

## **Birmingham Swifts LGBT Runners**

**Committee Meeting, Tuesday 15 January 2019**

**6.30pm-8.30pm, 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); Alex Ainley – Promotional Secretary (AA); Tommy Hill (coach)

### **Agenda**

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

Maddie proposed and David seconded.

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

We agree to pay an affiliation fee (for a year's affiliation) for new run leaders.

5. **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.

We have 15 female and non-binary members out of a total of 104 members, which is 7%. MD has submitted a report on this for the AGM.

- 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.

We agree to invite new committee members into the current Facebook chat group.

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

We achieved this the recent Draycote 10k.

6. **Trans/Women's issues and inclusion progress.**

JL to ask whether other LGBT groups can publicise the trans-focussed Swifter event.

The measures taken at encouraging women and trans persons so far have been:

- An encouragement run aimed at women and trans people in the summer of 2018
- Carrying out a survey of former women members to ask why they left and whether we could do anything better or more inclusive
- Use of imagery in promotional material to show more female runners
- Getting new club tops in male and female cuts.

We also have two more encouragement runs coming up:

- 24 January 2019 – trans people
- 21 February 2019 – women.

#### **7. 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)

[INCLUDE STUFF FROM DAVIDS REPORT]

#### **8. Newsletter and communication with members [10min]**

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

AA will send a newsletter out in the next few weeks before the AGM with an update. Current intention is to include:

- AGM awareness and people putting themselves forward for roles;
- encouragement for Midlands Zone voting;
- promotion of Feb SwiftER event encouraging women;
- and potential updates on technical training depending on outcome of meeting.
- Proposed t-shirt design (IB to provide text)
- Something from Barry about the London Marathon. JL will prompt him.
- Word from the Chair.

#### **9. Coaching / Tuesday technical plans for 2019**

Tommy Hill has joined us to make proposals about the Tuesday technical sessions. Tommy has informed us that the current Tuesday technical sessions have minimal attendance, with some weeks having no runners. This may be to do with time and location, runners not understanding what the technical sessions are, not thinking it's for them or for advanced runners. The affiliated runners we currently have probably have their own running plan. Tommy has made the following proposals:

- Scrap Tuesday sessions to bring a more athlete-centred approach to coaching.

- Assign all affiliated members with a coach (Tommy or Chris) – making it down to the member whether to use it or not.
- Coaches to provide tips for those members to use in their regular individual sessions – could be training plan/mesocycle to get to half marathon, or to be faster, etc.
- Drill type bits at beginning of Thursday session.
- Couple of focus sessions throughout the year (how to run with water, prep for a race, do a warm up, flexibility) - can build up and publicise in advance.
- Coaches to keep an eye out during Thursday and Saturday runs to help improve / remind their individuals of what they should be doing.
- Review after 3 months or so as to whether this is too much or not enough.
- “Returning to running” group for “drop outs”.

We agree to this, and ask Tommy to check in with the new committee early on in their tenure. We thank Tommy and Chris for their commitment to the club.

Tuesday sessions will stop as of now. We ask Tommy to think about potential new coaches.

Comments: IB expressed concern for the amount of work this would create for our coaches, but at the moment the work they are doing is minimal and they feel underused. MN asked whether this might be perceived as creating a two-tier system, but we believe coaching should be one of the benefits of being affiliated.

AA asks if we could add coaching news (what affiliated members will be focussing on) to the run leaders posts on Facebook.

#### **10. Starting Out sessions**

Tommy shared that it is difficult for ‘Starting Out’ runners to feel part of the club, and to feel confident to move from 5k to 7k. To help with this, Tommy suggests the following:

- Encourage those Swifts who have done parkrun to say hello at the beginning of the ‘Starting Out’ session.
- Introduction to social element at the Fox.
- Set plan from completing 5k - onward to Thursday nights, and publicise this to the rest of the club.
- Emphasise that it is the beginning of something regular.
- Signing people up to be a member of the Swifts (signposting them to the online membership form), once they’ve started running continuously (and encourage them to attend the AGM).

We agree to these proposals.

