**Birmingham Swifts Running Club**

**Committee Meeting Minutes February 2016**

Meeting held at Ladywood Police Station, Birmingham

17th february 2016 – 19.10-22:10hrs

Present:

Chair: Tommy Hill (TH)

Secretary: Jay Lamb (JL)

Treasurer: Tom Garlick (TG)

Social Secretary: Chris Pratt (CP)

Race Secretary: Paul Leonard (PL)

Invited: Steve Bedser (SB)

**For action: orange text.**

**Apologies:**

Steve Bedser.

**Minutes of last meeting:**

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

**Chair's Update:**

Since the last committee meeting, I have continued to correspond with interested people who want to join the Birmingham Swifts. I have also had initial discussions with representatives from both Coventry Pride and London Frontrunners who organise Pride 10k, and shall be passing those details on to both the Social & Race Secretaries.

I also met with the Activate steering group, a lot of which was dedicated to the seminar to be held on Saturday 20 February, and beginning to think about what should happen when the Sport England funding finishes in approximately 18 months. For the seminar, I have been invited to appear on the panel question and answer session, and the day will also feature Neesah’s story regarding joining the Birmingham Swifts.

I met with the Secretary to plan the AGM in more detail and establish a timeline to prepare for the meeting, and sent out the February and March run leader rosters. I have also collated the committee members’ SWOT analyses, and members' survey responses - details to be provided later in the meeting.

TH

**Secretary Report:**

* As of 15/02/2016:
* Membership: 62 members on database (+14 )
* Mailing List = 133 recipients (+21).
* Whatsapp = 31 participants (+5 -1).
* Facebook = 134 members (+14).
* Twitter = 342 followers (+22). Following 309 (+27). 1321 tweets (+136)
* Minutes from previous meeting complete.
* Marathon training support – Jay/Cheryl/Amy – Blaine dropped out still supported.
* Not the Roman IV & Centurions attendance.
* Recruiting via social media.
* Run leading as per rota / negotiation / Sickness.
* New membership form.
* Met with TH – Agenda for AGM.
* Discussed with TG re: Affiliation costs (£20).
* AGM notification / Nominations form, Motions form, Proxy form.
* Whatsapp discussions ongoing.
* Ordered ‘Awards’ for post-AGM.
* Pending: Event for AGM/Awards on Facebook.

JL

**Treasurer report:**

1. **Funds**
	1. Bank balance stands at £TBC on meeting date
	2. Application for payment sent to Penny (on leave til 9th Feb)
2. **Spend**
	1. Quote for bands (£137.50 for 55 – £2.50 ea) and laces (£125 for 57 – £2.20 pair) – not purchased yet

TG

**Social Secretary Report:**

* Held Social event Roller Disco at Tower Ballroom with meal at Nandos beforehand. Attendance was 16.
* Speaking with Neil from the Birmingham Blaze regarding joint social with them in aid of their fundraising efforts.
* Planning for the sale of Social tops.
* Assisting Promotions Officer with promotional material.
* Continued to manage relationship with the Fox and theclubandspa.
* Helped to manage Swifts' social media responses.
* Plan to meet with clubandspa manager again soon, hopefully on a Thursday.

TH mentioned this will likely include discussion on new entrance to Clubandspa (on ground floor) where we may be able to congregate with less impact on the gym.

CP.

**Race Secretary Update:**

*Race Attendance*

Since the last meeting we have attended two races.

* In January we have attended The Not The Roman IX 12K race in Stratford where we had 9 swifts complete the course.
* In February we have attended the 4th in the Centurion Grand Prix Series in Chelmsley Wood where we had 8 swifts take part.
* All the race times have been added onto the race results page available to view on Dropbox.
* I have updated the website with two new race reports for the December Pudding Run from Anton and the Roman Race from Chris B.
* I have asked Jad to do a report for the Centurion race which he has kindly agreed to do. He has just forwarded this to me via email on Monday evening so will add this onto the website in due course.

