**Birmingham Swifts Running Club**

**Committee Meeting Minutes January 2016**

Meeting held at Ladywood Police Station, Birmingham

13th January 2016 – 19.00-21:45hrs

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)

Invited & Attended: Steve Bedser (SB)

**For action: orange text.**

**Apologies:**

Nil

**Minutes of last meeting:**

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

**Chair's Update:**

Since the last meeting, I have mainly been conducting my duties as chair including being the first point of contact for prospective members, which there have been several over the Christmas period. This has been increased with interviews and mentions in both the parkrun UK newsletter and the Independent. The latter has also led to links with UK Frontrunners clubs (LGBT running groups) across the country, with potential for future meet-ups and problem solving.

A further running kit order has been received, with many shirts and vests already having been collected. Some still remain and in January I will be matching these orders up with their members.

I have sent out the roster for run leaders for January, with information requested for February and March. Based upon feedback from the committee, I have shared the information regarding the runs, including rosters, with leaders via Dropbox.

TH

**Secretary Report:**

* Membership: 48 members on database (+2) (2 pending).
* Mailing List = 121 recipients (+10 -1).
* Whatsapp = 27 participants (+4).
* Facebook = 122 members (+16).
* Twitter = 324 followers (+28). Following 288 (+29). 1203 tweets (+103)

Note: Chair requested that when adding new members to the Facebook group, please ensure you “welcome” comment them or ensure a committee member does so. Action: ALL

* 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. **Funds**
	1. Bank balance stands at £1798.35

Note: Chair asked that balance is broken down into ring-fenced (funds acquired for specific spending/identified items) and generally available funds. Action: TG.

1. **Spend**
	1. Social top (£31.50)
	2. Quote for bands (£137.50 for 55 – £2.50 ea) and laces (£125 for 57 – £2.20 pair)
2. **AOB**

Cheque to be written and countersigned for Chris Pratt – social top = £31.50

Note: Chair requested that invoice is sent to Penny Barber for half funding of Coaching Course. Action: TG.

TG

**Social Secretary’s Update:**

* Organised and delivered the Christmas Party, attendance: 16
* Created Prototype Social Top
* With David, started to produce promotional posters and flyers.
* Continued to manage the partnership with the Fox.
* Engaging with Blaze re. joint social and fundraising event.
* Continued to help manage social media in conjunction with committee.

CP

**Race Secretary Update:**

*Race Attendance:*

Since the last meeting we have attended two races.

In December we attended the Pudding Run in Walsall. We had 9 Swifts taking part and completing

either the 5 or 10 mile distances. Congratulations to David G (Quiche) who I believe that was the longest race

distance that he has raced with the 10 mile race.

Noted that support for those completing 10 mile course from those completing five mile was lacking. Five mile runners had met with new Swift members indoors post-race. Discussed promoting finish line support in such situations in future. Action: All to promote support at races.

In January we attended the next in the series of the Centurion Grand Prix in Chelmsley Wood. We

had 4 Swifts taking part and completing this course. Congratulations should go to everybody for

this race as it was appalling weather and muddy conditions all round.

All the race times have been added onto the race results page and available to view on Dropbox.

I have asked Anton T to write up a race report for the pudding run who has reluctantly agreed. I am

still waiting on this but will keep nudging him to get it completed ASAP so I can get it uploaded not

the website.

*Upcoming Races:*

As per the last meeting I have now made official the following races.

January will see us take part in Not The Roman IX in Stratford. Details of this was placed onto the

website and a Facebook event created. We so far have 10 going of which I am in the process of

confirming numbers and making sure we get everyone there. I will look at who’s going and choose

someone to do us a report - maybe Chris B.

February will see the 4th in the series of the Grand Prix series. Details of this race are on the

website and I will set up a Facebook reminder for this following the Stratford race.

March will see us entering the Ironbridge Half Marathon. Details are on the website. Following the

Stratford race I will set up a Facebook event. Will also look at the possibility and cost of hiring a

mini bus for this event numbers pending.

