**Birmingham Swifts LGBT Runners**

**Committee Meeting, Tuesday 3September 2018**

**6.30pm-8.00pm, Room 2, Birmingham LGBT Centre, B1 1EQ**

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)

**Agenda**

1. **Welcome**
2. **Apologies**

MN (for the first half of the meeting).

1. **Agree minutes of last meeting**

JL proposed. MR seconded.

1. **Committee reports / actions to date (see Appendix 1)**
2. **Objectives 2018/19 review (All)**

Review objectives:

* Target campaigns and work specifically towards encouraging the trans community and lesbian/bi-women to join the club with an aim to increase the groups membership of these participants to 25% of the total club membership by end of committee term.

AA has contacted Trans-Fit website (a site aiming to provide sports group information to the U.K. trans community) and added us to their website.

We feel that there’s been a small increase in regular female/trans/non-binary runners on Thursdays.

The committee will put more into how we can address this target. We would like to get another Swifter event in the diary, possibly in January 2019.

* Ensure Starting Out groups take place as planned, Post-Pride, Post Birmingham half and New Year, advertised in advance and as widely as possible generating 5 or more attendees at each group.

AA to speak to Andy Mannion to get Starting Out groups and Thursday run onto MeetUp.

A Starting Out group will take place in January 2019.

* Ensure a clear and consistent future club plan, operating guidelines and accessibility to committee accounts is in place by at least four weeks prior to the next AGM to ensure a smooth handover between outgoing and incoming committee members and reduce time spent in transition.
* Provision of a monthly Swift race that attracts 10% or more of the membership, with a report and (consensual) results published.

We are pleased to be achieving this! Reports are being chased.

1. **Trans/Women’s issues and inclusion progress. (MN)**

See notes under item 5. We will run another Swifter event in January. JL is asking for information on how many views our adverts targeted at women have recieved.

1. **Mental Health issues (MN)**
	1. Mental Health Champion update

MN has been networking with other Mental Health Champions from other clubs.

* 1. Run and Talk - Thursday 11 October 2018.

We are holding this as part of our social that day to help raise awareness of mental health issues and support anyone with mental health issues to join us - useful to update the committee on what’s being done and seek ideas and views please.

This event is already been publicized. MN will put something on Facebook a week before.

We will change this event so that we no longer have a 1k slower run. We have decided to do the 7k run only, encouraging runners to talk to people they haven’t spoken to before, and share how they’re feeling.

1. **Removal of images / member requests: (JL/AA)**

We have recieved a couple of recent requests from individuals to have their images from the website. We are greatful to AA for complying with these requests on our behalf. We currently ask for people’s permission to use their pictures when they complete their membership form. We aim to be more explicit in future when taking photos for marketing purposes.

1. **Activate Steering Group update (See Appendix 2) (JL)**

We are grateful to AA & DW for attending the next Activate Steering Group meeting on 5th December at 6.30pm, on our behalf.

1. **Races/Events feedback. (DW)**

Feedback from race secretary on races since last meeting and any other event reports from committee, what went well, what could be improved, confirmation of race report allocation and results being posted to website. 2min per race/event. (David +/-All)

[BBCHM, London Pride 10k, Atherstone 10k, Swiftlings Graduation, Summer Barbecue, Swiftember launch]

We regret that the Pink Picnic wasn’t promoted amongst the Swifts, due to JL not getting the infromation in time.

We hope to have a cheering station at more races in the future (particularly with the Birmingham Hald), plus photo opportunites.

We feel that our races and events are going very well. We feel the summer barbecue was particularly successful, and we are very grateful to Andy at the Fox for making it happen.

1. **Christmas party plan: who/what? (All)**

On Friday 14th December. We’ll have a raffle. The committee will think about, and seek out, potential raffle prizes. JL will approach some people about doing a Christmas quiz.

***London Marathon place***: We agree that the London Marathon place will be only for affiliated members who have previously enetered the Marathon ballot and been rejected. Unaffiliated runners who have been unsuccessful with the ballot can affiliate before entering the raffle. This raffle will be free to enter. The winner will need to pay for the marathon place.

MR will find out what the EA deadlines are.

1. **Newsletter and communication with members**

Feedback from previous newsletter and Items for inclusion in next newsletter / by whom / when (Alex/All)

AA to speak to Andy Mannion to get Starting Out groups and Thursday run onto MeetUp.

AA will find images to promote our Tuesday, Thursday and Saturday runs, to use on Twitter.

JL & IB will put together a draft ‘satisfaction survey’ for the committee to comment on.

We need further promotion on the Half Marathon ‘after party’, the ‘run and talk’ event, ‘Starting Out Group’.

1. **Starting Out Group feedback.(JL)**

8 people have graduated from the most recent Starting Out Group. It went really well. We’ll be promoting the next Starting Out Group starting on 20th October. We’ll aim to give out medals at future Swiftling graduations.

