4	Matters arising not covered on the agenda	The CEO confirmed that 'abuse' cover was included as part of our own and a Club's Public liability cover. The CEO also outlined what was included as part of that cover. The CEO handed out the BCFA social media logins. The CEO updated the Board regarding the outsourcing of the County Cup Final programmes. It was confirmed that Mr Kirkland would support Mr Poole as a Board member responsible for Safeguarding.
5	FA Representative Report <ul style="list-style-type: none"> • NGB report: April 2017 • FA Board: March & April 2017 • FA Council: Governance Proposals 	The Chairman mentioned that the FA's AGM was on the 18 th May and that the proposals for reform would hopefully be approved – the Chairman as the FA Representative was given authority to vote on behalf of the BCFA at any future meeting. The Chairman also mentioned the heightened priority of Safeguarding compliance. The Chairman also suggested a mirroring of FA governance changes which includes the make-up of the Board and in particular BAME and female representation.

6	Education Update & Proposal	<p>Rachael Mitchell-Blunt (Education Officer) presented a detailed update and proposal for the current and future growth of education and courses.</p> <p>The Board thought it was an excellent presentation and agreed the strategy which included the recruitment of another course administrator.</p> <p>Mr Kirkland suggested sourcing an automated CRM/coms system linked to WGS. Mr Dainty also offered support in his role at WBA.</p> <p>The CEO stated that a meeting had been held with the new FA data manager.</p> <p>Mr Kirkland suggested a budget be allocated in the region of £5k to develop or purchase a system which the Board approved.</p>	<p>CEO to liaise with MD and S Jobson to source a system that's compatible.</p>
7	<p>CEO Update</p> <ul style="list-style-type: none"> • Business Plan: Review • Finance: <ul style="list-style-type: none"> - Audit (draft) - 2017/18 Budget - Change Financial Year: 1st Jul – 30th June • Workforce update 	<p>The CEO gave a detailed overview of the KPI's and the business plan review document.</p> <p>The CEO gave the headlines figures from the Audit – all of which were very encouraging which showed a £300k pre-tax surplus.</p> <p>The CEO stated that the FA was moving towards a commissioning model and CFA's were being encouraged to follow suit. This is a model that BCFA will be looking at as part of the Ops Plan and workforce changes and the CEO had already met with the Pro Club Foundations to open discussions and ideas including new funding and bids.</p> <p>It was agreed to change the financial year to the Football 'year' which mirrored FA grant 'year' – from 1st July to 30th June. This means there will be a 15 month financial year this year – 2017/18.</p> <p>Mr Kirkland suggested that there were four significant areas that we have to support and invest in: Development, Football (general inc governance), Education, Facilities along with an overarching IT strategy. The CEO agreed and stated that these were the main priority areas which we'd get more return on investment.</p> <p>The CEO gave a brief update on the agreed workforce changes and new structure/reporting lines.</p> <p>It had been approved and as part of the FA funding to recruit a new FDO to replace the outgoing (redundant) CYP role and as an FA funded position.</p>	

<p>8</p>	<p>Director Updates</p> <ul style="list-style-type: none"> • Council / AGM: <ul style="list-style-type: none"> - Honorary Members - Rules / Amendments • Safeguarding & Compliance • Sport England • BCFA Facility Investment: <ul style="list-style-type: none"> - Sandwell League - West Mids Travel - Parklife • Leagues • Marcoms • PR / Awards / Events 	<p>The Chairman stated that there were a few minor decisions to make regarding Council:</p> <p>Geoff Southall had sadly passed away and the Board agreed that Mike Fellows replace Mr Southall as an Honorary member.</p> <p>It was also agreed that Graham Cowley becomes a Life Vice President and is automatically a Council member as per the Association's rules. Therefore, it was agreed that Mr Eddie Yardley replaces Mr Cowley's as an Honorary member.</p> <p>Mr Poole gave a brief update on where the business was from a safeguarding perspective including all the phased work and visits which had been successfully conducted.</p> <p>Mrs Hampton gave a Sport England update. Changes were still being discussed but slow progress being made to structure going forward.</p> <p>Mrs Hampton said she was in regular contact with Mrs Sproson regarding funding opportunities and windows and that the BCFA should register to attend some of the workshops on offer.</p> <p>Mrs Hampton also suggested mirroring the SE governance standards for our own benefit which will benefit the BCFA if/ when making direct bids.</p> <p>The CEO briefed the Directors on facility development and in particular the Sandwell Football League site. It was agreed to make an offer for the land based on previous negotiations.</p> <p>The CEO also updated everyone on a recent meeting at the West Mids travel site at Kingsheath.</p> <p>He also mentioned that Coventry City Council had successfully got through phase 1 of the Parklife bid and that Sandwell had been asked to add some extra info before re-submitting for phase 1.</p> <p>Mr Kirkland stated that we required an over-arching facility strategy.</p>	
<p>9</p>	<p>Committee Meetings – matters arising Competitions, Referees, Sanction & Compliance, Discipline, IAG, Benevolent Fund, Joel Richards</p>	<p>Mr Kirkland gave an update regarding IAG and that the insight work had started along with a review of roles and responsibilities of the group as a whole going forward.</p>	

10	AOB	<p>The CEO informed the Board that the Groundsman had confirmed his retirement from maintaining the BCFA pitch. Therefore, other alternatives were being sought with Pro Clubs and colleges.</p> <p>As per the rules and following the completion of their one year term in office, the Board unanimously agreed that Richard Heath and Matt Dainty serve another year. The Chairman thanked Richard and Matt for their time and input and interest so far.</p>	
11	Date of Next Meeting Dates for your Diary: <ul style="list-style-type: none"> - 23rd June – FA CEO visit - 29th June – BCFA AGM / Council - 17th July – BCFA Annual Football & Community Awards 	<p>Tuesday 25th July – with a 12 noon start time</p> <p>It was agreed to have the July Board meeting largely focussed on the Business plan review.</p> <p>The Chairman thanked everyone for attending</p>	12 NOON