



Record of the Minutes of RNFA Trustees Extraordinary Meeting

Meeting date: 24th June 2021

A meeting of the Royal Navy Football Association (RNFA) Trustees was held via Zoom Conferencing on 24th June 2021 at 14:00.

Present	Capt. John Lavery MVO RN Cdr John Gordon RN Mr Steve Johnson Lt Cdr Steve Vasey RN Mr David McGarel Mr Gavin Howe Heather O'Connell Elizabeth Smith	Chair RNFA Exec Chairman CEO Trustee Trustee Trustee Trustee Trustee	JL JG SJ SV DM GH HO ES
Apologies	N/A		

14/21 Welcome and Introduction

The meeting commenced at 1400. JL thanked everyone for their attendance and welcomed new Trustees Gavin, Elizabeth, and Heather. He also congratulated SJ, JG and the Executive Team on behalf of the Trustee Board for their successful delivery of the RNFA Strategic plan to the FA panel.

15/21 Apologies

No apologies were received.

Trustee, Lwtr Luke Pearce was unable to join the meeting. SJ confirmed that he would engage with LP on completion, to pass on the thanks of the association and to confirm his retirement as a Trustee.

16/21 Minutes of the previous meeting

- The minutes from the previous meetings of 28th January and the 17th March 21 were accepted as true record.
- ES raised a point around 'negating the need for an AGM' shown in the Executive Committee (EC) minutes of 28th Jan item 12/21. SJ clarified the wording and confirmed that an AGM would still be required, however with the onboarding of Regional and Command representatives onto the Executive Board the annual meeting would be embedded into the EC's January meeting. ES suggested that this potentially needed to be reworded for clarity purposes. SJ agreed to look at this.

Action: SJ to reword para 12/21 EC minutes of the 28th Jan 2021 to provide clarity around the holding of future AGM's

17/21 Matters arising that are not covered in the agenda

- Minute 5/21 - SJ suggested that now that the Risk Register (RR) is a live document it should be included as a standing agenda item for all future meetings. After a general discussion it was agreed that it should remain as a standing item for the June meeting, and only be presented outside of this if there is a significant change to any of its content.

Royal Navy FA

HMS TEMERAIRE, Portsmouth, PO1 2HB

Charity Number: 1164897

18/21 New Trustee appointments and retirements

- The Board unanimously accepted the appointments of new Trustees GH, ES and HO, and accepted LP retirement. JL thanked LP on behalf of the Board for playing his part in the establishment of the charity since 2015, as well as his time as a match official for the association. He concluded by wishing him well for his new career outside of the service. (Minute 15/21 refers)

19/21 Executive Update

- **RNFA Business Plan 2021-24 & Strategy Update** - JG informed the meeting that along with SJ and Football Development Manager Kim Stenning he recently presented the RNFA 2021-24 strategy to the FA National Game Board, which included a short video from Rear Admiral Connell. He was delighted to announce that he had now received confirmation that our business plan had been accepted and that funding of £81k per year has been confirmed for the next three years.
- **Staff Update** – JG confirmed that the Assistant Secretary position (normally a POPT) remains gapped and that he is currently in discussions with Dr Rowan Taylor (RT) Hd Navy Sport on how to fill the gap. He informed the meeting that the PT Specialisation will be facing a restructure with a potential reduction of 50%, therefore, the chances of the RNFA role being filled by a POPT in future is highly unlikely. He suggested that the way forward should be to seek approval to civilianise the post, although he did add that there is currently an embargo on recruitment for civil service posts. In the interim RT has agreed to fund the post on a part time basis of two days per week with ongoing discussions to find a longer-term solution. He commented that during a recent discussion with the RNFA President, Admiral Martin Connell he proposed that the best way forward would be for the Board of Trustees to write formally to Cdre Jude Terry (DACOS People Support) highlighting their concern, whilst also outlining clearly the significant risk to future FA funding.

Action: JL to write formally to Cdre Jude Terry (DACOS People Support) requesting clarity and future intent from the Royal Navy (RN) for the Assistant Secretary's role within RNFA.

- **Grass Roots** – SJ commented that as part of RN Transformation there will be greater emphasis placed on Grassroots engagement within Sport. He stated that there is going to be a shift in focus and that there will be more demand to engage with the masses than the few. He suggested that this will have an impact on the level of activity at Representative Sport, although due to the participation numbers within Football he indicated that it shouldn't have a bearing on the association's strategic objectives during the next 3 years. SV remarked that this shift, in the long-term, could impact on attracting future sponsors to the RNFA if the RN moves away from representative sport.
- **FA Code of Governance and Equality Standard Update** – SJ explained that the FA are encouraging all County Football Association's to comply with the FA Code of Governance (COG). He explained that we have set a target date of June 2024 to be compliant and that updates on our progress will be presented at future meetings. In our work towards diversifying the Executive and achieving the COG we are inviting reservist CPO Ann McCaffrey to take on the role as Inclusion officer on the EC and lead on our work in achieving the Equality Standard in Sport, a requirement of the COG.

