

Birmingham Swifts LGBT Runners

Committee Meeting, Tuesday 27th August 2019 (meeting did not progress but issues to be discussed online – meeting to be rescheduled for 17th September)

6.30pm – 8.00pm, Birmingham LGBT Centre

- Jay Lamb – Chair
- Barry Cassidy – Club Secretary
- Ian Bush – Treasurer
- David Waters – Race Secretary
- Mark Gilliland – Inclusion & Welfare Officer
- Vacant – Media Secretary

AGENDA

1. Welcome
2. Apologies – David W
3. Agree minutes of last meeting
4. Roles update

O Chair.

Since last meeting I have:

- a.i. Acted as a point of contact for new members and managing of general emails via info@ email (+Spam filtering).
- a.ii. Communication with Committee via Facebook messenger.
- a.iii. Communication with members via Facebook as required.
- a.iv. Created & distributed newsletter with committee support for input and mailing list.
- a.v. New Code of Conduct approved and distributed.
- a.vi. Tweets on behalf of the club: Tuesday, Thursday, Saturday runs and info on races, events / promotion of club activities.
- a.vii. Communication regarding next Starting Out group to interested members via email.
- a.viii. Maintaining link with leaders through WhatsApp and requesting announcements at social runs when unable to attend.
- a.ix. Attended pride 10k in London & Graduation barbecue, representing the club.
- a.x. Attended Thursday runs in member & committee member capacity.
- a.xi. Purchased flags for inclusion events: Trans, Bisexual, Lesbian, Rainbow.
- a.xii. Feedback on website re-design to IB.
- a.xiii. Liaison with Frontrunner chairs regarding setting up races

To do:

- Confirm Rainbow Laces event dates.
- Ensure newsletter/s regularly.
- Bouldering social (Oct). – JML to organise
- Ensure usage figures to LGBT quarterly.
- Check who is our liaison & confirm contract for centre use - TBC

o Treasurer.



Birmingham Swifts Treasurer's Report July 2019

Income and Expenditure

Opening cash balance (after accruals): (as per 2019 AGM at 27 Feb 2018)	1753.25	(consisting of £1706.43 HSBC+£82.00 TSB - £35.18 accru
£	£	
Donations	250.05	[£43.58 easyfundraising; £181.47 gofundme, £25 direct]
Grants		
Social		
- Member Fees 925.00		
- Registration Costs (705.00)		[37 affiliated members] [EA
Net Re Accreditation	220.00	£150+37*£15] running vests *
Race Kit	555.00	35 [6x£20+£29*£15]
TOTAL INCOME	1,025.05	
Marketing & Website (22.79)		[£22.79 website]
Stocks & supplies (657.00)		[£657 50 x vests]
Training		
Social (8.00)		[booking fee bowling]
Banking Fees 30.87		[-£19.13 paypal + £50 tsb compensation]
TOTAL EXPENDITURE	(656.92)	
INCOME LESS EXPENDITURE	368.13	
Closing position: (as per 1 July 2019)	2,121.38	
Consisting of:	HSBC: 2,099.59	
	Paypal 14.29	
	TSB: 7.50	
	Accruals	
	2,121.38	

Changes since 1 July 2019:

