**BCFA BOARD MEETING**

**21st July 2020 – remote**

**MINUTES**

**Attendees**: M. Penn (Chairman), K. Shoemake (CEO), S. Hampton, J. Berry, H. Murdoch, S. Welch, S. Kazmi, G. Roberts

**Apologies**: S. Poole, M. Shafaq, G. Rippon

Board Approval

Director Action

**Chairman's welcome & agenda overview:**

Mr Penn welcomed everyone to the meeting which will be more of an update following the previous in-depth meeting last month.

The Chairman hoped everyone was well and coping personally and professionally in these challenging times and that there were encouraging signs for a return to football in the not too distant future.

**2. Apologies for absence:**

S. Poole, M. Shafaq, G. Rippon

**3. Conflict of Interest:**

There were no changes or conflict reported before or at the meeting.

Mr Roberts completed and returned his form to the CEO.

**4. Minutes of the Board Meeting on the 19th May 2020:**

The minutes were approved as an accurate record of the meeting.

**5. Matter arising not covered on the agenda:**

There were no matters arising or tabled at the meeting

**6. CEO & Chairman's update - summary**

The CEO stated that the FA have reduced next year's core funding by £75k.  They have also reduced some salary funding and either reduced initiative funding or stopped some initiatives altogether.

The business was still maximising the furlough scheme and will benefit from from a further £20k in January for retained staff.  The furlough scheme has already generated upwards of £80k up to and including August with two months still to benefit albeit on a reduced Government contribution.

The 20-21 draft budget has been completed and is based on a full league season being completed for all our sanctioned competitions.  There are a number of assumptions made not least the impact and surplus on courses due to the changes being implemented by FA Education.

The CEO stated he was monitoring the workforce regarding the impact of FA Education and, longer term, when contracts are renewed in June 2021.

The draft accounts show a surplus on the year of circa £40k.

**7. Income Generation**

Mr Roberts gave a more detailed presentation of the new commercial strategy and partner package following on from the previous meeting.  This will target larger local and national investment and/or value in kind.  We will utilise our unique insight (Visual-eyes) and innovation and also organisations CSR.

**8. Code of Governance**

The CEO stated that we'd made a good and progressive start and have built on the work in previous years.  Mrs Hampton reiterated this but there was still some work to complete some of the 5 principle headings including an initial self assessment and then an FA assessment.

There was some general admin required in order to attain Sport England tier 1 and some new areas in order to comply with the Code itself.

The Chairman stated that we required a full review of BCFA Council and asked the following to form a Council Working Group: M. Penn, S. Poole, K. Shoemake, S. Hampton, M. Shafaq, D. Nixon, R. Lindsay and M. Juned

**9. AOB**

The Chairman spoke about the BCFA Presidency.  Mr L. Chick, the current President's two year term of office had concluded.  The Board accepted the Chairman's nomination of Mr J. Monnes as the new President and confirmed he had completed the required 21 years as a member of Council.  The President's term of office will form part of the Council review - as such, Mr. Monnes' term will continue to be a two year term of office as per Article 9.1.

**Dates of Future Meetings:**

Board:    22nd September at 2pm

AGM:     24th September at 7pm

Council: 24th September at 7.30pm

Board:    24th November at 2pm