



BOARD MINUTES

**Birmingham County FA Board meeting
Tuesday 23rd July 2019**

**Minutes of the Board meeting held at the Birmingham County FA Headquarters
Commencing at 1pm for a 1.30 start and following Mark Bullingham's (new FA CEO) visit earlier that morning**

BOARD NOTICE

Hi everyone
I hope you're all okay

Please find the minutes below from July's meeting.

We have also attached a few additional documents which believe will interest you.

We have had a carbon Trust report on the building and as part of the initial sustainability outlook that we'd like to drive ourselves and then further down and across the game. We are keen to implement the recommendations which will pay for themselves in five years but would appreciate your input and any expertise.

You will also find confirmation of the spread of investments that we've made in the last four weeks.

I have also included a BCFA 'football' animation that the team has been working on which shows the football journey and information relating to a big International 'car-free' event taking place in Birmingham on the 22nd September which we are involved in. Birmingham City Council are closing the A38 that day and we have a world-renowned football freestyler helping us we'd welcome any help and support during the day.

We have arranged a Director's meeting with the auditors at 11am on the 5th September. Kevin will send out the draft accounts prior to that meeting for and questions and feedback that we can answer or direct to the audit team. If you are available and would like to attend the meeting on the 5th then please let Kevin know. Alternatively, if you have any questions and would prefer to dial in remotely then again that would be great but please let Kevin know along with a number for us to contact you on the day.

There are a few actions required before the next meeting on the 26th September so please pass your thoughts and contributions as previously agreed to Kevin.

It's been a great year and I not only thank each of you for your input and for taking the time to understand the business and its nuances but also giving us the compliment to all want to continue.

Mike Penn

Chairman Birmingham County FA

BOARD MEETING
Minutes of the meeting held on Tuesday 23rd July 2019 at 1.30pm

**M. Penn (Chairman), S. Poole (Deputy Chairman), K. Shoemake (CEO),
J Berry, M, Shafaq, S. Welch, S. Kazmi, H. Organ**

Invited for item: A. Sproson (5), O. Hitchcox (5), R. Lindsay (5 & 6)

Apologies: G Rippon, S Hampton, H Murdoch

Supporting Documents: Carbon Trust Report, BCFA Investment overview, BCFA animation, International Car Free day (A38).

Item	Minutes	Actions
1	Chairman's welcome & remarks and agenda overview The Chairman welcomed everyone to the meeting Several Directors commented positively on the new format of the agenda. Mr Organ said that he'd like to see more interaction and presentations from staff on particular themes and Mr Kazmi suggested this might further enhance knowledge of specific areas of the business. The Chairman also gave an overview of Mark Bullingham's earlier visit which went really well with some excellent feedback.	Chair/CEO
2	Apologies for Absence Mr Rippon Mrs Hampton Mrs Murdoch Apologies received by all the above and accepted on the day	
3	Minutes of the Board meeting held on 21st May 2019 The minutes were approved and signed by the Chairman as a true and accurate record.	
4	Matters arising not covered on the agenda There were no matters arising with some items being included in the day's agenda.	
5	BCFA Facility Fund BCFA Facility Fund Mr Berry gave a brief background to and overview of the proposed scheme. Mr Hitchcox added some more detail about current FA/SE schemes and the BCFA KPI surrounding Pitch Improvement and available grants. The main aim of the proposed scheme was to help achieve the KPI by accelerating the time it took for clubs to have their two pitch assessments and then purchasing the recommended equipment – sometimes taking 2-5 years or not at all.	Approved OH to liaise with FF regarding an online application platform.

