

# **Birmingham Swifts Running Club**

## **Committee Meeting Minutes June 2016**

Monday 20<sup>th</sup> June 2016, 19:00-21:30hrs,  
Meeting held: Home of TH (Chair).

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)

Meeting started promptly at 19:00hrs.

**Apologies** – Nil received.

**Minutes of last meeting.** Proposed as correct – NK, Seconded AA.

### **Report Comments:**

- **Chair's Update** – Accepted as read.
- **Club Secretary update** – Accepted as read.
- **Treasurer's Update** – Noted PayPal investigation not closed off - for further discussion this meeting.
- **Social Secretary's Update** – Accepted as read.
- **Race Secretary's update** – Noted that requests for alternate Committee member / member to lead on target races should be made outside of committee meetings for efficiency. Proposed race 4<sup>th</sup> September Wolverhampton deemed too close to August target race date therefore to be re-visited.
- **Promotional Secretary's update** – Noted now three Swift posters in The Fox, not two.

### **Actions from previous meeting:**

- Everyone has been contacted regarding collection of their Social Tops (Polo) and two remain to be given out – Action CP.
- Meeting has not yet occurred with Tom Horton at the Club&Spa – **Action TH.**
- Draft process for events coordination / calendar in place – **Action AA, NK & CP** to liaise / meet to finalise.
- Joint Social top (polo) and race tops order to be arranged – **Action TH/CP.**

### **Pride Parade feedback:**

Generally felt that this year's parade was better than last year's successful event. Website hits have spiked and we had a good visibility in the crowd with numbers of attendees all in kit. It was felt that the "countdown" to the event on Facebook promoted interest and encouraged / motivated attendance.

We will once again require more stickers for next year and should order these in bulk as we will always use any leftover – **Action CP/AA**. Meal after the parade was booked too early, though this was however managed on the day. To trial pre-pride breakfast in 2017 – **Action Social & Welfare Secretary 2017**.

### **parkrun takeover feedback:**

Great member turnout with more members than required to fill volunteer posts. Noted that there were a couple of non-Swifts also on the rota – to ensure we liaise with volunteer coordinator in timely manner in future to avoid this occurring unnecessarily – **Action Race Secretary 2017**. Some marshals seemed unsure of their role / need to direct – this is the responsibility of the volunteer briefing by parkrun but may be fed back – **Action NK**. Marshals should be encouraged to shout more and encourage runners as this makes a big difference - **Action ALL**. Group photos require more coordination / factoring into schedule in future to avoid missing out volunteers – **Action race Secretary 2017**.

We have heard shouts of "Swifts Ahoy at several parkrun events and on other runs since, proving this increased our recognition / visibility. It was agreed we should aim to do this again the weekend before Pride 2017 and encourage members to volunteer individually at parkrun or in small groups if they wish at other times – **Action race Secretary / Committee 2017**.

### **Social Event Calendar:**

Excel file on Dropbox with column for each committee member to add their "events" be that a Social / Race / Meeting / etc... Currently being utilised by several committee members. To continue use and report back any issues – **Action All**.

### **Social tops:**

Some confusion over previous action. CP had investigated a prototype but TH asked for Proofs. Need to develop several possible design proofs for discussion on Whatsapp to avoid further delays – **Action CP**.

Expect cost including embroidered logo on front / printed text on back to be around £23 each. Proposed to sell for £25 to make small profit to cover cost of prototype / club funds.

### **Social Event guidelines – Final Proposal:**

Minor amendments agreed - **Action CP**. Amended Guidelines: committee voted 6:0 in favour of adopting:

#### Social Event Guidelines – Adopted June 2016:

- A “target” Swift social event is an event that is identified by the Social and Welfare Secretary or other committee member(s).
- The aim of Swifts social events are to be:
  - Reasonably Local
  - Accessible
  - Affordable
  - Of a variety
  - Enjoyable to the most members possible
  - Promote the club’s objectives
- Members of the club may suggest ideas for social events to be carried forward as target events for the swifts. These should be directed to the Social and Welfare Secretary so that they can be discussed and considered accordingly.
- If there are no planned target events within a sufficient time frame of the member’s proposed event then the Social and Welfare Secretary may decide to make the event a target event and will take joint responsibility with the hosting member to promote the event.
- When choosing target events, the Social and Welfare Secretary will use the above guidelines to ratify any suggestions from members.
- The target event will be hosted by the Social and Welfare Secretary where possible. Should this not be possible then the Social and Welfare Secretary will arrange for a member of the club to act as event coordinator.
- The event will be publicised by the Social and Welfare Secretary with support from the Promotional Secretary and other members of the committee as necessary.
- Members hosting their own social events that meet the clubs “Code of Conduct” standards and are not carried forward as target events, may use the Swifts’ Facebook group to publicise their event, following discussion with the Social and Welfare Secretary and if it does not conflict with target events.
- Creation of invited events from the Birmingham Swifts Facebook group will be reserved for target events only.
- The committee reserve the right to ask members to remove posts, or remove posts themselves, of events that haven’t been discussed with the Social and Welfare Secretary, or another member of the committee, and those events that aren’t in line with the club code of conduct or fail to meet club objectives.

