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| **Birmingham Swifts RC Meeting Agenda** |  | |  | | --- | |  | |
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| **Location** | Zoom Meeting |  |
| **Date & Time** | 28th March 2023 at 20:00hrs |  |
| **Duration** | 1-2 Hours Approx |  |
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| **Committee Names** | **Committee Roles** | **Initials** |
| Darren Turner (He/Him) | Chair | DT |
| Peter Davis (He/Him) | Secretary | PD |
| Dean West (He/Him) | Treasurer | DW |
| Barry Cassidy (He/Him) | Media | BC |
| James Barnes (He/Him) | Welfare and Inclusion | JB |
| Ian Allen (He/Him) | Race | IA |
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| **Meeting Roles** | **Assigned To** |  |
| Facilitators | Darren Turner | Chair |
| Note Taker | Peter Davis | Secretary |
| Timekeeper | Darren Turner/Peter Davis | Chair/Secretary |
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| **Topic** | **Presentor** | **Duration (Approx)** |
| **Welcome and Apologies** | DT | 5 Minutes |
| **Review of January 2023 Minutes** | PD | 10 Minutes |
| **Roles, Responsibilities and Handover** | PD | 15 Minutes |
| **Club Website** | BC | 5 Minutes |
| **Chair Update** | DT | 5 Minutes |
| **Sec Update** | PD | 5 Minutes |
| **Treasurer Update** | DW | 5 Minutes |
| **Media Update** | BC | 5 Minutes |
| **Welfare and Inclusion Update** | JB | 5 Minutes |
| **Race Update** | IA | 5 Minutes |
| **Run Leaders/Process** | PD | 5 Minutes |
| **Park Run Takeover** | IA | 10 Minutes |
| **New Balance London Marathon** | PD | 5 Minutes |
| **Membership - Ian London Marathon** | PD | 5 Minutes |
| **Membership - Members/AGM Process** | DT | 10 Minutes |
| **Membership - Superhero Run** | PD | 5 Minutes |
| **AOBs** | DT | - |
| **Date of Next Meeting** | DT | - |
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| **Discussed Topics** |  |  |
| **Welcome and Apoligies** | | |
| DT officially welcomes the new committee members for the year of 2023-2024 and how exciting this year will be for the membership.  All committee members present and no apologies needed. | | |
| **Review of January 2023 Minutes** | | |
| Reviewed previous meeting minutes, with no outstanding actions highlighted. All members happy with previous minutes. | | |
| **Roles, Responsibilities and Handover** | | |
| Confirming status of committee handovers:- IA is currently waiting but will escalate. PD has handover meeting booked, has access to google drive. DT is having a progressive handover. BC has received handover and confirmed access of most promo platforms. DW requires no handover as previous Treasurer for last year. JB received handover.  IA expressed that Wats App announcement group needs switching for all Committee members to now be admins for announcements.  **DT to Action**  BC expressed confirmation of roles and responsibilities in regards to who responds to direct Facebook/Twitter/Instagram messages to avoid duplication, workload and confusion. DT explains there hasn’t been any formal arrangement set up, going forward it’s agreed that BC will be first responder with DT supporting. | | |
| **Club Website** | | |
| BC has reviewed current Swifts webpage and has done some research on other clubs pages. Highlighted who currently has permission to update website. DT states it’s normally been with the precious chair and any updates were given and updated. Query if needed a refresh or/and new provider (Currently TSO Post in Mid Feb).  **BC will review functionality of website and bring proposal for next meeting**  **DT to gain permissions for webpage**  JB expresses that Welfare content needed to be added for example the complaints procedure  **PD to Action**  In addition a Welfare tab required to add easy links for support for membership.  **All members to think of elements to be added to webpage** | | |
| **Chair Update** | | |
| Sharing updates of committee meeting promptly in a fun newsletter, discussed with PD already.  Discussed priorities for club now these being; new run leaders/selection process which will be discussed later. Park run take over to look forward. Hosting a Swifts race event this committee year which the previous chair has already collected information from other frontrunner groups. This will be an agenda item for discussion and organisation with the use of a sub-committee. | | |
| **Sec Update** | | |
| After Handover, will be looking into the newsletters and memberships. Going forward to better support the membership requests for any agenda items for discussion in readiness for next meeting will be offered.  Closed Facebook group has 222 members which some are either left the group or never ran with the club so will look into this in April when new membership forms are out and will bring data to next meeting on how to manage this going forward. Potentially looking at each year and admin members into closed and open groups based on active member status, also this can flow into Club Strava (which is currently held by Race Sec, who will collect data and bring back to next meeting)  Committee minutes to be completed in a timely manner and AGM minutes are available to be released with Committee minutes when we have webpage permissions.  Discussing with LGBT centre regarding their Activate Program  Discussing with other LGTBQIA+ sports groups for Cross Pollination  Any decisions made outside the Committee Meetings will be added to AOB sections for transparency  **DT to collect webpage permissions**  **PD to send out AGM/Committee minutes**  **IA to collect Strava member data**  **PD to discuss with LGBT centre about Activate gather information and return to the next meeting**  **PD to discuss Cross Pollination with other LGTBQIA+ sports groups** | | |
