

**Minutes of Birmingham Swifts LGBT Runners Committee Meeting,
Held 22/06/2015 19:30-22:30hrs.**

Meeting Commenced 19:30hrs.

Present:

Tommy Hill – Chair
Jay Lamb – Club Secretary
Tom Garlick – Treasurer
Chris Pratt – Social Secretary
Paul Leonard – Race Secretary

Abbreviations:

EA – England Athletics
PB – Penny Barber, LGBT Sports Activator.
SWOT – Strengths, Weaknesses, Opportunities, Threats.
SMART – Specific, Measurable, Attainable, Realistic and Timely.

1. Apologies:

Nil

2. Minutes of last meeting agreed as a true record (proposed by TH, Seconded by TG)

3. Chairs Update (TH):

Since the last committee meeting, I took receipt of confirmation that the Swifts are to receive money from the Birmingham Pride Trust, which will arrive at the end of the month. Following from this, I sent out a press release regarding our success, which was picked up by Gay UK and Big Centre TV.

I have taken receipt of kit, which arrived in May in time for Birmingham Pride. More information regarding kit will be spoken in the meeting.

I represented the Birmingham Swifts at the Activate women's taster event in Harborne, aimed at encouraging LGBT women to take up sport. Alongside Jay, we are developing a club history, which will be updated with events as they occur, and I am also in contact with theclubandspa to continue to develop our relationship.

In addition, I have continued my duties as Chair of taking interest from potential members, the number of which has increased after Birmingham Pride, overseen six people begin the Starting Out sessions (which could increase to nine) and developed a rota of run leaders for June & July.

4. Club Secretary update (JL):

- Membership: 31 members. (Mailing list 81.)
- Met with Chair to create history / timeline.
- Draft history on Dropbox, pending minor amendments and uploads to website.
- Written up notes of meeting with SocSec re: social venue / links with other clubs (on Dropbox).

- Email to several other sporting clubs offering exchange of promotion.
 - Reply – Badminton.
 - Pending: Shoals / Blaze.
- Requested other club contacts from PB & further emails sent – T.Tennis/Yoga/Line Dancing.
- Completed LiRF course – pending DBS check & Licence.
- Submitted SWOT/Strengths & Weaknesses.
- Minutes of previous meeting.
- Meeting arrangement & Agenda formulation.

Pending:

- Website training with TH.
- To add newsletter subscription tab to website.
- Further sporting clubs / groups to be contacted for promotion sharing.
- Response to PB re: promotion at LGBT Centre (agenda Point 13.)

(Actions – JL)

5. Treasurer Update (TG):

- i. Finance Accounting
 - a. Set of accounts uploaded on Dropbox
 - b. Receipt book purchased to record cash received
- ii. Funding Application
 - a. Funding successful
- iii. Spend
 - a. Requested copy invoices of all expenditure
 - b. Spending forecast for 2015/2016 year completed
- iv. Identifying Sources of Funding
 - a. Document template uploaded to Dropbox for committee to add potential sources of funding / support
- v. Pride in Sport
 - a. Attended Pride in Sport wash up session

6. Social Secretary Update (CP):

- Pride
 - Organised successful participation of the Swifts in the Pride Parade March
 - Formed a good basis for negotiations with social bases.
 - Website hits doubled in the weeks after pride.
- Flag and Stickers
 - Designed and ordered flag and stickers for use during Pride.
 - Stickers were all used, more needed next time.
 - Flag a success, correct size.
- Social Base
 - No response to initial emails.
 - Three Responses to letter drop from:
 - Sidewalk
 - Eden
 - The Fox.
 - Meetings to be organised in conjunction with other members of the committee.
- Social Events
 - Post-Pride meal held, 21 people present

- o Bowling Social held, 11 people present
- o Both seen as successful.
- o Next event to be joint social with the Badminton group.

7. Race Secretary Update (PL):

Run Routes:

Two new run routes added into the dropbox folder to view

One 4.8M takes in lap of Edgbaston Reservoir

One 6.1M takes in the Harborne Walkway

Both routes start and finish at The Cube. Will look at further routes before next meeting.