	<p>It was agreed that there would also be a positive reputational impact to invest back into the game and help improve pitches with better pitches equalling more matches/less cancellations and better surfaces to enhance the match experience.</p> <p>Mr Penn and the CEO also outlined one of the future FA criteria being CFA reserves against operating costs. The FA has suggested that a good ratio would be between 8-12 month's surplus. Anything over would be scrutinised with plans asked for those CFA's regarding short/long term investment. It was felt that any CFA who were outside of the criteria levels set and who haven't got plans to spend their surplus could have their funding cut. The CEO outlined that the BCFA was currently at 13.2% as an annual average and that any reduction in capital spend as well as money towards this proposal would help reduce the risk.</p> <p>Mr Welch stated that his club had gone through a long-winded pitch improvement programme, but it was an excellent scheme and the new BCFA scheme would be beneficial and enhance the existing programme. He also suggested that there should be a minimum club contribution of 10% raised by the club at the time of application.</p> <p>The following questions were answered:</p> <p>Our new scheme would be UPTO £5k per club application.</p> <p>The scheme would NOT be match funded by the club – the club would have to confirm a purchase or provide evidence that a purchase is being made after the grant is received and for a specific item.</p> <p>Mr Hitchcox is liaising with the Football Foundation to utilise their online application process for our own use. He also said that the ROI and success of the scheme would be seen in the increased KPI and that this was support one of the main FA priority pillars.</p> <p>The Board agreed that that it would be difficult to distinguish between large and small clubs but priority could be given to the biggest impact and 'bang for buck' and that consideration be given to Charter Standard clubs.</p> <p>Mrs Shafaq also suggested that we ask additional questions at the time of application and include the club's overall betterment of the game in relation to equality, mental health, sustainability and respect linked to their discipline record.</p> <p>The CEO also said that the proposal also met the BCFA vision.</p> <p>At the end of a long and positive discussion, the Board unanimously agreed to an initial £50k budget and monitor the scheme and its impact for the first season and a provision for a second year if the scheme is well received and is making an impact on the KPI's and facilities.</p> <p>It was also agreed that the following would make up an internal verification panel: Mr Penn, Mr Poole, Mr Shoemake, Mrs Murdoch, Mr Berry and Mr Welch – with four from six meeting as and when required either on site or remotely.</p> <p>Mr Welch added that we needed to promote this heavily inc web site, video, social media and BCFA material (welcome pack/BCFA app).</p> <p>Mr Welch and Mrs Shafaq also recommended having a more transparent and approved reserve policy.</p>	<p>SW & CEO to draft policy</p>
--	---	-------------------------------------

	<p>BCFA Priority Site Fund</p> <p>The CEO outlined the idea of having a separate annual fund of £10k which OH would manage which would be a dedicated resource for grass pitch improvement that the BCFA identifies. The CEO suggested most of these would be Local Authority sites such as Moor Lane. The suggestion being two separate funds of £5k for two sites or one £10k fund for one site. The CEO further elaborated that this fund would require match partnership funding to specifically improve grass pitches – LA's, venue operators, clubs, etc</p> <p>The Directors also approved the additional request for a further £10k specifically for this BCFA fund.</p> <p>Project Innovation Fund</p> <p>There was a lengthy discussion around an additional request for a further £20k for specific initiatives around safety and sustainability. The CEO outlined that the business received a number of requests each season for defibrillators – there is a new phase three fund which gives an almost 50% grant for defibs but our suggested grant would be an additional amount £250 which would then reduce the cost to under £500 per unit. This grant would be available whether there was any additional funding or not. The CEO also outlined other areas which he and colleagues would like to support in the form of small grants: water fountains (purchase or installation), electric/hybrid car charging points. The CEO stated that he had budgeted for two additional water fountains on the BCFA site as well as two car charging points in the lower (main) car park. He stipulated that this would lead the way in our sustainability project and one for clubs to follow. The grants were not intended to cover the full costs of purchase but as a contribution towards the cost – to be paid upon the club proving purchase/installation. The Directors agreed that the idea in principle was a good one but they could not agree whether to offer grants for specific items or allow clubs to come up with their own suggestions based on need and to be innovative in their approach. As a result, Directors are required to draw a list of suggested items or relay their further thoughts prior to the next meeting or one suggestion could be to approve a list of specific items and amounts as well as clubs requesting a grant for other innovative items/projects. All suggestions to be forwarded to the CEO prior to the next meeting.</p>	<p>ALL: to express their preferred approach <u>OR</u> draw a list of suggested items that we could fund <u>OR</u> a mixture of the two suggestions prior to the next meeting</p>
6	<p>Sustainable Football Project</p> <p>Mr Kazmi and Mr Lindsay gave a short presentation on the outlined sustainability football project under the theme: Save Today – Play Tomorrow. The budgeted water fountains and car chargers would show the way but it was a small but significant start. Mr Lindsay stated that he was an invited member of the FA's sustainability discussions and that we as a business had to take a lead and help educate individual participants, clubs, leagues and venues to reduce the amount of waste and in particular the use of single use plastic within football. He also stated that children and young people were driving the agenda and that plastic was now a currency in its own right so could mean a more sustainable and less costly game in the future and that some kit manufacturers had already produced kit from plastic and other items. The Board agreed the scope of the project and the direction of travel and the concept even though it was in the embryonic stages of development.</p>	

