

**Birmingham Swifts LGBT Runners
Committee Meeting, Tuesday 14th January 2020
6.30pm – 8.00pm, Birmingham LGBT Centre**

- Jay Lamb – Chair
- Barry Cassidy – Club Secretary
- Ian Bush – Treasurer
- David Waters – Race Secretary
- Mark Gilliland – Inclusion & Welfare Officer
- Dan Bridge – Media Secretary

AGENDA

1. Welcome
2. Agree minutes of last meeting – Barry proposed, Mark G seconded
3. Roles update

O Chair

Since last meeting I have:

- Acted as a point of contact for new members and managing of general emails via info@ email (+Spam filtering).
- Communication with Committee via Facebook messenger.
- Communication with members via Facebook / Twitter as required.
 - Removal of posts / communication with members – to be discussed further.
- Tweets on behalf of the club along with promo.
- Set up Starting Out registration survey and distributed link.
- Starting Out communication with leaders / Coaches.
- Circulated Starting Out flyer to networks.
- Maintaining link with leaders through WhatsApp and requesting announcements at social runs when unable to attend.
- Attended Thursday runs in member & committee member capacity and assisted on runs as a trained leader though not actively on rota.
- Created and distributed newsletters with team input.
- First draft next newsletter (attached for review).
- Attended Mo run.
- Attended Swiftsma party.
- Attended Draycote 10k.

To do:

- Confirm member interest in dance sessions and communicate with Johnny Autin Dance company.
- Finalise role actions outstanding and prepare handover to incoming chair.

o Treasurer.

**Birmingham Swifts Treasurer's Report July 2019
Income and Expenditure**

Opening cash balance (after accruals): (as per 2019 AGM at 27 Feb 2018)	1753.25	(consisting of £1706.43 HSBC+£82.00 TSB - £35.18 accn)
	£	
Donations	250.05	[£43.58 easyfundraising; £181.47 gofundme, £25 direct]
Grants		
Social		
- Member Fees	925.00	[37 affiliated members]
- Registration Costs	(705.00)	[EA £150+37*£15]
Net Re Accreditation	220.00	
Race Kit	555.00	running vests * 35 [6x£20+£29*£15]
TOTAL INCOME	1,025.05	
Marketing & Website	(22.79)	[£22.79 website]
Stocks & supplies	(657.00)	[£657 50 x vests]
Training		
Social	(8.00)	[booking fee bowling]
Banking Fees	30.87	[-£19.13 paypal + £50 tsb compensation]
TOTAL EXPENDITURE	(656.92)	
INCOME LESS EXPENDITURE	368.13	
Closing position: (as per 1 July 2019)	<u>2,121.38</u>	
Consisting of:		
HSBC:	2,099.59	
Paypal	14.29	
TSB:		
Accruals	7.50	
	<u>2,121.38</u>	

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HSBC @ last meeting 23/10/19 £2233.59

Changes since 23/10/2019:

-£153 Swiftember medals

+£315 21 x affiliated vests

+£160 8 x unaffiliated vests

-£117 branded clothes test purchase

+£34 soft shell jacket resale

-£71.2 new flags x 3

-£696 50x new running vests

+£38.15 affiliate links

+£20 xmas food

-£49.71 clotheslogo+photobook+raffle

+£98 xmas raffle

Balance @ 13 Jan 2020 £1811.83

Still to pay:

£30 re xmas present

2 x LIRF courses @ £140 each – to be covered by Andy King

Paypal @ last meeting 23/10/19 £24.37

Changes since 23/10/2019:

+£28.33 merchandise sales profit

Balance @ 13 Jan 2020 £52.70

Other stuff:

- Redone and transferred website to new host
 - Updated website for races, socials and Thursday night runs
 - Updated facebook for socials and Thursday night runs
 - Created new Events page on website
 - Updated Thursday night check-in forms
 - Finalised repeat order for new running vests
 - Finalised Swifts new merchandise range
 - Designed and bought new Swifts flags
 - Arranged socials
 - Acquired 2 LIRF vouchers from EA and liased with runners to take LIRF course
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- More detailed Finance report showing transactions since last AGM attached.

o Secretary.

- 7 new members signed up via Surveymonkey since last committee meeting. Current membership total now 153 (member list updated)
- Facilitated the VMLM 2020 ballot (won by Kristian Gath) – place secured and Kristian is now registered to run
- Nov - Jan Thursday night run numbers sent to Birmingham LGBT Centre:

31-Oct	25
07-Nov	29
14-Nov	10

21-Nov	30
28-Nov	19
05-Dec	26
12-Dec	17
19-Dec	23
02-Jan	29
09-Jan	31

o Race Secretary.

