**Birmingham Swifts Running Club**

**Committee Meeting Minutes November 2015**

Meeting held at Equator, Hurst Street, Birmingham

25th August 2015 – 19.00-20.30hrs

Present:

Chair: Tommy Hill (TH)

Secretary: Jay Lamb (JL)

Treasurer: Tom Garlick (TG)

Social Secretary: Chris Pratt (CP)

Race Secretary: Paul Leonard (PL) (from 20:15hrs)

**For action: orange text.**

**Apologies:**

Nil

**Minutes of last meeting:**

Accepted as read. Proposed by TH, Seconded by CP.

**Chair's Update:**

Since the last meeting, I have mainly been conducting my duties as chair including working with the Race Secretary to discuss a calendar of running events, to aid with scheduling Starting Out sessions, parkrun visits and training routines. I have submitted an order for further running kit, which should be received within the next fortnight.

Along with the Secretary and Treasurer, we met with Penny Barber from Birmingham LGBT to discuss the Activate project, including future events being held to encourage exercise and availability of funds that the Birmingham Swifts can access. As such, I have been looking at further equipment which could be purchased through Birmingham LGBT, including cones, headlamps, resistance bands and foam rollers.

I have been in discussion with parkrun’s Head of Communication, who is interested in doing a LGBT-focused feature in their weekly newsletter. This will include details about the Birmingham Swifts, and I’m eager to get as many members at a parkrun to be photographed so they can be included. I’ll keep the committee informed of any update or publication date.

I have also been continuing my Run Leader role, including planning leadership rosters for November, and currently awaiting availability for December and January. I have also submitted my application form for Coaching in Running Fitness qualification, which will take place in February 2016.

TH

**Secretary Report:**

* Membership: 46 members on database (+7).
* Mailing List = 112 recipients (+9).
* Whatsapp = 23 participants (-2).
* Facebook = 106 members (+11).
* Twitter = 296 followers (+5). Following 259 (+5). 1100 tweets (+47)
* Minutes from previous meeting complete.
* Attended meeting with TH/TG and Penny Barber to discuss Activate and what the programme could do for us.
* Met with CP to discuss and commence planning of Online Shop.
* Recruiting via social media.
* Attended EA Club Forum with TH.
* Began adding committee to EA membership on website.
* Submitted resignation to Bournville Harriers and Change of First Claim Club to England Athletics – pending.
* Run leading as per rota / negotiation.

JL

**Treasurer’s Update:**

* 1. Met With Penny Barber along with JL & TH.
  2. Investigating online shopping links via “Easy Funding” to provide the club with a little commission if members use a web portal to link to shopping sites.
  3. Discussed ordering of Equipment & Laces – to be ordered by next meeting.

Agreed to bring more info regarding “Easy Funding” to next meeting.

**Social Secretary’s Update:**

Ongoing investigation of online shopping (met with JL) & further investigation into social tops - See discussion later.

Arrangement of Xmas party – 11th December at the Fox and subsequent race social post Pudding run to be considered. Also to arrange Christmas Market visit post-Thursday run in December – may be same week as Christmas party? (Will let Andy know we won’t be at the Fox that night!)

CP

**Race Secretary Update:**

Race attendance:

Since the last meeting we have attended two ofﬁcial Swift races.

On the 18th October we attended the Great Birmingham Run where we had 15 Swifts complete the course. Race report was completed by Darren and this has been uploaded onto the website. I now have access to more photographs taken on the day so will hopefully add some additional photographs of other runners to the report.

On the 1st November we attended the ﬁrst of the Centurion Grand Prix Series where we had 3 Swifts complete the course. Race report was completed by Tommy and this has been uploaded onto the website.

I have worked with Tom to tidy up the existing reports so they all conform with each other.

All race times have been added to the Results page available on Dropbox.

Upcoming Races and Running Calendar:

Our next race will be the Christmas Pudding Run on the 13th of December where we have several Swifts already entered at both the 5 mile and 10 mile distances. Facebook currently has 12 attending.

I have a suggested race for January of ‘Not The Roman IX’ which is on January 17th. This is 12 KM race (7.5M) and is held in Stratford.

The only suitable race I can ﬁnd for February is a 10 mile race in Stourbridge but this clashes with the Centurion Series so am thinking instead to push for the Centurion race as will be easier to get runners for this one as it will be the 4th one.

It is not possible to plan a race every month for the whole calendar year as a lot of races that we wish to do - the Arden 9 in June for example - still do not have dates even set up for 2016.

