**Birmingham Swifts LGBT Runners**

**Committee Meeting, Tuesday 20November 2018**

**6.30pm-8.30pm, Room 2, Birmingham LGBT Centre, B1 1EQ**

Jay Lamb – Chair (JL)

Mark Russ – Secretary (MR)

Ian Bush – Treasurer (IB)

David Waters – Race Secretary (DW)

Maddie Nicholls – Welfare Officer (MN)

Alex Ainley – Promotional Secretary (AA)

**Agenda**

1. **Welcome**
2. **Apologies**
3. **Agree minutes of last meeting**

JL proposed; MR seconded

1. **Committee reports / actions to date (see Appendix 1)**
2. **Objectives 2018/19 review**

Review objectives:

* Target campaigns and work specifically towards encouraging the trans community and lesbian/bi-women to join the club with an aim to increase the groups membership of these participants to 25% of the total club membership by end of committee term.
* Ensure Starting Out groups take place as planned, Post-Pride, Post Birmingham half and New Year, advertised in advance and as widely as possible generating 5 or more attendees at each group.
* Ensure a clear and consistent future club plan, operating guidelines and accessibility to committee accounts is in place by at least four weeks prior to the next AGM to ensure a smooth handover between outgoing and incoming committee members and reduce time spent in transition.
* Provision of a monthly Swift race that attracts 10% or more of the membership, with a report and (consensual) results published.

For next meeting: MN to collate our actions on our target to encourage trans people & lesbian/bi-women membership.

1. **Trans/Women’s issues and inclusion progress.**

***Trans and women’s inclusion social run:*** We agreed to hold another social run in January 2019 – we need to set a date and discuss promotion.

We agree to hold a Swifter run targeted at transgenedered people on Thursday 24th January.

We will hold a Swifter run targeted at women on Thursday 21st February.

MN will get some wording to AA to promote the event.

We suggest a ‘New Year, New You’ Thursday run early in January – AA to action.

1. **Races/Events feedback.**

Feedback from race secretary on races since last meeting and any other event reports from committee, what went well, what could be improved, confirmation of race report allocation and results being posted to website. 2min per race/event. (David +/-All)

22 Swifts ran on the 30th Sept, Leafy 10K + post run social. MN (a non-binary member) recieved a positive response from England Athletics regarding their choice of gender as ‘woman’ when no non-binary options was available.

17 Swifts ran the Birmingham Half. We had a good cheering squad from 6 Swifts, espeically considering the weather!

11 Swifts ran the MoRun.

DW has written race reports for all these runs.

We note that Brimingham Pride and the Birmingham Half are on the same weekend in 2019. DW has reserved the Canon Hill Parkrun takeover before Pride.

1. **Newsletter and communication with members**

Feedback from previous newsletter and Items for inclusion in next newsletter / by whom / when (Alex/All)

Items from JL are: Starting Out in January; Update on Membership; Member survey.

JL will liase with IB on the Member survey.

MN will send AA information about the January Swifter event.

AA will put together and send out a newsletter in the next two weeks.

1. **Social media management: Twitter / Facebook / Website / Instagram.**

We propose making social media management part of the Promotional Secretary role for 2019. We are not sure what Instagram adds to our reach, but we’ll leave that decision to the discretion of the Promotional Secretary.

1. **Action required for next Starting Out group: January**

Starting Out will run from the 12th January for 10 weeks. AA will promote the event in a similar way to previous Starting Out programmes. Groups to promote it within include Activate; Out of Office; QE Hospital’s LGBT forum; MN LGBT network at the City Council; DW can send them on to student LGBT forums.

1. **Club shop / Kit availability.**

Running tops: design; how many of different sizes do we think is appropriate?

We have confirmed the design with IB. IB will send out mock-ups. AA will put news of the updated kit-design in the next newsletter – in the newsletter we will ask people to order in advance, emailing IB to place your order.

1. **Christmas party plan: who/what?**

Doors open at 6.30pm for a 7pm start. DW to check with Andy at the Fox. 7.00pm Quiz (45 minutes); 8pm food. Quiz answers after food + raffle.

Can we get pens with ‘Birmingham Swifts’ on them? IB will investigate, and also buy a raflle book.

We’ll give away rainbow laces at the Swiftmas party.

The London Marathon ballot will go in the newsletter and afterwards on Facebook.

IB will sort out the following prizes:

* Quiz Prize – a tub of chocolates; a sensible drinks
* A thank you for Chris and David – a nice bottle of wine
* Christmas Card+Present for Andy at the Fox

We’ve got a selection of donated prizes for the raffle. IB and MN will organise some more prizes. AA will look into getting some free stuff.

AA to promote other Swiftmas events.

