

# **Birmingham Swifts Running Club**

## **Committee Meeting Minutes May 2016**

Monday 9<sup>th</sup> May 2016, 19:00hrs,  
Meeting held: Birmingham LGBT Centre (Café).

Presnet:

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. Treasurer joined shortly after start.

**Apologies** – Nil received.

**Minutes of last meeting.** Proposed as correct – CP, Seconded JL.

### **Report Comments:**

- **Chair's Update** – Accepted as read.
- **Club Secretary update** – Actions addead since report sent to be added to next report (Action JL).
- **Social Secretary's Update** – Accepted as read. Chair requested details of outstanding collection of Social Tops. Advised 8 still to collect. Members to be contacted directly (action CP).
- **Race Secretary's update** - Concern over timings of proposed races June / July being two weeks apart and either side of a half marathon (BBCHM) that a number of Swifts are already attending. It was recognised that BBCHM is not a target race, therefore personal choice and Chair stated that no other local races had been found that could manage this timescale better. Races to be included in dates for diary (Action JL) and events created on Facebook (Action NK). Additional races for August / September 2016 to be considered further to ensure reasonably spaced events (Action NK).
- **Promotional Secretary's update** – Accepted as read.

**Treasurer's Update** circulated prior to meeting by Treasurer. See report included in these minutes.

### **PiS Feedback.**

Feedback to Activate from Swifts collated by TH.

What worked well?

- Knowledge of the other sports that were taking part.
- Smoother operation compared to last year in terms of set up.

- Good publicity from ITV and photographer - added more than just sports feel and encouraged others to be involved.
- Use of batons.

What could be better?

- Direction signage between different parts of the campus - there was no clear link between sports centre and outdoor pitches, and was dependent on participants being willing & able to find their own way. Maps, direction signs, better use of volunteers (rather than just standing at the location), etc would help this.
- Clear pathway for participants - especially if they need to go between the centre and the pitches several times over the course of an hour.
- No provision of cones despite asking previously.
- Water provision would be good, as often not thought about by participants in advance (we saw very few arrive with suitable hydration).
- Information beforehand & direction signage to include car parking information.
- Display stand by registration with information about clubs.
- Would appreciate parkrun being scored alongside those walking/running/canoeing to the event (as it is a Swifts weekly event).

For future years, hopefully with the new facilities fully opened that this will include the athletics track, which would be good to use

### **Great Birmingham 10k feedback**

NK reported that 33 Swifts were in attendance and that attendees appeared to thoroughly enjoy the day and stick to the timings provided to keep us together as a group. Cheering each runner over the line was seen as a highlight though keeping everyone together post-race / pre-Fox was difficult for photo opportunities. It was noted that Birmingham Half Marathon may include a much wider range of finish times and so our presence at the finish line may need differing consideration. Timeline to be considered and posted as part of the event notification for Half Marathon (Action NK). We discussed our post-race social and food at the Fox and NK/CP to liaise again with AK at The Fox prior to the Half Marathon to discuss if he is willing to provide support in this way again and agree timescales for social meeting & food (Action NK/CP).

Chair also reported that we were the third largest Birmingham running club in attendance and seemingly the most visible. BRATS & Kings Heath both had more runners but less visibility, thought to be down to Swifts starting the race as a group and wearing matching club colours.

### **EU Project update - Feedback from Steve B.**

Progress has been slower than I had hoped for. One factor has been very limited interest from potential EU partners, largely because LGB or T running seems very much less developed in other EU nations. The working idea is to present ourselves as a club that has positive experience of growth, couch to 5k and ParkRun and to trade that experience for organisations that might have better insight to inclusion of L and T, embellished by the notion that a link with Poland would be apposite for our city. Ania (club member) has been very helpful in generating ideas and offering support.

We will not be in a position to submit an application this May. I am exploring the idea of showcasing the Swifts story at the next ISCA Move Congress (autumn) with the explicit objective of recruiting partner organisations. We would need a slide pack, maybe a short video piece and one or two willing volunteers to attend. I'm pretty certain I can negotiate for this to be without cost to Swifts, just time and effort.