1. **Club shop / Kit availability. (IB)**
* Feedback on progress on communication with club shop and new kit / production of new official tops? (Ian)
* Kit design: official / training kit. Production / selling costs. (All)

IB will check whether the quantity of 50 includes women’s tops. IB wil confirm what cut they come in, and what we can get for our money.

JL says we’re restricted in how much we can change the design. We’d need to keep the diagonal orange sash, but we could add rainbow side panels.

Old stock we can offer at a reduced rate, making members aware that a new kit is coming out.

IB wil draft a letter to BluePrint designs asking how we can get hold of them, as they are currently not responding to us.

***Notes from Ian:***

Quote for multi-coloured running tops based on 50 qty at mixed sizes: £10.50+VAT / top

We have no more running tops for sale, most loan tops still out on-loan.

I suggest we offer loan tops to those who have them at a discount, then prepare new batch of 50 tops with new variation to basic design - a 2019 design.

Without something new to encourage those who already own a Swifts top to buy again, there are only going to be a handful of purchases each year so most of the new kit will end up sitting in storage for years, which seems a waste.

So suggest new affiliated members in 2019 get to buy the new kit at cost (approx £12.50) and non-affiliated members buy at £20 until kit runs out (leaving a decreasing number spare as the year goes on as loan tops or for new members joining during the year).

Repeat each year with variation of design.

1. **Runleaders (JL/MN).**

Discussion of outgoing leaders (acknowledgement) and new leader recruitment.

Blaine has stepped down as a run leader. We’ve identified two more runners (Luke Turner-Dawson and Darren Turner) who are interested in becoming new run leaders.

We would like to find a way to acknowledge our run leaders. JL will have a think about this.

1. **Dates for the diary**

Sun 30th September – Bournville Leafy 10k

Sun 14th October – Simplyhealth Great Birmingham Run 2018 & Swiftember/Half Marathon social

Sat 17th November – Birmingham 10K MoRun

Sun 2nd Jingle Run TBC

Fri 14th December – Swiftsmas social

Sat 19th January – National Running Show

1. **AOB**

JL and AA to meet by the end of October to make the website.

JL will be attending a Mental Health Through Sport Symposium on the 17th of December

The committee are asked to consider whether they are thinking of standing again for their current role at the AGM.

DW will keep an eye on the Twitter account whilst JL is away.

JL will remind Run Leaders to take a register if MR isn’t present. MR will keep an eye on whether there are regular runners who aren’t currently members.

JL will put something out encouraging affiliations. AA will put something out about the raffle for affiliated members.

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

MR will arrange a doodle poll for our next meeting in November, weeks beginning 19th and 26th.

**Appendix 1: Committee reports**

**Chair (JL)**

Since last meeting I have:

* Acted as a point of contact for new members via info@ email. (+Spam filtering).
* Communicated with Activate steering group and other sports groups via Activate WhatsApp chat.(minimal activity).
* Reviewed minutes of Activate Steering Group & Swifts May 2018 prior to formal circulation.
* Requested update to information on BLGBT website prior to end of Activate.
* Discussion with Tommy regarding Swifts run at Pink Picnic. (Unfortunately, no plan agreed in time).
* Discussion with Tommy regarding feedback from member stating they were removed from the club (information pending).
* Attended BBCHM, London Pride 10k and Badgers 10k (supporter) representing the club.
* Added information from Activate to FB & Twitter: cycling, climbing, July watersports.
* Tweets on behalf of the club: Tuesday, Thursday, Saturday runs and info on events / promotion of club activities and Activate. Good feedback on Twitter.
* Attended Thursday runs in member, committee members and leader capacity.
* DBS paperwork checked by Mark.

To do:

* Draft plan for equipment use / loan guidelines.
* Promote new Starting Out group.
* Promote pink picnic.

**Secretary (MR)**

* Collated attendance data for July and August.
* Written and distributed draft minutes for June’s meeting
* Continued to process new affiliations with Ian
* Continued to update the membership database from Survey Monkey
* Created a new mailing list of 2018 members
* Organised September’s committee meeting

*Membership stats (as of 18-Sep-18):*

* New Members: 14
* Removed Members: 1
* Total Members: 83
* Total affiliations: 27 (from 25)
* Twitter followers: 702 (from 684)
* Facebook page followers: 293 (from 288)
* Facebook group members: 300 (from 284)

*Thursday Social Attendance figures for July/August*:

|  |  |
| --- | --- |
| 05-Jul-18 | 14 |
| 12-Jul-18 | 16 |
| 19-Jul-18 | 13 |
| 26-Jul-18 | 18 |
| 02-Aug-18 | 29 |
| 09-Aug-18 | 23 |
| 16-Aug-18 | 21 |
| 23-Aug-18 | 15 |
| 30-Aug-18 | 18 |

*Cannon Hill parkrun Attendance figures for August:*

|  |  |
| --- | --- |
| 04-Aug-18 | 5 |
| 11-Aug-18 | 4 |
| 18-Aug-18 | 17 |
| 25-Aug-18 | 6 |

**Treasurer (IB)**

Finances:

Cash balance as at 31 Aug 2018: £2345.64

After recent expenditure:

England Athletics member affiliations x 27 @ £15/member £405

England Athletics Club Affiliation: £100

Marketing costs to Alex: £63.49

Chris Bainbridge CIRF Course: £255

Forthcoming payments expected - David's medals; 2 x LIRF courses (Darren Turner and Luke Dawson-Turner both expressed desire). May be able to get these paid for by The Fox or Run Birmingham.