*Upcoming Races*

* There are now several Swifts signed up for and entering the Coventry Half at the end of this month so a good attendance is expected here despite it not being an official swift race.
* In March we have the Ironbridge Half Marathon. This has been added to the website and a facebook event created. Facebook has 10 in attendance but I don’t believe all of those have actually entered.
* I was thinking of setting up a 10K for April and have seen a decent sized race locally in Leamington Spa which I am happy to set up and push – The Regency 10K on 17th April.
* May will then see us entering the Birmingham 10K.

*Park Run*

* I have made contact with Cannon Hill Park Run and the event director Mary who has happily agreed with our date of May 21st for the takeover. I have agreed to meet her soon. She is away for the next 3 weeks so I will make contact with here after that and arrange a Saturday to go meet with her if anyone else is free to come along too that would be grand.
* Need to put some dates on the website and set up events for the abroad Park Runs particularly the April one in Brueton as this is being planned for 16th April

PL

**AGM update.**

AGM invite has been sent out to all members and those on the mailing list (encouraging membership.) as per defined timescale (3 weeks before event). Motions are due by 19/02/2016. Nominations are due by 03/03/2016. Proxy nominations are due by 03/03/2016.

JL to create Facebook event for the AGM & Celebratory Event to encourage attendance. Committee to continue to promote this amongst members and encourage nominations to committee roles.

TH brought 2 potential motions to committee for discussion regarding debt to the club & timescale of nominations for committee in future years. TH will submit these accordingly and be prepared to present at AGM prior to voting.

CP presented a further motion to create a new committee role as did JL along with a motion to amend the constitution to allow for an additional committee role.

Much discussion ensued regarding this. Whether having seven committee roles in a club that currently only has 63 members was too large a management team. Whether roles could be combined to avoid the need to increase committee size. The scope of the new roles and what they would bring to committee and how we would change the constitution to ensure we were not overburdened in future also. It was felt that the England Athletics required Welfare role would sit within the Social Secretary remit, so long as the Social Secretary was not also managing club promotion and advertising, branding, club shop and website maintenance, which could be developed as a role in itself.

Committee voted on the question:

” Whether to include Welfare in the existing Social Secretary role”

Result: 5 for, 0 against

This change is effective immediately as no constitutional change is required. JL/TH to add appropriate points to the role description in the constitution appendix regarding Safeguarding and member welfare / raising concerns.

JL to inform all nominees for the Social Secretary role that this role has been adapted to Social and Welfare Secretary and TH to include details of this in the Newsletter.

Committee agreed that keeping the required number of members to call an EGM at 5 was acceptable to be further agreed at the AGM.

All committee members to present their years review to Tommy for collection and presentation at AGM by 29/02/2016.

Sadly, PL Race Secretary informed committee that he would not be standing for re-election. Committee will discuss this with members to encourage nominations to this role.

JL asked whether committee felt that awarding outgoing committee members would be an appropriate gesture for those giving their time on committee and this was voted in favour 3 for, 2 against by committee present. Award to be presented at AGM for any outgoing committee members by the new Chair.

TH led on survey feedback to committee and will generate a presentation for this at the Celebratory Event. Committee discussed in particular ways to manage faster runners expectations when slower runners led to multiple loop back situations (possibly adapting runs to include longer stretches for these runners, for example) and also discussed managing members behaviour during warm-up and cool down and encouraging all members to participate and listen to the run leader at that time.

**AGM to be held 04/03/2016 – 19:00hrs, The Fox, Lower Essex Street, Birmingham.**

**Awards update.**

JL presented an example of the awards to committee members. We have 50 available.

Awards categories agreed as:

* Most attendances at Thursday run (based on available registers) TH to confirm the winner.
* Most attendances at parkrun (Cannon Hill) JL to confirm the winner.
* Most representations at Swift target races. PL to confirm he winner.
* Most supportive member – nominations to be submitted to TH by members by 18:00hrs 04/03/2016.
* Best Bum - nominations to be submitted to TH by members by 18:00hrs 04/03/2016.