### **Committee Communication, availability & Expectations – Final Proposal:**

Minor amendments agreed - **Action JL**. Amended Guidelines: committee voted 6:0 in favour of adopting.

### Committee Communication, Availability & Expectation – Adopted June 2016:

Committee members will:

- Attend all Committee meetings wherever possible and contribute as appropriate to these, submitting formal apologies and comments on agenda items if they are unable to attend.
- Read minutes generated from meetings and include details of actions taken from these in reports submitted prior to each subsequent meeting.
- Provide the secretary with a report & items for the next agenda 10 days prior to Committee meeting.
- Secretary to provide the committee meeting agenda 7 days prior to Committee meeting, so long as reports and agenda points have been received.
- Be a part of the Committee Whatsapp group and review messages / contribute to discussions / offer advice and support as appropriate.
- Contact other committee members directly by their preferred method where specific individual discussion is required and make efforts to respond to direct messages in a timely manner.
- Accept that where unavailable for discussions, actions may be taken in the absence of comment from some Committee members to advance the groups objectives.
- Note that Whatsapp discussions do not constitute a formal committee meeting and / or vote and that no formal decisions will be made that require committee agreement in this way.
- Be prepared to attend additional meetings and discussions with individual committee members or smaller groups as agreed in committee meetings and attend formal and informal meetings in a timely manner.

### **Report Format proposal:**

JL noted that reports are received in a range of document formats and styles, including attachments and images, which makes formatting of the agendas sometimes difficult / messy. It was suggested that we could standardise reports or maintain the same accepting that formatting may not always make for straight forward / easy to read agendas. Committee felt we could manage with the current style of agenda in mixed styles.

### **Great Run Anytime:**

We have been approached by Great Run / Run Birmingham asking if we would trial their new “Great Run Anytime” project, offering us free equipment to do so and possibly other incentives of race entries in future. The project will include a number of runners running a set route then uploading data from this to record results. Ultimately, this project is aimed at businesses encouraging running among their staff / customers rather than running groups/clubs. There would be the possibility of increasing Swifts visibility in the local running community from this also.

However, it was felt that the rewards for assisting with this were a little vague and that we were not entirely sure about being directly associated with the Great Run brand as a not-for-profit running club. Places in half / full marathon would not be available or accessible to all our members as a reward and we also had concerns that this may instil too much of a competitive feel to our Thursday social runs and may also put off potential new members who find the runs too technical.

Feedback to Great Run Team / Run Birmingham that we are not willing to participate at this time –

**Action TH.**

#### **Code of Conduct for Coaches & Run Leaders:**

Discussed by committee. Some concerns over the relationships with under 18's sections but as this is in keeping with EA guidance/rules, it was agreed to adopt with minor wording changes – Action CP.

Run leaders to be reminded that should they enter into relationship/s with under 18's, their licence may be revoked and they may be liable for costs associated with training if they have not completed the required number of led sessions built into their training agreement – **Action TH.**

Committee voted 6:0 to accept Amended CoC – See attached. To be circulated to Run Leaders within 1/52 of committee – **Action CP/JL.** To be signed by run leaders before their next led session.

#### **Concessionary Memberships:**

Several members have asked about concessionary Affiliation rates. CP has discussed with Frontrunners as a comparable group who charge £33 for Affiliation / membership and offer £15 reduced rate on an honesty system for those who feel they cannot afford full rates. JL found a similar honesty system in place when discussing with Birmingham Bulls.

Committee explored why members may want concessionary rates for affiliation and it was noted that:

- We offer free membership for those attending Thursday social runs and parkrun.
- Affiliation costs are kept low and we cost less than all other local clubs.
- Benefits of affiliation are often associated with additional costs, ie: reduced race entry still means paying for a race.
- We have no source of income to supplement affiliation payments. EA charges of £13 per runner apply no matter what circumstance.
- We have to fund £100 club affiliation from payments.