Other business:

Contacted Puregym Hurst St - waiting for response or will chase

**Race Secretary (DW)**

* Swiftember
	+ Regular facebook posting to maintain the momentum for Swiftember.
	+ 32 Swifts signed up, with good engagement.
	+ 35x custom designed medals ordered.  Cost of medals is £82.25 + P&P. Increased order due to additional interest.
* Past Race Events
	+ Friday 20th July 2018 - LGBT5K & Pride parkrun, Newcastle.  11 Swifts attended this.  DW to chase race report.  Great Frontrunner networking.
	+ Saturday 11th August 2018 - Pride Run 10K.  17 Swifts ran this.  DW to chase race report.
	+ Sunday 26th August 2018 - Atherstone 10K. 2 Swifts ran this.  Race report received from Maddie - DW to format and pass to AA for addition to website.
* Future Race Events
	+ Sunday 30th September 2018 - Leafy 10K.  Great engagement with 23 Swifts running.  Post race social TBC.
	+ Sunday 14th October 2018 - Great Birmingham Run half marathon.  11 Swifts running.  Cheering squad planned for the route.  Post race social confirmed at the Fox from 3pm.
	+ Saturday 17th November 2018 - MoRun 10K. 8 Swifts signed up on page.
	+ Sunday 2nd December 2018 - Jinglebell Jog 5K, in aid of Birmingham Hospice.
	+ January 2019 race TBC.
	+ February 2019 race TBC.
	+ March race 2019 TBC.
* Miscellaneous
	+ Saturday 18th May 2019 - Cannonhill parkrun takeover (Birmingham Pride is 25th - 28th May 2019) requested via Cannonhill parkrun Race Director team.

**Welfare Officer (MN)**

* Applied to became and haver been appointed as mental health champion.
* Attended run and talk session for people with mental health issues 25 August 2018
* Wrote race review of Atherstone Badgers 10K 26 August 2018
* Prepared leaders' rota for October to December 2018 quarter (work in progress but will have been done by the time we meet)
* Prearing run and talk session for 11 October 2018.

**Promotional Secretary (AA)**

Website:

- Uploaded May minutes to website

- Edited and updated text on website.

- Removed all images containing two members of the Swifts who wished to be removed from all promotional materials.

- Removed email account info@ from website following spam emails to Chair. Now all emails go through a form completion.

- Have posted Mental Health Awareness Run and Talk event details to the website.

- Added information for 12-18 year old runners to the website.

- Added information for 50+ year old runners to website.

Facebook:

- Scheduled Facebook posts for Swiftember and Thursday social runs

Third party information:

- Have contacted Trans-Fit website (a site aiming to provide sports group information to the U.K. trans community) and added us to their website.

- Have contacted Run Birmingham to amend our listing and to remove the Tuesday technical sessions listing as it’s not a free to attend event.

Adverts:

- Created updated Starting Out Session posters

- Created new Thursday social run posters for use on Twitter

**Appendix 2: Brief notes from the Activate Meeting held at the LGBT Centre 6.30pm Monday 17 September 2018**

Present: James Wharton (BLGBT), Andy Mannion (Badminton), Sarah Hinksman (Climbing), Mark Hillier (Shoals), Andrew Cooper (Rambles). James chaired

* We talked about our experience of Activate and we all agreed that we wanted to keep going. Not only had we benefitted from being a part of Activate but we recognise that this is a brand name that the LGBT community, Sport England and other allies identify with
* We agreed that our purpose is (at least) to support LGBT sports groups, provide publicity, share information, spot gaps in current provision, co-ordinate fundraising, be a primary point of contact for the Commonwealth Games in 2022 (with the possibility of the Centre being the Pride House)
* We decided to run an advertisement for groups that are part of Activate in the January edition of Zone magazine
* The next meeting will be on **Wednesday** 5th December at 18.30 at the LGBT Centre and will be chaired by James who will send out a variety of reminders!
* **If you want your group to be advertised in January's Zone it is essential that you are represented on 5th December so please make a note of the date**

You can email all the groups affiliated to Activate by using   [ActivateSport@googlegroups.com](https://4.exchange2010.livemail.co.uk/owa/redir.aspx?C=Q_Q7FKOcm4MgZBZ-ghC9Ar93rjfvpTozbXA7q1WqxaerDTfAgx3WCA..&URL=mailto%3aActivateSport%40googlegroups.com" \t "_blank)

Andrew Cooper (secretary)