## 11. Run leaders

We would like to recruit three more run leaders. We ask the committee to speak directly to runners we think would be interested in being run leaders, and ask AA to put out a invitation for new run leaders in the next newsletter.

We ask Tommy to set up a run leaders meeting in the near future.

## 12. AGM and succession planning (See Appendices 2)

From Mark:

- Andy has confirmed that we can hold the AGM at the Fox on Sunday 10<sup>th</sup> March at 3pm.
- Mark Goodfellow, Secretary of the Birmingham Bulls has kindly agreed to act as election officer to oversee and assist in vote counts, take minutes and lead the election of new Chair.
- MR will provide a draft agenda to make it easier to record the rest of the AGM once he's stepped down as secretary.
- MR will circulate the agenda + reports, nominations +manifestos and motions on **Monday 4<sup>th</sup> March**. Please submit all AGM reports to MR before this date.
- If there are any questions for people standing for election (especially for a contested role), the same questions must be asked of each candidate for a specific role, and candidates should be given advance warning of the questions. (Although I wouldn't encourage questioning candidates in the first place...)
- Note: As the club grows, I'd recommend a review of how we do proxy voting.
- Question: At what point do we decide the quorum required for the AGM? (It's 20% of the membership which currently stands at 21 members out of 104). At the start of the AGM.
- Question: What additions/changes to the initial communication about the AGM do we need to make? This will go out as a separate communication.

AA to send this out announce by beginning of February. JL to send MR the new Welfare and Promotions role descriptions.

From Jay:

- Question: Anything else we need to do regarding succession planning?

## 13. Promo and Inclusion role descriptions to be agreed.

We propose to change the role description for Promotional Secretary, switching the focus from generating promotional material which is already in place to managing the brand and social media presence / website.

We agree to these changes, and ask AA to update this description in the appendices to the constitution, accesible on the website.

### ***Social Media & Promotions Secretary***

Management of the Birmingham Swifts brand following existing brand guidelines and utilising existing promotional material, updating and creating only where necessary; Overall management of the Birmingham Swifts Social media response in conjunction with other committee members (to include but not limited to Facebook, Twitter and Instagram); Supporting the promotion of Races and Social Events through website and social media in conjunction with Race Secretary & committee; Management and updating of the Birmingham Swifts website; Management of the Birmingham Swifts' relationship with local media, LGBT community groups and / or other relevant media outlets to publicise Birmingham Swifts; Work with other committee members to promote the Birmingham Swifts, aims, objectives, Constitution and Code of Conduct.

#### **14. Celebratory event post-AGM. What format? What awards?**

JL to find out Swift with the highest parkrun attendance for 2018.

DW to find out best attendance at club races

Thank outgoing run leaders with a medal.

Vote on the night:

- Most supportive member
- Most improved member
- Funniest member

Andy will provide food.

#### **15. Relationship with Birmingham LGBT:**

We hope to sign an agreement with the LGBT Centre, which will give us use of the café between 6.30pm and 7pm. We agree for leaders to signpost centre staff to committee. The cupboard key needs to be left at the centre.

For the Birmingham 10k, we will encourage runners to fundraise, with money raised going to the club and for the LGBT centre (split 50/50). JL will speak to the centre to make sure their happy with it and create a fundraising page. We ask AA to include this in the next newsletter.

#### **16. Feedback from members Survey [See Appendix 3]**

We thank JL for collating this feedback, which is appended to these minutes. We'll put these results in the Chair's report at the AGM.

#### **17. Dates for the diary**

Sat 19<sup>th</sup> January 2019 – National Running Show

Thu 24<sup>th</sup> January 2019 – Swifter run focussed on transgenered runners

Thu 21<sup>st</sup> February 2019 – Swifter run focussed on women runners

Sun 10<sup>th</sup> March 2019 – AGM at the Fox

Sat 18<sup>th</sup> May 2019 – Cannon Hill parkrun takeover

Sat 25<sup>th</sup> May 2019 – Birmingham Pride March

Sun 26<sup>th</sup> May 2019 – Great Birmingham 10K

Sun 13<sup>th</sup> October 2019 – Great Birmingham Run Half Marathon

**18. AOB**

We agree to pay \$25 to be listed with International Front-Runners.

