

Birmingham Swifts Running Club
Committee Meeting [Minutes August 2016](#)

Tuesday 2nd August 2016, 19:00hrs,
Meeting held: Birmingham LGBT Centre.

Present:

Chair: Tommy Hill (TH)
Secretary: Jay Lamb (JL)
Treasurer: Tom Garlick (TG)
Social Secretary: Chris Pratt (CP)
Race Secretary: Neessah Khan (NK)
Promotional Secretary: Alex Ainley (AA)

Apologies:

Nil.

Minutes of previous meeting:

Proposed as a true record by CP. Seconded by NK.

Reports:

Chair report accepted – Noted that Frontrunners require a fee from us as we have over 25 members, should we wish to be registered with them. For further discussion. Also requested that an inventory of equipment purchased (Currently, 50xsoft cones, Leader's Sashes, Medicine Balls and Foam rollers) be established –

Action TH.

Secretary report accepted – Discussed what information we would like to capture from the Facebook Page: Likes & Interactions - **Action JL.**

Treasurer report accepted – Noted all committee members now have access to banking. Easyfundraising funds are included in Treasurers financial breakdown.

Social& Welfare secretary report accepted with no comments.

Race Secretary report accepted – Committee agreed that a target race in addition to the Pink Picnic event would be desirable – **Action NK.**

Promotional Secretary report accepted with no comments.

Actions from previous Meeting:

Final distribution of two social tops ongoing. Members have not attended Thursday / Saturday runs – **Action CP** to chase and potentially post these to the members.

New Social & Race top order to be offered within 1/52 of committee meeting and closed E/O Sept 2016.

Action CP/TH.

Plans for parkrun takeover & Pride 2017 to be generated by NK/CP and AA in a timely manner. To re-visit over the year.

Hoodies have been proofed. **Action TH/CP** to liaise and feedback to committee.

Leaders Code of Conduct has been circulated. No-one should be leading unless signed. One leader left to sign. **Action CP** to chase and forward to TH.

Standardised response to concessionary membership requests has been developed for circulation to committee – **Action TH**.

No other electronic payment methods have been reviewed but investigation of Paypal costs indicate around £1 fee per £20 transaction – See Website/Marketing & AOB.

Facebook Page has been established. Some teething issues noted however general feel that this makes a clearer view of official races/events. To encourage members to like/follow the page – **Action All**.

Affiliated members have been invited to participate in Tuesday technical sessions with favourable response – Uptake to be seen. Copy of info sent to Affiliates to be forwarded to AA **Ongoing action TH**.

Touch My Brum feedback / Learning:

Primarily noted how great it was that the Swifts team won a trophy.

It was acknowledged that it was very unclear whether this was an official Swifts event or not. Promotion was sketchy and although we avoided having a target race on the same day, the event was never marketed as an official Swifts event causing some confusion over who was responsible & communication. It was highlighted that the inclusion of this event was agreed before we established clear event guidelines which would have helped with this confusion. However, TH noted that should we be organising or attending an event under the Swifts name, we need to ensure we get things right in all cases.

Training was not taken advantage of posing some risk to participating members. Questions were posed by participants online but not answered. With any events, if someone wishes to take the lead but then feels unable to manage this, they should feel able to pass on the reigns to another committee member / Leader / members as appropriate – this was highlighted for all Races/Events. **Action ALL**.

Relax at Rezza feedback / Learning:

Two Leaders attended to offer a running session. There was unfortunately no interest in running from participants on the day however other Swifts attended the Paddle Boarding / Watersports session and remarked how enjoyable this was as attendees.

The event was not promoted on Swifts Facebook, relying instead on those who have opted to receive emails from Activate. We discussed how we may wish to add future Activate events to the Facebook Group but not Page. **Action AA**.

It was agreed we would promote the wearing of Swift Colours (Race Top / Social Top) by those attending such events, though will not lend tops for such events so acknowledge people may not have Swift colours. Where possible, we should fly the flag at events also – **Action ALL**.

Acknowledged that we had no promotional material to give out at the event to those interested in our group but unable to run on the day. **Action AA** to generate leaflet / postcard for distribution at events (liaise with TG re: finances)

SWOT 2016/17 feedback:

No feedback at the meeting. Any comments to be made via Whatsapp over the coming week. **Action ALL**.

theClub&Spa:

TH/TG met with management at theClub&Spa to discuss our ongoing use of facilities and generate a robust future plan. Committee discussed all proposals and TH will liaise with the appropriate person/s to finalise a written agreement to secure changing facilities for the Swifts and other mutually beneficial arrangements over the next two years. **Action TH** – to feed back to committee once agreement is in place.