| **Treasurer Update** | | |
| Affiliation and memberships begin on the 1st April. Currently looking at EA guidelines and communicate the membership benefits (embedded in forms currently and on Facebook group) and athletics portal going forward.  Confirmed fee this year is £17 (£1 raise) in affiliated fee and £29.50 (£17/£12.50) for social and affiliated fee. When set up for the year will send EA links to BC for promotion and set u links for sum up account.  PD raises that Members who want to affiliate would send e-mail to both Sec and Treasurer in regards to Membership details going to the Secretary and the level of membership status goes to Treasurer. Agreed that these e-mails are sent only to Treasurer and that a new colour coded system to depict level of membership will be added to database. These colours are yellow social, orange EA affiliated and green both which will be placed over the forename/surname columns.  3 people have already paid for new year.  Currently in a good financial position, funds can be used to support run leader training, have 2 places already funded and potential for more and other ideas and suggestions going forward.  Noted raised £800 generated for Hospice for Drew, potential next event could be a fundraiser for club.  **DW to generate fee updates/link/information for promo**  **PD to review and send out new member 2023/2024 form**  **DW/PD ongoing to maintain membership database** | | |
| **Media Update** | | |
| NewCommittee profiles have been sent out and Instagram stories have been started with runner highlights these currently are runners doing Manchester and London events as there approaching and stories will continue  Reviewed other running groups and they do a hashtag medal Mondays, which highlights with pictures of those runners and their medals this would help promote success and inspire others.  Looking into starting a club Youtube channel which will require purchasing a go pro camera. It would benefit members to visual the route/loop points so they feel confident in there session. This can also be linked to Wednesday updates. In addition it would be fantastic for events like upcoming pride parade and socials, seeing the “fun side not just the run side”.  DT expressed looking into the funds of this against run leader training, DW states 2x run leaders are approx. £400 and go pro around £300 which makes £700 spend, taking account balance to approx. £2,400. PD states we get funding for 1x run leader from our sponsor The Fox and DW has confirmed with Andy that we have this already, making 3 run leader places available currently.  DT raises it’s easy to explain to members regarding the spend for run leaders, however with a camera it would need further explanation to the benefits and potential investment in promo for the club.  Noted on previous AGM’s that members have voiced why the clubs not spending money and this would be a great investment.  Reaching out to other LGBT media platforms like Gaydio radio, which would be great after the New Balance Event to commence hashtag and get more coverage for the club in the leading up to Marathons  **BC to investigate prices and bring details for discussion**  **BC to look into Gaydio Radio, etc** | | |
| **Welfare and Inclusion Update** | | |
| Will keep committee updated on any complaints or wellbeing issues whilst maintaining confidentiality, nothing currently.  Wellbeing calendar started with high profile days in the year like suicide awareness and eating disorder awareness which will work with BC not to overload members but to provide resources to support.  End of April there is Lesbian visibility Day, beneficial to obtain a short interview with our lesbian members to promote inclusivity and broadcast that were not a male dominated group.  Discussion with DT for Yoga in regards to next wellbeing session.  **JB to arrange interview, etc with lesbian runners for Lesbian visibility Day (BC to promote)**  **JB to discuss with DT next Yoga session** | | |
| **Race Update** | | |
| In discussion with Manchester Frontrunners in regards to upcoming marathon, which we have been invited to their post-race event, just awaiting details. The club will reciprocate and invite them to the Birmingham half marathon post-race social, will discuss this with Andy as The Fox would be perfect location but noted bank holiday weekend.  Birmingham black country half marathon (BBCHM) will be next big race event to arrange  DT requested update on Andrew Sturgess League, IA will obtain this update at handover and see if Kristian wants to continue and think about relaunching but not a year round event.  PD asked if Swiftember is continuing which IA confirms it is, PD asked to be part of this  **IA to provide details on Manchester marathon social**  **IA to discuss with Andy regarding Birmingham half marathon post-race social**  **IA to discuss at handover Andrew Sturgess League**  **IA to arrange BBCHM race event** | | |
| **Run Leaders/Process** | | |
| PD highlighted and confirmed with DW we have 3 run leader spaces already funded (1 funded for a female run leader). Some runners have shown interest already in previous Committee year and going forward to develop a run leader process. DT explains it would be fair to all now were in a new committee year to open an interest process now and then look into how we assess potential interest for run leader course afterwards.  PD highlights that we have funding for 1 female coach, the process should be run leader first then coach and not an instant jump to coach as fundamentals are lost.  **DT will set interest process/run leader criteria and work with run leader team** | | |
