

## Minutes of Birmingham Swifts Committee meeting.

05 March 2015 20:30hrs

### Attendance:

Tommy Hill, Club Chair - TH  
Jay Lamb, Club Secretary - JL  
Tom Garlick, Club Treasurer - TG  
Chris Pratt, Social Secretary - CP  
Paul Leonard, Race Secretary - PL

### Abbreviations:

English Athletics - EA  
Birmingham Swifts Running Club - BSRC

### *Actions highlighted in blue.*

1. Apologies: Nil.
  - 2 Minutes of the AGM were ratified with no objections by committee members.
    - 2.1 Minutes of the recent meeting with England Athletics representative (Stephanie Cameron) were ratified with no objections from committee members.
  - 3 Actions from AGM:
    - 3.1 Minutes are yet to be published on the website. [TH to action.](#)
    - 3.2 Constitution has been amended but is yet to be published on the website. [TH to action.](#)
  - 4 Chairs update: Constitution amended. Has been investigating kit suppliers and associated costs, see point 9. Has continued to support the Starting Out group and liaise with prospective new members via website / email. Attended meeting with EA representative as detailed above.
  - 5 Club Secretary update: Attended meeting with EA representative as detailed above and produced minutes. Ensured minutes of AGM & Constitution are ready for publication. Has collected membership forms from all attendees at the AGM and all members who have attended a club run since. Has created a database of members. Has liaised with Birmingham Bulls Rugby Club Secretary (Mark "Moose" Goodfellow - MG) for support, guidance, advice and ideas. [JL to continue to capture membership data and maintain database on Shared Dropbox account. JL to meet with Birmingham Bull's secretary again to explore use of Mailchimp for future club email, mailouts & newsletters.](#)
- Club Secretary reported current membership stands at 18.
- 6 Treasurers update: Has been considering structure and financing including governance. Has been supporting Starting Out group and Birmingham Swifts presence at Parkrun.
  - 7 Social Secretary update: Has been utilising Facebook and Whatsapp for promotion / publication of events. Has liaised with Birmingham Bulls Rugby Club Social Secretary (Richard "Soggy Bottom" Doherty) to instigate sharing of ideas, support and to strengthen cohesion with another sporting group. Has been considering the role and how to ensure a balance of social events including daytime activity, nights out and linking with running events and races and will be coordinating with the race secretary on this. Requested administration access to Website and Facebook to aid promotion of social events: see point 23.
  - 8 Race Secretary update: [See appendix 1. PL to promote races as presented and discuss with members regarding attendance.](#) Minibus hire to be considered once club funding is in place. [PL to utilise website to publish results and create member results page/s,](#) See point 23.

Birmingham & District Cross Country League and Warwickshire Road Race league to be discussed further dependant on Club affiliation: see point 13.

9 Kit/Branding: TH proposed selecting a limited number of colours/designs to put to the registered members for a vote. This was agreed by committee.

TH suggested we aim to have Kit available for the Birmingham 10K race, 03 May 2015. JL suggested we be more ambitious and aim for Pride in Sport 18 APR 2015. Committee agreed that while this may not be achievable, we should try to turnaround design choice, funding and production in this timeframe if possible.

TH noted that our Kit and branding cannot be too similar or matching of any of our neighbouring clubs. Neighbouring clubs include Birmingham City and may stretch out into the West Midlands county and cities. EA have agreed to check our proposed designs to ensure they would be acceptable. [TH to check with EA that our design choices would not be deemed too similar to a neighbouring club once agreed.](#)

TH explained there are two options for kit design, these being cut & sew or sublimation. Cut and sew is more limited in design feature but is cheaper (and noted to be used by most running clubs, ie: Centurians: White Vest with Blue stripes.) Sublimation is more expensive but has more colour and design variety ie: BRATS. Turnaround time for vest/T-shirt production is expected to be up to five weeks from ordering. Committee agreed to work with a Cut & Sew option which would still provide enough variety in design without being too expensive, as we will be seeking funding from other organisations for kit.

Committee agreed that we require a design that would work on both vest and T-shirt according to member preference.

Committee agreed that we would aim to hold a kit 'bank' for members who do not wish or cannot afford to purchase their own kit. Members would arrange to borrow a top for a race or event with agreement they would return it laundered ready for next use.