- Organisation of several past club races and socials: Morunning 10K (16/11/19), London RedRun 10K (30/11/19), Snyed Striders Pudding Run (08/12/19), Draycote Water 10K (12/01/20). Good attendance and engagement with events and socials.
- Organisation of future club races and socials: Birmingham Winter Warmer 5K or 10K (08/02/20), Brighton Half Marathon (23/02/19), Regency 10K (29/03/19), Virgin Money London Marathon (and Cheering Squad) (26/04/19). All dates promoted in person and via the Facebook events page. In addition, further potential 2020 events & prominent races added to events scheduler, so members can plan ahead: It's a Piece of Cake 10K organised by the Manchester Frontrunners (02/05/20), Worcester Half & Full Marathons (17/05/20), Great Birmingham 10K (31/05/20), Birmingham and Black Country Half Marathon (04/07/20), LGBT5K & Newcastle Pride weekend organised by the Newcastle Frontrunners (17/07/20), Great North Run (13/09/20), Simply Health Great Birmingham Half Marathon (11/10/20).
- Continued promotion of all events (past and future) on social media.
- Liaison with other running clubs for collaborative events, i.e. It's a Piece of Cake 10K (Manchester Frontrunners) and LBGT5K (Newcastle Frontrunners).
- Assistance with organising social events, i.e. Swiftmas Christmas party (07/12/19) and National Running Show visit (25/01/20).

o Media Secretary

- Meeting with Ian to learn how to post on the website and get log in details/information. (Still getting my head around the website)
 - Updating social media with events/runs & social gatherings
 - Produced new Swiftmas graphics
 - Produced Rainbow Laces Campaign promos
 - Produced New Years video with highlights of the Swifts achievements this year.
 - Started producing and still working on Birmingham Swifts flag & ribbon graphics for awareness days & weeks.
 - Started using the Swifts Instagram to raise the awareness of the group as well as races/events/campaigns.

- Created the Birmingham Swifts group on Garmin for members to join. This works like the Strava group.
- Adding a reminder in the newsletter about pictures taken and how these are used.

Going Forward;

- Posting running memes, what do we think of this ?
- London Marathon Blogs on the website?
- Getting reviews off recent starting out graduates about how they found the experience. Can use these to promote future starting outs & shown on the website.

o Inclusion & Welfare officer:

Actions since last committee meeting:

- Trans Swifter publicity.
- Added November, December and January social runs to Meetup.
- January Starting Out group publicity on Meetup
- Fielding questions related to Starting Out group
- Spoke to club member about posts on 24 Dec and representing Swifts in future.

4. Review of previous events

- Morunning 10K (16/11/19) – 19 attendees.
- London RedRun 10K (30/11/19) – 3 attendees.
- Snyed Striders Pudding Run (08/12/19) – 0 attendees.
- Draycote Water 10K (12/01/20) – 14 attendees.
- Coming up – Winter Warmer 08/02/2020 – need to improve attendance as low at moment
- Brighton Half marathon – closed and no people registered so remove event from
- Cards Against Humanity – 02/02/2020 at
- Burns Night – 25/01/2020
- Running Show – 25/01/2020

5. Run leaders update

- 2 new run leaders and being funded by Andy from the Fox
- James Piercy and Dean West

6. Starting Out Group update

- Starts on Saturday 18/01 – 5 currently signed up to take part
- Left with Starting Out Group to organise registration
- Should this be part of the committee remit rather than delegating to the Starting Out Group run leaders?
- For the next run leaders meeting, how would they like to see how the Starting out group is administrated and who's role it would be to facilitate this?

7. Using MeetUp

- Proposal that the run leaders should be posting the Starting Out group details on MeetUp
- Anyone who has their own MeetUp account can post – easy to be added on by an organiser
- After discussion, felt that it would be better sat with Media and Promotions secretary to put run details onto MeetUp
- Advertising the social runs, it raises questions which Welfare should be able to answer. Should Welfare secretary add these runs on so that they can deal with queries?

8. Time to Talk run

- Scheduled for 06/02 – run with an opportunity to have a run giving an opportunity for people to talk/discuss any issues
- Important to promote mental health awareness
- Will look to promote this further to raise awareness of the run

9. Vests / club shop update.

- Look to design a social t-shirt now that the vests have been sold
- Put out to group with various designs and do an anonymous vote to pick which t-shirt will be used for that year

10. Birmingham Pride 2020 – parade

- Confirmed our place is free
- Registration form to be completed and sent off to Birmingham Pride organisers – Barry to arrange

11. Committee Future:

- AGM planning / confirmation of date (provisionally 8th March)
- Need to confirm 8th March is the date with the Fox (already warmed up to Andy so shouldn't be an issue)
- Awards – member nominated awards plus most supportive member, most improved, most Thursday night attendance, funniest Swift award
- Can we look at Parkrun to see who has attended most?
- Look at constitution to look at what the rules are surrounding the AGM set up date, time, agenda and venue by 21 days
- 14 days prior to meeting need any motions to be discussed
- Proxy forms must be registered 24 hours before start of meeting
- Quorum needs at least a 5th of total membership plus 2/3 majority to pass any motions
- Nominations need to be submitted 7 days before the AGM to secretary
- Nominations can be for either a specific role or for any role on the committee

- Annual reports needed from each committee members
- Statement of accounts and balance sheet
- Need to agree general membership fee at the AGM (which is currently zero)
- Affiliation membership costs needs to be raised as a motion at the AGM if we want to raise it
- Vest at half price for run leaders and committee members going forward from 2020 onwards on new vest/running kit
 - Succession planning.
 - Any outstanding issues for completion prior to AGM that need team support

12. Free Dance/Movement Workshops

- Have approached the group about organising workshops etc on this
- JML to put post on Facebook to gather interest

13. AOB

14. Date/Time of next meeting

- AGM 08/03/2020