It was agreed that committee members and run leaders would not be eligible for the first four awards as they had increased opportunity / expectation to attend these events and races.

In the event of a tie, all members tying will be awarded.

It was also agreed that awards would be given to members completing the starting out course during 2016.

**Social Top orders.**

The “LGBT Runners” tagline on social tops has caused some concern amongst members. Committee discussed this at length, both agreeing with concerns but also wanting to ensure people know who we are, as the point of social tops being to distinguish us as a group and identify what we do. CP to discuss with key members and feedback to committee via whatsapp.

CP discussed how we would go about accepting orders. Payment is ideally to be made by bank transfer, including the members name direct to the Swifts account (Sort Code & Acc No to be published). TG to investigate a Paypal option.

CP to collect sizes required directly from members. Cheque or cash only to be accepted in circumstances where members struggle with banking. Orders to placed using the Swifts bank account when the minimum order requirement (15) has been met or exceeded.

**Sunday run promotion.**

JL suggested that Sunday runs were often not visible to members. Committee agreed that run leaders should be asked to ensure there is a Facebook message by each Friday detailing where the run will start, at what time and an approximate distance. Leaders should check public transport links to try and improve access for members who have to travel in and consider run start times around this.

**Website.**

We no longer have a designated webmaster. This will be incorporated into the promotions role should this be voted favourably upon at AGM. Until this time, Committee members should update their portions of the website individually or contact TH if they are unsure of this.

**EA Affiliation costs.**

Details of Membership fee for affiliated members to be presentation at the AGM was tabled by TG. Additional benefits (Ie: extra club runs / coaching) to be included in the presentation and re-iteration that members do not have to sign up to paid membership to be included in the Thursday runs, parkrun and socials. TG to submit motion for this by 19/02/2016. Payments may be made via the England Athletics Portal. JL to investigate further to ensure members are added and payments are updated and the Secretary is to feedback the method of payment at next meeting.

**Future races.**

While we continue to promote Swift target races via Facebook, it was also felt that members may benefit from a channel by which to promote the other races they are attending. PL to look into the best way to show future races to a wider group of members such as a message board or mini-event creation tab on the website. Newsletter to also include other races that members are attending and members to be encouraged to use Facebook when they are attending other events.

**Spend requests / funding requests.**

Please can committee submit written requests to TG if anything needs buying. Need to specify what is required and from which supplier at what cost. TG may be able to place the order directly from the Swifts account if these details are effectively presented to him.

**Touch my Brum.**

TG happy to lead on creating a Swifts team/s for this event with JL assisting. A number of members have already shown interest in this. TG to create Facebook event.

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

* 1. SWOT – Please see Appendix 1 for new SWOT.

TH presented back details of committee SWOT analysis and variations / similarities between this and the previous SWOT in June 2015. For further analysis after AGM by new committee.

* 1. Objectives as listed:
1. **Increase membership to 50 people by the 2016 AGM.**

*Membership stands at 62 (15/02/2016). We have exceeded our ambitious target. We expect some drop out following AGM but should maintain a majority of these members who have remained active.*

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).**

*Calendar is appearing on website – to confirm if further work on this is required post AGM.*

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

*For action post AGM 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 progress.*

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.**

*Big Hoot Challenge: 11. Bulls Deep: 13. Xmas Party: 20+. Roller Disco:16. Ongoing.*

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

*Parkrun ‘Abroad’ dates agreed. Parkrun takeover date agreed (21/05/2016) and planning in progress.*