1. **Christmas Market visit (it might close at 9pm rather than the anticipated 10pm)**

IB will plan a 45 minute run. The run will start at 6.45pm. AA will publicise.

1. **AGM and succession planning**

*Who is planning on standing for re-election? Do we seek a women’s officer and separate social secretary and welfare secretary? What messages do we need to get out to the members to encourage nominees? Date of AGM and any support Mark needs to make this happen? Venue: should we stick with the Fox? Timing is often an issue. Handover: How far in advance do we plan races etc. to ensure smooth handover but not tread on next committee’s toes.*

IB, DW and JL are considering standing for re-election. JL will lookinto the promotional role and check with AA, to help him decided is he will stand for re-election.

In terms of a date for the AGM. MR will look into Sundays in March and make some suggestions to the rest of the committee. After which DW will check with Andy at the Fox. Mark will do a Doodle poll within the week.

We don’t feel we need a separate social secretary.

We will explcitly include the ‘women’s officer’ responsibilities into the welfare secretary’s role – retitling it to ‘inclusion and welfare officer’, and actively encourage women and trans people to stand for election at the next AGM.

DW will organise races up to May.

MR to meet up with JL to discuss the AGM before the end of the year.

JL has asked the committee to reflect on what the membership will find helpful to know at the AGM.

1. **Celebratory event post-AGM. What format? What awards?**

We’ll consider the awards at our next meeting, including

* Most races attended
* Most Parkruns
* Most supportive
* Funniest...
1. **Discussion regarding insurance as per emails with Kings Heath chair. (See appendix 2)**

We need to make sure that safety information is given out at the beginning of every run. This includes announcing that unaffiliated runners are running at their own risk. AA will put a disclaimer on the Facebook page detailing that unofficial runs are not covered by our insurance. MN will pass this on to run leaders.

MR will chase returning runners who have not filled in a membership form.

1. **How we communicate with members not on Facebook/Twitter.**

Can we make the website more interactive and ensure that every relevant info item is posted there? Should we accept that we can’t necessarily reach out to those who don’t hear announcements at runs or use social media?

The website is updated regularly to reflect information that’s on Twitter/Facebook. DW will inform AA of upcoming races so they can be placed on the website. There is also information in the newsletters.

1. **Can we do anything to reduce our carbon footprint?**

Encourage more recycling of running kit? Use of LGBT centre clothing bank? Push car sharing for races / prioritise public transport? No paper membership forms?

We will encourage the recycling of kit at the LGBT centre, and will return to this issue at a later date.

1. **Race reports - do we need them?**

No race reports have been uploaded to the website in the last year. We still would like race reports, but they needed to be uploaded and linked to in a timely manner. And for them to be more visible on the website.

1. **Dates for the diary**

Sat 1st December – Red Run London 10k

Sunday 8th December 2018 – Acorns 5K Santa Fun Run

Thu 13th December 2018 – Swifts Social Run & Christmas Market

Fri 14th December 2018 – Swiftsmas Party

Sat 15th December 2018 – Swiftmas Parkrun + BGSO outing

Sunday 13th January 2019 – Draycote Water 10K.

Sat 19th January 2019 – National Running Show

Thu 24th January 2019 – Swifter run focussed on transgenedered runners

Thu 21st February 2019 – Swifter run focussed on women runners

Saturday 18th May 2019 – Cannon Hill parkrun takeover.

Sunday 26th May 2019 – Great Birmingham 10K.

Sunday 13th October 2019 – Great Birmingham Run Half Marathon.

1. **AOB**

AA has informed us about the meetup group. We can’t set up Birmingham Swifts as an individual meetup group without paying money. We can designate a member who will be able to post events on the Birmingham lgbt meetup on behalf of the meetup group. But this is only allowed if we have a designated person with a designated telephone at every event. As we don’t have a telephone number, we won’t be using meetup. AA will feed this back to meetup.

1. **Date & time of next meeting.**

We will meet in early January. MR will organise this via a doodle poll.

**Appendix 1: Committee reports**

**Chair (JL)**

Since last meeting I have:

* Acted as a point of contact for new members via info@ email and twitter. (+Spam filtering).
* Communicated with Activate Steering group and other sports groups via Activate WhatsApp chat.(minimal activity).
* Tweets on behalf of the club: Tuesday, Thursday, Saturday runs and info on events / promotion of club activities and Activate.
* Promotion of Starting Out group and Communication with Starting Out group, determining how they found our about us.
* Postings regarding registering as a free member.
* Maintaining link with leaders through WhatsApp and requesting announcements at social runs.
* Communication with Kings Heath Chair re: Insurance… see attached email conversation (for discussion at meeting).