I have looked at sourcing out a decent Spring Half Marathon and have chosen the Ironbridge Half Marathon on March 13th. This should also work for those that are Marathon training for Brighton as this is 5 weeks before.

I have worked with Tommy with the running calendar who has slotted in three different Starting Out sessions throughout the year and looked at dates to slot in some ‘abroad’ Park Runs. These will be chosen on dates that will not impact on any of the Starting Out Sessions.

I have selected 5 dates throughout the year that we can select and slot in Park Runs

• 16 January - Perry Hall

• 9 April - Brueton

• 4 June - Arrow Valley

• 20 August - Walsall Arboretum

Saturday 15th October could be a date we could use for the Park Run takeover. This is the same weekend as the Great Birmingham Run so could utilise everyone that is signed up for that to help with the takeover.

PL

*NOTE: Committee agreed that pre-Birmingham Half may be a popular parkrun volunteer date and decided that pre-pride parkrun may be better for our ‘takeover’ day.*

**EA Affiliation update:**

* Since last meeting we have been accepted as an affiliated running club.
* Committee members have been added to the club though JL/TH remain outstanding due to previous affiliation with alternate clubs. Both ensuring actions in place to resolve this.
* Will cost £12 / person to affiliate until end of Dec 2015. Believed this will be free from January to April so other members to be added then.
* URN’s will be generated for each member who affiliates.
* Will need to determine cost to members for affiliation 2016/17 year at AGM.

**Running Calendar:**

PL & TH have been developing this as planned with a view to include target races to help build training plans & determine where best to host Starting Out sessions. “Abroad” parkruns to be added (See also Race secretary report for proposed dates) to avoid coinciding with starting out groups and for promoting attendance. Parkrun takeover was suggested for the weekend before Birmingham Pride – TBC. Monthly socials to be included on calendar. Calendar available on the website.

**EA Club Forum feedback:**

Affiliated and non-affiliated clubs are invited to attend this forum hosted by EA. EA hope to engage with clubs to help them promote their running goals and meet their aims which in turn meet their objectives.

6 clubs were in attendance though notification of the meeting was last minute. It is hoped we will meet many other club representatives at future meetings to help promote Birmingham’s running agenda.

If we have any specific ideas we would like help or support with, the team managing the Run Birmingham project are happy to help.

**Finance policy:**It was agreed that we would set a three month limit on expense claims. Balance of account will be available at each committee meeting. A fully reconciled report will be produced every six months and amendments to the finance policy only be agreement of the majority of the committee.

**Online shop feedback:**

Two main contenders: Zazzle & Cafe Press which would provide a percentage of each sale to the club (which we can set) and provide us with control over what merchandise is available with our branding. Both have pro’s and cons, including prices and range of sporting related stock. Some items, such as the much favoured hoodie may be a little more costly than we had hoped but removes the need for items to be ordered in bulk and bulk purchase organised by committee as with running tshirt/vests.. It is anticipated we may be able to have key items available early in the New Year.

Social Tops were discussed with regard to inverting colours (blue on orange, rather than orange on blue as per kit / logo / flag) but committee agreed with a 3:2 vote against this. CP will discuss with theClub&Spa and The Fox regarding sponsorship and advise on costs for a social top for members to purchase – anticipated to be in blue, with an orange Swift on the front and “Birmingham Swifts” on the back, sponsorship on the sleeves and with room for a ‘name’ of the member as desired. Availability of social tops to be asap – CP organising this.

JL will investigate a cost analysis for including social tops in affiliation fees at a ‘reduced’ rate.

**AGM planning:**

Committee agreed on **Friday 4th March 2016 for AGM & Celebratory event**, to be held at The Fox. JL to ensure members have a minimum of one month’s notice of the AGM and voting papers to be circulated as appropriate. Committee will consider their own desire to continue in post and encourage membership to put themselves forward for committee posts.

Consideration was made of potential new committee roles: Welfare Officer / Membership Secretary / Promotional Officer and whether these could be included in existing roles or whether they warranted a motion at AGM to create a new committee post.

It was agreed that a promotional role could be offered, as in the precedent set by webmaster position, to an existing willing member (David G (DG) interested) who would work alongside the Social Secretary, with agreement of committee over any decisions made, to help us design and produce / distribute promotional material. This is a non-committee role.

Membership Secretary currently is manageable within the Secretary Role & Welfare is currently residing in the Social Secretary Role. These positions may be created separately should a motion be made and voted upon by the membership at AGM.