Committee agreed we would approach EA and Birmingham LGBT Centre to assist with funding kit and members would be asked if they wished to purchase their own, likely asking for them to pay 'up front' to assist funding the initial manufacture. [TG to begin exploring funding options with EA & LGBT centre at anticipated cost of £15-20 per top. The expectation that £350-£500 will be required from funding and member payments to ensure an appropriate range of sizes is available to those purchasing and in the Kit 'bank'.](#)

Committee viewed all kit design suggestions put forward by club members, [see Appendix 2](#). In keeping with the Cut & Sew method, a single design was selected by committee, that being a single colour top (Navy Blue or Sky Blue) with two chevron like bands (Orange on Navy blue or Pink on Sky blue) front & back. The Name "Birmingham Swifts" in chevron matching colour to be on the back of the vest or T-shirt and the swift logo in a chevron matching colour on the front, opposite side to the chevrons. [See Appendix 3](#). These two designs to be put to member vote for response by 13 MAR 2015. [TH to finalise design mock ups for member voting. TH to include details of voting to registered club members \(note, this is not the entire mailing list\) in newsletter 08 MAR 2015.](#)

Committee agreed that we would continue to offer rainbow wristbands and laces, free of charge, to registered club members on joining the club or when first racing with Birmingham Swifts. [Committee to discuss with Steve Bedser \(SB\) who has agreed to fund some laces for the club.](#)

10 Promotion/club expansion: Committee agreed to create posters for use in Gay Village venues & LGBT Centre, Postcards to give out at events and consider other promotional material. Aiming to have publicity material available by 18 APR 2015 for Pride in Sport. Promotional material to be non-date specific so as to be reusable at multiple events. [CP agreed to take the lead on generating promotional material by 18 APR 2015.](#) LGBT centre to be approached for funding for promotional materials. Likely to include the LGBT Activate Logo / LGBT Centre logo, [CP to seek permission to use these from copyright holders. JL to forward mock up \(appendix 4\) to CP for editing.](#)

11 Sponsorship/fundraising/routes to funding: [TG to begin engaging and asking for funds from EA, LGBT and other organisations for kit \(detailed above\), promotional materials \(liaise with CP\),](#)

wristbands and laces (Liaise with SB), leadership course (see point 14), website costs (Liaise with TH) and cost of member affiliation to EA (see point 13).

TH to approach SB to liaise with the Cube's TheClubAndSpa regarding further support / sponsorship.

Currently Birmingham Blaze have sponsorship from The Fox bar and Birmingham Bulls, Eden Bar. It was suggested that Birmingham Swifts also approach local LGBT venues to discuss sponsorship. As Eden have a proven track record of sponsorship and the benefits this brings to them, it was noted that there was no reason why they may not consider sponsoring a second club. JL to discuss this further with Birmingham Bulls secretary MG. It was noted that sponsorship from a Gay venue may also raise our profile in the gay community and provide some longevity in funding.

12 Banking/account: TG to investigate bank accounts suitable for clubs and arrange for us to open an account as soon as possible, it was agreed that this can be discussed virtually and should not wait for the next committee meeting. Cooperative Bank was suggested. Nationwide Building Society was also recommended for investigation.

13 Club affiliation: Benefits of EA affiliation were detailed as:

Access to funding.

Easier to approach official organisations as an affiliated club.

Subsidised training for leaders and members.

Free coaching.

Insurance.

Able to enter races officially under the name Birmingham Swifts.

Discount (usually £2) off race entry fees for members.

Access to EA affiliated clubs website for members.

Member discounts at running shops.

Access to London Marathon place/s (1 place for every 50 members)

Members become registered athletes.

The cost of affiliation is £75 and a per athlete, per year cost of £12-£15. We agreed that access to running with Birmingham Swifts on a Thursday night & Saturday Morning (Parkrun) should remain free to members. Committee to aim to set up the application, with full facts and figures to present to members at an EGM to be hosted later in time for a decision to be made before the Birmingham Half Marathon in October 2015.

14 Coaching / Leadership course/leader availability: EA recommend a club has a minimum of 1 qualified leader for every 15 members. We currently have two qualified leaders (TH & SB). Committee agreed that a third leader would be advantageous to assist with Thursday night runs and the Starting Out group sessions on a Saturday. EA have offered to half fund a place on the leadership course (£76). LGBT centre to be approached to ask for the additional £76 as part of the Activate campaign. Committee agreed that a commitment from any member undertaking this course would be that they would lead (or co-lead where more than one leader was required) a minimum of 25 Swifts sessions per year, otherwise associated training costs to be requested back from the member to fund an alternate leader. Membership to be asked to nominate themselves if interested. TH to action.

