

Minutes of Birmingham Swifts Committee meeting.

08 April 2015 19:00hrs

Attendance:

Tommy Hill, Club Chair - TH
Jay Lamb, Club Secretary - JL
Tom Garlick, Club Treasurer - TG
Chris Pratt, Social Secretary - CP
Paul Leonard, Race Secretary - PL

Abbreviations:

English Athletics - EA
Leadership in Running Fitness - LiRF
Coaching in Running Fitness - CiRF

Actions highlighted in blue.

- 1 Apologies: Nil.
- 2 Minutes of the last meeting were ratified with no objections by committee members.
- 3 Chair's update: See appendix 1.
- 4 Current membership was quoted as 20 but 1 member was missing from the database (now amended.) Members of the new starting out group are yet to be captured based on continued attendance. Secretary reports ongoing liaising with Birmingham Bulls secretary for advice and support. Discussions have been opened with Eden as discussed last meeting (see point 15.) Leaflet template was forwarded to CP for production of promotional material as requested. Minutes were generated and circulated and agenda for current meeting formulated. Noted some issues trying to secure a venue for the meeting at Birmingham LGBT centre.
- 5 Treasurer reported that TSB bank has been chosen after review of all options by the treasurer and vote by committee. Application for this is ongoing. [TH & TG to ensure application requirements are met by the time we have funding available.](#)
- 6 Pride in Sport and Pride planning are well underway by Social Secretary. Flyers have been adapted and are ready to print, once the addition of the EA logo is incorporated. LGBT centre have accepted use of the Activate Logo ([CP to confirm use of LGBT Centre logo.](#)) SocSec aiming to arrange one social event each month. Needs funding to purchase flag for pride and flyers. See further promotional discussion (point 14.)
- 7 Races have been identified for Swifts participation in April (Centurions 5 mile) May (Birmingham 10k), June (Arden 9 Mile) and July (Black Country Half Marathon & 5/10k races). CP has kindly added these to the Facebook group as events. PL is working on website promotion and adding events to the upcoming list. Colour Run is in August and will also be promoted by PL as members have shown an interest. Spreadsheet of member activity and results is pending based on more website understanding. [PL to promote Colour Run and meet with TH for website tutorial.](#)
- 8 Kit production is to the point of requiring funding to go ahead. The agreed Dark Blue t-shirt / vest with two diagonal orange chevrons front & back, Swift logo in orange on front and "Birmingham Swifts" in orange text on the back design is pending formal approval from EA - [TH to chase this over the coming week.](#) Of the current Pride Trust bid, £544.50 was identified to go towards kit production costs, to ensure we could generate a kit bank as well as providing members the choice of purchasing their own kit. Currently the Pride Trust bid is ongoing with no timescale

offered by the Pride Trust. In order to secure kit by Pride, we would need to place an order within two weeks of the committee meeting. We have been offered an open loan by Steve Bedser's company of £750 in the interim. Committee agreed to accept this so long as a written agreement was in place to avoid penalty to committee members if we were unable to repay this loan. [TH & TG to ensure this document is in place before the loan is accepted.](#)

Manufacture costs for the Vest is £16.55 each. T-shirt is £19.75 each. It was agreed therefore that costs to members would be Vest - £20 and T-Shirt - £25. The profit going to club funds. This profit was not felt to be unreasonable and will allow us to carry some funds rather than having everything we are granted accounted for. [Members will be emailed by 12 April 2015 by TH regarding pre-orders and charged when available.](#)

9 No current news on club affiliation. we do not currently need to be taking any steps towards this but will re-visit this aspect in the July 2015 committee meeting. [JL to ensure this agenda item is added in the July \(or nearest\) committee meeting.](#)

10 EA & LGBT centre will fund a LiRF course along with the funding requested from Pride Trust contributing to further LiRF and CiRF course as per the application submitted. [Members to be emailed by TH and given the opportunity to apply for the funded LiRF course](#), with agreement to lead a minimum of 25 sessions in the first year. JL has provided dates of regional courses in April, May & June. TH to include this in a mail out by 12/04/2015

11 [Pride in Sport sign up to be encouraged \(via Eventbrite\) at Thursday & Saturday sessions by all committee and via newsletter by TH.](#) We will be hosting a 4x400m relay, with batons, cones and stopwatch provided by the university. we are holding this on an Astroturf hockey pitch as the running track is not accessible during this weekend. Frustration was aired that we are unable to showcase our sport on facilities designed for running. This is due to ongoing construction works at the university.

12 CP has secured us a place in the Birmingham Gay Pride parade on 23rd May 2015 without cost to the club. He has suggested that we will have 15 people in the parade, meeting at Victoria Square on the day. A Health & Safety declaration will need to be completed and submitted on the day. Due to the start time of the Pride Parade, it was felt that we will be unable to run Cannon Hill Parkrun and get to the Pride event on time. Information on the Pride application is available in the Committee Dropbox. CP is still confirming details of an alternate social, likely to be Eurovision based, on the evening of Pride for those who do not wish to pay entry to the gay village. We also hope to have a stall in the LGBT centre, promoting the club and will leaflet the village for an hour or so after the parade to encourage new membership. [CP to provide further social details to TH for inclusion in the newsletter by 11th April 2015.](#)

13 Birmingham Athletics want to meet with us to discuss their strategy for the upcoming European City of Running period in Birmingham. We agreed to offer them 16th April 2015 to meet with committee and run with the Swifts beforehand if so inclined.