### **Affiliation Update – See also secretary report.**

Some login issues with Secretaries Portal (EA membership site) now resolved. Attempting to streamline process of generating invoices and ensuring timely payment to EA (JL/TG) by cheque as we do not have a card payment online facility. Agreed that we will in future monitor payments and applications weekly 1<sup>st</sup> March to 31<sup>st</sup> April and monthly thereafter each year (Action JL/TG). Access to online banking will assist the Secretary in this and this has been requested by JL – Acknowledged by TSB / Pending login.

Members should be advised of these timescales (Action All) as it will affect when they will receive affiliation notification and be able to use associated benefits.

Tuesday/Sunday sessions are now for affiliated members only and members should be reminded of this (Action All – +Newsletter.) Any non-affiliated member attending a session may be given a weeks grace having arrived but should be reminded that they will not be eligible without affiliation on future weeks. To feed back to run leaders (Action TH).

### **Relationship with Club&Spa**

TH met briefly with Tom at C&S. Noted they now have a new Head of Sales, the impact of which we do not know yet. A more formal meeting to be set up. TH to attend and TG & AA to attend if able (Action TH/TG/AA).

Committee agreed that maintaining free facilities on a Thursday is a primary goal and that small charges for uses at 'event's like Birmingham 10k / Half marathon is reasonable.

We would hope to have a formal agreement in place to manage our ongoing relationship including any termination timescale agreement.

The relationship with C&S is now being managed by the Chair with support from all committee.

**Birmingham Digital Hub for Wellbeing** – This is a website for health providers to access details of local health & wellbeing groups that they may wish to refer their patients to. Information passed to AA for review. Deadline was approaching / may have passed for submitting info but we would like our information a part of this if possible. (Action AA).

### **Individual catch ups**

TH wished to arrange dates to catch up with all committee members on a one to one 3-4 times per year. Dates to be agreed individually. (Action All).

### **EVENTS discussions:**

- **Social event guidelines** presented by CP & reviewed by committee prior to meeting. Comments submitted by JL & TH in advance. Any further comments to CP by Monday 16<sup>th</sup> May (Action All). CP to edit and present for vote at next committee meeting (Action CP)
- **Event posters** as previously designed for socials / races were agreed as a good marketing tool. AA happy to assist with this so long as adequate timescale to create. (See subsequent discussion).
- **Timings of events Website / Facebook / Twitter & Organising Publicity announcements.** In order to best manage our publicity, it was agreed that races would be advertised two months in advance on the website and members invited to Event on Facebook accordingly. Birmingham 10k & Half Marathon being the exception where three months notice will be given. Social events will be advertised 2-3 weeks in advance in the same way (Action NK/CP/AA). Event notifications will include full details of where, when, costs and payment due dates, etc... and a clear schedule of upcoming events is to be created by next meeting to help manage this process (Action NK/CP). Social events for the year are ready to be added to Dropbox for committee review (action CP).

- **Facebook group / Facebook official page** – At present, we utilise a closed Facebook group, accessible on request or by invitation which allows all those included to post and comment, though only committee can create events. It was proposed that we run an open Facebook Page alongside this with purely Event details but which does not allow for members to post (only comment on events). This would have the benefits of keeping official events separate, clear and obvious while not reducing social chat amongst members on the group page. It was noted however that this would be another social media element that committee would have to monitor and maintain. Facebook Page to be created for review to see if this is a workable and useful addition (Action AA). It was also agreed that when Committee members utilise Facebook, they will be clear in what capacity they are posting i.e; personally, as committee member or as a run leader (Action All).
- **Unofficial Swifts Whatsapp** (inc AOB Whatsapp discussion) – It was noted that this has been utilised as a communication tool by committee. This should not be done as we acknowledged that not all members participate in this unofficial chat. Equally, it was agreed at last meeting that we would monitor the unofficial chat group as committee as we were keeping it running under the Swifts name, albeit unofficial. It was noted that not all committee are currently in the unofficial chat group. Committee agreed that we would continue to monitor this chat from a support / welfare point of view and all committee will have a degree of heightened responsibility towards this (Action All).
- **Access to updating Website / Twitter** – TH will organise this in one to one sessions (Action TH).
- **Starting Out promotion** – see event planning discussions.
- **Birmingham Half Training Plan** – Will be included in Sunday run schedules therefore available on a practical level to all members who have affiliated.
- **Schedule for EA affiliated training** – As previously discussed Tues/Sunday runs.

