



Birmingham County FA Board Meeting  
Tuesday 20<sup>th</sup> September

## Board Minutes

Held at the Birmingham County FA Board Room  
at 1pm

### BIRMINGHAM COUNTY FA

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**From:** Mike Penn

**Date:** 4<sup>th</sup> November 2016

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**To:** Directors + FASRM

**Subject:** Board Minutes

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Dear Directors,

Please find the previous Board minutes from the September meeting attached.

As a reminder, the next Board meeting will be held at the BCFA offices on Tuesday 22<sup>nd</sup> November 2016 – 12noon refreshments and a 1pm start.

The agenda and papers will follow prior to the meeting but please let Kevin Shoemake know if you are unable to attend.

Kind regards,

**Mike Penn**  
Chairman Birmingham County FA

**Birmingham County FA  
Board meeting  
Minutes of the meeting to be held on Tuesday 20<sup>th</sup> September  
Commencing at 1pm**

**M. Penn (Chairman), S. Poole (V Chairman), K. Shoemake (CEO),  
C. Ehlertsen (FARM), M. Dainty, S. Hampton, R. Heath, S. Kirkland, L. Smith**

Item		Action
<b>1</b>	<b>Chairman's welcome &amp; remarks</b> The Chairman welcomed and thanked everyone to the meeting	
<b>2</b>	<b>Apologies for Absence</b> Apologies were received in advance from S Kirkland and C Ehlertsen	
<b>3</b>	<b>Minutes of the Board meeting held on 19<sup>th</sup> July</b> The minutes were approved and signed by the Chairman on the night.	
<b>4</b>	<b>Matters arising from the previous minutes not covered on the agenda</b> There were no matters arising. MP stated that it had been relatively quiet since the last meeting but things were due to pick up as the season starts in earnest.  KS mentioned that he'll provide more statistics at the next meeting as we'll have a full and almost complete picture once registrations and affiliations had finished	<b>KS to provide Club/Team and Referee data plus Equality figures</b>

<p><b>5</b></p>	<p><b>FA Representative' report</b></p> <p>MP reported that the new FA Chairman, Gregg Clark had been appointed and that he will be carrying out a number of meetings around the Country to meet County FA's and key stakeholders. BCFA had been invited to attend the first FA Chairman's meeting on the 6<sup>th</sup> October 2016 and the Chairman and CEO will be present.</p> <p>The Chairman also stated that the National Game Board (NGB) was working on proposals to review and reform FA Council which will eventually be put forward for Council debate and approval.</p> <p>SH reiterated the point that Sport England had a new governance code and efficiencies and that the FA will have to comply at the earliest opportunity. If the FA fell short of compliance then there was a real risk that FA funding could be reduced and/or other compliant bodies such as CFA's and CSP's might be apply to apply directly.</p> <p>MP commented that although the BCFA could be deemed as compliant regarding it's governance and especially the make-up of the Board there was still work to do regarding Board and Council representation.</p> <p>RH commended the work already undertaken locally and offered to liaise with SP if required regarding a BCFA Council review, especially as there could be a risk of further funding cuts or opportunities to apply.</p>	<p><b>MP to report back regarding initial thoughts and outcomes from the meeting(s)</b></p>
<p><b>6</b></p>	<p><b>CEO Update</b></p> <p>The CEO showed a few slides which had previously been presented at the FA's 12 month review.</p> <p>The CEO then gave an overview of activity since the last meeting...</p>	

## **Operations**

### **- Affiliation**

Still down on where we'd like to be but much improved picture on where we were 6/8 weeks previous.

Still some Leagues in process and due to kick off in October. 60 Leagues already sanctioned.

Colleges and Uni's still to affiliate plus the Business League and disability teams.

A big plus so far on youth female (+37).

County Cups: 20 extra teams increasing to 653 entries.

Discipline: 3<sup>rd</sup> in Country regarding online processes of cases

– Army: 100% - 18 cases, Oxford: 97% - 521 cases. BCFA: 94% - 2,282 cases! The BCFA is one of two CFA's who have been chosen to assist with further WGS (UAT) testing.

### **- Referees**

eNewsletter – 60% open rate for the first distribution.

### **- Workforce**

Tracy Piper – Finance Officer has been recruited to replace Seb.