To do:

* Draft plan for equipment use / loan guidelines.

**Secretary (MR)**

* Collated attendance data for September and October.
* Written and distributed draft minutes for September’s meeting
* Continued to process new affiliations with Ian
* Continued to update the membership database and mailing list from Survey Monkey
* Created a new membership form for 2019
* Organised November’s committee meeting

*Membership stats (as of 14-Nov-18):*

* New Members since September: 13
* Removed Members: 0
* Total Members: 96
* Total affiliations: 28 (from 27)
* Twitter followers: 705 (from 702)
* Facebook page followers: 303 (from 293)
* Facebook group members: 315 (from 300)

*Thursday Social Attendance figures for September/October*:

|  |  |
| --- | --- |
| 06-Sep-18 | Not recorded |
| 13-Sep-18 | Not recorded |
| 20-Sep-18 | 22 |
| 27-Sep-18 | 27 |
| 04-Oct-18 | 16 |
| 11-Oct-18 | 19 |
| 18-Oct-18 | 18 |
| 25-Oct-18 | 23 |

*Cannon Hill parkrun Attendance figures for September/October:*

|  |  |
| --- | --- |
| 01-Sep-18 | 10 |
| 08-Sep-18 | 5 |
| 15-Sep-18 | 3 |
| 22-Sep-18 | 7 |
| 29-Sep-18 | 6 |
| 06-Oct-18 | 2 |
| 13-Oct-18 | 1 |
| 20-Oct-18 | 3 |
| 27-Oct-18 | 8 |

**Treasurer (IB)**

Cash position hardly any change since last meeting (£15 spent on a new affiliated runner, £25 received). Still to receive invoices from EA for the two LIRF courses so that money hasn't gone out yet.

**Race Secretary (DW)**

Ongoing activity associated with promotion and organisation of race events and initiatives (such as Swiftember 2018) and associated socials.

Past race events:

* Sunday 30th September 2018 - Leafy 10K.  Great engagement with 22 Swifts running.  Race report written by DW. Post-race social at British Oak pub with 13 Swifts in attendance.
* Sunday 14th October 2018 - Great Birmingham Run half marathon.  17 Swifts ran.  Race report written by DW. Cheering squad with 6 Swifts positioned at two locations along the route.  Successful post-race social & Swiftember celebration event at the Fox, with excellent hospitality from Andy. Swiftember medals and awards distributed during event.
* Saturday 17th November 2018 - MoRun 10K. 11 Swifts ran. Race report written by DW. Well evaluated post-race social at the local Toby carvery.

Future race events:

* Saturday 1st December 2018 – Red Run London 10K. 5 Swifts currently registered to attend.
* Sunday 8th December 2018 – Acorns 5K Santa Fun Run. 2 Swifts currently registered to attend.
* Sunday 13th January 2019 – Draycote Water 10K.
* Saturday 18th May 2019 – Cannon Hill parkrun takeover.
* Sunday 26th May 2019 – Great Birmingham 10K.
* Sunday 13th October 2019 – Great Birmingham Run Half Marathon.

**Welfare Officer (MN)**

Action since September meeting:

* Lead on organising and “delivering” the mental health awareness social run on 11 October 2018.
* Organised this quarter’s run leaders’ rota.
* Co-lead two Saturday morning run and talk sessions at Cannon Hill Park.
* Did a race review of the Atherstone 10k

**Promotional Secretary (AA)**

*Website*:

* Modified and updated text on all pages.
* Created News Post about October Starting Out Sessions.
* Created News Post about Run and Talk event in coordination with Maddie.
* Created News Post about Swiftmas events including London Marathon Ballet information.

*Facebook*:

* Advertised Swiftmas events.
* Advertised Starting Out Sessions.
* Promoted Run & Talk Event.
* Scheduled Events for 3 Days of Swiftmas and invited all members.

*Promotional Images:*

Have created:

* 8 posters to advertise Thursday Social Runs.
* 9 posters to advertise Tuesday Technical Training sessions.
* 3 posters to advertise parkrun.
* 1 poster for the Run and Talk event
* 3 posters for the Starting Out Sessions.
* Produced Swiftmas images

All available in Dropbox

**Appendix 2: Email discussion with Barbara from Kings Heath Runners on insurance for runs:**

Hi, I’m Barbara, chair of Kings Heath Running Club. It would be really useful for me to have a chat with someone off your committee about free membership, EA insurance and a few other matters of club management.
Thank you.
Barbara.