PL

Feedback from some members suggested that chosen race distances were a little too far. Committee agreed that we are promoting one race a month with varying distances to try and accommodate all levels of ability. 5 mile, 10k, 12k, 10 mile and half marathon races have been promoted along with regular 4-5 mile Thursdays, 5k Saturday and 10k+ Sundays. This represents a full range of distances. No additional action.

Also noted that several Swifts have signed up for Coventry Half Marathon 28/02/2016 but that this will not be a ‘target’ race for Swifts. This may be discussed informally. Action: All.

**EU Project – SB**

See Appendix 1 for briefing.

SB outlined project and what this may entail for Birmingham Swifts. SB is happy to lead on this project. Would aim to link with 2-3 other countries to share good practice in LGBT running and host an ‘event’ / send members to ‘events’ abroad. Suggested we could tie this in with parkrun. Funding to assist with travel costs / hosting events / attending feedback conference. Suggested SB discuss this with key members to gauge what they feel and could contribute. Committee voted unanimously for SB to draft a bid to present at the AGM.

**Code of Conduct (See Appendix 2).**

Code of Conduct accepted by committee. Publicity assistant to be approached to ask if they can make an infographic copy with key points. Full CoC to be added to membership form with disclaimer that members will abide by this when joining.

**AGM planning.**

Formal invite to AGM to be sent to members no later than 05/02/2016 including date of AGM, Time and venue. TH/JL to meet to create agenda and confirm how nominations / motions will take place. Also need to present how Affiliation will work. JL/TG to confirm costs to present to members by next committee meeting. JL to ensure affiliation guide confirmed.

**Awards / Social event.**

To be held at the Fox post-AGM.

Survey feedback to also be presented. Survey has been sent to 121 people. Committee to promote this at runs to encourage feedback.

Committee agreed to award the following categories:

* Best representation at Swift target races.
* Best attendance on Thursday runs.
* Best attendance at parkrun.

(to be calculated based on facts).

* Most Supportive member
* Best Bum.

(To be awarded based on member nominations / vote.)

JL to look into an award medal to be produced and feedback costs to committee.

TG to provide Projector and laptopn for us to project a photo montage / slideshow.

CP/All To discuss with Andy at the Fox potential for up to 50 attendees.

Chair to invite representative from Birmingham LGBT and TheClub&Spa.

**Succession planning.**

Committee held a discussion amongst themselves regarding who may wish to stand for re-election. Committee agreed that we should promote nominations amongst members for all positions on committee. JL to confirm how nominations should be put forward by 01/02/2016. Nominations can be made up to 24hrs prior to AGM so manifesto publication may be difficult.

**Finance policy agreement. TH**

Committee voted unanimously to accept the re-worded Finance policy.

**Signatures for banking. TG/All**

Committee signed paperwork for banking. Copies to be made for Dropbox and committee members to take the forms individually to TSB to have these validated.

**Social Tops.**

Social Top prototype, organised by CP was made available for committee to assess quality and design. Prototype has cost £31.50 to produce. Subsequent orders of 15 or more will cost £13 / top – agreed to charge members £15 per top to allow a small addition to club funds from each sale. Committee agreed to keep the “LGBT Runners” tagline on the back as we previously agreed to promote ourselves as LGBT predominantly. CP will promote the availability and ordering process to members once confirmed.

**Online shop update.**

No further progress on the online shop at this time pending introduction of social tops and feedback on survey of what products members may like.

**Easy Funding explanation.**

TG has registered with Easyfundraising.org.uk. Website / Newsletter to include details on how to access this to help us earn a small amount of commission from online shopping.

**Running Calendar update.**

Parkrun ‘abroad’ dates as agreed last meeting to be added to Website: Tom H to be approached by PL to do this as website liaison. Need to ensure Neessah K is available for Arrow valley event.

**Pride in Sport.**

Committee discussed proposals by PB to host a ‘race’ rather than relays as previous. Committee agreed unanimously that we only wish to participate if we can stick with the relay format to protect the wellbeing of those who may not run regularly against over-exertion and to be able to host multiple sessions through the day rather than a one off race. Committee also agreed to propose to PB that instead points are offered to those who attend parkrun on PiS day, as was awarded to those who chose to run or row to the event last year.

