**Birmingham Swifts LGBT Runners**

**Committee Meeting, Tuesday 3July 2018**

**6.30pm-8.00pm, Room 2, Birmingham LGBT Centre, B1 1EQ**

**Present**

Jay Lamb – Chair (JL)

Mark Russ – Secretary (MR)

Ian Bush – Treasurer (IB)

David Waters – Race Secretary (DW)

Maddie Nicholls – Welfare Officer (MN)

1. **Welcome**
2. **Apologies**

Alex Ainley – Promotional Secretary (AA)

1. **Agree minutes of last meeting**

We agree the minutes of May 2018 as an accurate record of meeting. Proposed by MN. Seconded by DW.

**Action:** AA to upload minutes to website

1. **Committee reports / actions to date (see Appendix 1)**

**Action:** MR to ask Tommy for Starting Out figures

DW will link up with AA to work out a promo plan for Swiftember.

We’d like to mention our Swifter efforts in the next newsletter, despite the low turnout for our target group.

1. **Objectives 2018/19 review**

Review agreed objectives:

1. 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.

We’ve run the Swifter event. We are profiling female members on our Facebook page. Targeted adverts on Facebook from Activate. MN & JL emailed all women and trans members who have run with us previously but stopped (no replies as of yet). We’re also speaking to women and trans runner that have been involved with the Swifts in the past.

1. 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.

Our current Starting Out group (post-Pride) has 8 attendees.

1. 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.
2. Provision of a monthly Swift race that attracts 10% or more of the membership, with a report and (consensual) results published.

10% of the membership is currently 17.5. Recent races have attracted 19 and 3 Swifts attend. We will look into earlier promotion of future race dates, and perhaps a local run in August.

1. **Setting of additional objective regarding welcoming and retention**

We might attempt to measure this (which is a very difficult thing to measure) through a very visual Surveymonkey (using a Likert scale).

The pictures that capture the welcoming, enjoyable atmosphere of the club are very important, as are our social events.

JL will put something in the next newsletter based on these ideas to elicit feedback from members.

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

See discussion under item 5

1. **Activate Steering Group update.**

We are very sorry to hear that Activate will be closing due to lack of funding.

We will send our latest Starting Out figures to them.

They will be signposting participants from those fitness groups that will be closing at the LGBT centre to continuing fitness opportunities.

The Steering Group will continue and will meet next in September.

JL will be attending an Pride Sports event ‘LGBT+ Inclusion in Sport’ on Friday 13 July.

1. **Races/Events feedback.**

See Race Secretary’s report (Appendix 1).

Well done to David for all his hard work and the clear success of our parkrun takeover event. We are also very pleased with the Swift attendance at Pride, particularly with the publicity we recieved from the BBC. We note that we’ve had a lot of good photos of our races and events recently. **Action**: AA to create additional graphics for Tuesday/Thursday/parkrun/Starting Out from these

DW notes that it’s tricky getting races in Birmingham, which effects the numbers of Swifts who can attend.

1. **Newsletter and communication with members**

* Items for inclusion in July newsletter:
  + Chair’s Report (JL)
  + Updated on women/trans inclusion (MW);
  + Launch Swiftember (DW);
  + Satisfaction survey (JL)
  + Starting Out graducation – 18th August (JL)

**Action:** all committee to consider additional items and send newlsetter items to Alex by Tue 17th July.

**Action:** AA to contact Andy Mannion to add the Thursday Social Run to “Meetup”.

We confirm that we all have appropriate access to our email. JL is having problems with spam to the info@ account. **Action**: AA to remove the email from the website and instead create a web-form that sends messages to this account.

**Action:** JL needs to contact Chris to be able to add/remove and access email accounts.

1. **Starting Out Group.**

Out of 18 interested people we have 8 attending the latest Starting Out group. There will be a graduation hopefully on 18th August, although this could be moved two weeks earlier (we would prefer to avoid 11th as this is the London Pride 10k). For the next Starting Out, we could explore getting the LGBT centre health and wellbeing services to recommend people to the Starting Out.

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

IB has approached Blueprint re kit, and collated details on other suppliers depending on how that meeting goes.