**Swifts awards:**

Awards ceremony to be held after AGM 4th March 2016. CP to approach The Fox to request use of the venue and food for the evening.

Committee to consider categories for awards, method of nomination and method of decision and submit these to TH asap and no later than two weeks post-meeting.

**Annual Survey:**

The Annual members survey is to be repeated for presentation / feedback at the AGM. Any additional questions for this should be submitted to TH asap and no later than two weeks post-meeting.

**Christmas Break:**

We anticipate the last ‘official’ Swifts run to be Sunday 20th December with a view to re-starting Week Commencing 4th January. This ensures that Leaders are not expected to be present during the festive period where they may have existing or short notice commitments of their own. Several parkrun events are usually held over the festive period to be promoted to members and members may also wish to utilise social media to arrange unofficial runs together.

**Run leader resources:**

It was suggested that we have resources, such as run routes, C25K programme details and links / useful information for LiRF’s available in a ‘Dropbox’ type online location. TH will investigate the possibility of this.

**Code of Conduct:**

It was felt that as an Affiliated Club we should have a Code of Conduct. EA have a draft code which we can adapt. Committee to review this and submit comments to TH over the next two weeks. We will need this in place by the AGM. Significantly, we also need to consider the legalities of younger members, their confidentiality and parental responsibility before it becomes an issue – to be discussed with EA and Birmingham LGBT.

**Update/Progress on SWOT – Objectives. All**

1. **Increase membership to 50 people by the 2016 AGM.**

*Membership stands at 46. 4 from target. 2 pending members have yet to complete their forms. Recruitment ongoing .*

1. **Affiliate to England Athletics by October 2015.**

*We are now an Affiliated running club.*

1. **Create a running calendar by July/August committee meeting (including races, training plans and Starting Out).**

*See earlier discussion.*

1. **Increase attendance at Birmingham Pride to 30 people for 2016 parade.**

*For action 2016.*

1. **Deliver a second weekday session by March 2016.**

*As discussed Aug 2015. Coach pending – TH to commence coaching course Feb 2016.*

1. **Increase attendance for Great Birmingham series: 15 people for half marathon 2015; 25 people for 10k 2016**

*Half Marathon attendees 15 – Target met. 10K promotion in early 2016?*

1. **Agree a social base for the club by end of August 2015.**

*The Fox is now our agreed Social Base Partner.*

1. **Have eleven or more people attend each social event in 2015.**

*Attendees at The Big Hoot Challenge = 11 plus additional support post challenge. Attendees at Bulls Deep: 13 Swifts present – Four of these are also Bulls and attending in this guise. See previous discussion regarding future social events.*

1. **Attend four different Parkruns per year as a club, and to volunteer as a club once per year.**

*See Race Secretary report and previous discussion point regarding race calendar.*

1. **Hold an event celebrating achievements of the club by the 2016 AGM.**

*AGM & Celebratory event to be held at The Fox 4th march 2016.*

**Dates for diary:**

* 1. Activate Steering Group – Jan 25th 2016 – 7-8.30pm.
  2. LGBT Sports Clubs Seminar – Feb 20th 2016.
  3. Swifts AGM & Celebratory Event – Mar 4th 2016
  4. Pride in Sport – Apr 9th 2016.
  5. Great Birmingham 10k – May 1st 2016
  6. Birmingham Pride – May 28th & 29th 2016.
  7. Great Birmingham Run Half Marathon – Oct 16th 2016

**AOB**

Publicity – it has been suggested we could utilise better software to create improved publicity material however funds do not currently stretch to this. CP will discuss this with DG and Matt W (member who works in PR).

Races in spring were discussed in particular, whether we should promote a spring half marathon. Iron Bridge Half was cited as a good race to plan for as this would also fit with those Swifts working towards marathon distance. Committee to promote this with member and PL to investigate the possibility of a minibus to help members reach this race.

TH to investigate when the next committee SWOT analysis is due and advise committee members. This may be for feedback at next committee meeting so committee chat group will be utilised to advise.

Internet banking to be organised by next committee meeting. Committee signatures to be organised to ensure committee members can authorise payments by next committee meeting. TH leading on this.

It was noted that as we now have under-18yr old members, we may need to discuss their attendance at social events held at The Fox with the Fox manager (Andy) and consider parental consent to allow them to join us. We may need to consider more social events that do not include bars, though it was noted that we already have Christmas Market lined up as an example.

**Date and time of next meeting:**

Monday 11th January 2016, 19:00hrs, Ladywood Police Station Committee Room.

(PL to arrange and confirm venue use.)