- Some people wanted to be able to buy a vest/t-shirt without having to affiliate. (It was agreed at AGM that these items would be for Affiliated members only.)
- It is cheaper to affiliate and enjoy all the benefits than to buy a running t-shirt. Vests / t-shirts will be loaned at no additional cost to any affiliated member.

Committee voted 5:1 against offering a concessionary Affiliation fee. A standardised response to members to explain this to be drafted – **Action CP/TH**.

### **Electronic payments:**

Some members asked about using PayPal to make Affiliation payments as they find BACS transfers awkward. They cited this as a direct reason they have not affiliated.. TG investigated and noted that there are associated merchant costs. TH suggested these are around £1 for a £20 purchase. We do not have a source of income to supplement PayPal costs so we would have to either absorb these costs through reduced profit from Affiliation or agree with the membership to increase the Affiliation fee via an EGM.

While PayPal could also be used to pay for social tops / running kit or future Hoodies, etc... again the Merchant fees would have to be added in.

Members had fed back that they would be willing to pay extra for ease of payments using a PayPal type method. Committee felt having a two tier pricing structure may be confusing and difficult to manage.

It was noted we also accept cash/cheque payments but that this relies on a committee member being present with a receipt book.

JL noted that he hoped to have an online payment method to include on an Affiliation page on the website as part of the plan to encourage Affiliation.

Committee were unable to agree at this time. JL felt that an easier online payment method would have a direct impact on increase sales of kit and Affiliation uptake but TG felt that we already have easy and accessible payment systems in place.

Actual cost of Affiliation (£20), Vest (£20), T-shirt & Hoodie (£25) and Polo top (£15) using PayPal payment to be confirmed – Action TG. Alternate online methods of payment along these lines, ie: Sagepay to be investigated – **Action TG**.

#### **Facebook:**

A large volume of posts are being made on the Facebook Group page meaning some of our events and occasions are being lost. A Facebook Page, to be updated by Committee only (though members may comment) is to be created to use as an official committee / Race / Social communication tool – **Action AA**.

#### **Relax at the Rezza:**

Penny B from Activate had circulated info on a social / activity event to be held at Edgbaston reservoir. JL/TH willing to attend. Need to confirm what PB would like us to do – **Action TH**.

#### **Objectives 2015/16:**

Tuesday technical sessions to be trialed in August 2016 – **Action TH**.

#### **SWOT 2016/17:**

Presented briefly by TH. Due to time constraints on this meeting, committee to review SWOT and feedback comments next meeting – **Action All**.

#### **Objectives 2016/17:**

TH received 18 potential objectives from committee for review. The following ten were agreed upon for action over the coming year and review at each meeting:

- Increase overall membership to 150 and have 50 of these Affiliated by AGM 2017.
- Have a poster, display, leaflets or postcards in every LGBT venue in Birmingham / West Midlands by Xmas 2016.
- Increase the female percentage of the membership to 30% by AGM 2017.
- 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.
- Hold a free Swifts race to introduce members to racing by End of Sept 2016.
- Increase runner attendance at Birmingham Great Run events in 2016/17 to: 30 @ Half Marathon 2016 and 50 @ 10k 2017.

- Hold a Swifts Friends and Family event by end of June 2017.
- Establish a clear club welfare network and process by Dec 2016.
- Raise a total of £750 through Easyfundraising by AGM 2017.
- 75% of running members to be classified as regular (twice a month attendance) at Thursday or Saturday sessions by Feb 2017.

#### **Dates for diary**

- 26 JUNE 2013 - Wythall & Hollywood 5k/10k – 08:00hrs
- 09 JUL 2016 – Touch My Brum (all day)
- 23 JUL 2016 – Relax at Rezza - 14:00-16:00
- 30 Jul 2016 - Long Marston Shakespeare Half / 10k / 5k.
- 20 AUG 2016 - parkrun Perry Hall - 09:00hrs
- 28 AUG 2016 – Badgers / Atherstone 10k.
- 16 OCT 2016 - Great Birmingham Run Half Marathon.

#### **AOB**

TH noted that the International Frontrunners brand have approved our use of LGBT Runners and will include us on the website as the LGBT Running club for Birmingham.

#### **Date and time of next meeting:**

Tuesday 2<sup>nd</sup> August 2016 – 19:00-21:00hrs.  
Venue: Training room, Birmingham LGBT Centre.

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