AA asked that we encourage runners to vote for Swifts in the Midlandszone awards.

IB has presented us with a final running vest design. We ask that we reduce the size of the logo at the front, and that the logo is straightened out, and that we increase the width of the rainbow stripe.

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

TBC by the next committee

## **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 on Social media, through Activate clubs and local hospital LGBT forum and Communication with 10+ new Starting Out group members on behalf of the club / coaches.
- Ongoing postings regarding registering as a free member for club insurance.
- Met with Mark re: AGM planning.
- Maintaining link with leaders through WhatsApp and requesting announcements at social runs.
- Attended Christmas party in official and social capacity.
- Communication with Birmingham LGBT regarding use of facilities / cupboard Key.
- Attended Mental Health through Sport symposium and added some feedback via social media.
- Re-definition of Promotional Secretary role (As below).
- Generated Members survey, promoted and collated results for committee review prior to AGM.

To do:

- Presentation of Swifts / Activate groups to hospital LGBT Forum 16/01/18.
- Draft plan for equipment use / loan guidelines.

### **Secretary (MR)**

- Collated attendance data for November and December.
- Written and distributed draft minutes for November's meeting
- Continued to process new affiliations with Ian
- Continued to update the membership database and mailing list from Survey Monkey
- Organised January's committee meeting

- Begun planning the 2019 AGM with help from Jay

*Membership stats (as of 04-Jan-19):*

- New Members since November: 8
- Removed Members: 0
- Total Members: 104
- Total affiliations: 28
- Twitter followers: 720 (from 705)
- Facebook page followers: 301 (from 303)
- Facebook group members: 315

*Thursday Social Attendance figures for November/December:*

01-Nov-18	Not recorded
08-Nov-18	26
15-Nov-18	Not recorded
22-Nov-18	24
29-Nov-18	24
06-Dec-18	24
13-Dec-18	15
20-Dec-18	19
27-Dec-18	No official run

*Cannon Hill parkrun Attendance figures for November/December:*

03-Nov-18	6
10-Nov-18	7
17-Nov-18	6
24-Nov-18	2
01-Dec-18	1
08-Dec-18	6
15-Dec-18	3
22-Dec-18	7
29-Dec-18	12

**Treasurer (IB)**

Since last meet - arranged xmas raffle and quiz prizes; the shorter xmas mkt run; swifts pens using biodegradable plastics; swifts iceskating; payment received for 3 loan tops plus other returned; mockup of new running vest designs received for discussion (attached)

- Cash position: as at 31 aug report it was £2345.64
- Since then, major transactions have been:
- Laces -£208
- Pens -£102.84



- LIFR courses x 2 -£280
- Swifts raffle money received +£66
- Swifts xmas prizes/gifts paid out -£71 (£25 Andy's gift; £21 round of drinks quiz winners; £25 on 5 x £5 gifts (4 for raffle and one for quiz))
- Other incidental movements (paypal fee differences on ice skate money received, loan tops) +£8.33
- Balance at 1 Jan 2019: £1758.13

You will note we lost a small amount of money on the xmas raffle - problem was switching from £1 per ticket to £1 per strip of 5 on the night so we ran out of tickets! There was also some slight negative feedback on this as each strip of 5 tickets was put into the raffle as a whole strip - effectively turning 5 tickets into 1 which a few thought a bit strange. One to remember for next year!