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

*To be held at The Fox 04/03/2016 post-AGM.*

**AOB:**

* TG to investigate our intellectual property rights to protect the Birmingham Swifts brand. Treasurer to feedback at next meeting.
* An additional Whatsapp group for leaders was suggested but committee felt this would have limited application.
* The main Whatsapp chat group was discussed and committee agreed that CP would post a message re-iterating to members that this is an Adult chat and is not an official means of communication. All committee to push website / Facebook. All new additions to Whatsapp group to be advised the same.
* **Sail Flag / Teardrop flag.** CP to pass details to TG for ordering to ensure availability by the May parkrun takeover. JL to ensure donation towards this is submitted officially so monies can be freed up for this.
* Committee agreed that if someone supports the Swifts at two or more races but remains a non-runner, they should be invited to join as a Social Member as agreed previously. All committee to action this.
* **EU Project.** Looking at linking with a German lesbian running group to help promote to women, and ISCA (Denmark) for their wider knowledge. A third group is also being sought in another country TBC. SB continuing to facilitate this.
* **Joint committee role.** One member had asked whether nominations for committee could come from two people, similar to job sharing. Committee discussed this in detail, including how if one person were to leave or joint role holders were to fall out this could cause complications and it would be difficult for two people to have one voice at meetings and in voting. Committee agreed that it was not best for the committee and the Club to have more than one person sharing a role. JL to feedback to member.
* **Swift badges from RSPB.** Aaron has identified badges that may be bought from the RSPB and subsequently sold on to raise charitable funds or funds for the club. TH to discuss with Aaron how this may work in practice and feedback.
* Agreed that the Chair will meet with all outgoing committee members post-AGM for a debrief.

**Dates for diary:**

Activate LGBT Sports Seminar – Feb 20th 2016 10.00-16.00hrs (Tommy & Neesa)

Birmingham Blaze Football vs Homophobia event – Feb 20th Day & Eve.

Swifts AGM & Celebratory Event – Mar 4th 2016

Pride in Sport – Apr 9th 2016.

parkrun Brueton 16th April 2016 09:00hrs

Great Birmingham 10k – May 1st 2016

parkrun Takeover Cannon Hill 21st May 2016 08:00hrs

Birmingham Pride – May 28th & 29th 2016

parkrun Arrow Valley 4th June 2016 09:00hrs

parkrun Perry Hall 20th August 2016 09:00hrs

Great Birmingham Run Half Marathon – Oct 16th 2016

**Date and time of next meeting .**

Tuesday 5th April 2016, 19:00hrs, Venue TBC.

**Appendix 1 – SWOT Feb 2016.**

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| **Strengths**Growing number of regular runners (4)Use of theclubandspa & The Fox facilities (4)Identity and visibility, eg kit and flag (3)England Athletics affiliated (3)Active committee (3)Only Birmingham LGBT running group (2)Strong attendance at races (2)Welcoming and friendlyFreeStrong 2015 and plan for 2016Starting Out sessionsEasy to organise nature of the sport | **Weaknesses**Too few females (4)Lack of variety of runs (regular routes) (3)Converting buzz into active membership (2)No regular source of funding (2)Time committee members can commit (2)Lack of "technical" sessions & informationPublicly stated Goals/strategy for 2016Uptake & retention of Starting Out sessionsRestriction to centre of BirminghamRestricted support for development plansFew ways potential members can meet without runningLack of support growth (and its ability to grow) |
| **Opportunities**Links with other local LGBT groups (4)Working with other clubs / B'ham Athletics strategy (3)European project (2)Birmingham LGBT & Activate project (2)Social media following (2)Exposure to different communities, eg night life, unis (2)Birmingham Pride / other prides in area (2)Social events & identityDevelopment pathway for runnersHealth & wellbeing agenda developmentPride in Sportparkrun events and planned takeover | **Threats**Change/removal of theclubandspa or The Fox facilities (4)Neighbouring running groups and their offering (4)Weather / dark nights (3)Lack of funding (2)Ratio of leaders (and coaches) to runners (2)Committee break up or change (2)Introduction of fee (2)Safeguarding around junior membershipAffiliation could lead to be seen as serious running clubLoss or reduction in membershipChange of rules & regulations by England AthleticsLess individual introduction with rapid growthAttitude from membership |