**Action:** JL to also message Blueprint contact directly and copy IB in.

1. **Mental Health Champions and Ambassadors.**

England Athletics support and develop clubs to have these. We do not have either and having one of each (ideally) would help provide support to any members suffering from mental illnesses.

The requirements for Ambassadors are more than we can currently meet.

We ask MN to explore being a Mental Health Champion a further, and put something in the newsletter if appropriate. MN will get in touch with the Bournville Harriers, as they have a ‘run and talk’ programme focussed on mental wellbeing.

1. **Dates for the diary**

Sat 7th July – Birmingham Black Country Half Marathon + Social

Fri 20th July – NFR LGBT5k Festival of Running 2018

August TBC - Swifts BBQ at The Fox

Sun 11th August – Pride Run 10K – London

Sun 25th August - Badgers Atherstone 10k

Sat 15th September - Pink Picnic

Sun 30th September - Save the Date (?Leafy 10k)

Sun 14th October – Simplyhealth Great Birmingham Run 2018

Sat 17th November – Birmingham 10K MoRun

December TBC - Swiftsmas

1. **AOB**

DW will liaise with Andy at the Fox about an afternoon summer BBQ and confirm the date for our Christmas party.

MN will gauge interest from our current run leaders to have first aid training from St John’s Ambulance (for a minimum of 8 at £25 a head), and will look into setting a date later in the year. We could offer spare places to LGBT centre staff, or to the Swifts membership.

JL will ask AA about producing little promotional cards.

A Puregym opens on Hurst St on 12th July. IB will get in touch and see if they can offer us a changing facilities, sponsorship or discounted membership.

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

MR will arrange a poll for the second half of September. Mon/Tue/Wed for both those weeks.

**Appendix 1: Committee reports**

**Chair (JL)**

Since last meeting I have:

* Acted as a point of contact for new members via info@ email. (+Spam filtering).
* Communicated with Activate steering group and other sports groups via Activate WhatsApp chat. Agreed to chair Activate meeting 25th June 2018.
* Attended parkrun takeover.
* Promoted, Coordinated and attended Pride event.
* Coordinated Starting Out group communication between Tommy and participants pre event and post first run. (May need to consider a future plan for this as it has been time consuming).
* Attended first starting out session.
* Added information from Activate to FB & Twitter: cycling, climbing, July watersports.
* Tweets on behalf of the club: Tuesday, Thursday, Saturday runs and info on events / promotion of club activities and Activate. Good feedback on Twitter.
* Promoted registration link and Updated new membership database with details from those who have re-registered as members.
* Discussion re: Plog On.
* Email on behalf of Maddie to former female/trans members (any feedback?)
* Attended Thursday runs in member, committee members and leader capacity.

To do:

* Draft plan for equipment use / loan guidelines.
* DBS paperwork to be checked by Mark.
* Create new mail chimp mailing list.

**Secretary (MR)**

* Collated attendance data for May and June and forwarded it on to Activate
* Written and distributed draft minutes for May’s meeting
* Produced a paper versions of the membership form which are now kept in the Swifts’ equipment box at the LGBT centre.
* Scanned signed codes of conduct and uploaded them to Dropbox
* Continued to process new affiliations with Ian
* Continued to update the membership database from Survey Monkey (Big thanks to Jay with all his help!)
* Organised July’s committee meeting

*Membership stats:*

* New Members: NA
* Removed Members: NA
* Total Members: 70
* Total affiliations: 25 (from 13)
* Twitter followers: 684 (from 681)
* Facebook page followers: 288 (from 285)
* Facebook group members: 284 (from 270)

*Recent Thursday Social Attendance figures*:

|  |  |
| --- | --- |
| 03-May-18 | 16 |
| 10-May-18 | 17 |
| 17-May-18 | 9 |
| 24-May-18 | 20 |
| 31-May-18 | 23 |
| 07-Jun-18 | 17 |
| 14-Jun-18 | 21 |

*Recent Cannon Hill parkrun Attendance figures:*

|  |  |
| --- | --- |
| 05-May-18 | 3 |
| 12-May-18 | 4 |
| 19-May-18 | 3 |
| 26-May-18 | 2 |
| 02-Jun-18 | 7 |
| 09-Jun-18 | 7 |
| 16-Jun-18 | 5 |
| 23-Jun-18 | 7 |

**Treasurer (IB)**

TSB Bank balance as at mid June £2912.86

Money owed to IPB for England Athletics/CIRF expenses etc £715

Money owed to Alex re marketing costs/stickers etc £63.49

Money owed to LGBT Centre (Activate) paid to us in error £115.92

Net balance £2018.45

No other committed or ringfenced funds I would say now (balances from previous years were related to training kit etc but this has now been sourced via Activate). Waiting on balance from Activate re remaining funds (though do we have anything to spend them on!?)