Routes can also be viewed in the website 'Map My Run' where further routes can be created and stored. My username is Marathonswift.

Longer routes can perhaps be incorporated into a separate night as part of the half marathon training plan.

Races:

Next races coming up in July will be The BBCHM and The BCRR – Hopefully a good attendance at the latter is expected.

Entries are open for the next two 10K events for August and September in Atherstone and Worcester – all details on the website.

As requested details for the Colour Run have been added to the website and a team entry set up with instruction on how to add your name into the Swifts team. Not sure yet of any interest.

ARDEN 9 Road Race:

We had three runners in attendance with myself, Dean and Blaine. Official times will be added once they are up on the website.

Tommy also came to support with the flag

The COBS were also in attendance with 10 runners as this was also one of their official races as is the upcoming BBCHM. Hopefully we can match this for next year or at future races.

None of our other races seem to clash currently.

I have asked Blaine to produce a race report for me to add onto the website in due course.

8. Strengths / weakness & Swot Analysis (All):

Collated SWOT analysis (available on Dropbox) presented and discussed.
Committee to repeat SWOT analysis prior to AGM 2016 to determine progression.
(Action – ALL)

This led to a lengthy discussion and setting of key objectives for committee to focus on. From the devised list of 21 objectives, 10 were selected as priority for the group and a SMART objective defined:

These objectives are:

A. Increase membership to 50 people by the 2016 AGM.

We had 13 members sign up at the 2015 AGM. This membership has increased to 31 in the six months since the AGM. A member as defined in the constitution as someone who "...is interested in helping the club achieve its aim." And does not necessarily determine their attendance at group runs and / or social events.

B. Affiliate to England Athletics by October 2015.

An agreement to put this to the members via an EGM was agreed later in the meeting: see point 10.

C. Create a running calendar by July/August committee meeting (including races, training plans and Starting Out).

D. Increase attendance at Birmingham Pride to 30 people for 2016 parade.

The aim to double this years attendance was felt achievable based on current membership growth.

E. Deliver a second weekday session by March 2016.

Some discussion ensued regarding whether this would be available to all members or specifically tailored for affiliated members, should we become an EA affiliated club.

F. Increase attendance for Great Birmingham series: 15 people for half marathon 2015; 25 people for 10k 2016

The figure for the Birmingham 10k race was felt to be ambitious but achievable with the correct promotion of the event.

G. Agree a social base for the club by end of August 2015.

See Social Secretary Update.

H. Have eleven or more people attend each social event in 2015.

This figure was based on increasing attendance from the previously held social

event and maintaining or improving on this attendance at each subsequent event.

I. Attend four different Parkruns per year as a club, and to volunteer as a club once per year.

This would acknowledge both those members who do not live centrally and show our appreciation of Parkrun as an event.

J. Hold an event celebrating achievements of the club by the 2016 AGM.

To acknowledge members achievements and progression of the group.

Actions to be determined outside of committee meeting for short term and for further discussion at future meetings for longer term.

9. Running Kit:

We are currently running low on kit having sold most of the initial order. Several members are awaiting kit to be available in their size. Once we receive the money from the Pride Trust (due end of this month) we would have enough to purchase 15 new tops – minimum order is 18. We made need to ask those wishing to purchase to pay in advance to make up the order.

It was agreed that only members should be able to purchase tops. They are not available to supporters or associates who do not wish to a member.

A loan record is to be created on Dropbox to keep a track of when tops have been borrowed. Members borrowing tops will be expected to sign a disclaimer, agreeing to pay for the top if lost / not returned or unreasonably damaged. Members not adhering will be subject to sanctions as described in the constitution.

Kit ordering information is to be included in the next newsletter with instruction to contact TG if Kit is desired. **Action – TG:** to ensure addition in next newsletter.

10. EA affiliation:

Committee agree that England Athletics Affiliation is the way forward for Birmingham Swifts, to help develop the club.