### **Race Secretary (DW)**

### **Welfare Officer (MN)**

- Co-lead Run and talk session 24 November 2018
- Provided report to Secretary on efforts made this year around inclusion
- Provided wording to Promotional Secretary in connection with women's SwiftER 21 February 2019
- Prepared and implemented Leaders' rota for January to March 2019 quarter
- Contributed to Xmas party
- Completed member survey

### **Promotional Secretary (AA)**

#### *Website:*

- Uploaded minutes of latest meetings
- Created news post for Swiftmas events
- Created news post for Starting Out Session in Jan
- Created news post for SwiftER trans event

#### *Newsletter:*

- Created winter newsletter for membership
- Created articles for winter newsletter
- Edited and assigned articles from JL to newsletter

#### *Promo materials:*

- Created posters for Swiftmas
- Updated poster for Starting Out Session

- Created poster for SwiftER tran event

*Facebook:*

- Promoted Starting Out Sessions
- Promoted Swiftmas
- Promoted SwiftER trans event
- Promoted Midlands Zone Awards and “Vote for us”

**Appendix 2: Draft initial communication with members about 2019 AGM (AGM to be announced by Sunday 17<sup>th</sup> February at the latest)**

We are pleased to announce that the 2019 Annual General Meeting of Birmingham Swifts will take place on Sunday 10<sup>th</sup> March at 3pm, at The Fox, 17 Lower Essex Street, Birmingham, B5 6SN. Andy at The Fox will be providing us food with afterwards.

The AGM is when we elect a new committee, consider and vote on the annual motions, and any additional motions submitted by members, and celebrate all the hard work that has gone into the club over the last year. We want as many members to be there as possible, so here’s everything you need to know about how the AGM works. [Link to the constitution here]

**Nominations:** If you feel able to support the Swifts with your time and talents, please consider putting yourself forward for a committee role. [*We would love to hear from all members, of all abilities, something inclusive...*] You will need another member to second your nomination. *Please note that only registered members are eligible to serve on the committee.* To nominate yourself, or second another member, email Mark, your club secretary, at [secretary@birminghamswifts.co.uk](mailto:secretary@birminghamswifts.co.uk) by **3pm on Sunday 24<sup>th</sup> February**. Once you’ve been nominated and seconded, you’ll be asked to submit a manifesto to tell the membership why they should elect you to the role. If you’re unsure about whether a role would suit you, talk to or email the current committee, who can tell you all about what being on the committee is like.

**Motions:** Any proposed motions should be emailed to the secretary by **3pm on Sunday 24<sup>th</sup> February**.

**Eligibility to vote:** In order to attend and vote at the AGM you need to be registered as a member of the club by **Sunday 3<sup>rd</sup> March 2019**. If you are unsure whether you are registered or not, contact [secretary@birminghamswifts.co.uk](mailto:secretary@birminghamswifts.co.uk). To register as a member [visit our website](#). Any members who owe the club any sum (including those with an unreturned loan top or equipment) will not be eligible to vote.

**Proxy voting:** If you’re eligible to vote but can’t attend the AGM, you can nominate another eligible member to vote on your behalf. This is called voting by proxy. Email the club secretary at [secretary@birminghamswifts.co.uk](mailto:secretary@birminghamswifts.co.uk) to nominate your proxy by **3pm on Saturday 9<sup>th</sup> March**.

Here are the **role descriptions** for all the positions on the committee:

The **Chair:** holds overview of the activities of The Club and gives leadership on new initiatives; ensures the culture of the club reflects its objectives; is

available as a first point of contact for all new members; chairs committee meetings and EGM/AGM; is responsible for representing The Club to external organisations.

The **Secretary**: is responsible for the administration of membership to The Club, including the maintenance of records and the collection of membership / affiliation fees; takes minutes of all meetings of The Club, including of committee meetings; collects and circulates any relevant information, both within The Club and to official bodies; communicates all information regarding AGMs and EGMs to the membership; ensures a fair and adequate system for nominations, voting and proxies for EGM/AGM.

The **Treasurer**: maintains the accounts of The Club, including preparing financial reports for committee meetings and AGMs; ensures proper financial procedures are followed and that funds are spent to promote the objectives of The Club; seeks additional sources of income, grants and coordinate donations.

The **Race Secretary**: sources information on races which may be of interest to club members or help to promote the club's aims & constitution; organises distribution and dissemination of race details to the club membership, including but not limited to entry fees, times and locations; assists with travel arrangements, including directions and potential car sharing, amongst the club members, though not to be responsible for providing all transportation; maintains records of club member race attendance and results, to be made available on the website and on request.