26/08: -£41.80 to Jay re flags etc

02/08: -£25.76 to Ian re web hosting

+ 2 x £20 non-affiliated running vest sales

+ 2 x £25 affiliations

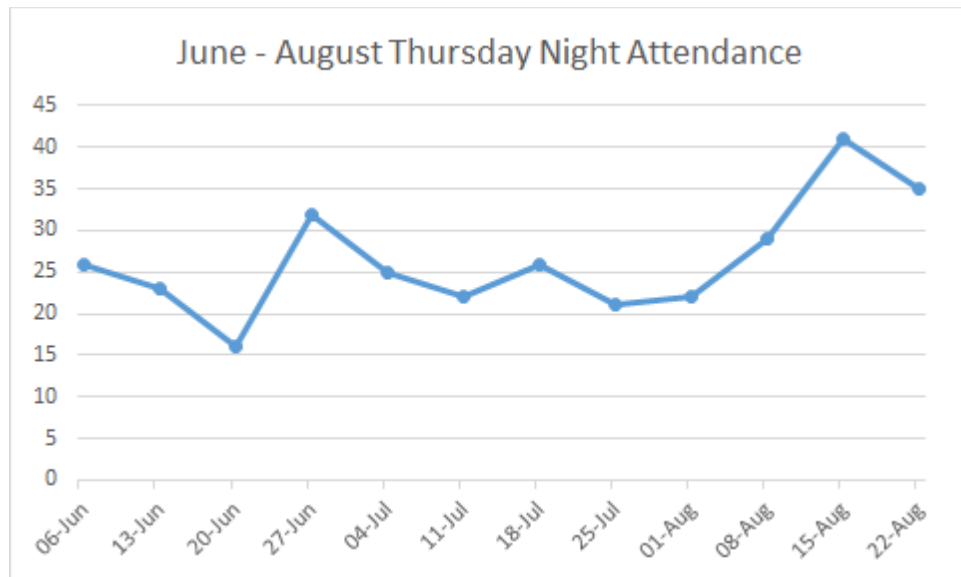
19/08: + £34.06 easy fundraising

HSBC Balance as at 23/08/2019: £2,156.09

- Sourcing a supplier for vests who can order smaller suppliers of vests

- o Secretary.

- 13 new members signed up via SurveyMonkey link in August, current membership total now 144 (member list updated)
- 3 new affiliated members joined, payment confirmed with Treasurer
- Summer BBQ organised and was great success and good turnout on the day from Starting Out graduates and club
- Swifts Kit night out scheduled for 31/08 - 19 confirmed, 5 maybe to date
- June-August Thursday night run numbers sent to Birmingham LGBT Centre:
 - o 22/8 - 35
 - o 15/8 - 41
 - o 8/8 - 29
 - o 1/8 - 22
 - o 25/7 - 21
 - o 18/7 - 26
 - o 11/7 - 22
 - o 4/7 - 25
 - o 27/6 - 32
 - o 20/6 - 16
 - o 13/6 - 23
 - o 6/6 - 26



o Race Secretary.

- Organisation of several past club races and socials: Simplyhealth Great Birmingham 10K (26/05/19), Sunrise City 5K (14/06/19), BBCHM (06/07/19), LGBT5K (19/07/19), Priderun 10K (10/08/19), Badgers Atherstone 10K (25/08/19). Good attendance and engagement with events and socials.
- Organisation of future club races and socials: Great North Run (08/09/19), Leafy 10K (29/09/19), Simplyhealth Great Birmingham HM (13/10/19), Morunning 10K (16/11/19), London RedRun 10K (30/11/19).
- Promotion of all events (past and future) on social media.
- Liaison with other running clubs for collaborative events, ie LBGT5K and Leafy10K.
- Organisation and promotion of Swiftember 2019. Currently 33 members have signed up and set targets. Have sourced a potential medal and design, with a total cost of £136 (40x £3.40) - requires Treasurer approval before I proceed with order.

o Media Secretary. - VACANT

o Inclusion & Welfare officer:

- Discussed flags with chair, agreed that we have flags to cover groups we are representing and celebrating this year and that our flags will be stored centrally in the cupboard at the LGBT centre so people can use them as and when needed.

- Decided not to purchase flags of celebration for intersex, pansexual and asexual groups as some members of these groups don't necessarily identify themselves as LGBT+.
- Further researched dates we should celebrate and added World Aids Day (1st December annually) to the list, will put this on agenda for discussion in a future meeting.
- Looked at chair's revised Code of conduct for both Swifts members and starting out group, few small amendments and additions.
- Updated Meetup for August social runs, will update September on 27/8/19.
- Spoke to Wai Ming Lee via email and face to face about using his mental health first-aider qualification, also spoke to Maddie about their involvement in run and talk last year. Would like to do a 'time to talk' event in Feb 2020 (will add it to future agenda).
- Messaged facebook group Circle lgbtq (thanks chair for bringing it to my attention) with a view to them promoting our Saturday Parkrun and the next Starting Out programme.
- Bisexual Awareness run for on 25th Sep (it's on the 23rd) and I'll handle all the promotion for that. – take out flag for both this Thursday (19th and 25th runs)

