**Board Meeting – 19th May 2020 (remote)**

**Minutes**

Attendees: M. Penn (Chair), S. Poole (Deputy Chair), K. Shoemake (CEO), S. Hampton, S. Welch, M. Shafaq, S. Kazmi, J. Berry, G. Rippon, H. Organ.

Apologies: H. Murdoch

Board Approved

Director Action

**Chair: Welcome and thank you for attending**

The Chairman welcomed everyone online and thanked everyone for attending in these challenging times.

**2. Apologies received:**

H. Murdoch

**3. Conflict of Interest**

No changes or updates recorded

**4. Minutes of the Board meeting - 28th April 2020**

Approved and virtually signed and agreed

**5. Matters not covered on the agenda**

S. Hampton asked for an update on timelines regarding the Code of Governance and also any changes since the FA Q3 review.  The CEO stated that not much was mentioned at the FA review and that we were in no rush to complete until the end of the year and for the initial Regional Manager review.  He also stated that T. Piper was looking at the Finance section.

**6. CEO Update**

Finance:

The CEO opened by referring to all the finance documents previously sent and also confirming that the FA are faced with a £300m deficit which equated to £75m for each of the next four years - with National Game, the Professional Game and the FA Centres now faced with reduced funding and possible workforce restructure.

We are yet to hear of any funding cuts but the CEO had prepared a financial scenario which showed a strong position when faced with a potential 50% reduction in funding.

The audit will now be done remotely using Xero and will require Director sign off in mid August.

The Directors agreed to continue to show a strong position via the P&L and Balance sheet.  This might not be possible depending on FA/BCFA accruals but it was also suggested that any surplus be ring-fenced along with statements of intent.

The CEO showed comparable monthly overviews which now included over £200k income from a variety of FA, BCFA and Local Authority sources as well as savings in some areas.

There was also a continuing need to look at additional funding streams including direct Sport England funding, charities and commercial activity.

The CEO stated that there was now a great need for shared services across the CFA network along with support from the FA for discussions to start among CFA's.  The CEO confirmed that he was on an FA working party to explore the options and had begun some initial discussions with one CFA.  M. Shafaq suggested exploring the opportunity of forming a subsidiary company (BCFA Services Ltd).  The CEO agreed and asked for help.  S. Kazmi suggested a business plan would be required but liked the option which most organisations explore in order to reduce cost and/or increase income and even consultancy services.

Affiliation:

The CEO updated Directors on the affiliation prices since receiving an additional £73k from the FA which equates to £15 per affiliated team.  This has to be spent for the forthcoming 20-21 season and means that all elements of affiliation, other than PA insurance (adult and youth) will now be free for clubs.  Remembering we have 1,200 clubs which require Public Liability insurance to an FA minimum level which we are paying for next season and every one of our 4,800 teams (youth and adult) requires personal accident insurance.

Board approved the new pricing structure

County Cups:

Priority has to be given to Leagues to attempt to complete some form of playing season.  There is a school of thought and a scenario to suggest that an 11v11 format might be possible in January, weather dependant!  If this is possible, then clubs will be required to vote on a half season of fixtures with teams only playing each other once.  It is generally recognised that youth football might start earlier as mini soccer and some youth formats require smaller numbers.

Therefore, County Cups will not be a priority and it'll be difficult, given the number of entries that we have for some of the cups, to fit fixtures around League competitions.

The CEO stated that, in the last couple of seasons, County Cups broke even but we do receive a slight income depending on the size of the finalists and how well supported they are in each competition.

Referee Registration:

The CEO and Chairman commented that we would have liked to offer Referee's a small discount from their normal £20 registration fee which in a small way makes up for no fixtures for three months due to Covid-19 and possibly no fixtures for some of next season.  However, after BCFA interrogating the WGS system, it appears that the fee is set nationally and only has two options - zero or the full £20.

The Chairman explained that setting the fee to zero would cost the BCFA £28k (1,400 Referees) which is circa the RDO role (inc on-costs).  We would have liked to offer a potential half price (£10) discount but at this moment in time, it is not possible.  The Chairman also explained that the FA is currently not offering CFA's any grants towards Referee registration.