		<p>The CEO also stated that we were changing our waste contract to an FA approved contractor who offer a more transparent recycling scheme – sorting and collection. We are also looking at producing a free carbon trust report on the BCHA HQ.</p> <p>Members of the Board also suggested producing a BCFA Sustainability policy as part of the overall internal and external approach.</p>	SK/RL to produce a policy.
7	<p>CEO Update</p> <ul style="list-style-type: none"> FA Business Scoreboard & KPI's FA Q4 review & Operational Plan feedback Finance <ul style="list-style-type: none"> Summary P&L (12 month) & Balance sheet Audit Finance policy & investments 	<p>The CEO outlined the final year 1 scoreboard and the highlights from the year.</p> <p>The CEO briefly outlined the positive feedback on the FA's year 1 review and the positive comments nationally for our year 2 plans.</p> <p>The CEO outlined an un-audited end of year surplus which, after more accurate and robust accruals, was a little less than predicted. This was largely due to year on year variances of grants and the Referee registration being put back three months. Education courses again had a good year and the affiliations were consistent year on year.</p> <p>It was confirmed that the audit would commence on the 14th August for three days. Initial feedback from testing was really encouraging regarding the work carried out on Xero. The CEO has also commissioned one of the auditors to further investigate any vat reclaim spanning the last 2/3 years. The Chairman stated that the auditors will be asked to attend an extra Directors meeting (online, telecon, fact to face) to answer any questions from Directors regarding the accounts and prior to sign off.</p> <p>The CEO confirmed that we were underway in investing 5 sums of £85k in five separate savings accounts – to reduce risk and increase interest received.</p>	<p>ALL: Directors wishing to 'attend' a meet the auditors meeting and to approve the accounts to inform CEO ASAP.</p> <p>Attached</p>
8	<p>Director updates</p> <ul style="list-style-type: none"> Feedback from one to one meetings Areas of responsibility / requested changes (yr 2) 	<p>The CEO gave an overview of the meetings. He stated everyone had enjoyed their first year and wished to continue. Everyone stated that they were surprised at the scope, depth and complexities of the business and that most were comfortable that their knowledge was now sufficient to make a better and bigger difference.</p> <p>Board meeting agendas and having duration times for agenda items was requested by a number of Directors. Most Directors asked for further training on Smartsheets or to spend some time on it at the away day.</p> <p>A few Directors asked for some changes and these are now reflected in the business scoreboard.</p>	

	<ul style="list-style-type: none"> - Away Day – topics (15th October at StGP) - (Re)appointment process for new terms 	<p>From the one to one meetings, we have received some suggestions and for no more than one major item in each half of the day: BCFA name/branding, facilities, sustainability. Directors are asked to forward suggestions to the CEO prior to the next Board meeting.</p> <p>The Chairman stated that for transparency and constitutionally we would have to advertise the three Director positions whose two year terms finished in June 2020. All three Directors have indicated their wish to be re-appointed and would be guaranteed an interview along with any other short-listed candidates.</p> <p>Further details will be discussed along with the process and timelines towards the end of the year.</p>	ALL: Directors to produce and send a list of agenda items prior to the next meeting
9	Safeguarding & Welfare <ul style="list-style-type: none"> - SOS Compliance 	The Deputy Chairman and CEO gave an overview of the year and the successes and positive feedback and suggested initiatives for the coming year. This included more emphasis on Respect which will be a new KPI. Directors were informed that there would be at least one further course to attend/complete.	
10	FA Representative Reports	All for information and taken as read. There were no questions relating to any item.	
11	AOB	There were no further items tables or discussed.	
12	Dates/Times of Future Meetings: <ul style="list-style-type: none"> • THURSDAY 26 September – Board meeting – 1pm-4pm Thursday 26 September – BCFA AGM (7pm) • Tuesday 15th October - Director's Away Day – 15th • Tuesday 19th November – Board meeting – 1pm-4pm • Tuesday 21st January 2020 – Board meeting – 1pm-4pm • Tuesday 24th March – Board meeting – 1pm-4pm • Tuesday 19th May – Board meeting – 1pm-4pm 	<p>Director Actions:</p> <p>Item 5. ALL: Directors to express their preferred approach <u>OR</u> draw a list of suggested items that we could fund <u>OR</u> a mixture of the two suggestions prior to the next meeting</p> <p>Item 7. ALL: Directors wishing to 'attend' a meet the auditors meeting and to approve the accounts to inform CEO ASAP.</p> <p>Item 8. ALL: Directors to produce a list of Away day agenda items and send it prior to the next meeting</p>	

Signed as a True & Accurate Record

Chairman

Date