**Birmingham Swifts LGBT Runners**

**Committee Meeting, Monday 9April 2018**

**7pm-8.30pm, Room 2, Birmingham LGBT Centre, B1 1EQ**

**Present**

Jay Lamb – Chair (JL)

Mark Russ – Secretary (MR)

Ian Bush – Treasurer (IB)

David Waters – Race Secretary (DW)

Maddie Nicholls – Welfare Officer (MN)

Alex Ainley – Promotional Secretary (AA)

1. **Welcome**
2. **Apologies**
3. **Committee reports / actions to date**

**Chair (JL)**

* Reviewed and edited draft minutes.
* Communicated with CP regarding issues arising in lieu of chairs handover.
* Re-Requested minutes and constitutional wording changes from CP. (Have sent a further request for this 04/04/18).
* Made agreed amendments to agreed operational guidelines.
* Continued to support and communicate via committee Messenger group.
* Continue to communicate with potential members messaging via info@ email and monitoring of Facebook member requests and questions.
* Updated mailing list on Mailchimp for newsletter / mail out circulation.
* Finished drafting newsletter for review / addition to by committee and for finalisation by Promo.
* Re-circulated Sunday run proposal to leaders.
* Completed actions required for new bank account.
* Submitted bid for equipment & resources to Activate (see agenda point 8).
* Drafted Pride Parade event plan for review (see agenda point 10).
* Amended social event guidelines to present to members who may be interested in assisting as a social coordinator.
* Contacted EA (see agenda point 9).
* Joined a Frontrunners Chairs (& Presidents) messenger group and shared information on a Pride runs / our parkrun takeover.
* Drafted letter to CS regarding recovery of paperwork.
* Outstanding:
* Meet with CP to take formal chair handover. This has been hindered by working, location and illness.
* Publish Pride event (as per plan when agreed).

**Secretary (MR)**

* Keeping on top of inbox
* Writing handover notes

**Treasurer (IB)**

* Attending GDPR regulations
* Transition from old bank account to new bank account ongoing
* No costs going out this month
* Processed about four affiliations

**Race (DW)**

* Firming up races for this year
* Confirmed Leafy 10k – 30th September
* First organised run on Sunday – good attendance and social event afterwards
* Canon Hill parkrun takeover rota going well – 27 rolls to fill, 20 have been filled
* Reached out to Manchester Frontrunners (chairs – Rachel and James) about doing a collaborative event

**Welfare (MN)**

* Prepared and presented minutes of 19 march 2018 meeting
* Research First Aid training process and presented these to Chair
* Reviewed draft Newsletter and provided comments (and photo for inclusion to Chair)
* Contacted Tina Beresford at England Athletics to establish whether they recommend any particular First Aid training.
* Arranging for coaches and leaders to sign Cod of Conduct (ongoing)
* Presented suggested process for examining under representation among women and arranged to meet with Tom Garlick 3 April 2018 to learn from his work and experience.

**Promotions (AA)**

* Produced and scheduled new posts for parkrun, Thursday Social Run and Tuesday technical sessions on Facebook page and group.
* Responded directly to new member enquiries on Facebook messenger.
* Submitted a proposal to Activate requesting funds for website development.
* Submitted proposal to treasurer for funds for Swift Pride stickers and flyers.
* Signed up to ebanking

JL asked if we could keep a record of the number of enquiries we get.

DW & JL have received lots of positive comments about the newsletter.

**Note from Chair**: please send committee reports to Secretary so they can go out with the agenda. The Secretary will give more prompts prior to deadline.

1. **Ratify minutes of previous meeting (19 March 2018)**

MR proposed. IB seconded. Minutes can be published to the website.

The minutes of the AGM are still being finalised. **Action**: JL & MR to work on them.

Constitution to be published to website by AA.

1. **Objectives 2018/19 what/how (+SWOT)**

**Action**: JL asks that we put together SWOTs individually within the next week and send to the Chair. These will then inform our objectives.

JL– **Action**: please come up with three objectives to circulate. We’ll then collate them to choose ten at the next meeting.

1. **Response to Wai Ming**

**Action**: JL and MN will together a response.

1. **Run Leaders / Coaches contracts**

JL informed us that these contracts are used by EA and other clubs. There is a concern about declaring relations/forming intimate relationship.

The wording is currently:

“Declare to the club welfare officer any intimate personal relationship between myself and any athlete of the Birmingham Swifts, irrespective of whether they are coached by myself or not,”

We will add:

“If such intimacy may affect the level of professionalism expected in order to adhere to the code of conduct and standards of the club.

Understand that any intimate relationship that is formed with any member or athlete that is not declared and subsequently found or considered to be detrimental to the club or its other members or athletes shall result in your license being withdrawn.”

We will ask run leaders/coaches to sign these amended declarations. These will then be scanned and the paper copies destroyed.

