**Birmingham Swifts Running Club**

**Committee Meeting Agenda September 2016**

Monday 19th September 2016, 19:00hrs,

Meeting to be held: Birmingham LGBT Centre.

Chair: Tommy Hill (TH)

Secretary: Jay Lamb (JL)

Treasurer: Tom Garlick (TG)

Social Secretary: Chris Pratt (CP)

Race Secretary: Aaron Lloyd-McArthur (ALM)

Promotional Secretary: Alex Ainley (AA)

**Apologies** – Nil received.

TH welcomed ALM as the new Race Secretary, taking over from NK who has stepped down.

Minutes of previous meeting proposed by AA & Seconded by CP to be published on the website.

**Comments:**

* *Chair Update:* Clarified BLGBT is BIRMINGHAM LGBT.
* *Club Secretary update:* JL/AA to meet to review how to capture Facebook page stats.
* *Treasurer update:* Loan repayment was clarified as repayment of funds loaned to make initial kit purchase by TG.
* *Social & Welfare Secretary Update:* Managing relationship with the Fox action clarified as checking in every few weeks and ensuring no issues identified.
* *Promotional Secretary update:* Easyfundraising info to be added to the website – Action AA.

**Race Secretary – Initial Thoughts.**

ALM has reviewed the previous minutes and role and is hoping to promote the up-coming races with AA and review race attendance over the past year to determine a little of who attends and average numbers / comparison with previous years.

**Actions from previous Meeting.**

* Inventory of equipment outstanding – Action TH.
* Social / Race top order ongoing – Action TH/CP.
* Standard response to members regarding concessionary rates to be drafted and circulated – Action TH.
* Trans info to be added to Website – Action TH.
* Easyfundraising info to be added to website as above.
* Fundraising event to be planned – Action CP/TG. It was noted that should a fundraising event be held at a Swifts event, such as Christmas party or Awards night, this will only capture Swifts, some of whom already contribute through affiliation. A fundraiser may need to be considered that captures non-Swifts.

**Outstanding Actions – Outgoing Race Secretary:**

* Midweek Race investigation – ALM to continue this.
* Target race for Sept – it was agreed that it is now too late to pursue a September target race though noted that we did hold the Rainbow Race and that the Worcester 10k was brought to the attention of members.
* Promotion of Perry Hall parkrun – New date to be set by ALM.

**theClub&Spa review update.**

TH is still liaising with appropriate individuals. Tom Horton, the manager at theClub&Spa has left and the new team have not yet requested to meet further. TH to feedback to committee as further developments.

**Rainbow race / Pink Picnic feedback & learning.**

Noted that the event was well promoted online and was a good turnout with some different members to usual attending and leading the race. The Pink Picnic itself seemed a little flat with no specific entertainment though was a great opportunity to hand out leaflets and chat about the Swifts with others. Other than this there was not much mixing between groups and finding the picnic (and rainbow race) was difficult as there was no signposting. The map of the course had been produced but on the day course changes meant this was no longer viable. A few extra marshals may have helped keep everyone on the right track. The video of the finish was the second most popular item on the Facebook page to date. TH to feedback comments on the Pink Picnic itself and possible opportunities for group integration and events in future to the Steering group. The Rainbow Race will aim to be held again at the event next year – Action 2017 committee.

**The Fox as a social base.**

AA & JL had some comments over the relationship with the Fox and feedback from members. CP will speak to Andy to confirm a plan for the Half Marathon post-race event and members thoughts on the food available on Thursday’s to be sought – ideally to let Andy know if there is anything members would particularly like available (within reason).

JL agreed to send ideas regarding making Thursday a more social event and other ideas to CP for review.

Overall would like to see a stronger relationship with the Fox. Should members voice any concerns over the social venue, committee members should feed these back to CP for review with Andy.

**Affiliation Payments half/quarter year.**

No plans for this 2016/17 but is to be reviewed for 2017/18.

**Affiliation cost 2017/18 proposal.**

JL to send proposals to TG/TH for review to help us define our case for submission to members at the AGM. We need a clear plan and reason to put to members. All committee members to also submit estimated budget required for ongoing club promotion 2017/18 to TG to assist with planning income required (by next meeting).

**“This Girl Can” & Women recruitment initiative. TG**

TG/TH met to discuss a women’s only Starting Out group – final plan pending.

TG has shared documents regarding engaging women in sport for committee to review. Ideas generated from this to be forwarded to TG who will take a lead on Women’s recruitment. Members attending women’s only races were noted as an example of the appeal of women’s only options.

* To consider a women’s champion/s for the Swifts from the membership – action TG.
* To promote (with permission) women’s attendances at our target races and their experiences – TG/AA.
* Sportivate Bid in place to help fund initiatives & promotion – outcome due in October 2016.

**Bid writing.**

TG brought to the attention of committee the need to set aside time for bid writing which can be complex and time consuming due to the requirements of information.