EA affiliation will provide benefits such as:

- Insurance for affiliated clubs and their members
- Funding programmes to benefit affiliated clubs
- Eligibility for club places at the Virgin Money London Marathon - allocated based upon number of registered athletes aged over 18
- Dedicated support for clubs from CCSOs (Club and Coach Support Officers)
- Subsidised training events for club members
- Visits to clubs from expert coaches to support athlete development - Flying Coach visits
- Discounts on coaching courses for registered club members (Coaching Assistant, Athletics Coach and Coach in Running Fitness qualification)

- Club member welfare support and DBS record checking
- Eligibility to take part in 'Great Club Challenge' at Nova International 'Great Run' series
- Resources and training programmes to support club development
- National Championships across a wide range of event groups and disciplines
- Ability to contest club competitions
- National and regional award programme to recognise the efforts of the volunteer
- Specialist national and regional events, seminars and conferences to support coaches, officials, athletes and volunteers
- Benefits and support for competition organisers
- Delivery of licensed coach, teacher and officials education programmes
- Development of up-to-date resources for coaches, teachers and officials
- Specialist conferences and technical workshops for coaches, teachers and officials
- Introducing athletics to young people through the club–school links project
- Working with established bodies to secure more investment for talent development

See also: <http://www.englandathletics.org/athletics-clubs/club-affiliation/benefits-of-affiliation> for additional member benefits.

EA affiliation will cost the club £100 annually plus £12 per member who wishes to affiliate. The Club secretary is responsible for uploading a list of members to EA. Payment due April each year.

We will need to confirm a clear definition between a casual/social member who attends the free Thursday night session / Parkrun / group social events as opposed to an Affiliated/formal/full member who would have access to the benefits of club affiliation, including for example, coaching, race and store discounts, entry in road race league / cross country events and use of the Birmingham Swifts name when racing. **Action – Member definitions to be agreed by Monday 6th July 2015.**

Committee voted 4:1 to call an EGM to put the case to Affiliate to England Athletics to the membership for their agreement. As per constitution, this will take place within 30 days of the Committee meeting. We require 20% of the membership in attendance to be able to vote and 2/3 majority to carry a motion. At current membership level, we therefore require a minimum of 7 members in attendance and minimum 5 of 7 to vote in favour.

Action - Club Secretary to call an EGM.

Action - Club Chair and committee to prepare the case for EA Affiliation to present to the group.

Action - JL & TG to meet to determine proposed cost to members (£12/member charged by EA.)

11. Financial Governance.

TG determined that we need clear accounting and records available for distribution with agenda for the AGM for financial governance accountability. **Action (TG) to produce a financial policy by next committee meeting for voting on by committee.**

12. Birmingham Sports Awards / Identification of local / national awards.

All committee members to try and identify local and national awards that may be relevant to the group or individuals by next committee meeting. PL already aware of several awards that may suit this. **Action (PL) to send awards details to TH.**

13. Promotion at LGBT Centre.

Penny B has suggested we leave literature in "The Vault" which is utilised by many groups accessing the centre. TH noted that leftover leaflets from Pride were sent there. **Action (CP&JL) to ensure a supply of promotional material is made available to the LGBT Centre as soon as available.**

14. Parkrun Volunteer Takeover:

See Objectives (point 8.)

15. Working with other groups:

A joint social has been arranged with Midlands Out badminton and we have shared details of activities through our newsletter. CP has begun to make contact with other social groups, i.e: Journey, who may wish to meet for joint social events. We also continue to forge links with Birmingham Bulls and hope to have a Touch Rugby team to enter into their tournament.

It was agreed that we will email details of the half marathon training programme in some form to other active groups in case any of their members wish to join us. Action (TH) to finalise training plan and email relevant details to other sporting / active LGBT groups to encourage participation outside of Swifts members.