The Board stated that a full discount was not feasible or a priority at this moment in time unless the FA awarded CFA's a grant to cover some or all of the registration fee.

Workforce:

The CEO updated Directors to say that there were currently 10 employees furloughed.  This was being reviewed weekly and in light of impending Ops Plan and Affiliation workload starting from June 2020.

The CEO also stated that, given the furlough schemes extension into October and the part time element, then we could rotate employees once we've established impact and requirements and share resource across the business.

The CEO also stated that he'd previously accrued £2k for HQ signage which he'll now use for Covid-19 signs and after risk assessing and adapting the workplace, especially reception and staff entrances.

**7. Safeguarding**

The CEO and Deputy Chairman asked Directors to complete the online course and code of conduct which was previously emailed by Andrew Wheeler. There is a link to the online course embedded within the email and the code of conduct is an attachment.  Both these elements require actioning in order for BCFA to remain compliant.

Director actions x2 if not already done so

The CEO showed the initial findings from the first Agile Survey from Children using VoxPopMe which Richard Lindsay has been leading on during the lockdown.

The CEO also mentioned that work was still ongoing with Newman University regarding a big online survey later in the year in order to further to capture the thoughts and feeling of young people.

**8. FA Representative Report**

The Chairman referred to the papers previously distributed and the fact that the FA is facing a £300m budget deficit over the next four years - £75m each year between National Game, Professional Game and FA Centres.  It has been intimated that CFA funding will be reduced in our final year of the current funding agreement and Directors will be informed as soon as we are notified.

The CEO referred to the financial funding scenarios previously distributed and as previously intimated, he will be exploring a BCFA Services approach and building on the finance pilot that we are currently undertaking with Herefordshire FA in order to expand into other CFA support functions such as affiliation, courses, customer insight, marcoms and if/when other CFA's have to make staff redundant.

M. Shafaq supported the notion but suggested budget would be required and a small working party and S. Kazmi suggested a business plan would be beneficial for when opportunities arose.

**9. Director Re-appointments**

The CEO and Chairman highlighted the fact that the business need has changed in the last 6 months and in particular since the bad weather and, more recently, the impact of Covid-19 with our main income streams of discipline, courses and potentially funding as well as other areas such as affiliation, Referee registration and County Cups being reduced over a period and until football returns to some form of normality.

Therefore, there is a need for continued youth engagement but the focus and priority of the business is a more commercially driven approach and increasing partners and income.

As a result, H. Organ's term as a Director is ending but he will continue to lead on Youth Council and in particular, reviewing and developing the scope of the Youth Council and also the Joel Richards memorial fund.  The Youth Council would therefore report directly to the Board with H. Organ being the initial conduit.

The CEO and Chairman were approached two years ago by someone who was interested in joining the Board and who has again expressed an interest and will be welcoming Gareth Roberts as a new one year, co-opted appointment from July.

Gareth was previously Sponsorship & PR Manager for Carlsberg for many years (Wembley Stadium, Liverpool, Glastonbury), Commercial Manager for Wasps Rugby and CEO or Leicestershire & Rutland CFA and, more recently, Commercial Director at Edgbaston/Warwickshire CCC.  Gareth also has a background on shared resources opportunities and setting up Sport Foundations (charities).

**10. AOB**

The CEO stated that he'd been discussing some ideas with S. Kazmi around some community engagement activity linked to BCFA or the Benevolent Fund.  S.Kazmi also stated he'd be interested in supporting the initiative but from a segmented/brand perspective

**Date of Next Meeting**

Because of the impending funding notification, it was decided to schedule a short update meeting for Directors at 2.30pm on the 23rd June 2020.

**Further Diary Dates - all via TEAMS unless otherwise notified**

* Tuesday 21st July at 2,30pm - main Board meeting
* Tuesday 25th August at 2.30pm - Accounts review/sign off with auditors - grateful for as many Board members to join as possible for questions and then approve the accounts
* Tuesday 22nd September at 2.30pm - main Board meeting
* Thursday 24th September at 7pm - BCFA AGM followed by BCFA Council meeting
* Tuesday 24th November at 2.30 - main Board meeting