**Run Birmingham.**

TH asked committee what we may wish to get out of the Run Birmingham programme and how they may help us and us them. Committee suggested they may be approached to support leaders at the Starting Out programme as sometimes a second person is helpful. Promotion of what we are doing as a club was also highlighted as potential. TH to email and advise them what we are doing and ask for support as appropriate.

**Swifts/Blaze joint fundraiser.**

Discussed the upcoming Blaze charity football match. As we are awaiting member feedback from survey as to future fundraising, committee agreed that we would promote this as a social event (match during the day and drag act at The Fox in the evening) but not specifically assist in the fundraising effort. CP to feed this back and explain reasoning to Blaze contact.

Pride 2016 / parkrun marshalling 22/05.

JL noted that BvH & Kings Heath running clubs hold a ‘friendly rivalry’ commemorative event at parkrun around May. Jl to confirm dates with BvH to ensure our planned marshalling even the weekend before Birmingham Pride does not clash.

**the401challenge.co.uk .**

Committee to discuss this further as to whether we can be involved in any way after the survery results on fundraising are known.

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

Committee members agreed to submit repeat individual SWOT analysis by 10/02/2016 for review at next committee meeting and prior to AGM.

**Objectives as listed:**

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

*Membership stands at 48. 2 from target. 2 pending members have yet to complete their forms. Recruitment ongoing . New members expected Jan 2016.*

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

*We are now an Affiliated running club.*

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

*Running calendar being added to / updated on website.*

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

*Agreed to parkrun ‘takeover’ weekend before pride – to be promoted to members. Committee agreed to attend parade as last year with promotional stickers. Post-parade social to be arranged.*

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

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

**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 beginning. Members encourage to attend Sunday ‘long’ runs to ensure race readiness.*

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

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

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

*Big Hoot Challenge: 11. Bulls Deep: 13. Xmas Party: 16+.*

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

*Dates agreed. To be added to race calendar and promoted as events.*

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

*To be held at The Fox 04/03/2016. Ongoing planning.*

**Attendees Steering/Sports Seminar.**

TH to attend the Steering group 25/01/2016. Committee members not available / attending Blaze fundraiser on day of Seminar. Members with interest in Activate will have received info so can access this seminar if they wish.

**Dates for diary:**

Activate Steering Group – Jan 25th 2016 – 19.00-20.30hrs.

Activate LGBT Sports Seminar – Feb 20th 2016 10.00-16.00hrs.

Blaze fundraiser Feb 20th daytime / evening.

Swifts AGM & Celebratory Event – Mar 4th 2016

Pride in Sport – Apr 9th 2016.

Great Birmingham 10k – May 1st 2016

Birmingham Pride – May 28th & 29th 2016.

Great Birmingham Run Half Marathon – Oct 16th 2016

**AOB:**

Some discussion took place regarding how much value we get from our run leaders. It was noted that one run leader (PB) is not a member, SB & TH were trained before any agreed targets for run leaders and have already contributed significantly and two other leaders courses were free. Only JL is tied to the previously defined expectations and is contributing accordingly. As we still have funding available, TH to investigate courses approaching to promote to members.

JL suggested that we offer an ‘olive branch’ to the City of Birmingham Striders and potentially arrange a joint running session later in the year to bring our clubs closer together. In the spirit of this, TH agreed to email all local clubs, introducing us as the latest Affiliated club in Birmingham with a view to specifically arranging a joint social run with COBS later in the year (not to be held on a Thursday.) and strengthening our links in the running community.

It was suggested that we may benefit from having a ‘notice board’ at the Fox. Andy would also like a running top to display. JL agreed to donate a running top and JL/CP to discuss a notice board with Andy.

JL asked about the order of a sale flag as money was donated towards this. CP to confirm costs and TG to confirm available funds.