### **Committee communication, availability & expectations proposal**

JL outlined proposal to assist communication amongst and determine fair levels of availability of committee members. It was recognised that discussions outside of committee meetings are informal and unofficial and that fundamental issues requiring committee review and vote would require a meeting. The committee group chat is therefore an informal, sounding board and chat between committee members only. Individuals should communicate directly with one another regarding specific issues or matters arising.

Thursday sessions are run by Leaders, not committee therefore attendance is not mandatory.

Proposals to be edited and presented to committee next meeting for voting (Action JL).

Committee agreed to the proposal that all items for agenda & committee reports will be submitted to the Secretary 10 days prior to committee meeting and that the secretary will subsequently circulate an agenda seven days prior to meeting (Action All).

Committee also agreed that all action points from the previous minutes will be noted in their reports (this should make up the bulk of the report) to outline achieved / outstanding actions clearly (Action All).

### **Requests for cash spends**

No further requests received by treasurer for spends. TH/AA to provide TG with lists of items they wish to purchase for the group. (Action TH/AA).

### **Mobile phone feedback**

- Phone could cost as little as £20 plus additional credit required at startup / when used.
- Expect ongoing cost £10 / month maximum (phone credit may expire if not used).
- Risk of loss / Risk of damage – insurance would be additional cost.
- Transfer of phone between leaders may not always be possible.
- All leaders already have a phone and are advised to carry this on runs.
- Possibility of texts to members in future to advise of meet locations at races etc.

Overall, while useful, it was suggested it is not essential / may be an unnecessary addition at this time though may be re-visited in future.

### **Update/Progress on SWOT & Objectives**

No change to achieved objectives and plans for Pride / Coaching sessions.

TH requested that all committee compile a list of at least three objectives they would like the club to aspire to over the coming year, for collation and discussion next meeting. These should be submitted to TH at the same time as submitting reports & items for agenda to Secretary (Action All).

Additionally, a further SWOT analysis is to be submitted at the same to time TH who will forward the template to all committee members for this (Action TH / All).

### **Dates for diary**

- parkrun Takeover Cannon Hill 21<sup>st</sup> May 2016 08:00hrs
- Birmingham Pride – May 28<sup>th</sup> & 29<sup>th</sup> 2016
- parkrun Arrow Valley 4<sup>th</sup> June 2016 09:00hrs
- **Wythall & Hollywood 5k/10k – 26<sup>th</sup> June 2016**

- **Timberhonger 10K, Bromsgrove – Sat 9<sup>th</sup> July 2016 18:00hrs.**
- parkrun Perry Hall 20<sup>th</sup> August 2016 09:00hrs
- Great Birmingham Run Half Marathon – Oct 16<sup>th</sup> 2016

## **AOB**

Reduced sight runners workshop to be held 25/06/2016 at a cost of £20. Committee agreed this would be useful and we have funding in the training budget. As p[laces are filling rapidly, TG put himself forward to attend and committee agreed to this.

Minutes of meetings, proposed and seconded at committee are deemed to be acceptable for member review on the website. Minutes of previous meeting will therefore be added after subsequent committee meeting after being accepted as a true record.

CP is in the process of generating potential hoodie designs for review at next committee meeting (ongoing Action CP). In the meantime committee agreed that a joint Social Top / Race tshirt/vest Kit order will be promoted (Action CP/TH).

Treasurer has not yet received all banking / online banking forms back. All committee to have completed the process and have appropriate access by next meeting – to liaise with TG (Action All).

