**Board Meeting - 26th January @ 1.30pm**

**Notes**

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

Apologies: S. Poole (Deputy Chairman), G. Rippon

Board Approval

Director Action

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

Mr Penn welcomed everyone to the meeting and hoped everyone was well coping personally and professionally in these challenging times along with loved ones.

The Chairman also reiterated to Directors that he'll be sending information appertaining to and from the FA Board, National Game Board and FA Council direct to Board members and reiterated that much of what is sent or discussed at meetings is confidential and not to shored or discussed externally.

**2. Apologies for absence:**

S. Poole, G Rippon

**3. Conflict of Interest:**

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

**4. Minutes of the Board Meeting on the 24th November 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 Update - summary**

The CEO went through the Fathom report which included KPI's and finance (P&L & Balance Sheet).  He then showed a live cash flow forecast which was adapted during the presentation to show at best/worst case scenarios - with furlough at current levels and the reduced FA funding for six months from January 2021.

The CEO and Chairman both thanked the Director's for their input to the furlough/surplus debate which prompted some further thoughts and clarification sought from the FA.  Having spoken to the FA Regional Manager (Andy Taylor), he/they were happy that the furlough scheme was being utilised.  They also see it as not only covering salaries for the period but also lost income from discipline, courses, facility hire, etc. and would prefer any surplus being utilised for football purposes rather than ending up in reserves.  The CEO stated that he was keen to use any surplus for the benefit of clubs and leagues and was looking at another free affiliation option which clubs could barely benefit from this season and also using it for the BCFA pitch and innovation funds.

The CEO spoke about the timelines for developing the new business strategy for 21-24.  He will forward any FA information when received which will include our new funding for the period based on a new formula.  The CEO suggested a light touch to the current strategy, especially having lost a year to the pandemic and extending our own strategy to 2025 which is our 150th anniversary and a potential change in Chairmanship.

The Directors all had an input into the draft Youth Engagement strategy which was previously distributed.  Mrs Hampton and Mr Berry asked if it could be made more concise and strategic - there was lots in there which was all good but much of it was lost in the detail.  Mrs Hampton and Mr Berry stated they'd send some suggestions by email.

The general direction was agreed and the Board were pleased with the previous surveys which can now be built on going forward and with a passionate lead and all agreed that the voices of young people and indeed all participants were vital for insight and initiatives.

Mrs Hampton and Mr Berry to forward observations and ideas to improve the overall strategy and presentation

The CEO stated that he was still pursuing quotes for a bore hole/pump to improve irrigation on site for both pitches and reduce costs in the long term.

The CEO also outlined the need for new equipment which was stated in the recent pitch report.

He would hope to provide some estimates for the March meeting but not many companies are visiting premises at the moment or staff are furloughed.

Mrs Murdoch said that she would contact the new Head of Estates at St Georges Park and ask him to visit.

Mrs Murdoch to contact Andy Gray

**7. FA Update**

The Chairman gave a brief overview of the previously circulated FA information and minutes which also included a return to football outlook.

**8. Safeguarding**

The CEO stated that the external assessment had been booked for the 28th and 29th January.  There was no request at the moment to interview any Directors other than the Chairman, the CEO and the Board Safeguarding Champion.

The CEO also thanked those Directors who had offered to virtually attend the virtual club visits and, if restrictions allow, some venue/site visits later in the year.  Andrew Wheeler will be in touch with the Directors with clubs and the staff lead for each visit.

We will be launching our new reporting tool, Stribe once the development and test period finishes at the end of February.  All being well, we will use the remainder of this season to live test and then further adapt and roll out for season 21-22.

**9. Code of Governance**

The CEO thanked all the Directors for completing and submitting the skills audit and their individual feedback.  He has sent this to the FA Regional Manager to analyse and it is hoped to give an overview at the March Board meeting.

The Chairman outlined the changes made to the Articles of Association which now mirrored the FA's approved version.  The FA Regional Manager has looked over them and made a few minor suggestions but verbally agreed they were okay.

The Chairman stated that once complete, they will be sent to the Directors for their perusal and they'll need approving at the March Board meeting and then taken to the Council (members) meeting in April and a specially arranged EGM in June for adoption.

**10. Director Updates**

Mr Kazmi announced that, after much consideration and other approaches and following a meeting with the Chairman and CEO, he will only be standing for one further year.

The Chairman thanked Mr Kazmi and then stated that Mr Kazmi's position, along with a newly appointed Senior Independent Non-Executive and Board Safeguarding Champion will have to be advertised and recruited as per the newly adopted Articles and FA Code of Governance and as per BCFA's recruitment policy which was followed previously to remove all unconscious bias.

The Chairman also stated that we will complete the end of term reviews in the near future when meeting Mrs Hampton and Mrs Murdoch.

**11. AOB**

The CEO gave a brief summary of the new Save Today, Play Tomorrow project and interest from the United Nations and other partners including the Canal & Rivers Trust.

The Chairman thanked everyone for their attendance and input and closed the meeting at 3.45pm