| **Park Run Takeover** | | |
| IA already in discussion with Richard Wilkes to plan for Park Run Takeover on 20th May 2023 which is the weekend before Pride and publicising this soon on Facebook, etc. Will require barcode numbers and positions, which positions won’t be confirmed till sooner the date, then will send information to Richard who will be place on the rooster.  PD suggests that people without barcodes have a link on the event page detailing how to get one.  **IA to set up Park Run Takeover event**  **IA to set up sub-committee with Richard Wilkes to facilitate event** | | |
| **New Balance London Marathon** | | |
| DT explains that Ian will continue for continuity under a sub-committee under DT.  PD states we have a good relationship with New Balance and if we discuss next year with them, DT will talk to Ian about this. Reminder for Event already sent out by Ian today.  DT discusses about promotion and communication on the run up to the London Marathon alongside New Balance and promote the partnership in place  BC discusses potential build up promo with Ian. In April Promo with Sydney, the other runners and as well as the Cheering squad.  PD states we have photographers in the cheer squad (Hayley/Chris D)  **DT to set up sub-committee with Ian for New Balance**  **BC in April to Discuss with Ian and Commence Promo Campaign** | | |
| **Membership - Ian London Marathon** | | |
| PD has discussed this with Ian prior to meeting and the response was that if the Committee agreed then he would be happy to accept but if not then he would ballot as he normally would.  DT explains that Ian has worked hard within all aspects of the club for many years and within the last Committee year has raised the clubs profile, built a good relationship with New Balance, gained additional marathon places and not asked for anything in return. All agreed that this years place will be given to Ian for his work in the Committee, run leader and member of Swifts.  **PD to inform Ian after New Balance Party** | | |
| **Membership - Members/AGM Process** | | |
| DT explains that leading up the recent AGM, there was a likelihood that it’s a public voting process that members feelings could be affected, thought to change the method of voting to an online voting system potentially a week in advance. This would allow a smoother transition from committees and allows people to avoid any uncomfortable situations at the AGM.  AGM is for reports from previous Committee members and to celebrate the new Committee.  Will need to review constitution in regards to the AGM time periods, etc  **PD to investigate into alternative methods and discuss with DT and bring to next meeting** | | |
| **Membership - Superhero Run** | | |
| Raised to PD by Swift Daniel Bridge regarding doing another fun superhero run, which we have done previously.  **IA to set up sub-committee with Swift Daniel Bridge for Superhero Run**  **IA to work with BC for any promo** | | |
| **AOBs** | | |
| **Code of Conduct**  JB explains that the Code of Conduct which underpins the process of complaints as members would state what rule was broken has a section on relationships these being:-  “Advise committee (Welfare) of any relationship or personal connection with existing leaders, coaches, members, prospective or established that may lead to conflict, mental distress or anguish within the club and work with club officials to resolve this”  This potentially Infringes on members sexual identity, to have to inform relationships to Welfare and should be reviewed  **JB to review and rephrase this for next meeting for discussion**  **Collaboration**  BC discusses Touch my Brum Event by the Bulls RC, which we’ve done previously and Squirrel from the Bulls would support the Swifts team with training after Pride as Event is in July 2023  **BC to facilitate this with Bulls**  **Lead a Earlier Run**  Request by member to have a discussion regarding if it’s feasible to create a separate run on a Thursday to start around 5/5:30 to finish at 6/6:30 as issues with transport and safety elements raised. They are happy to be trained up as a run leader and facilitate this sessions.  Summary of discussion: - Many elements to be taken into consideration like member safety, current run leader infrastructure, format of runs with Fox and social, consistency/sustainability and survey results from last year expressing from a few members for an alternative time.  Outcome: - Thursday remains our club flagship run as established and sustainable with The Fox and the time works for the majority of the members. We accept challenges in regards to transport and safety, however with the current infrastructure within the run leader team it’s currently not feasible to offer an earlier time on a Thursday. Further discussion regarding another potential day or/and trailing this offer over a 2 week period can be considered when the infrastructure is in place.  **DT to feed this back to Swift member and follow up**  **Track Day**  BC explains if we’ve done this before, PD states we have done this at Alexander Stadium before it got knocked down  **DT/PD to Feedback to Coaches to look into Track Days** | | |
| **Date of Next Meeting** | | |
| **End of April 2023**  **PD to send out Availability Poll for next Meeting**  **Then Set Frequency for Consistency for Future Meetings** | | |