**Availability of Information & Data Storage.**

Information required by committee may be stored in a number of locations. The register for Thursday is held offline. Leaders hold their own register of attendance for Sunday long runs. Cannon Hill attendance is captured on the parkrun website.

* TH will forward copies of old registers to JL who will generate stats from this to show increasing attendance and regulars vs one-off attendees +/- women’s attendance.
* The profile of the group on the members database changes frequently but a snapshot of the database can be forwarded to any committee member on request from the club secretary. Note this is a confidential document with sensitive information.

**Open Committee meeting 2017.**

JL proposed we hold an “open” committee meeting before the next AGM for prospective new committee members to attend and see how we work as a committee and help de-mystify the roles. It was noted that all committee meetings are ‘open’ though a specifically promoted meeting with the option for committee questions & answers afterwards would be a positive step to encouraging members to consider future committee roles. Plan to hold a promoted open committee meeting January 2017 – action JL.

**Race Secretary info for website.**

AA requested that ALM provide a brief profile for the website by the end of WC 19/09/2016.

**Facebook Admin & guidelines for Facebook Page.**

JL suggested that with all six committee currently having admin privilege on the Facebook Page, there is a risk of overlap of information. It was agreed that AA, ALM & CP should manage the page and other committee member should send complete articles & images for publication to AA for publishing in an appropriate timeframe. The promotional secretary is not expected to generate articles for others but may assist in this process with agreement.

It was noted that the weekly updates for the Swifts appearing on social media are very good and should continue. Action AA.

**Update on Objectives 2016/17:**

* Increase overall membership to 150 and have 50 of these Affiliated by AGM 2017. **(93/39)**
* Have a poster, display, leaflets or postcards in every LGBT venue in Birmingham / West Midlands by Xmas 2016. **Leaflets are designed and ready to print. AA to review venues to help confirm appropriate leaflet sizing and numbers required.**
* Increase the female percentage of the membership to 30% by AGM 2017. **(13/93 = 12.09% ↑)**
* 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. **TG/TH agreed to lead on organising female session collaboratively.**
* Hold a free Swifts race to introduce members to racing by End of Sept 2016 – **11/09/2016 Rainbow Race @ Pink Picnic.**
* Increase runner attendance at Birmingham Great Run events in 2016/17 to: 30 @ Half Marathon 2016 and 50 @ 10k 2017. **Numbers due to attend not yet confirmed though a Facebook group event has been created by NK. ALM/CP/AA to push the promotion this event ASAP. TH to liaise with theClub&Spa regarding whether members can use facilities for a nominal fee as per the Birmingham 10k earlier in the year.**
* Hold a Swifts Friends and Family event by end of June 2017.
* Establish a clear club welfare network and process by Dec 2016. **CP has commenced info gathering.**
* Raise a total of £750 through Easyfundraising by AGM 2017. **(current: £159)**
* 75% of running members to be classified as regular (twice a month attendance) at Thursday or Saturday sessions by Feb 2017. **JL to create a “Saturday register” of attendance.**

**Dates for Swifts diary**

16 OCT 2016 - Great Birmingham Run Half Marathon.

22 OCT 2016 – Starting Out Group.

06 NOV 2016 - Flying Fox 10 mile race – 10:30hrs **(ALM to review)**.

11 DEC 2016 - Syned Striders 10mile Pudding Run **(ALM to review)**.

March 2017 – AGM & Awards Event.

20 MAY 2017 – Swifts parkrun takeover @ Cannon Hill.

27 MAY 2017 – Birmingham Pride.

August 2017 - Pride 10k (London)

**AOB**

* Feedback from an individual suggested that we may be seen as a “cliquey” group with “questionable lifestyle choices”. Committee considered this but felt that this was feedback from one individual about our group with over 90 members who have not voiced concerns. Committee to feedback all such positive or negative comments from members to assist in best managing the group as we move forward. We aim to remain as socially inclusive as possible.
* TG highlighted the Easyfundraising plan he had sent with his report but was unable to be attached to the agenda. This is available on Dropbox for committee to review.
* *As a reminder, please be aware that images and non-text attachments such as spreadsheets may not be able to be included or forwarded alongside the agenda currently as the secretary only has access to out-dated PC software and mobile phone use at present.*
* Minutes proposed and seconded should be published to the website. JL/AA to meet to organise this.
* It was noted that the newsletters have stopped. Committee felt that a newsletter was a good communication tool and should be re-started. AA to coordinate submission dates for newsletter contributions but all committee members are expected to draft their articles and where possible, add these to the newsletter on Mailchimp themselves. The newsletter will be sent out monthly. Action ALL / AA. JL to update circulation list on Mailchimp.
* Twitter account verification to be investigated by ALM/AA and fed back to next meeting.
* ALM now has access to all relevant accounts inc [race@birminghamswifts.co.uk](mailto:race@birminghamswifts.co.uk) email address.

Date and time of next meeting: **Wednesday 2nd November 2016 7-9pm. Venue TBC.**