16. Regional Pride Events:

Coventry Pride has been cancelled. Committee agreed that a presence at Wolverhampton Pride, due to take place towards the end of September, would not be a bad thing. **Action (CP) to encourage attendance and lead or designate members to arrange a presence and possible social event around this.**

17. Social event pricing:

Committee had mixed ideas on this and it was felt that it would be beneficial to have a list of ideas that CP could review and draw on for events. **Action (All) to add ideas for social events at all levels of cost, daytime & evening, for consideration.**

18. Social Wear:

CP has sourced some social wear possibilities – Polo Shirts at approximately £15 each and Hoodies around £10. Generally dark blue design with Orange Swift logo. Committee agreed that it might be worth waiting until we have met with potential sponsors (See Social Secretary report) in case we wish to apply their logo in return for financial / other subsidy. **Action (CP) to discuss with members what kind of attire they may be willing to pay for as 'social' wear.** JL suggested Baseball type tops & caps with 'Swift name' also.

Laces and sweatbands are still to be sourced once monies available and will be given free of charge to signed up members. It was discussed as to whether this

should be reserved for those members who 'affiliate' should we become an Affiliated club but the general feeling was that we would prefer to make these available to anyone becoming a member at any level. **Action (JL) a record of who has received laces / sweatbands is to be created in Dropbox.** This will be updated as required. Members will be eligible for one sweatband and one pair of laces for free.

19. Coherent branding:

Committee agreed that we should, where practical / possible, utilise the dark blue and orange colour scheme and orange swift as our branding, where we could still clearly be identified as an LGBT(and supporters) group, ie: Website, promotional material, posters, social wear. However, it was felt that in cases such as the Twitter logo, the rainbow swift would help to denote "LGBT" when wording was not available.

We also agreed that "Birmingham Swifts LGBT Runners" would be used on promotional material / banners, etc.. rather than just Birmingham Swifts to help maintain our identity and purpose. **Action (CP/TH/All) to update website and brand accordingly on promotional material.**

20. Remit of Social Secretary:

It was felt that that being too specific on committee roles had the potential to lead to restrictions in what someone may be able to or willing to do but it was generally agreed that each committee member should feel able to pass on aspects of their role when necessary to facilitate action and avoid one person feeling pressurised or swamped. We are all volunteers in this role and need to balance Birmingham Swifts with our social and working lives outside of the group.

Committee members are encouraged to facilitate actions of their role but do not have to complete all actions themselves when someone else may be available and willing within or outside of committee to assist.

In order to assist with updating of Facebook a 'dummy' account is to be created for committee members who may not wish to have their own Facebook account. **Action (JL) to create dummy account.**

21. Website & Members confidentiality:

Action (All) Committee to review our own website and that of the Mosely Shoals and Birmingham Bulls to determine how we might wish to display event and or member details on our own website, for discussion next meeting. **Action (JL) to add to agenda.**

22. Minutes on website vs on request:

Without wishing to be secretive, we are a new committee learning our roles and may make errors and mistakes. It was proposed that we avoid having minutes of committee minutes in the public domain for all to see but make them available on request or via a link in newsletters for members only. This was in part to protect volunteer committee members as we try to manage a large amount of club development in a short space of time.

For further discussion at next meeting. **Action (JL) to add to agenda.** Minutes from this meeting to be held offline at present but should be available, once agreed by the Chair, to members on request.

23. Pride in sport 2016 engagement.

Planning for this event has begun. For further discussion at next committee meeting.

Action (JL) to add to agenda.

AOB:

- i. CP – Promotional Materials. Teardrop flag, Flyers and stickers are under design and to be ordered when funding available. CP & TG to discuss funding and ensure appropriate invoicing.
- ii. Congratulations / celebration of achievements amongst members was discussed. (See objectives – point 8 also). It was felt that we could include these at Thursday sessions and make mention in the newsletter. While we are a running group and achieving personal bests and faster times may be often an easy way to identify improvement, it was passionately felt that we should try to focus on other achievements too, such as recognising individuals who have perhaps completed a furthest distance or attended an event for a first time. **Action (PL) to add these to the newsletter.**
- iii. It has come to the attention of TH that PB is organising a run/walk “taster session” for LGBT individuals. **Action (TH) to circulate details to committee for review and determination if we should be getting involved, offering to take a lead on this.**

Date of next meeting: WC 27/07/2015 or WC 03/08/2015.

Action (JL) to arrange date / time / venue with input from committee.

Meeting closed 22:30hrs.