

Birmingham Swifts Committee Meeting  
**Monday 30<sup>th</sup> October 2017, 19:00-21:00, ICC Starbucks**

	<p>Present:</p> <ul style="list-style-type: none"> <li>• Chris Pratt – Club Chair (CP)</li> <li>• Marianne Skelcher – Club Secretary (MS)</li> <li>• Geoffrey Frost – Club Treasurer (GF)</li> <li>• Connor Kingsley – Promotional Secretary (CK)</li> <li>• Alan Cordonnier – Social and Welfare Secretary (AC)</li> </ul> <p>Apologies: Pete “TP” Davis – Race Secretary (PD)</p>	
Item		Action
1.	Minutes of Previous Meeting: agreed	
2.	<p>Matters arising:</p> <p>MS to chase CS one last time for documents</p> <p>CP to send Drop Box link to MS &amp; AC</p> <p>Agreed the Club needs a Data Protection protocol: GF? To look for example we could use</p> <p>AC to forward all DBS emails to CP</p>	<p>MS</p> <p>CP</p> <p>GF?</p> <p>AC</p>
3.	<p><b>Chair’s report</b></p> <p>Met with Tommy, Head Coach, to discuss Run Leader status and requirements.</p> <p>Agreed that a Run Leader Meeting should be prioritised as soon as possible to be chaired by myself with support from the Head Coach.</p> <p>Agreed requirements for training kit, including drill ladder, cones and training parachutes which are available in Aldi.</p> <p>Discussed tops for run leaders with inverted colours to create distinction. Tommy specified that this should only be allowed when the run leaders are on the rota. To be formally agreed at Run Leader meeting.</p> <p>Asked Tommy to coordinate a Starting Out plan starting in the New Year,</p>	

	<p>agreed upon two weeks after New Year to capture the maximum number of New Year Resolutioners.</p> <p>Other than this I obtained the kit which was agreed with the Head Coach. I have also dealt with new runner enquiries and co-hosted the post-Birmingham Marathon/Great Run social.</p> <p>Actions</p> <p>CK to start early promotion of Starting Out sessions through Run Birmingham etc</p> <p>MS to get a room at the LGBT Centre on a Tuesday evening for a meeting between CP, TH and run leaders.</p> <p>Noted three run leaders have now been allocated to each Thursday social run.</p> <p>CP to approach Jay re coaching.</p> <p>Agreed to include succession planning on next Committee agenda.</p>	<p>CK</p> <p>MS</p> <p>CP</p> <p>MS</p>
4.	<p><b>Treasurer's report:</b></p> <p><b>Actions complete:</b></p> <p>Met with Run Birmingham. Four run leader course places identified and codes issued to participants. Confirmation of booking from Maddie Nicols.</p> <p>Met with blueprint shop. Agreed mark-ups and pay schedule.</p> <p><b>Financial Position:</b></p>	



	<p>Tried to help new comers feel welcome.</p> <p>Agreed AC to go to Out of Office to check it out and promote the Swifts.</p>	
8.	<p><b>Parkrun takeover</b></p> <p>Agreed we couldn't support an autumn/winter Parkrun takeover in addition to the summer pre-Pride one, given that we were sometimes struggling to get numbers for target races. MS to respond to the member who'd raised it.</p> <p>PD to put in some ground work to ensure we can make the pre-Pride takeover a great success.</p>	<p>MS</p> <p>PD</p>
9.	<p><b>Forward planning for AGM</b></p> <p>Agreed we need to start geeing people up to stand for election.</p> <p>Each officer to produce a handover report for the last committee meeting before the AGM to ensure a smooth handover if there are changes.</p> <p>MS to draft a bullet point outline for AGM planning for discussion at the next meeting.</p>	<p>All</p> <p>MS</p>
10.	<p><b>AOB</b></p> <p><b>Publication of Committee Minutes:</b> MS to get together with CK to sort getting these on the website</p>	MS/CK
11.	<p><b>Date and time of next meeting:</b> Agreed we should try and meet before the end of November. MS to circulate possible dates asap.</p>	MS

