# BCFA LOGO black&yellow

# Birmingham County FA Board meeting

**Tuesday 19th March 2019**

**BOARD MINUTES**

**Meeting to be held at the Birmingham County FA Board Room**

**Commencing at 1.00pm**

# BIRMINGHAM COUNTY FA – BOARD MINUTES

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| **From:** Mike Penn | **Date of Notice:** 5th April 2019 |
| **To:** Directors |  |

Dear Directors,

Hi everyone – I hope you’re all okay.

Please find the minutes of the 19th March Board meeting attached along with the documents requested at the meeting.

Thank you for your attendance and input and support before and since.

Kind regards,

**Mike Penn**

Chairman Birmingham County FA

**Birmingham County FA**

**BOARD MEETING**

**MINUTES of the meeting on Tuesday 19th March 2019 at 1.00pm**

**M. Penn (Chairman), S. Poole (Deputy Chairman), K. Shoemake (CEO),**

**S, Hampton, J Berry, M, Shafaq, S. Welch, S. Kazmi, G. Rippon**

Apologies received: H. Murdoch, H. Organ

**Papers:**

Agenda, Minutes (22.01.19), FA documents (3), BCFA Policies (3), Facility Information, Business Scorecard, KPI report, P&L (8 months), Balance sheet (8 months), Risk Register, Updated Staffing structure