—-

Hi Barbara,
I’m Jay, club chair for Birmingham Swifts, how can I help?
Jay

—-

Hi Jay.
Thanks for the swift (!) reply!
We too have free membership. I’m reflecting on where that leaves us insurance wise in relation to EA.
How do you handle it/what’s your understanding of it?
Barbara

—-

Hi Barbara,

We’ve pondered this a little as a club. My understanding is that as an affiliated club, we are covered under England Athletics for runs hosted by the club (with trained leaders). We ensure we cover certain safety points before each run (such as avoiding steps, stopping for traffic, etc...) to add additional cover. This insurance means that should someone come to harm, the club should be covered. The individual however is not covered. They are only covered by athletes insurance if they themselves affiliate.

We have a code of conduct that we expect everyone to sign up to, whether affiliated or not and have an online free membership form that we have asked all those wishing to run with us regularly / semi-regularly to complete. This includes a disclaimer against injury.

We have just recently re-I forced the expectation that free members will also sign up to the code of conduct and register as a free member. This means we have their permission to use their data and images plus ensures that everyone has agreed to the Code of Conduct and disclaimer offering the club additional protection.

I think as clubs that offer a free option, to encourage health and fitness in our local communities. It’s not unreasonable to make this kind of registration compulsory. We even offer support of our welfare officer to help people complete the form online if they require!

I hope this is in some what helpful? Please let me know if you have any other questions or advice from your own thinking.

I’ve included screen captures of our disclaimer and Code of Conduct.

Jay x

—-

Thank you, that helps. More questions (sorry!) - when paid up members are insured - what are they insured for that non members aren’t?
My conundrum is this..

We have an official page in Facebook (only committee can post- official club runs hosted by LiRF or CiRF ) and a community page. Sometimes on the community page someone will ask - anyone fancy a run on Sunday, \_\_\_minute miles, \_\_miles. And a group will get together.
The organiser may not be LiRF trained however. And the posts vary from textbook health and safety, well organised to ones that are very casual about duty of care.

My concern is that if EA were monitoring Facebook pages what there appears to be on a fb page with the clubs name on it runs that are not organised by runners with LiRF or CiRF.

It’s a growing club- 100+ on a Tuesday whole club run night. I’m constantly ‘on it’ re Heath and safety, very explicit in the briefing, we have a single file policy for sharing a pavement and reverse route runners as a reminder, nag about hi-vis etc etc

My thoughts are- I’ve drafted ‘social runs’ guidelines for anyone posting up such a run on the community page- expectations re health and safety etc. Most of the social runs are brilliant- there’s a runner who organises trail runs that I want to attend myself for example and they definitely are a strength of club. But some are too casual for my liking. And I’ve had the fall out from runners who haven’t had a good experience.

Are all your runs led by LiRF/CiRF? Do you have an equivalent of runners spontaneously organising a group run that is unofficial?

Thank you for reading all of that and thank for your help so far!

Barbara

—-

Hi again Barbara,

My understanding:
Club insurance covers the club against situations where runners or others may claim for injury or damages. It means that the club itself is covered so long as the rules and guidelines have been followed and the individuals who volunteer on behalf of the club are not therefore targeted, if they follow the rules and training.

Runners are not covered by this insurance. Individuals run at their own risk. The club insurance does not extend to non-affiliated individuals. However, we ask members to sign our Code and register with us, stating they take this responsibility on themselves as added club protection against claims.

We have started to highlight this now and again but without a formal process for mentioning it every run which might be something to consider. We do have a set of safety instructions leaders are supposed to cover.

Affiliated runners are covered by their own EA insurance should they be injured or suffer losses while running.

We also have a formal Facebook Page (controlled by committee) and a closed Facebook group for members and interested individuals. And to be honest, I don’t think we’ve really looked into the insurance side of non-formalised club runs.

We have encouraged members to post when they’re running and invite other club members along on an informal basis. We don’t endorse these runs... but we don’t state every time that these are not official club runs. I suppose we’ve taken it as read that non leaders organising social runs are not the responsibility of the club but we may need to consider an additional disclaimer for this. Could add a pinned note to the Facebook group and website with some ground rules to this effect?

The Code of Conduct may also need tweaking to include something about this but that wouldn’t cover any members who’ve signed up beforehand! We were planning on re-setting membership on a two year basis anyway though, to try and keep it current. We allow all registered members a voice at AGM, I believe yours is just for affiliated members? (I was pondering this for our future too!) but I digress...

As a club, we will be expected to monitor unofficial runs amongst our members to some degree but we need to be clear that anything outside of our Tuesday Technical, Thursday Social, weekend parkrun, races or occasional organised led long Sunday runs are non-official and non-trainer leader led! If we don’t state otherwise, I expect someone could argue club liability. So we need to state it somewhere!

I’ll bring this up at our next committee meeting and let you know if we have any brainwaves!

Jay x