1. **Data protection regulations May 2018**

The membership form needs amending and all Swifts need to sign a new one.

We propose to add in (as optional) information around gender identity, orientation, how they got to know the swifts, as well as opting in to receiving information.

**Action**: JL will look into an online form/survey with Tommy Hill.

Paper copies to be scanned and destroyed.

1. **Activate feedback**

Activate were pleased with our funding bid and are happy to supply us with a variety of equipment.

JL has requested that we fund Chris Bainbridge’s coach training in May, and ask Activate to fund it retrospectively. The Committee is very happy to pay for Chris’ coach training. **Action**: JL will with IB, Chris and England Athletics to make this happen. JL requests that we let him know if there are any problems with the coach contract.

We note that Activate are interested in funding some climbing sessions.

We agree to continue publicising Activate classes to our members.

1. **EA Affiliated clubs feedback**

Nothing to report, as the intended meeting was cancelled.

1. **Pride update**

JL has applied and our place in the parade is confirmed.

JL has produced a plan for the Swifts involvement in Pride (a version of which is appended to the minutes. The working document remains on dropbox).

This year there will be an emphasis on all Swifts in the parade wearing club colours.

DW will speak to parkrunners on the day of the Pride parkrun takeover.

**Action:** JL to check what Birmingham LGBT are doing about a stall.

1. **Affiliation promotion plan**

**Action:** AA will put together an affiliation promotion plan, which will include an affiliation-focussed newsletter.

1. **Birmingham 10k / half sponsored places**

We’ve been offered some charity places for the Birmingham 10k. We won’t take up the places on this occasion, but we’ll consider this for the half marathon later in the year.

1. **Swifts running tops**

**Action:** IB will look in to the possibilities of changing the training kit and bring this back to the committee at a later date.

1. **Adding Thursday night runs to lgbt meetup website**

**Action:** We ask AA to add our regular events (Thursdays and Saturdays) to the lgbt meetup website.

1. **Requirements for a Thursday night venue with showers**

IB will research our options for this.

1. **Exploring options to encourage new members**

We are asked to all think about what we can do to encourage new members, and to discuss this at a later date.

1. **Update on position of Social Coordinator**

At the moment, we’re comfortably covering the role of Social Coordinator amongst the committee. We can revisit this at a later date.

1. **Under representation among women and trans people within the club**

We note that 25.5% of those listed on our Facebook group are women. As this is an important subject, we will postpone this item until the next agenda, and place it early on in the meeting.

1. **AOB**

As DW is not around for the Birmingham 10k, IB has agreed to stand in for DW. AA will take photos.

1. **Date & time of next meeting.**

The next meeting will take place on Tuesday 8th May at 7pm at the Birmingham LGBT Centre.

**Appendix - Pride parade plan 2018**

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| Who | what | where | when |
| Jay | submit application to Parade organisers. | email to simon@birminghampride.com | 23/03/18 |
| Jay/Alex | confirmation of place in Pride parade communicate to members. | website, Facebook, Twitter. | once confirmed. |
| Alex (lead) and committee. | Promote attendance at Pride parade to Swifts.  Weekly and/or daily countdown | Newsletter  Website  Email  Facebook  Twitter | Throughout April & May 2018 |
| Jay/Alex | Create Facebook event to gauge attendance levels.  Route map available on Dropbox.  Position in parade route to be announced. | Facebook | By 28/04/18  (one month prior to parade) |
| Jay/Committee representative. | Attend pre-pride safety briefing. | Wynner House, 143 Bromsgrove Street, Birmingham,  B5 6RG | 14/05/18 18:00  Or  17/05/18 19:00 |
| Committee | Confirm plans, likely attendance, loan kit requirements, issues, etc for final actions. | committee meeting or online committee chat group. | WC 14/05/2018 |
| Mark | email briefing document to Swifts marked as attending Parade.  +Ask about loan kit requirement. | email.  (Document on Dropbox)  Copy to also be available at social run 24/05/18. | 21/05/18 |
| Mark | confirm requirements for loan kit from members via committee chat. | response to email regarding briefing document. | 24/05/18 |
|  |  |  |  |
| Swifts | gather for breakfast. | The Briar Rose: 25 Bennett Hill, B2 5RE. | 26/05/18  09:00-10:00 |
| Alex/Jay/Ian | distribution of loan kit to members requiring this. | breakfast venue/town hall square. | 26/05/18  09:00-11:00 |
| Swifts | gather for parade | Town Hall square. | 26/05/18  11:00 |
| Jay | Collect required on the day information from attendees to submit to Parade organisers. | The Briar Rose & Town Hall square. | 26/05/18  10:00-11:30 |
| Swifts | PARADE | Birmingham city | 26/05/18  12:00 |
| Swifts | post-parade chill out.  (non-Pride village goers!) | Edwardian Tea Rooms, Museum of Birmingham. | 26/03/2018  Post-parade (14:00-15:00) |