15 Best practice / Engagement plan: Due to time constraints, committee agreed to carry this point over to next meeting.

16 Birmingham Athletics Strategy: The Start & Stay programme was discussed. As we are already in part achieving this. If we can provide evidence, we can secure funding from this programme. There is an aim to have a running group in every park within the city. Committee to consider which park we may wish to adopt as our 'home' and agree this at next meeting. TH to attend a strategy meeting 07 MAR 2015 where a city-wide strategy will be agreed. TH to feedback at next meeting.

- 17 Working with other groups: this was touched on with mention of liaising with Birmingham Bulls committee but due to time constraints, committee agreed to carry this point over to next meeting.
- 18 Run routes: Due to time constraints, committee agreed to carry this point over to next meeting.
- 19 Club home / Base: Due to time constraints, committee agreed to carry this point over to next meeting.
- 20 Celebrating success: Due to time constraints, committee agreed to carry this point over to next meeting.
- 21 Pride 23 & 24 MAY 2015: CP & TH tabled ideas for attending the parade (in kit), handing out leaflets within the Gay village, holding a free stall in the LGBT centre (stalls in the gay village incur costs) and attending Cannon Hill Parkrun in kit 23 MAY 2015 to promote pride. [CP to plan pride events in conjunction with members and committee](#). As some members may not wish to pay for entry into the Gay Village for Pride outside of the parade, [CP to explore options for a social event for pride](#), which may be based on Eurovision rather than the Gay Village.
- 22 Pride in Sport: Penny Barber (PB) had requested we submit basic detail of how we will host our sport in the Pride in Sport event 18 APR 2015. Committee agreed that based on the Pride in Sport template, a track/relay event would allow for a competitive running event that still promotes team working and caters for a mix of speeds and abilities. [TH to feed back to PB 06 MAR 2015](#).
- 23 Website/email:  
and
- 24 Facebook/Twitter: Committee agreed that having our own domain name and associated email addresses would appear more professional. Committee members agreed to support associated costs to action this point as soon as possible. [TH to arrange for www.birminghamswifts.co.uk to be purchased and associated email addresses circulated to the committee](#). Committee members to be given access to edit the website, via 'Wordpress' and will also access and store associated files, images and documents via a Birmingham Swifts 'Dropbox' account. [CP to be given access to the Facebook group by TH to promote social events and races](#) (PL does not currently have Facebook access.)
- 25 Club history/archive: Due to time constraints, committee agreed to carry this point over to next meeting.
- 26 Data protection: Due to time constraints, committee agreed to carry this point over to next meeting.
- 27 Active / inactive membership: Due to time constraints, committee agreed to carry this point over to next meeting.
- 28 Membership numbers / cards: Due to time constraints, committee agreed to carry this point over to next meeting.
- 29 Future nominations: Due to time constraints, committee agreed to carry this point over to next meeting.
- 30 Committee meetings: it was agreed that we would host monthly committee meetings for the foreseeable future, with a review at each meeting.
- 31 AOB: No other business raised.

Date and time of next meeting: JL to send potential dates to committee, to agree a date and time in approximately one month. JL to organise venue.

Meeting was held at The Loft Lounge, Gay Village, Birmingham.

## Appendix 1 - Race Secretary Report:

### Race Secretary

#### PRESENT

Road races for this calendar year.

Already pencilled in Birmingham 10K and Birmingham Half.

Potential races looking at –

April 5<sup>th</sup> – Massey Ferguson Easter Sunday 5 – Coventry - 5 MILES

April 5<sup>th</sup> – Chasewater Easter Egg - Staffordshire – 10K & 5K

May 3<sup>rd</sup> – Birmingham 10K

June 6<sup>th</sup> – Chase Challenge – Cannock Chase – 10K

June 14<sup>th</sup> - Two Castles – Warwickshire – 10K

June 21<sup>st</sup> – Arden 9 – Hampton In Arden – 9 MILES

July 4<sup>th</sup> – Birmingham & Black Country Half Marathon – Wolverhampton – 13.1 MILES

July 5<sup>th</sup> – Black Country 10K – Halesowen – 10K

To source other races for August – October.

Discussion for how many races and how far in advance we wish to plan.

How far distance wise are we willing to travel for races and how to travel there. Car share or possibility for funding for hire of mini bus?