Affiliation for members without cost Jan-April 2016 to be confirmed by JL on Secretaries portal and members emailed regarding this asap to ensure they can benefit from rewards of Affiliation.

**Date and time of next meeting .**

Wednesday 17th February 2016, 19:00hrs, Ladywood Police Station Committee Room.

(PL to arrange and confirm venue use.)

**APPENDIX 1:**

**Briefing note for Birmingham Swifts Executive Committee - 13th January 2016**

**Erasmus+ Funding - Small Collaborative Partnerships**

**Background**

* The EU has adopted a Work Plan for Sport 2014-2017.
* This is a formal document of Council setting the priorities for 2014-2017.
* There is a significant budget that is underspent to date.
* Applications are assessed against published objectives.
* There are annual opportunities to apply for funding. Applications are currently open with a closing date in May (tbc).

**Small Collaborative Partnerships**

* In recognition of the bureaucratic challenge for small, voluntary organisations, the qualification criteria have been relaxed in 2016 to encourage small collaborative partnerships seeking less that 60,000 EUR.
* The scope of a qualifying partnership has been reduced to a minimum of 3 partners from 3 Programme Countries (EU 29 plus other nations affiliated by treaty).

**Programme Objectives of relevance to Birmingham Swifts**

* Encouraging participation in sport and physical activity, especially by supporting the implementation of the European Week of Sport
* Encouraging participation in sport and physical activity, especially by supporting the implementation of the EU Physical Activity Guidelines
* Promoting voluntary activity in sport
* Supporting innovative and educational approaches to contain violence and tackle racism, discrimination and intolerance in sport
* Encourage social inclusion and equal opportunities in sport, especially by supporting the implementation of EU strategies, notably the EU Gender Equality Strategy and the EU Disability Strategy

**Proposal**

* To develop a funding application on behalf of Birmingham Swifts in time for the May 2016 deadline.
* To engage with ISCA (International Sport and Culture Association) to make links with suitable partner organisations in other Programme Countries and develop collaborative ideas.
* To consult with the Executive Committee and/or the wider Swifts membership as ideas for the collaborative partnership develop, prior to completion of a detailed application.

**Resource implications**

* No direct financial implications at this stage. No spending authority is being sought.
* Subject to Executive Committee approval, SB will prepare the application as a volunteer and is willing to be the named link person for EU purposes.

**APPENDIX 2:**

**Code of conduct – Members (Athletes)**

**As a responsible athlete and member of the Birmingham Swifts, I will:**

* Respect the rights, dignity and worth of every member of the Birmingham Swifts and others involved in athletics, and treat everyone equally, regardless of sexuality, race, gender, ability, religion or any other reason;
* Be aware that I represent the Birmingham Swifts and not bring the club into disrepute;
* Uphold the same values of sportsmanship off the field as I do when engaged in athletics;
* Cooperate fully with others involved in the sport such as coaches, run leaders, technical officials and representatives of the governing body, in the best interests of the yourself and other athletes;
* Consistently promote positive aspects of the sport and never condone rule violations or the use of prohibited or age-inappropriate substances;
* Anticipate and be responsible for my own needs including being organised, having the appropriate equipment and being on time;
* Inform my coach or run leader of any other coaching that I am seeking or receiving, or of any injuries I may be suffering from;
* Appreciate that run leaders, coaches, officials and Birmingham Swifts committee members are acting on a voluntary basis.

**When participating in an athletics event, including a training/coaching session or competition, I will:**

* Act with dignity and display courtesy and good manners towards others both, whether or not they are a member of the Birmingham Swifts;
* Avoid swearing and abusive language, as well as irresponsible or dangerous behaviour including behaviour, including acts of violence, physical and sexual abuse, bullying, and harassment;
* Challenge inappropriate behaviour and language by others, either directly or by reporting it to the Birmingham Swifts committee;
* Never engage in any inappropriate or illegal behaviour;
* Avoid destructive behaviour and treat venues with respect;
* Not carry or consume alcohol to excess and/or illegal substances;
* Avoid carrying any items that could be dangerous to myself or others, excluding athletics equipment used in my athletics activity.