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| **Item** | | **Minutes** | **Action** |
| 1 | **Chairman’s welcome & remarks**   * Conflict of interests | The Chairman welcomed everyone to the meeting.  There were no changes stated or tabled regarding any further conflict of interests.  The CEO stated that he would be seeking to engage with Mrs Shafaq regarding mental health training for the staff. |  |
| 2 | **Apologies for Absence** | Mrs Murdoch and Mr Organ sent their apologies which were accepted at the meeting. |  |
| 3 | **Minutes of the Board meeting held on 22nd January 2019** | The minutes were approved and signed by the Chairman as a true and accurate record. |  |
| 4 | **Matters arising not covered on the agenda** | The CEO informed the Directors that he still had to draft finance policies – sign off and reserve policy and set up counter signatories for payments. |  |
| 5 | **a) Election of Chairman for 3 year term 1st July 2019 - 30th June 2022**  **b) Election of Deputy Chairman for 3 year term 1st July 2019 - 30th June 2022**  **c) Election of FA Representative for 3 year term 1st July 2019 - 30th June 2022** | To confirm that only nomination form received by 1st March was from Michael Penn and he is therefore re-elected unopposed in accordance to BCFA article.  To confirm that only nomination form received by 1st March was from Steve Poole and he is therefore re-elected unopposed in accordance with BCFA article.  To confirm that only nomination form received by 1st March was from Michael Penn and he is therefore re-elected unopposed in accordance with BCFA article.  The Chairman gave an overview of the election process and stated that it would be his and Mr Poole’s last three year term of office. He also suggested changes to the Articles to allow non-Council members to apply for the three elected positions which meant any Directors in post at that time could apply. Mr Penn recommended that the FA Rep role should be the CEO as is now the case in many other CFA’s |  |
| 6 | **Re-appointment of BCFA Honorary Members (5)**   * Rev. H Baker, N. Peck, E. Yardley, M. Fellows, M. Knowles   **To Appoint new Honorary Member (1)**   * L. Moses to replace L. Chick (President) | The Chairman gave some detail as to the background of the positions.  The Directors agreed to the five incumbents being re-appointed which will be ratified at the Council meeting/AGM  Again, The Chairman gave an overview of the rationale and background to Mr Moses being recommended.  The Directors agreed to the recommendation which will be ratified at the Council meeting/AGM |  |
| 7 | **FA Representative Report**   * NGB reports: January & February 2019 * FA Board: January 2019 | As read  The Chairman mentioned that there was some concern at NGB regarding succession planning and that he would not be standing for election to the Board.  As read  The Chairman gave an update on the ongoing FA review being carried out by Portas Consulting. He stated that it will be a three year plan which will see some changes to the FA’s policies and procedures as well as IT and KPI’s which will then lead to a national County FA Operating Standard |  |
| 8 | **Facility Investment & Provision** | Amy Sproson and Olly Hitchcox joined the meeting  The BCFA team outlined the documents that had previously been circulated, which included the Local Football Facility Plans (LFFP).  Mr Hitchcox and the CEO also explained our involvement in the process and the support offered when Club enquire and/or apply and whether or not they are successful and decide whether to receive Football Foundation funding (matched funding - 50%/50%) or fund facility development themselves (100%).  The Directors then had a positive discussion regarding how else the BCFA could support Clubs outside of any Football Foundation applications or other major external investments. Mr Hitchcox suggested a small BCFA fund that clubs could apply direct to BCFA for some residual/end of season pitch/facility work – possibly match funded. Mr Kazmi further suggested this could be a BCFA innovation fund with application form/process.  The Directors thanked Mrs Sproson and Mr Hitchcox for the presentation and information supplied.  The information and discussion would be captured and used by Mr Berry and Mrs Murdoch to further develop elements of a BCFA facility strategy which they are leading on with the help of Mr Hitchcox. | **Mr Berry & Mrs Murdoch to further develop strategy.**  **CEO to distribute presentation** |
| 9 | **Safeguarding & Welfare**   * Update: cases & issues * SOS Audit / Assessment | The CEO and Mr Poole announced that the BCFA team had fulfilled and passed the FA’s Safeguarding Operating Standard and were now compliant and at the first assessment.  The CEO stated that there was a glowing reference from Girling Hughes and the FA for all the efforts and initiatives we have done and achieved in the last 12 months.  Mrs Hampton again asked for a list of remaining visits.  Mr Welch suggested a number of other questions that could be asked along with promotional opportunities.  Mr Welch also suggested business cards/ID for Directors.  Mr Welch said he enjoyed accompanying Kirsty Dixon who was excellent on the night | **CEO to send**  **CEO to capture for 2019/20** |
| 10 | **CEO Update**   * Business Scorecard (smartsheet) * BCFA KPI’s inc BCFA proxy analysis * Risk Register * New Policies (3)   Mrs Shafaq left the meeting   * Workforce – * Finance * Affiliation (proposal) * HQ Trees | The CEO had circulated the scorecard which again was well received. He further explained BCFA education and the KPI’s around BAME and Female coaches and our local (hard copy) figures compared to the FA’s.  Mr Rippon and Mr Kazmi suggested that the business could develop a suite of non-football courses which relate back to sport, social issues and health & wellbeing.  The CEO also showed the local analysis of the player registration/player proxy figures compared to the FA targets and that SLT had challenged the figures with the FA.  Mr Shoemake updated Directors on the initial results from the FA’s Grass Roots Survey  The CEO explained that more suggestions for a longer term view and approach were necessary.  Mr Shoemake had previously distributed the draft policies.  Mrs Shafaq asked for any new policies to be ‘impact assessed’ prior to Board approval and questioned whether the FA template policies had been impact assessed.  Mrs Shafaq asked for TOIL to be included in the Health & Wellbeing policy along with signposting advice to and from external agencies.  Volunteer Code of Conduct: to add ‘gift’ register.  The CEO went through the current workforce structure.  Mrs Hampton requested an FA organigram be sent.  The Chairman stated that the SLT was looking at and monitoring TOIL and specific roles that were heavily impacted.  The CEO circulated and outlined a paper with an internal recommendation to reduce affiliation fees for a further year which included teams being added for free to encourage growth.  Mr Kazmi suggested keeping the affiliations the same and using the difference (circa £25k) for the facility innovation fund.  Mr Welch agreed with the suggestion and also stated that the cost saving would not be passed down to Club memberships.  Mr Shoemake understood the rationale and suggestions but also stated that we have to be competitive for Clubs bordering our boundary who could affiliate elsewhere.  Mr Shoemake to revisit proposal and compare affiliation prices with neighbouring CFA’s and re-present at the next meeting and announce any decision at the AGM.  The CEO stated that a huge branch had blown off one of the trees surrounding pitch 2 but it had catapulted over to the main pitch. Mr Shoemake had contacted the Council and the person responsible knew the CFA and line of tree in question. He confirmed there was no preservation order on the trees and said they should’ve been cut down or removed a long time ago.  Mr Shoemake said that five companies had visited the HQ but only two had quoted – ranging from £26k to £30k. Mr Kazmi stated that there was a significant risk and especially as the risk was known to the business.  The Directors agreed to go ahead with felling the trees as quoted but asked for one more quote to be sought.  Mr Welch suggested contacting Mrs Murdoch at StGP. | **CEO/Mr Rippon to develop**  **CEO to circulate**  **CEO to develop**  **CEO to get policies impact assessed**  **CEO to update**  **CEO to send**  **CEO to revisit proposal**  **CEO to seek one additional quote** |
| 12 | **Director Updates** | Prior to leaving, Mrs Shafaq gave a verbal update regarding IAG and said that a good start had been made. There was an initial focus on policies and KPI action plans.  Mr Welch said that he was looking at alternative investment opportunities regarding our current concentration of risk by potentially investing elsewhere and spread the risk. He would also be helping with finance policies.  Mr Rippon stated that he would look to put together a focus group to look at male participation.  Mr Kazmi gave a presentation on some initial ideas regarding BCFA Culture along with an overview of projects including sustainability. |  |
| 13 | **AOB** | There was no additional business tabled |  |
| 14 | **Dates of Future Meetings**   * 21st May   **Additional Diary Dates**  BCFA Council Meeting (7.00pm)   * 11th April 2019 * 5th December 2019 |  |  |

**Circulated with the minutes:**

LFFP presentation; Grassroots survey results; Safeguarding (SOS) final report; County Cup Final Schedule; FA Organigram

**Signed as a True & Accurate Record Chairman Date**