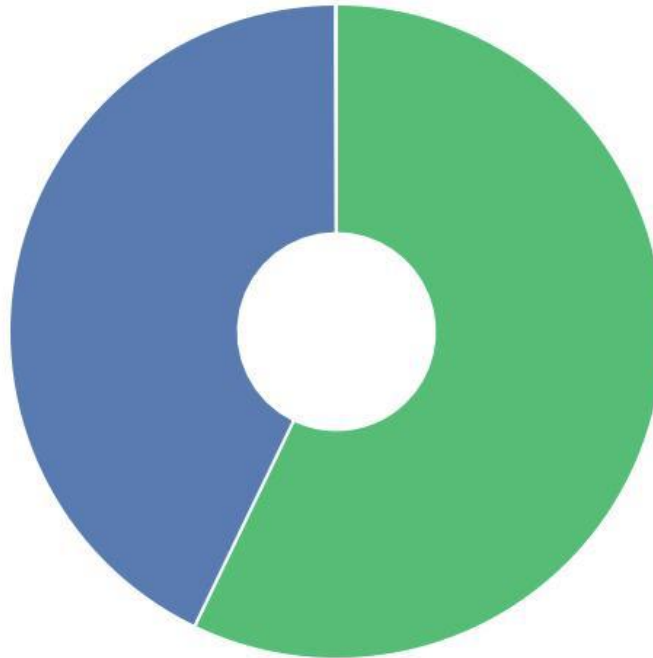
The **Welfare Officer**: promotes understanding amongst club members of all forms of discrimination, prejudice and tolerance while promoting inclusivity within the club; acts as safeguarding lead for our members including working with the Secretary to ensure accurate recording of emergency contacts; ensures support is available / signposting is provided for physical and emotional wellbeing, first aid advice and injury treatment – within the club and externally; leads on responding to members bringing inclusion and welfare issues to the Committee's attention; ensures that club activities are affordable to members and that they are brought in at cost; leads committee in encouraging people from all sections of our communities to join the club and participate; works with the Promotional Secretary to publicise the group in places that reach diverse communities; works with the Secretary to monitor the membership demographic, to develop and implement measures aimed at making the club as inclusive as possible.

The **Social Media & Promotions Secretary**: manages the Birmingham Swifts brand following existing brand guidelines and utilising existing promotional material, updating and creating only where necessary; has overall management of the Birmingham Swifts Social media response in conjunction with other committee members (to include but not limited to Facebook, Twitter and Instagram); supports the promotion of Races and Social Events through website and social media in conjunction with Race Secretary & committee; manages and updates the Birmingham Swifts website; manages the Birmingham Swifts' relationship with local media, LGBT community groups and / or other relevant media outlets to publicise Birmingham Swifts; work with

other committee members to promote the Birmingham Swifts, aims, objectives, Constitution and Code of Conduct.

### Appendix 3: Results of Membership Feedback Survey

#### 1. How happy are you with Birmingham Swifts and the way the club runs?



Answered: 14

Skipped: 0

Very happy	57.14%	8
Happy	42.86%	6
No opinion either way	0%	0
Somewhat unhappy	0%	0
Unhappy	0%	0

Why?

- Variety of run routes / races.

- Organised / good communication (newsletter)
- Know how to sort out problems / no complaints
- Social group / supportive / inclusive
- Lack of committee at runs
- Team dynamic improving
- Frequent runs
- Increased club profile in local and national community
- Attendance at pride runs
- Free
- Professional

Favourite races:

