



Birmingham County FA Board meeting
Thursday 6th September 2018

MINUTES

Meeting held at the Birmingham County FA Board Room
Commencing at 1pm start

BIRMINGHAM COUNTY FA – BOARD MINUTES

From: Mike Penn

Date of Notice: 19th October 2018

Dear Directors,

Thanks again for your time and contributions in the 'away day' meeting last Friday.

For your records, please find the brief minutes below from the finance/audit meeting which was held on the 6th September. The minutes from the meeting held on the 20th September will also follow shortly.

As a reminder for future meetings:

BOARD MEETINGS

- 20th November
- 22nd January 2019
- 19th March 2019
- 21st May 2019

COUNCIL MEETINGS

- 6th Dec
- 11th April 2019

If you know that you can't attend any of the Board meetings then please let Kevin know in advance.

You are all cordially invited to the BCFA Christmas meal/night out on Friday 14th December. This is at a well-known Indian restaurant in Birmingham and is a good night and we are well looked after. I appreciate you are all busy with work and home commitments, especially around this time of year but it would be great to see some Directors on the night so, if not done so already, then please let Kevin know if you'd like to come.

Have a good weekend and look forward to seeing you all soon.

Kind regards,

Mike Penn

Chairman Birmingham County FA

PS. The offer to spend some time with the staff and work within the HQ is always there, especially as we have some defined areas of work. If you'd like to start developing some areas after last week and meet people then please liaise with Kevin re dates and availability.

**Birmingham County FA
BOARD MEETING**

Minutes of the meeting on Thursday 6th September 2018 at 1pm start

Present: M. Penn (Chairman), S. Poole (Deputy Chairman), K. Shoemake (CEO), J Berry, M, Shafaq, S. Welch, S. Kazmi,

Apologies: S. Hampton, H. Murdoch, G. Rippon, H. Organ

Item	Minutes	Actions
1	Chairman's welcome & remarks	The Chairman welcomed everyone and said that he'd had some comments and questions from some absentees regarding the finances
2	Apologies for Absence	Apologies were received from: Mrs Hampton, Mrs Murdoch, Mr Rippon, Mr Organ
3	Conflict of Interest Register	<u>Mrs Shafaq</u> stated that her organisation had started some brief discussions regarding the delivery of mental health training to BCFA staff. This was prompted by the BCFA CEO. <u>Mr Welch</u> stated that the BCFA CEO had asked him to look at the BCFA bank accounts and suggest some initial investment improvements and other bank/accounts to open to reduce risk. Both declarations were confirmed by the BCFA CEO.
4	Minutes of the Board meeting held on 19th July 2018	<u>Mr Berry</u> asked for an update on the potential sale of Wembley Stadium – the Chairman gave everyone present a brief verbal update which will be expanded on at the Board meeting on the 20 th September. <u>The CEO</u> also updated those present regarding previous discussions whereby he'd recently met with some local facility influencers from Sport England and Birmingham City Council regarding strategy as well as the Commonwealth Games. Mr Shoemake said the meetings were positive and beneficial for both parties.
5	Matters arising and not covered in the agenda	There were no matters arising

6	Annual Accounts 2017-18	<p>There was a general discussion around the figures and process.</p> <p><u>Mrs Shafaq</u> stated that the business would benefit from a form of Charity status and an investment strategy – the CEO replied by saying that both ideas were on our list of objectives but we'd require some support and expert advice.</p> <p><u>Mr Welch</u> supported the earlier ideas raised and offered to work with Mrs Shafaq and the CEO to review options as well as banking arrangements.</p> <p>There was a general request for more information regarding vat and exemptions and corporation tax which some non-attendees had also raised as questions.</p>	<p>S. Welch / M Shafaq to investigate charity status</p> <p>CEO to supply further information</p>
8	Safeguarding & Welfare	<p>The CEO updated everyone on the current status of the business in relation to the external assessment. He stated that additional information had been uploaded prior to the deadline at the end of August and was now being reassessed by the independent auditors.</p>	
11	BCFA Operational Plan	<p>In light of the timings on the day and that half the Board were unavailable, it was decided to defer this agenda item.</p>	
12	AOB	<p>There then ensued a detailed discussion about football participation and facilities which included a number of new or current or previously tried ideas.</p> <p>Mrs Shafaq then suggested that a Director's 'away day' would benefit everyone when suggestions could be aired with more learning taking place.</p> <p>Mr Welch offered the use of a room at RBS in Birmingham.</p> <p>Mr Kazmi offered to arrange a facilitator from Britvic and to work with the CEO on a work-book and agenda items for the day.</p> <p>It was decided that a half day would suffice.</p> <p>Mr Berry suggested that the business signs up with a mental health at work initiative – 'thrive at work'. The CEO expressed an interest and would investigate further.</p>	<p>CEO to confirm a date and liaise with Mr Welch and Mr Kazmi re the meeting on either the 12th or 19th October</p> <p>CEO to investigate and register if appropriate</p>

13	<p>Dates of Future Meetings All Board meetings to commence at 1pm with refreshments from 12.30. Meetings should conclude no later than 4pm.</p> <p>Board Meetings:</p> <ul style="list-style-type: none"> • 20th November • 22nd January 2019 • 19th March • 21st May <p>Additional Diary Dates – for info</p> <ul style="list-style-type: none"> • 6th Dec - BCFA Council meeting – 7pm • 11th April – BCFA Council Meeting – 7pm 		
----	---	--	--

Signed as a True & Accurate Record
Date

Chairman

If you would like any time with colleagues on the day of a Board meeting or at any other time then please let Kevin know well in advance and he'll check if staff are in the office and available on specific days or can change diaries to suit.