We now have HSBC bank setup, though need couple of sigs added (HSBC have been shockingly bad in the creation of the account). I am also now finally added to TSB, though they forgot to add me as online access so still to get that added by them! Our traditional banks are utterly useless it seems.

I have approached Blueprint re kit, and collated details on other suppliers depending on how that meeting goes. Kit owed to Alex Wall and Alan Cordonnier - they have been informed it is ongoing.

**Race Secretary (DW)**

*Since the last meeting I have:*

* Organisation of highly successful Cannon Hill parkrun Swift takeover.
* Promotion and organisation of club races and post-race socials (May and June).
* Writing/delegation of race reports (May and June).
* Continued promotion of future club races.

*Previous Races:*

* May 2018 Club Race: Sun 6th May, Simply Health Great Birmingham 10K. 19 Swifts ran this. Dean Haycock has written a race report, which is ready for publication on web/Facebook.
* June 2018 Club Race: Sun 10th June, Severn Valley Trial Run 10K. Three Swifts ran this. DW has written race report and prepared times for publication on web/Facebook.

*Future Races:*

* July 2018 Club Race: Sat 7th July, Birmingham and Black Country Half Marathon. 12 Swifts currently registered to attend.
* July 2018 Additional Club Race: Fri 20th July, Newcastle Frontrunners LGBT5K. 10 Swifts currently registered to attend.
* August 2018 Club Race: Sat 11th August, Pride Run 10K. 10 Swifts currently registered to attend.
* September 2018 Club Race: Date TBC, Leafy 10K.
* October 2018 Club Race: Sun 14th October, Great Birmingham Run.

*Parkrun Engagement:*

* Sat 19th May 2018: Cannon Hill parkrun Swift takeover. Excellent event, well supported by 24 Swift volunteers. Great atmosphere and feedback.

*To Do:*

* Continued promotion of future club races.
* Organisation of parkrun tourism events (for July, September, November & January).
* Planning and promotion of Swiftember 2018.

**Welfare Officer (MN)**

* Obtained background on mental health champions and ambassadors from England Athletics and prepared for this meeting.
* Supported Race Secretary in promoting the 21 June 2018 StiftER event.
* Prepared run leader’s rota for the July to September quarter.
* Supported Secretary in reviewing and providing details of work carried out previously to try to encourage and support under represented groups.

**Promotional Secretary (AA)**

*Website*:

* Uploaded the new Data Protection Policy to Club Documents.
* Uploaded April minutes to the website
* Emailed treasurer requesting an invoice to charge Activate for the upgrade to the website
* Blog post: starting out sessions
* Blog post: SwiftER event
* Updated webpage for starting out sessions

*Posters*:

* Designed starting out posters
* Designed SwiftER event poster

*Activate*:

* Completed and submitted information for inclusion in new sport leaflet being distributed for next year +.

*Facebook:*

* Changed Facebook page image to reflect more female members.
* Written and scheduled posts for Parkrun takeover, Pride March and SwiftER events.

*Birmingham Pride March:*

* Attended march
* Redesigned Swift stickers and ordered
* Photos taken and posted to Facebook

*Swift parkrun takeover:*

* Attended

**Appendix 2: Objectives**

Following previous discussion & SWOT we agree to the following objectives for for the coming year (progress towards these objectives will be reviewed each meeting):

1. 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.
2. 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.
3. 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.
4. Provision of a monthly Swift race that attracts 10% or more of the membership, with a report and (consensual) results published.

We would like to add to an objective that captures and measures how we keep Swifts a friendly and welcoming club, retaining new members. We will return to this, and other ideas for objectives, at the next meeting.