Mandy Garner returns albeit on a phased return.

Matt Price (Recreational/Adult) – confirmed in post until 2019 (year 1 FA funding / years 2 & 3 BCFA funding if no other funding available)

Mark Watson (Marketing) – confirmed in post until 2019

Jasbir Batt – new three year contract to focus on Disability participation

Rafe Turner – now solely focussed on Women & Girls participation

2 new roles being advertised: Course Administrator & Customer Support (Junior).

Amy & Rachael with Tresham College re LSC funding for Level 1.

October 7<sup>th</sup> – Team meeting including Operational Plan

Lisa – on FA Director course, KS – FA CEO Leadership course

Pensions: compliant = 3 months deferral for new 'auto enrol' joiners not the current 6 month (probation) – although new staff can insist to join immediately.

Staff Realignment – Oct/Nov 16.

Marvin Robinson & Terry Angus appointed to BCFA Discipline and LFADP

### **- Equality**

BAME coaches meeting cancelled – KS, JB, MJ to review along with Steve Pritchard.

BAME Refs – 2 courses

IAG met

### **- BCFA Facility Investment**

SK – waiting to hear back from Sandwell Council regarding another meeting.

Walsall FC: 4 matches played – 7 in total on the pitch. KS has extended its use to Walsall u21 – a further four fixtures.

14 coaching days already on the pitch – saving £1k on pitch hire.

MP's match booked for 2<sup>nd</sup> October – no publicity allowed.

### **- Finance**

KS gave an overview of the finances to date and distributed copies of the 5 month (August) P&L.

The figures showed that even after the usual non-footballing months, the business was in surplus and slightly ahead of the budget.

7	<p><b>Director Updates</b></p> <p><u>MD</u>: Matt stated that progress was being made with profile and web/social media data. However, more can be done, especially as momentum was being generated. KS thanks MD for his help and mentioned that MD, KS, S Jobson and M Williams will meet to discuss an annual strategy broken down into three month blocks. This will include customer engagement in general.</p> <p><u>LS</u>: Lisa stated that she'd attended the recent Birmingham Awards ceremony. Lisa supported the fact that we need and can substantially increase our profile, reach and interaction although good in-roads made in recent months.</p> <p><u>SK</u>: Simon had forwarded some thoughts prior to the meeting which centred around facility development and a requested follow up meeting with Sandwell Council regarding Ray Hall Lane. SK also noted the positive moves to specifically staff and support women &amp; girls football and Disability football going forward.</p> <p>Simon also commented that we still require much better insight locally and in order to support plans and activity.</p> <p><u>RH</u>: Richard mentioned that he'd like to see more work directly with Leagues and in particular adult Leagues to better understand their challenges, support and work together to drive up participation. It was agreed that Richard will liaise with SP to form some steering groups – adult Sunday, adult Saturday, Youth.</p> <p><u>SH</u>: Sandra mentioned a number of items including the recent meetings between the BCFA and all the CSP's which have been beneficial and may be even more so if we ever have to work together for funding. SH also supported the fact that more relationships need to be made but progress was good. SH stated that the FA's women &amp; girls strategy will be announced in November but aspects were already filtering out and we need to remain ahead of the game. Sport England were meeting with senior figures at the FA regarding governance, aligning projects and focus linked to funding and the new SE strategy.</p>	<p><b>RH to liaise with SP to set up and activate some League forums</b></p>
8	<p><b>BCFA Committees Meetings</b></p> <p>It was noted that a few of the Committees had met (Referees, Competitions, Discipline, Sanctions and IAG) but there were no issues to report.</p> <p>The Chairman noted that all Committee Chairs and Vice Chairs had been re-elected.</p>	
9	<p><b>AOB</b></p> <p>- <b>50 year service awards:</b> M Fellows, G Rouse</p> <p>The Board formally approved the BCFA support of the awards</p> <p>RH: Richard mentioned the 'Run for Joel' fun run and asked for support and runners on the day. KS confirmed that some of the staff were running the various distances.</p>	<p><b>KS to forward nominations to the FA for approval</b></p>
10	<p><b>Date of Next Meeting</b></p>	<p><b>Tuesday 22<sup>nd</sup> November – (12) 1pm</b></p>

**Signed:**

**Date:**

**Position:**