Discount on EA affiliation for members in lower income groups was briefly discussed. TH & CP are meeting to discuss welfare issues and will feedback next meeting (Action CP/TH).

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

JL requested that not all meetings are held on a Monday in future.

Next meeting: Monday 20/06/2016. 1900-2100hrs. Venue TBC.  
Calendar invite sent by Secretary.

## **Reports including amendments included for further review:**

### **Chairs Report:**

Since the last committee meeting, I have coordinated a meeting between the run leaders of the club so that they can discuss shared challenges and ideas to ensure that the group runs we have remain stimulating to all members, but still safe from an organisational point of view. One of the things that came from the meeting was the recommendation that leaders wear a recognisable high-vis to identify them to all the group. I also outlined the changes that would be made as a result of me gaining a coaching qualification, including the new Tuesday session and to Starting Out sessions.

We held our session in Pride In Sport at the Edgbaston campus at the University of Birmingham - thanks to Jay & Chris for their help with this. I met with Birmingham LGBT centre as part of the Activate steering group, which included some discussion regarding Pride In Sport. Formal feedback has been requested for changes to 2017, with which we'll have some internal feedback to improve our offering. The current plan is for Pride In Sport to continue beyond the July 2017 funding cut-off.

I continue to work with other organisations including the city council, although progress has been slow. I also continue to provide introductions and answer queries from potential members.

**TH**

### **Secretary Report:**

- As of 03/05/2016:
- Membership: 77 members on database (+16 -1)
- Mailing List = 140 recipients (+7).
- Whatsapp = 36 participants (+5).
- Facebook = 162 members (+28).
- Twitter = 393 followers (+51). Following 342 (+33). 11493 tweets (+172)
- Affiliated members = 18 (2pending)
  - 10 fully affiliated.
  - 3 payments confirmed pending submission to EA.
  - 5 payments to be confirmed and submitted to EA.
  - 2 pending transfer from other clubs.
- Minutes from previous meeting complete.
- Run leading as per rota.
- Confirmed use of Tom Hayes PO Box as swifts mailing address for foreseeable future as per agreed action..
- Contribution to discussions on Committee whatsapp.
- Affiliation of members commenced – need to streamline this. Online banking should help.
- Proposals for committee communication, availability / expectations.
- Attended PiS / Birmingham 10k and contributed to organisation as required.
- Attended Run Leaders meeting.

Completed actions as agreed last meeting:

- Communicated with 2 'inactive' members. One confirmed as wishing to leave the group (JA). One pending response (AH).
- Amended Constitution (on Dropbox) with regard to Committee roles. To request addition to the Website.
- Updated Dates for Diary.
- Documents updated to reflect new role as 'Promotional' Secretary not Promotions Secretary.

No outstanding agreed actions.

**JL**

### **Treasurer report:**

1. Funds
  - 1.1. Bank balance stands at £1735 as at 03/05/16
2. Authority of variation forms circulated to new committee members
3. Circulated internet banking links to committee members who are signatories who are not set up
4. Processed EA affiliation payments
5. Shared unspent funds breakdown

6. Thank you card sent to BLGBT
7. Researched potential funding sources identified by Tommy Hill
8. Statement of Account

<b>Income and Expenditure as at 3rd May 2016</b>
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<b>Cash In Bank as at 3rd May 2016</b>
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2015/2016	
Income	£
Donations	130
Grants	1,946
Website	0
Marketing	0
Training	100
Equipment	300
Accreditation	460
Race Kit	1,250
Kit Apparel	300
Social	0
Travel	0
Loan	787
<b>Total</b>	<b>5,273</b>

2015/2016	
TSB Bank	£
Opening Balance	0
Closing Balance	1,735
Movement	1,735
<b>Variance to P&amp;L</b>	<b>256</b>