Midweek races:

TG has been made aware of mid-week races that may interest some of our members. These tend to be smaller, speedier events but with no ‘medal’ type rewards. Some members may find this easier than attending Saturday / Sunday morning events but it was noted that we would be reluctant to promote a race that coincided with our Tuesday / Thursday sessions and we need to establish robust promotion of existing target Races before we consider additional events. **Action NK** to investigate midweek races and sites that list these and add links to website. To encourage members attending these to post on the Facebook group. **Action ALL.**

Events/Facebook:

TH asked that Target Races and agreed Social Events should have:

- A key person leading on promotion of the race/event. This responsibility should be passed to another committee member / Run leader / member as appropriate if the original key figure is unable to manage this.
- There should be enough promotion to create a ‘Buzz’ around events. Mentions on a Thursday night is not enough. The method of promotion can be varied. A highlighted example of good promotion included the “countdown” to Pride.
- Clear timescales have been agreed for promotion of races/events. These should be observed.
- Facebook Page should be utilised for clear information about the race/event. If we are unable to invite via this page, we should create a Facebook Group event, invite members and link to the Facebook Page for information regarding the event.

Action – NK/CP/AA to maintain close contact in organising races / events. Other committee members to also check before scheduling posts to avoid gluts of information.

Facebook Group requests:

JL noted that some pending members are waiting 48-72hrs to be added to the Facebook Group and wondered if we could think of a way to manage this. Accepting Facebook requests using the phone app isn’t possible though a way around this exists and has been utilised by TH/JL/AA & CP.

Action - Agreed that CP would take a lead on checking for pending members daily and advise in Whatsapp if he is unable to review / accept / welcome new members himself for an alternate committee member to do so. All committee should continue to support this process and not rely on one person managing this themselves. **Action ALL.**

In addition, It was agreed that TH would lead on Twitter. CP/AA continue to have access.

Website/Marketing:

Affiliation information, membership form and Paypal payment method to be added to the website and members directed to this in future Facebook Affiliation messages / verbally. **Action JL/AA.**

Trans information to be sourced from Penny Barber and added to website as appropriate. **Action TH.**

Sources of funding:

TG circulated information to committee regarding "Spotivate" specifically targeting women. Committee to read this proposal for comment on Whatsapp/next meeting. **Action TG/TH** to meet to discuss further whether this will be of benefit to female recruitment to Birmingham Swifts.

Easyfundraising:

Details to be added to website – **Action TG/AA**. Plan to promote Easyfundraising to members to be created and presented to committee – **Action TG**.

Committee rota on Thursdays:

CP proposed a rota to ensure a committee member was in attendance at Thursday social runs to give out relevant information. This was discussed two meetings prior and committee voted then to not have a rota in place. Committee are generally in attendance to some degree and run leaders should be able to lead the evening without a committee presence.

2015/16 Objectives remaining:

- Deliver a second weekday (technical) session by March 2016:

TH commenced coaching course Feb 2016 and has communicated with affiliated members regarding the new Tuesday technical sessions due to start this month.

Update on Objectives 2016/17:

JL proposed we have a 'lead' where appropriate for each objective however, all committee should be encouraging and assisting on all objectives and these should not be left to the one person who will lead.

- Increase overall membership to 150 and have 50 of these Affiliated by AGM 2017. (87/39) (Lead: ALL)
- Have a poster, display, leaflets or postcards in every LGBT venue in Birmingham / West Midlands by Xmas 2016. (Lead: AA)
- Increase the female percentage of the membership to 30% by AGM 2017. (12/87 = 10.44%) (Lead: ALL)
- Hold one female and one Trans Starting Out session, led by a female / Trans leader as appropriate (in addition to regular Starting Out sessions) by AGM 2017. (Lead: TH)
- Hold a free Swifts race to introduce members to racing by End of Sept 2016. (Lead: NK)
- Increase runner attendance at Birmingham Great Run events in 2016/17 to: 30 @ Half Marathon 2016 and 50 @ 10k 2017. (Lead: NK/ALL)
- Hold a Swifts Friends and Family event by end of June 2017. (Lead: CP)
- Establish a clear club welfare network and process by Dec 2016. (Lead: CP)
- Raise a total of £750 through Easyfundraising by AGM 2017. (25/07/16 total = £220.05) (Lead: TG)
- 75% of running members to be classified as regular (twice a month attendance) at Thursday or Saturday sessions by Feb 2017. (Lead: ALL)

Dates for diary:

- 20 AUG 2016 - parkrun Perry Hall - 09:00hrs.
- 28th AUG 2016 – Badgers, Atherstone 10k.
- 11th SEPT 2016 – Pink Picnic, Kings Heath Park + Swifts race – TBC.
- 25th SEPT 2016 – 5K/10K/15K Cannon Hill Park.
- 16 OCT 2016 - Great Birmingham Run Half Marathon.
- 6th NOV 2016 – Flying Fox 10 mile race – 10:30hrs.
- 11th DEC 2016 – Syned Striders 10mile Pudding Run.

AOB:

Promotion of Perry Hall parkrun should be addressed ASAP as this is happening in less than three weeks.

Action NK.

TG/CP investigating possible fundraiser event to raise general club funds for non-ring fenced use. **Action TG/CP** to feed back next committee meeting.

Electronic Payments via Paypal found to be 3.4% cost per transaction. Committee agreed to not have a two-tiered payment system therefore for Affiliation, will utilise some of the non-EA portion of the fee to cover this cost for 2016/17 year and review this thereafter according to utilisation. Action as per earlier in minutes - **TG/JL/AA.**

Date and time of next meeting:

Monday 19th September 2016 – Birmingham LGBT Centre (The Vault) – 19:00-21:00hrs.