



BOARD MINUTES

Birmingham County FA Board meeting
Thursday 26th September 2019

Meeting held at the Birmingham County FA Board Room
Commencing at 1pm for a 1.30 start

BOARD NOTICE

Hi everyone

“Hola” from a very warm and sunny Spain.

Please find the minutes of the September Board meeting attached for your perusal.

The agenda and related documents for the forthcoming Board meeting on the 19th November will follow shortly. The papers will also include feedback collated from the Away Day at St Georges Park.

I am conscious that the agenda is drawn up by myself and Kevin in advance of the meeting and we've found a format that seems to work for everyone. However, having now been on the Board for over 12 months, are there any items that you'd like to add to the agenda and discuss on the 19th or more regularly?

Kevin will also be updating the smartsheet in time for the meeting so please log in and add any comments or actions that have happened in recent weeks.

We also discussed at the last meeting about the possibility of utilising some of the apps within the new Microsoft Office 365, in particular TEAMS which we will set up for the Directors (group). There is also an excellent video tool which we can also use or at least try to use if any of you are unable to attend but wish to log on and contribute either to all or part of the agenda.

We would of course prefer if you could attend the meeting in person so please let Kevin know if you can/can't attend on the 19th and if not, then if you can and would like to consider joining the meeting by video link.

I look forward to seeing you all soon.

Mike Penn

Chairman Birmingham County FA

BOARD MEETING

Minutes of the meeting on Thursday 26th September 2019 at 1.30pm

In Attendance: **M. Penn (Chairman), S. Poole (Deputy Chairman), K. Shoemake (CEO),
S, Hampton, J Berry, M, Shafaq, S. Welch**

Apologies Received: H. Murdoch, G. Rippon, S. Kazmi, H. Organ

Item	Papers	Outcomes and Actions	
1	Chairman's welcome & remarks and agenda overview	The Chairman welcomed everyone including Oilly Hitchcox (BCFA) to update on agenda item 5 – brought forward to the beginning of the meeting	
2	Apologies for Absence Harry, Guy, Sham, Holly	Everyone's apologies were accepted on the day	
3	Minutes of the Board meeting held on 23rd July 2019	The minutes were approved and signed by the Chairman as a true and accurate record	
4	Matters arising not covered on the agenda	There were no matters arising, tabled or discussed on the day	
5	<p>BCFA Facility Fund (Agenda Item 1)</p> <p>Club Improvement Fund</p>	<p>Mr Hitchcox outlined some new and confidential facility/equipment funding that the FA were preparing to launch – this increased club's opportunities to apply for FA/Football Foundation grants linked to the pitch improvement programme but still left a shortfall in funding which the BCFA fund can help fill. Mr Hitchcox explained that the new FA fund was an improvement on the previous scheme which increased funding to 75% and that our BCFA would enhance the scheme and benefit clubs. The CEO also disseminated the press release and smart sheet application form.</p> <p>The CEO outlined the background to this further BCFA scheme and showed a draft paper which outlined some elements which would be considered applicable along with rationale and criteria for each. Following on from the previous meeting, it was agreed to highlight some items to prompt thought and also include a section for club ideas and innovation which would also be considered.</p>	<p>The Board agreed that there would be no impact on the previously agreed BCFA scheme and there was no reason to alter it – furthermore, they agreed that it would be even more beneficial.</p> <p>The Board further agreed in principal to the scheme and allocated £20k to support the initiatives but asked the CEO to develop the draft further. CEO to develop and present at Away day</p>