Discussion as to where these races are placed for members to see – website, facebook, newsletter  
Results page required on website to show which Swifts have attended races since the formation of the club and current times.

Suggestion for times and age grading be considered for results page.

#### FUTURE

Once affiliated Swift members could apply to become a registered athlete for UKA competition.

Is this something we would be considering? Would we have members wishing to participate in this?

#### Birmingham & District Invitation Cross Country League.

This was formed in 1925 and currently has 3 divisions with 50 clubs involved.

Division 1 – 16 clubs such as Bournville Harriers and BRAT

Division 2 – 18 clubs such as Centurions

Division 3 – 16 clubs such as Sparkhill Harriers.

Fixtures normally at designated club venues for specific division starting end of October

#### Warwickshire Road Race League

Up to 10 races per season with team and individual points. Team points are for best 6 athletes.

Individual scores for races split into age groups.

Races are chosen each year, normally races are affiliated to specific clubs. The Swifts would be eligible as an affiliated Birmingham club.

The BCCL and WRRL would both be great races and good ways to grow the club with the already existing running community and get the name of Swifts out there and known.

For consideration for 2016 depending on numbers and members wishes?

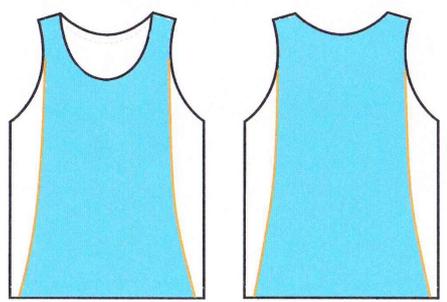
Appendix 2 - club member kit design submissions:

yellow  
orange  
Red

# SWIFTS

Smoothly font + birds ~~growing~~ becoming ever smaller  
each bird could be 1 colour of the rainbow?

## BSWITS







Appendix 3 - Kit design for member voting:



(Note, agreement was that swift logo would be opposite side of breast to chevrons.)

Appendix 4 - leaflet mock up:

**BIRMINGHAM SWIFTS  
LGBT RUNNING GROUP**



**Birmingham Swifts is an LGBT running group for Birmingham. We're open to everyone, no matter what your ability, age, sexuality or gender.**

It's our aim to help you achieve your running goals in a friendly and supportive environment, whether you want to run a marathon or your first 5k.

**Web:** [birminghamswifts.wordpress.com](http://birminghamswifts.wordpress.com)  
**Email:** [birminghamswifts@gmail.com](mailto:birminghamswifts@gmail.com)

*Find us on Social media:*

 @BhamSwifts

 Search: Birmingham Swifts



**BIRMINGHAM SWIFTS  
LGBT RUNNING GROUP**



**Birmingham Swifts is an LGBT running group for Birmingham. We're open to everyone, no matter what your ability, age, sexuality or gender.**

It's our aim to help you achieve your running goals in a friendly and supportive environment, whether you want to run a marathon or your first 5k.

**Web:** [birminghamswifts.wordpress.com](http://birminghamswifts.wordpress.com)  
**Email:** [birminghamswifts@gmail.com](mailto:birminghamswifts@gmail.com)

*Find us on Social media:*

 @BhamSwifts

 Search: Birmingham Swifts



**BIRMINGHAM SWIFTS  
LGBT RUNNING GROUP**



**Birmingham Swifts is an LGBT running group for Birmingham. We're open to everyone, no matter what your ability, age, sexuality or gender.**

It's our aim to help you achieve your running goals in a friendly and supportive environment, whether you want to run a marathon or your first 5k.

**Web:** [birminghamswifts.wordpress.com](http://birminghamswifts.wordpress.com)  
**Email:** [birminghamswifts@gmail.com](mailto:birminghamswifts@gmail.com)

*Find us on Social media:*

 @BhamSwifts

 Search: Birmingham Swifts



**BIRMINGHAM SWIFTS  
LGBT RUNNING GROUP**



**Birmingham Swifts is an LGBT running group for Birmingham. We're open to everyone, no matter what your ability, age, sexuality or gender.**

It's our aim to help you achieve your running goals in a friendly and supportive environment, whether you want to run a marathon or your first 5k.

**Web:** [birminghamswifts.wordpress.com](http://birminghamswifts.wordpress.com)  
**Email:** [birminghamswifts@gmail.com](mailto:birminghamswifts@gmail.com)

*Find us on Social media:*

 @BhamSwifts

 Search: Birmingham Swifts

