**Board Meeting (remote) – 24th March 2020**

**Minutes**

Attendees: Mike Penn, Holly Murdoch, Stuart.A.Welch (Guest), sandraroden (Guest),  john.berry25 (Guest), Kazmi, Shameem (Britvic GB) (Guest), Guy Rippon

Apologies: Steve Poole, Monica Shafaq

Harry joined a minute after the meeting closed

Board Approved

Director Action

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

Unprecedented times - difficult and challenging for all - personally and professionally.

Meeting to be recorded and uploaded and sent to everyone and those unable to 'meet'

KS. Set up a BCFA Directors 'TEAM' - all documents uploaded to that area.  Will also try to upload them to the Board Meeting chat area.

**2. Apologies received:**

Steve Poole, Monica Shafaq

**3. Conflict of Interest**

No changes or updates recorded

**4. Minutes of the Board meeting - 21st January 2020**

Approved and visually signed and agreed

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

Director Recruitment:

MP: stated that he and the CEO and David Nixon had reviewed the Articles of Association.

Directors on a two year term - Stuart, Monica, John - have indicated they'd like to stand again.  Any Director wishing to stand should email the CEO by the 1st May 2020 to officially confirm they'd like to stand.

The BCFA Council will also be notified, as per the Articles, and any Council members wishing to apply must also email the CEO by the 1st May 2020 stating their preferred areas of expertise and responsibility.

If any Council members apply then interviews will take place with MP, KS, SP being on the panel.

If no Council members apply, then no interviews will take place and the three Directors will be welcomed back.

SW: asked for confirmation on the term.  MP: stated that we staggered the terms initially so this term would be for three years unless otherwise advised.

**6. CEO Update**

Updated Business scoreboard which highlights KPI and Director activity.

All football currently 'on hold due to the Covid-19 virus.

Finance:

A lengthy discussion regarding finance and the impact and implications of the recent bad weather and the virus leading to no football being played and stopping football related activity.

CEO showed the discipline figures which showed a substantial loss in income since October 2019 and with no income in March and the foreseeable future.

KS referred to the spreadsheet - showed an 'at worse' projection that after 1st August we'd still have 7 months of operating surplus or 12 months if FA Grants continued - circa £916k cash at bank.

KS showed a spreadsheet which confirmed these estimated figures to be about £230k loss at the end of financial year - without the usual accruals.

All courses cancelled and learners refunded.  Looking at other expenditure to reduce/stop inc Awards evenings x2, Cup programmes and reviewing operating costs.

Future income such as affiliation, Cup fees, courses and discipline will depend on if/when the season re-opens.  No clubs have requested a refund, albeit with circa three months left of the season out of an average 10 month playing season.

KS: still waiting on the vat reclaim (£60k) + a possible R&D claim and some FA salaries to offset further FA funded roles.

KS: Figured highlight the point that we and other CFA's are very reliant on discipline and course income - must look for other revenue streams and partnerships.

SW: Concurred with the figures and gave an overview on percentage of the Bank's business customers in perilous positions.  SW also asked the business and individuals to be vigilant for a heightened increase in online scams.

KS: mentioned for info, that a number of clubs had, up until recently, received invoices from venues/management companies for training/matches as per their contracts.  Some clubs would fold owing circa £3k-£5k.  This was before the Government imposed stricter controls and forced leisure facilities to close so this should now rectify the issue.

Workforce:

KS mentioned that Amelia (MIllie) Slattery, Ella Perry and Olivia Fergusson had recently started in various admin posts but the Football Co-ordinator position remained not filled due to the selected candidate changing their mind the day they were meant to start and opting for another role elsewhere!

KS: stated that all work programmes had been agreed and were being monitored but, in time and if the current situation continues, he'd look at the Government funded Job Retention Scheme for certain staff.

GR: stated that he's doing similar and grouping staff based on business essential, or not.

The Board agreed to top up any BCFA staff who were 'furloughed' as a result of ever decreasing work programmes.

KS stipulated that 20 of the staff were FA funded and the decision to furlough all or some of these would be an FA decision but that we'd top up their salaries accordingly.

**Facilities: Pitch Improvement & Club Innovation Funds**

John Berry:

JB showed the slide which outlined applications and grants to date - circa £40k out of £50k with a couple more signed off prior to the Board meeting - (£2k-£4k).  A great success and well received.

JB, KS and Olly Hitchcox would like the fund to remain open for the remaining £6k-£8k due to match funding and purchasing time-lags.

The Board approved this until the end of the current financial year as agreed and then to review success and impact along with financial implications and budgets at that time.

KS commented on the Innovation fund - £11k approved to date out of £20k.  He'll stop any further application windows and review the CiF at the end of June/July along with the PiF.

MP thanks JB for his input and the group for their continued good work.

**7. Director Recruitment**

As per item 5 above.

Council meeting on the 9th April cancelled.

Council to be notified in due course along with Director applications.

New Council meeting after the AGM on the 24th September 2020.

**8. FA Code of Governance**

Apologies to SH - deferred until next meeting

Slide deck distributed prior to the meeting and for information.

**9. Safeguarding**

Andrew Wheeler and Sarah Willis now in post - made a great start and learning daily.

BCFA Directors all currently SOS compliant but will be sent a presentation and video to update and inform linked to a smartsheet for comments, questions/answers, personal plans, etc.

Similar video and documents to be sent to Council members.

KS: asked if he could be sent and/or confirmed personal email addresses to link to the smartsheet.

CEO stated that Richard Lindsay will be carrying out some Agile surveys in the coming months using VoxPopMe (video) – initial surveys to include Children/Young People, Coaches, Referees and Volunteers.

Mrs Hampton suggested asking children how they were feeling in the current situation.

Mr Kazmi also stated that it would be good to know if/how they are remaining active – for however long the situation lasts.

Mr Rippon suggested asking them who would they turn to to ask for help and support.

Directors suggested that these and other similar questions could be generic to all/most of the groups mentioned.

**10. FA Reports**

Sent previously for information

**11. AOB**

No AOB recorded

**Date of Next Meeting**

MP: Given the current situation and the importance and impact it was having and will continue to have, it was asked to hold a monthly 'online' Board meeting, starting from April - with May being in the diary already for 19th May.  The Directors agreed.

KS to send a 'doodle' poll to all Directors asking for availability in April.

**MP** Closed the meeting by thanking everyone for their time and input and for utilising the technology available.

**KS**also thanked everyone for their help and support and ideas and stated that this is an historic FIRST in the history of the BCFA.  He also thanked Tracy, Rachael and Olly for their input re the information provided.

The meeting closed at 16.03 with the Chairman asking everyone to stay safe and to take care of themselves and loved ones during this difficult period and to call if wanting any reciprocal help or support