5. Next Starting Out event

- Tommy and Chris happy for whenever like
- Limited timeframe, after half marathon we will have them done for Christmas?
- Start on 19th October, gives 10 weeks to Christmas (21st Dec)
- Mark to put onto Meetup
- Ian to update posters – email contact is going to be coaching@birminghamswifts.co.uk and will go straight to Tommy and Chris
- SurveyMonkey to be set up to register new people (Jay)
- Jay to promote through NHS LGB Network

6. Review of previous events

- a. Sunrise City 5K (14/06/19) - 6 attended.
- b. BBCHM (06/07/19) - 14 attended.
- c. LGBT5K (19/07/19) - 8 attended.
- d. Pride 10K (10/08/19) - 28 attended.
- e. Summer BBQ (18/08/19).
- f. Badgers Atherstone 10K (25/08/19) - 6 attended.

1. Upcoming events

- a. Swifts Kit Night (31/08/19).
- b. Great North Run (08/09/19) - 8 registered.
- c. Leafy 10K (29/09/19) – 38 registered

- Ian to speak to Andy about Leafy 10K post social event (offer to charge people for buffet in order to contribute to costs)
 - d. Birmingham Half Marathon (13/10/19) - 13 registered.
- Need plan on how to promote
- Contact Andy to check ok to have the post marathon social on the day
- Will also act as Swiftember celebration day

2. Swifts Pride Race – logistics of organising

Staging a race: feedback from Frontrunners:

From Newcastle:

You'll have a mix of fixed and variable costs, so the bigger the entry numbers you expect, the easier to cover your fixed costs.

To give you an idea of fixed costs, as a minimum you'll need signage (arrows etc) and high-vis bibs for marshals (maybe borrow from other organisations). These should cost £200 ish. You also need medical cover, which we get from a local company for £225. If you need a PA system, portaloos, baggage tent, marquee for bad weather it can add up a lot. You could employ a timing company who'll rent you their PA system. Local to you are StuWeb in the Black Country who did our entry and timing and charged us £100 for their PA last year. 2 years ago a venue within our park gave us the run of their building and 20 toilets free of charge, but now they are always booked for weddings so we can't get it. Last year we got 8 portaloos for about £400, and a 500-person marquee which doubled as Race HQ and baggage tent was £1200, but in the early years we didn't do anything like that. If you can find a park with adequate toilet provision and a building you can rent for a nominal fee as a race HQ, you're laughing. Road closures are very expensive so you'll want to try and contain it within a park.

Variable costs in our case were chip timing (the race numbers plus the timing system and personnel) which was about £2 per runner, the goody bags (lots of companies will donate stuff - try Starbucks etc for free chocolates) but we subsidise the bags by about £2 per runner to put good running stuff in (socks, buff, water bottle are all things we've done), a medal or t-shirt (you can get medals from about £1 if simple) and paying the council to use the park (£1 per runner - but some councils may charge a fixed fee).

Good relations with the council are a must as you'll need to convene a Safety Advisory Group (SAG) through them which brings together the emergency services, highways people, and council to discuss noise, parking, emergency response etc.

In the early years we didn't make money as we didn't sell out so got stuck with covering some variable costs. If you budget well, and aim for low numbers in the first year (say 300) and sell out, you

could turn a small profit. Since we reached 600+ runners we have made a profit of £2000 or so on the race, which we plough back into the club. This year we had 1000 entries.

A couple of extra thoughts:

- if you make it Pride weekend, it will clash with Edinburgh Marathon Festival, which would greatly cut the potential Fronrunner visitors as so many, especially from Edinburgh, Glasgow and Newcastle, head to that. It doesn't need to be a Pride weekend necessarily, as London and Glasgow's runs are not - you just need to make a good social calendar to make a weekend of it

- I forgot to say that if you have any distance 10k upwards, you must have a water station. We have water even though it's only 5k, but it's donated by Sainsburys.

