



**Birmingham County FA Board meeting
Tuesday 21st May 2019 AT 12.30**

BOARD MINUTES

BIRMINGHAM COUNTY FA – BOARD MINUTES

From: Mike Penn

Date of Notice: 9th July 2019

To: Directors

Dear Directors,

I hope you're all okay and you've enjoyed the recent warmer weather and the Lionesses performances in the FIFA Women's World Cup.

Please find below the minutes from the May 2019 Board meeting.

We are in the process of seeing all the Directors for the annual one-to-one meetings and we are very grateful for the additional time you have given for these important feedback sessions.

The next Board meeting is on Tuesday 23rd July starting at 1pm with Mark Bullingham (FA CEO) visiting that morning. If not done so already, please get back to Kevin with your availability that day (a.m / p.m / both) - and also for the Christmas night out on the 19th December

The agenda for both meetings on the 23rd will be with you next week.

Have a good week and we look forward to seeing you all in a couple of weeks.

Kind regards,

Mike Penn
Chairman Birmingham County FA

**Birmingham County FA
BOARD MEETING**

Minutes of the meeting on Tuesday 21st May 2019 at 12.30

Attendees: M. Penn (Chairman), S. Poole (Deputy Chairman), K. Shoemake (CEO),
S. Hampton, S. Welch, H. Murdoch, S. Kazmi, G. Rippon

Apologies: J. Berry, H. Organ, M. Shafaq

Item	Minutes	Action	
1	Chairman's welcome & remarks	The CEO showed a video of the BCFA's initiative regarding Dementia.	
2	Apologies for Absence John Berry, Harry Organ, Monica Shafaq	The apologies were accepted on the day.	
3	Minutes of the Board meeting held on 19th March 2019 The Minutes were signed by the Chairman as a true and accurate record.	The CEO provided the three quotes for the full removal of the trees. The preferred contractor was the cheapest (£27k) and the Board gave their approval for the work to be scheduled and undertaken ASAP and because of the risk.	CEO
4	Matters arising not covered on the agenda	There were no matters arising or tabled on the day	
5	FA Representative Reports - NGB report: March 2019 - FA Board: March 2019 - NG Reps Meeting: May 2019	Mrs Hampton asked for clarification regarding the DWF, Just Play and Flexi Football initiatives. The CEO also expanded the conversation to include the new year 2 KPI's and Referee mentor scheme and RESPECT.	
6	Safeguarding (SOS) & Welfare	The CEO proudly reported that the BCFA had received an initial PASS from the external auditors along with a glowing report with a couple of suggestions to look at going forward. The CEO thanked the Directors for their support and involvement and feedback since joining.	CEO to send SOS report
7	CEO Update • Business Scorecard – April 2019 • Finance - P&L – April 2019 - Balance Sheet – April 2019 - Finance & Reserve policy	The CEO gave a brief overview of the business scoreboard along with highlights. He announced that the Referee registration would go live in June albeit later in the year from previous years and affiliation would also open in June as well. The CEO also gave an update on some of the marketing activity and awards nominations and attendees to date and County Cups which all went well. The CEO also announced that the new Operational Plans were being worked on throughout June and would become active from 1 st July along with a new budget. Mr Welch gave an overview of the finance and reserve policies that the business has to introduce to reduce risk and generate extra revenue. The policies were being drafted. Mr Welch also gave an overview of a proposed investment strategy which was	CEO / SW

	<ul style="list-style-type: none"> • Facility strategy update • Equality Standard • Workforce 	<p>approved by a majority. The CEO highlighted areas from the P&L, especially discipline income which was again high in the season and also mentioned the significant positive swing on VAT following the audit.</p> <p>There followed a further discussion regarding the proposed BCFA facility strategy. The strategy was agreed in principle and for Mr Hitchcox and Mrs Sproson to develop further and in time for the July Board meeting and 19/20 season.</p> <p>Again, the CEO proudly reported that the BCFA had been awarded the Intermediate Level of the Equality Standard the same level as the main FA and only the second County FA to receive the accolade</p> <p>The CEO confirmed the position of the BCFA reception role and that Mr S Price had left the business. Mr Penn confirmed that the saving on salary would be re-invested and put to cover the salaries of two new apprentices – one for each department.</p>	OH / AS
8	CFA Operating Model – minimum operating standard	<p>The Chairman stated that the information was sent for information but the big step change was that the majority of the previous criteria were now only recommended and not compulsory. However, there was more FA emphasis on good CFA governance which the FA look upon the BCFA as a leading light.</p>	
9	Director – one 2 one feedback meetings	<p>The Chairman asked each Director to liaise with the CEO regarding dates and everyone's honest feedback</p>	All
10	AOB - Staff survey	<p>The CEO showed the highlights from the recent staff survey which was well received</p> <p>The Chairman asked Directors for any feedback from their own experiences regarding staff bonuses and also TOIL. Mrs Murdoch suggested more flexible contracts work at StGP with varied starting times.</p> <p>The Chairman suggested another 'Away day' with Mrs Murdoch and Mr Kazmi offering to host. Post meeting mote: StGP on the 15th October 2019</p>	<p>All – for July meeting</p> <p>All</p>

11	<p>Diary Dates (confirmed):</p> <ul style="list-style-type: none"> • Tuesday 23 July – am – FA CEO visit <u>Tuesday 23 July – pm – Board meeting</u> – 1pm-4pm • THURSDAY 26 September – Board meeting – 1pm-4pm <u>Thursday 26 September – BCFA AGM (7pm)</u> • Tuesday 19th November – Board meeting – 1pm-4pm • Tuesday 21st January 2020 – Board meeting – 1pm-4pm • Tuesday 24th March – Board meeting – 1pm-4pm • Tuesday 19th May – Board meeting – 1pm-4pm 		ALL
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Signed as a True & Accurate Record

Chairman

Date