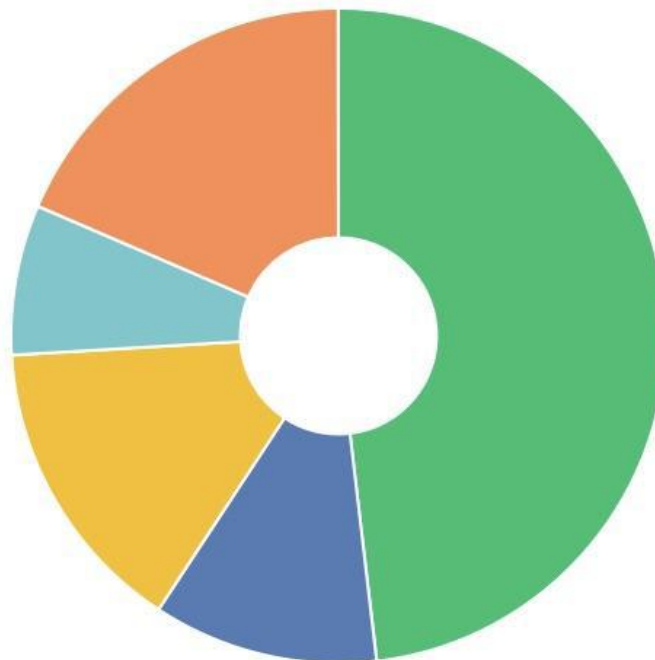
- Brum 10k (2)
- Brum half (2)
- Bournville Leafy 10k (4)
- Pride run (Newcastle) (2)
- Pride run (London) (5)
- Atherstone 10k (1)
- Mo run (1)

Runs to consider:

- BBCHM (2)
- Other Frontrunner events (3)
- Santa run (1)
- Wolf run (1)
- 24 endurance race (1)
- Local (non-Birmingham) half marathon ie: Worcester (2)
- Not he roman IX (1)



5. How do you think Birmingham Swifts should focus on promoting the club?



Answered: 14

Skipped: 0

Current website, quarterly newsletter, Facebook and Twitter approach is fine.	92.86%	13
Should consider paying for Posters and adverts such as in Midland Zone.	21.43%	3

Other =

- Website in preference to Facebook (3)
- Instagram stories on race days (1)
- More race reviews on website (1)
- Increase in Twitter use (1)
- "Bring a friend" runs (1)
- Avoid paying for adverts, not worth it (1)

What would you most recommend about the club:

- Social / friendly / welcoming / inclusive (14)

What else could we do?

- Social evenings (non-Running) (2)
- Showers (1)
- More run routes (2)
- Encourage looping / avoid stopping at loop points (2)
- Run specific warm ups rather than games (1)
- More Frontrunner events (1)
- Starting Out to Thursday evening bridge (1)
- Further work to address gender imbalance / encourage trans members (2)
- Improve coaching sessions access (1)
- New club vest and branded training kit (1)
- Engagement with membership (1)
- Non-committee to take on responsibility (1)
- Reduce "cliques" in The Fox (1)
- Increase Twitter / Instagram use (1)



**8. Some members have asked about paying for facilities. Would you consider paying to fund changing facilities with showers?**



Answered: 14      Skipped: 0

	No.	28.57%	4
	Maybe.	35.71%	5
	Yes, an annual payment.	21.43%	3
	Yes, payment per run for facilities use.	14.29%	2
	No opinion either way.	0%	0

Comments on payments:

- “I’m prepared to pay for a service that I would use.” (2)
- “It would be useful to have changing and shower facilities if going on a night out afterwards.” (1)
- “Depends on the cost”. (3)
- “Live local so not required.” (2)
- “Current changing facilities and lack of showers is not ideal.” (1)
- Difficult administration aspects (3)
- Two tier membership fears. Those who can pay vs those who can’t. ie: Inclusivity worries, ie: open plan showers / socialising when half showered and half not. (7)
- Changing facilities could help encourage female / trans members (1)
- “If people want to shower, they could join a city centre gym.” (1)

Other comments:

- “Huge thanks to all members of committee for doing a wonderful job in promoting the club and keeping the numbers up, it’s really appreciated.”
- “Keep up the amazing work.”
- “I love the Swifts so just want to say thank you for being there and welcoming me to the group.”
- “2018 was successful, we need to make sure the momentum is maintained.”
- “Need to avoid things re-setting when the new committee is voted in.”
- “What else can we do to get our name out there, especially with the Commonwealth games approaching?”
- “Proud to be a member and I value the club, it’s profile and contribution to the local LGBT+ community.”
- “Draycote Water is too cold for February! Better in summer!”
- “I am very proud to be a part of this club and hope to continue supporting the club for many years.”