6	<p>CEO Update</p> <ul style="list-style-type: none"> • FA Business Scoreboard & KPI's (year 2) • Finance <ul style="list-style-type: none"> - VAT review • Sustainability • CFA Operating Model • Workforce 	<p>The CEO gave an overview of the end of year scoreboard results and highlighted specific achievements. The CEO also showed the new targets and month two achievements against the new FA KPI's.</p> <p>The CEO was delighted with the amount of cup entries received (738) but also disappointment that Aston Villa had withdrawn again after re-entering for just one season.</p> <p>The CEO was delighted with the continued customer service results from ZenDesk and also the Net Promoter scores for club/league secretaries and Referees.</p> <p>The CEO went back over some of the detail from the final audit including some areas of expenditure.</p> <p>The CEO also confirmed that £450k had now been invested and thanked Mr Welch for his help.</p> <p>Following some detailed discussions with the audit team and VAT specialists, it was confirmed that we would be applying for a VAT rebate later in the year. It was hard to estimate but this could be in the region of £30k</p> <p>To help kick off our own sustainability activity which further supports the club innovation fund, the CEO announced that we had now installed the two electric car charging points at the front car park as well as two water fountains to help reduce the use of single use plastic on the site. We had also signed a contract with the FA's recycling contractor to again reduce and recycle waste.</p> <p>The CEO also summarised a carbon trust report which highlighted savings that could be made by changing office lights to LED and by installing solar panels to the main HQ. The amount required to implement the report's findings would be in the region of £5.6k with an average of £1.2k savings per year.</p> <p>The CEO reminded Directors of the impending operating surplus criteria which the FA will be stipulating in the next funding cycle which suggests 8-10 months operating surplus for all CFA's.</p> <p>At the end of the previous financial year, we sat at about 14months but this does fluctuate monthly. If this remained the same or increased, then we would have to allocate some expenditure which could be capital spend or further initiatives.</p> <p>The CEO confirmed that we were looking at recruiting two apprentices for either department as well as a new RDO and Designated Safeguarding and Respect Lead as well as the FA funded Regional Discipline Officer.</p>	<p>The Board approved the expenditure to implement the findings of the carbon trust report after a site visit to confirm current light fittings</p>
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7	BCFA Articles of Association	<p>Mr Penn highlighted the issues with the Articles of Association which required clarifying and amending:</p> <p>Article 6. Change to 25% of members in attendance to form a quorum.</p> <p>Article 9.1. President to increase term of office to a three year term</p> <p>Articles 9.2 & 9.3. Chairman & Deputy Chairman delete age limit of 75yrs old</p> <p>Article 14.2 & 14.4. FA Rep - Nominations to CEO and/or Chairman as appropriate</p> <p>Article 14.6. Delete age limit of 75yrs old</p> <p>Article 15. Powers of Council - Replace 'July Council meeting' to date of 1st July</p> <p>Article 16.2. Proceedings - Change to 25% of members in attendance to form a quorum</p> <p>Article 20. Election of Board - delete age limit of 75yrs old</p> <p>Article 23. Removal of Directors – delete age limit of 75yrs old</p>	<p>Board approved each change. These will now be taken to the Council for their approval and then to the AGM for ratification and inclusion</p>
8	Director updates <ul style="list-style-type: none"> - Away Day – topics - Smartsheets 	<p>The CEO thanked all Directors who had contributed to the proposed agenda. He showed the collated feedback of agenda items which showed that the BCFA name and branding should be included in the day along with business planning.</p> <p>The CEO gave a very brief demonstration of how to access the smartsheets and stated that he'd now added and sent email verifications to Director's personal emails. The CEO thanked those who had registered and contributed to the smartsheet</p>	
9	Safeguarding & Welfare <ul style="list-style-type: none"> - SOS Compliance 	<p>Steve Poole gave an overview of what we believe will be included and expected in the new SOS.</p> <p>The CEO stated that it remained a priority and would include Referees and u18's playing in adult football.</p> <p>The CEO would update the Board further when the SOS is produced and after the Safeguarding conference in November.</p>	
10	FA Representative Report <ul style="list-style-type: none"> - National Game Board report: July / August 2019 - FA Board: July 2019 - FA Council: 	<p>The Chairman outlined the recent meetings that he'd attended and from the documents previously circulated.</p>	
11	AOB	<p>The CEO asked who from the Board were on Office 365. The CFA network was transitioning nationally, and we would be using the operating system from October. The Chair and CEO stated that, given how busy Directors are, there might be opportunities to use TEAMS webinar so that Directors could 'attend' remotely. This was generally seen as a positive step but as a fall back to attendance and not to replace attendance.</p>	

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Dates/Times of Future Meetings:

- Tuesday 19th November – Board meeting – 1pm-4pm
- Thursday 5th December – Council meeting – 7pm
- Tuesday 21st January 2020 – Board meeting – 1pm-4pm
- Tuesday 24th March – Board meeting – 1pm-4pm
- Thursday 9th April – Council meeting – 7pm
- Tuesday 19th May – Board meeting – 1pm-4pm