PMN: CPO Ann McCaffrey has accepted the role as the first Inclusion Officer on the RNFA EC

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- **Football Restart** - SJ explained:

- That due to the extension of HM Government Covid restrictions the Beach Football competition that was planned to take place on Weymouth beach, in July, has regrettably been cancelled.
- The Representative teams have now started to re-connect with their squads with the Men's senior team planning a 2-day training camp in July, followed by a preseason fixture at Fareham Town FC.
- The Inter Regional championships will now take place during the first week of October, with the final taking place on the Thursday evening KO at 19:00.
- Sponsors and partners Golf day will take place on 24th September at Skylark Golf & Country Club. SJ to send out invites.
- 2021-22 Inter-services competitions will take place in February for U23's and in March 2022 for the Men and the Women.
- The Navy Cup has been postponed until December. Transformation is putting increased demands on our ships, units, and personnel, so a new format to the competition is being considered, which will have a shorter timescale to achieve maximum participation.

20/21 RNFA Financial Update

- Balance Sheet - SJ began by explaining to the all trustees the process undertaken to compile the 2021-2022 budget and highlighted some of the potential areas of unpredictability for income and expenditure, during the year that may have impact. A full discussion followed where questions were addressed to provide clarity and address any uncertainty for members. The budget as presented was unanimously agreed.

Decision: 2021-22 Budget approved

- **Investment's** - JL briefed the new trustees on the history of our investment funds, and how the decision was made back in 2017 to move the funds into the Royal Navy Royal Marines Charity (RNRMC) portfolio. JL explained that RNFA investment strategy is to maintain core capital of circa £100k as a reserve to fund for staffing and operational costs for one calendar year, should the need arise.

HO asked if the quarterly dividend is taken as income or reinvested? SJ responded to say that the dividend is received as income and that any interest added to the core capital can be, with Trustee approval, drawn down as income if needed.

ES asked why the investments are not shown in the balance sheet (BS). SJ responded, by explaining that the NatWest bank, petty cash, and the Travelex card accounts are managed via Xero accounting software from which the balance sheet is produced. SJ confirmed that the investment statement is presented separately alongside BS at each meeting.

GH then asked 'what is the liability for the Trustees' and does the association PL insurance provide any additional cover to the board of Trustees. JL responded to clarify that the articles in the CIO states that trustees are only liable for £1 and If something were to go wrong our company PL insurance has additional Trustee cover to protect the board.

- **Sponsorship** - SJ gave an update on the association's current sponsorship agreements.

Men's team sponsor Carbon 60 and Women's Team sponsor, Lockheed Martin have both agreed to a financial gap year due to both honouring their 2020-21 sponsorship payments.

U23 sponsor ESS are still to confirm their intent to continue with their existing agreement. SJ still trying to engage.

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Navy Cup sponsor Ivor Dewdney will be contacted to seek confirmation that they wish to continue their sponsorship of the competition. Relationship manager SV agreed to contact them before our next meeting in October.

Inter-Regional competition sponsor, Trinity Insurance had confirmed their interest in continuing to support the event prior to Covid restrictions and the cancelling of last year's competition. SJ confirmed he will re-engage to request Trinity's intent

GH asked a question about how Nike as a sponsor is affiliated with RNFA, SJ responded by explaining that Nike are the FA's kit sponsor and as a constituent body we are required to use Nike as our kit supplier due to the bursary scheme provided. Each year the RNFA are issued with £3k to spend on kit from Nike, the caveat is that all our teams wear Nike branded kit when playing representative sport.

JG then clarified that regardless of whether ESS continue their sponsorship there are other companies who have shown an interest and are keen to sponsor the RNFA.

21/21 **Trustee Succession Planning** - JL explained to the new trustees that their term of office is for 3 years with an expectation that they will stay for longer but no more than the maximum 3 terms (9 Years). To assist with succession planning JL, will request 1 of 3 trustees to move right 1 year to ensure that in the future no more than 2 trustees leave at the same time. This will be presented at the next meeting in October.

Action: **SJ to update the Trustee succession plan matrix and present for discussion at the next meeting.**

22/21 **Future meetings and date times** - SJ expressed an interest in understanding how the Trustees would like to conduct future meetings and suggested in the short term that a hybrid approach may be the sensible option. He also asked all present to consider what days/times of the week are best suited to them so that maximum attendance can be achieved for future meetings. SV asked if the Trustees could have their next Oct meeting on the 7th before the Regional Championship final so that any members attending in person could attend the game that evening. JL asked SJ to send out a diary marker to all.

Action: **SJ to send out a diary marker to all Trustees for the 7th October and request feedback from all to preferred meeting days & times**

23/21 **AOB** - DM asked if all trustees could look through the Risk Register and offer feedback on any improvements that could be made. JL asked if Mrs Hannah Okell, RNFA Finance Officer is willing to take on the role of secretary to the charity, SJ responded, by saying that Hannah was considering the position and that he would have a further conversation with her to get a final decision prior to summer leave.

PMN: **Mrs Hannah Okell has accepted the role of secretariat to the RNFA Charity**

Signed:

Name **Chairman – Capt John Lavery MVO RN**

Date: