



**Birmingham County FA Board meeting
Tuesday 19th September 2017**

MINUTES

**Meeting held at the Birmingham County FA Board Room
Commencing at 12 noon**

BIRMINGHAM COUNTY FA – BOARD MINUTES

From: Mike Penn

Date of Circulation: 24th October 2017

To: Directors

Dear Directors,

Hi everyone – I hope you're all okay.

Please find the September Board minutes below.

Thank you for your feedback regarding the November date and time and also December. I can confirm that we'll start at 10.30 on the 14th November and the initial couple of hours will be the mandatory FA Safeguarding course for Directors. We will then deal with additional business as per the agenda items.

The extra December meeting will be on the 12th December starting at 12noon and as per the agenda which will follow nearer the time.

As per last year, all Directors are invited to the Christmas meal which will be at the same venue in Birmingham starting at 6pm on the 14th December. Please let Kevin know if you're able to attend.

Kind regards,

Mike Penn
Chairman Birmingham County FA

**Present: M. Penn (Chairman), S. Poole (Deputy Chairman), K. Shoemake (CEO),
M. Dainty, S. Hampton, R. Heath, S. Kirkland, L. Smith
Apologies: C. Ehlersen (FASRM)**

Item		Minutes	Action
1	Chairman's welcome	The Chairman thanked everyone for attending	
2	Apologies for Absence	Mr Ehlersen sent his apologies prior to the meeting	
3	Minutes of the Board meeting held on 16th August 2017	The minutes were signed by the Chairman as a true and accurate record	
4	Matters arising not covered on the agenda	There were no matters arising or tabled on the day	
5	F A Representative Report <ul style="list-style-type: none"> • NGB report: A u g u s t 2017 • FA Board: July 2017 • FA Council: V e r b a l update 	<p>For information</p> <p>For information</p> <p>The Chairman updated Directors regarding the ongoing governance changes at the FA. The Council are continuing to debate the structure and make-up of Committees, age and term limits.</p>	
6	Safeguarding & Welfare <ul style="list-style-type: none"> • Update and Safeguarding Operating Standard (SOS) 	<p>Mr Poole distributed the matrix which showed what needs to be actioned and who is leading on each area.</p> <p>The Chairman and CEO informed the Board that Simon Crockett would start on the 3rd October as the full time County Welfare & Respect Officer. 80 compliance visits have to be concluded by March 2018. The CEO started that this could cost in the region of £5-£7k and would involve the staff with as many as possible linked to their work plans although he was looking at independent options.</p>	

8	CEO Update <ul style="list-style-type: none"> • Workforce • Facilities 	<p>The CEO confirmed that the workforce had been submitted and approved by the FA. There will be a separate amount for the majority of the County Welfare & Respect Officer's salary.</p> <p>The CEO also confirmed that the FA will be awarding the 2% RPI for the coming year and also a retrospective payment for the previous year which had been overlooked.</p> <p>The CEO also confirmed that Joe Robinson has accepted the vacant FDO position and, following his interview for the same position, we would be offering Obayed Hussain a nine month contract as Equality Officer to work with IAG.</p> <p>The CEO also confirmed that agreements and payments had concluded with Ms Lockyer and Ms Torkildsen which included FA redundancy payments.</p> <p>He also confirmed that Ms Jobson had resigned as Business Development Manager – a role which was now going to be realigned as Business Planning Manager.</p> <p>The CEO confirmed that, following the purchase of the Sandwell League site, it was being renamed as the BCFA Football Development Centre. He also advised the main HQ site will be known as the 'Excellence Arena'.</p> <p>Mr Kirkland suggested invoicing the Great Barr Club for ten sessions each time which would then be vat exempt.</p> <p>The CEO also stated that Southampton had used the site whilst in the area and that we would be hosting two Premier League 2 fixtures after being approached by Birmingham City.</p> <p>The CEO also informed the Directors that he would be inviting Steve Wells Associated to the site to discuss short and long term development ideas.</p>	<p>CEO to contact the Club</p>
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9	D i r e c t o r Review	<p>There followed an open discussion which each of the Directors contributed to regarding their initial tenure on the Board and ideas for better Board engagement going forward.</p> <p><u>Mr Kirkland</u>: Really enjoyed his time but asked for more to be put on Directors. He agreed the need for a specific area of responsibility and focus for each Director. He agreed the need for a Director responsible for finance.</p> <p><u>Mrs Hampton</u>: Really enjoyed being a Director. It wasn't what she'd expected or was then initially asked to do but had a better experience and input since new CEO started. Agrees that the roles need to be narrowed and defined and aligned with business priorities.</p> <p><u>Mrs Smith</u>: Has enjoyed being on the Board and has learnt a great deal alongside the FA course. She thinks we need more football focus as rarely mentioned and more PR and promotional support for staff.</p> <p><u>Mr Dainty</u>: Has had a good and enjoyable year but has struggled with time off work. Would welcome a specific brief and focus.</p> <p><u>Mr Heath</u>: A vast improvement to the old Board but again underused. Likes being the link to Council (Leagues) and would welcome a participation focus.</p> <p><u>Mr Shoemake</u>: Sees the role as more of a check and challenge and utilising contacts rather than doing and being too involved in actual projects. Feels that some meetings become show and tell.</p> <p><u>Mr Poole</u>: It's been a good start and foundations to build on. A really good opportunity to learn and build on the last 18 months but definitely a primary focus for each Director moving forward.</p> <p><u>Mr Penn</u>: Thanked everyone for their input and feedback. Each Director confirmed their desire to continue.</p> <p>In light of the discussions, there needs to be a review of the articles concerning appointment of Directors. These will be discussed and proposals submitted at the next meeting for consideration at a later date. The Chairman stated that it would be helpful if all Directors could email the CEO seven days prior to the next meeting regarding which areas they would like to lead on and have responsibility for.</p> <p>Subject areas were consider: <u>Equality</u>, <u>Safeguarding</u>, <u>Commercial/Business</u>, <u>Football Development</u>, <u>Participation</u>, <u>Finance</u>, <u>Customer Service</u>, <u>PR/Marketing</u>, <u>Facilities</u>.</p>	Directors to email CEO a n d highlight areas where they would like to lead or other areas not in the list
10	C o m m i t t e e Meetings	Mr Kirkland stated that the IAG meeting had been postponed but he'd had a good internal planning meeting with Juned, Amy and Luke and to discuss the non-consumer research recommendations.	
11	A O B	There was no Any Other Business	
12	D a t e s o f F u t u r e Meetings	To be reviewed and confirmed	

Signed as a True & Accurate Record
Date

Chairman