- if you want it to be an officially measured and licensed race, it costs £27 for route measurement and £30 to UK Athletics for a licence, but that gives you £50 million of public liability insurance cover too.

Russell Dickinson-Deane, Coach, Newcastle Fronrunners

From Leeds fronrunners:

At Leeds we organise a parkrun takeover on the Pride weekend. The infrastructure is there already so it doesn't really cost anything.

We try and get sponsorship and have been lucky with a couple of the local law firms sponsoring us. One year we got free shirts, which some of the parkrunners were still wearing at our takeover last week, and on another occasion we got water bottles.

The local council also support us and provide a rainbow balloon arch which the runners finish under. It's popular for selfies too!

All provides great publicity but also strengthens our links with other Fronrunner clubs and the local running community.

Andrew Frazer, Chair - Leeds Fronrunners

AI, Chair from Edinburgh Frontrunners happy to be contacted but haven't had chance yet.

Additionally emailed Organiser of London Pride run: No reply as yet.

Other personal thoughts / notes:

- Would prefer an organising committee to set up a race rather than main committee.
 - London have: Race Director, Volunteer Coordinator, Charity Liaison Officer, Timing & Safety Officer, Event Managers x4, Publicity & Social Media Managers x2.
 - They cited around 50 volunteers were involved in their race.
 - Will need funds: Should promote existing fundraising page anyway and maybe update to suggest this is where the funds are going (though this is already agreed to be split with Birmingham LGBT).
 - Would want to be cautious with sponsorship – lots of backlash this year on companies utilising the rainbow without really having an LGBT inclusion agenda.
 - Cannon Hill Park costs: £565 for 499 or less participants. £1130 for 500+ participants.
 - Ballpark figure for race costs to set up £3500 (could vary widely). Need to find this money in advance.
 - Newcastle make around £2000 after costs for their club with 600+ runners.
- Send out email to members to gauge how many people are interested in taking part in organising the run (to be included in next Newsletter) – see if we can get enough people to come forward
3. Recent concerns outside club/code of conduct
- Discussed ongoing issue, agreed that any matter that involves the club needs to go through the official channels (through Welfare/Chair etc)
4. Running Vests – update
- Agreed that we should look to create two types of running t-shirt (A) Swifts training kit (B) general LGBT awareness t-shirt
 - Hoodie/polo shirts: can we get these in lighter blue in same shade as the running vests? Zip design
5. Run leaders – numbers and training
- Can we try and make sure we are able to rotate the run leaders as some people are not getting a chance to run

- Alex may be keen to do this based on his involvement in starting out group
 - Richard Andrews may be interested
 - James Piercy
 - Scott Brough
6. VMLM 2020 club place – criteria and selection process for ballot
 - Saturday 7th December seems to be the correct date
 - Quiz – raffle
 - Each committee member design a round of the quiz
 - Unsuccessful ballot – affiliated members – only enter, can't transfer
 7. First Aid kit/member safety on runs
 - Can we make sure someone carries the first aid kit when on runs
 - Self-aid, not first aid – kit should be given to runners and not actually do the first aid themselves
 8. Christmas Party planning – see point 6
 9. Celebration session: Achievements of members. What & When?
 - Agreed to do this at the AGM in March
 10. Half year affiliation (Nov-April) at cost: £15.00 to encourage additional Affiliations post-summer? Agreed to go with full affiliation costs only and encourage place in VMLM 2020 place
 11. Leaders: new leaders Matthew / Alex / James? DBS confirmations? – see point 5
 12. AOB
 - Race facilities – look at Aston Uni facilities? Ian to check
 - Also check with Pure Gym Arcadian
 - Dance Exchange?
 - Media position – advertise in newsletter, gauge opinion. Should be sent out by Thursday 19/9
 - Halloween run – 31st October
 - Swiftmas – Thursday run/markets – Friday ice skating? Saturday parkrun then Saturday Christmas party
 13. Date/Time of next meeting
 - End of October doodle poll (29th October target)