**Variance to Balance Sheet**

- £256 EA Payments - cheques not claimed by EA

Expenditure	£
Donations	0
Grants	0
Website	-23
Marketing	-185
Training	-551
Accreditation	-356
Race Kit	-1,430
Kit Apparel	-404
Social	-58
Travel	0
Loan Repayment	-787
<b>Total</b>	<b>-3,794</b>

**Income & Expenditure**

- £1,167 remain unspent.
- £824 of ringfenced unspent.
- £340 of this LIRF / CIRF
- £400 BLGBT (Vests, Lights, Cones, Batons, First Aid)
- £57 print media (Internet deducted from this budget line)
- £343 of uncommitted unspent.
- £109 EasyFundraising accrual (not included within Balance Sheet or Bank)
- £173 running kit & social kit profit
- £61 affiliation profit

<b>Profit / Loss</b>	<b>1,479</b>
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**Social Secretary Report:**

- Taken delivery and executed distribution of the Social polo-tops
- Ordered and expected to have received delivery of the tear-drop flag including prolonged chasing of the printing company.
- Worked with the Race Secretary to provide social responses to racing events at Regency 10k and Great Birmingham 10k
- Liaised with Tom Horton, Manager of theclubandspa regarding catch up meeting and changing facilities for the Great Birmingham 10k.
- Supported the Race Secretary in producing website and facebook events.
- Been in contact with printing firm re. Sample of embroidery for hoodies.
- Drafted initial social event guidelines
- Managed social media in conjunction with other committee members.

- Three members of the club have spoken to me in a welfare capacity about personal issues but haven't required further help.
- Changed the name of the whatsapp group to "Unofficial Swifts" and removed swift logo. Posted updates on Facebook and whatsapp to define the differences between the two and warn new members being added before they are.
- Continued to manage the relationship with the team at The Fox.

**CP.**

### **Race Secretary Report:**

2 successful races

Leamington Spa Wright Hassall 10k attended by 10

Thanks to Social Secretary for finding a lovely brunch spot

Report written by Peter Ogan

Thank you Social Secretary for posting it onto the Webpage

1st May Birmingham 10K attended by 32/33 members

Report written by Richard Wilkes

Thanks Social Secretary for arranging Club and Spa showers at £3

And again for arranging with Andy at the Fox for food.

Next events

21<sup>st</sup> May Swift take over at Cannon Hill Park run

Tabulated list of volunteers in dropbox emailed to Geoff – park run volunteers. Have marked the table with those who have confirmed that they can attend and do the roles

Upcoming races to discuss

4<sup>th</sup> June Arrow Valley Park Run – turn out might not be great due to difficulty of attending the location.

Need date for when I can create a FB event for this.

26 June Whythall & Hollywood. 10k 5 K 1 mile- medal timed – but close to 13 mile Birm and Black country half marathon next weekend

9<sup>th</sup> July Sat 6pm Timberhonger 10K – Bromsgrove – medal and chip time

Race results in a word document found in Race Secretary drop box.

**NK.**

### **Promotional Secretary Report:**

On going objectives:

- 1) Our details are now listed in the Midlands Zone Groups / Societies section.
- 2) Update of website – On going process. Currently updated the Committee Info page with Promotional Secretary details, need input from Race Secretary for her self-description. Adjusted layout to be more favourable.

- 3) Creating a standardised Press Release that we can tailor to different events to try and gain some media coverage. Immediate intention of submitting to Midlands Zone and Birmingham Mail re: Parkrun take over which could tie in with some coverage they're planning for Pride.
- 4) Poster created with agreement from Andy at the Fox for it to be displayed in prominent position. On going which should be in place by the meeting.
- 5) Investigation into opening a Birmingham Swifts Facebook Page, to run alongside the Facebook Group, with the intention of it being more information only, for people who may feel the group is too active and dilutes key information on meet ups and events.
- 6) Investigation into registering the Birmingham Swifts with the Birmingham Digital Hub for Wellbeing, highlighted by Steve Bedser. Awaiting details of Swift's gmail account to sign up (as they won't accept other e-mail addresses). Expect to be registered and for this to be in place for the next meeting.

**AA.**