Regarding a choice of Park, in addition to Calthorpe Park as highlighted previously, Summerfield Park, near to Edgebaston Reservoir was recommended as a possible park for Swifts to claim. [TH to contact the Birmingham Athletics representative to offer 16/04/15 as a date to meet with available committee members.](#)

14 CP has priced up promotional materials: Flyers at £15/1000 or £24/2000. Flag for carrying at Pride 2x1m £33.60. All utilising appropriate colours / logo. [CP to also look into prices for hand held flags, stickers to apply to people watching the parade and a "sail flag" for use at events.](#) Funding is awaited for all promotional material. [TH to inform CP when funding is available for CP to place orders.](#)

15 Pride Trust fundraising breakdown has been previously sent to committee. TH is awaiting an interview and timescale on when we might receive funding. [TG to investigate the Charity Foundation at Interserve who may also be a funding stream in the future](#). Committee to also consider: LGBT Sport England funds, EA, Sport Birmingham and Lottery Grant/s for future funds. To promote the Swifts, we agreed to design posters for venues and [JL & CP to draft a letter to Gay venues to see how they may feel about supporting us with meeting / event space, drinks discounts and a financial sponsorship in return for inclusion in our newsletter / mailouts, leaflets and posters and possibly logo on social wear in future](#).

[CP to continue to investigate the possibilities surrounding social wear](#). Hoodies, baseball caps, t-shirts, etc in Swift branding +/- Sponsor Logo.

16 Discussion was held around engaging with other groups. Already interaction with Bulls Committee members but we want to broaden our contact with LGBT sporting and social groups to find common interests and events that our members might be interested in participating in and equal, promote our own events within other groups. For example, Bulls for alternate fitness exercises and Shoals for triathlete training.

[JL & CP to contact other sporting and social groups](#) to find out about their current regular activities, additional events they may be holding and to offer Swifts information and support to any of their members considering running Parkrun / 5k events (suitable for Starting Out) or the Birmingham 10k / Half Marathon for which we will be specifically training.

Additionally, [TH to contact Midland Zone, via Penny Barber, to discuss a feature on Birmingham Swifts](#) and [CP to investigate further his offer to be a featured athlete for the Birmingham 10k](#).

17 As 16.

18 We currently have two basic routes for use during lighter and darker evenings. Ideally, we would like to broaden this range. [PL to map out two extra routes](#), one for darker evenings mainly on lit roads / city centre and one lighter evening route that may include non-lit pathways. Footpath app for iPad / iPhone was identified as a useful tool to help with this.

Thursday's are to remain the main social run evening with consideration for a more technical session to be held on an alternate day when we have a CiRF trained member in place. We will continue to use the current City to Edgbaston Cricket Ground and back route as this includes the 10k/Half Marathon "hill" training prior to the 10K in May.

19 Currently, our use of the Club and Spa is "safe".

20 [PL to generate a spreadsheet for inclusion on the website celebrating the successes of our members during official races](#) and we will continue to highlight achievements at Thursday night sessions.

21 Newsletter to be generated utilising Mailchimp - once all committee are more familiar with this, they will be able to contribute to this themselves and generate a Newsletter together. Website continues to grow and develop. Social Media usage is ongoing.

[TG to send his brief bio to TH by 12/04/15 for inclusion on the website](#).

22 [TH to send a brief history of the club to JL for archiving](#) and [JL to create a brief history and ongoing development of the club section for the website](#).

23 No issues were identified with data protection in utilising Dropbox, Google Drive, Website or Mailchimp.

24 In order to avoid members falling by the wayside, [Social Secretary \(CP\) to maintain contact informally with those who stop attending](#), utilising their discretion to ensure the member feels welcomed back at any time.

25 We await EA affiliation for generation of membership numbers accordingly. We will not be issuing ID numbers.

26 It was agreed that the Secretary can define how future nominations / voting can be conducted, ie: paper or electronic / combination of both. For nominations, it is likely we will accept a nomination and a second from members registered email addresses as paper copies were hard to complete when some members were not physically seeing one another previously.

AOB: Committee agreed unanimously to allow TSB to act as their bank.

Next meeting date to be determined (1 month approximately hence). To be held at Sidewalk, Hurst Street, Birmingham Gay Village. [JL will circulate potential dates](#).

Meeting was Held at the Fiddle & Bone, 4 Sheepcote Street, Birmingham, B16 8AE - 19.00-20.30hrs.

Appendix 1: Chair's report.

Since the last committee meeting, I have mainly been dealing with kit. As will be mentioned later in the meeting, I have decided on Wasp Sports as the kit manufacturer, as they are both the cheapest option but we also have knowledge of their quality. Manufacturing price for the vests is £16.55, and for the T-shirts is £19.75, including delivery, VAT and printing. The vote from the members was 2 votes for Sky Blue & Pink, 11 votes for Navy Blue & Orange.

Funding for the communal tops (a total of 30) has been applied for through the Birmingham Pride Trust Fund. This application, which also includes other kit items, leadership and coaching qualifications and publicity for a total of £2000, has been submitted and we are waiting to hear from the funders.

In addition to this and my other running duties, I have also been dealing with the website hosts, as our forwarding address was down, meaning some people could not reach us through birminghamswifts.co.uk. This took longer to deal with than anticipated by the hosts as it involved a third party, but has been resolved.

Tommy Hill.