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| **Birmingham Swifts RC Meeting Agenda** |  | |  | | --- | |  | |
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| **Location** | Zoom Meeting |  |
| **Date & Time** | 30th May 2023 at 19:00hrs |  |
| **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 March 2023 Minutes** | PD | 10 Minutes |
| **Roles, Responsibilities and Handover** | PD | 5 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 – To Close** | IA | 10 Minutes |
| **New Balance London Marathon – To Close** | PD | 5 Minutes |
| **Membership - Ian London Marathon – To Close** | PD | 5 Minutes |
| **Membership - Members/AGM Process** | DT | 10 Minutes |
| **Membership - Superhero Run – To Close** | PD | 5 Minutes |
| **AOBs** | DT/PD | 10 Minutes |
| **Date of Next Meeting** | All | 1 Minute |
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| **Discussed Topics** |  |  |
| **Welcome and Apologies** | | |
| DT welcomes all committee members to 2nd committee meeting.  All committee members present and no apologies needed. | | |
| **Review of March 2023 Minutes** | | |
| March minutes reviewed and confirmed by all committee. | | |
| **Roles, Responsibilities and Handover** | | |
| All Handovers have been completed and all committee members are now admins on Wats App.  Website access is still outstanding for updates  **DT to book time with Ian Bush for masterclass and website access** | | |
| **Club Website** | | |
| When access to website permissions has been gained then outstanding actions can be completed  **BC will review functionality of website and bring proposal**  **PD to add Complaints Procedure and Welfare Bundles to Webpage** | | |
| **Chair Update** | | |
| Swift race can be the 10th year club anniversary, with discussion with members on potential theme; past, present and future. recognise and celebration of all the great things the club has been about. We can invite all active members, past runners, past committee to join in the celebration.  Can have a 10 year medal/coin, or t-shirt (designed by club members as a competition and revealed at the event).  Need to generate ideas from club members and start working groups to aid process  Date of the birth of the swifts – 13th March 2014  Preparing for race would be required to commence soon, Richard Wilkes with run director experience and knowledge of races would be a great to commence working group with in regards to race aspect  **IA Discuss with Richard Wilkes Race Aspect**  If race is after this committee then we would hand this over and this provides continuity if members are involved.  Initial brainstorming is that the race a something we could do annually as our Swift race. We can easily obtain data to improve future ones. We’d envision it going forward as open to all to run, with a probably single distance from logistics point of view e.g 5km. These are questions which can be taken to the working groups to discuss.  **Committee can look at Event Aspect**  Order of new kit is in, just waiting on payment confirmation and invoice so that delivery date is known. Exploring new designs for jackets which will be shared in committee chat for discussion.  **DT confirm payment, invoice and order to his home address**  Kit night is often at the end of august but can be brought forward in view of the big financial investment into club kit this year, we’ve ordered vest/t-shirts in total to members responses 126 items (51 vest and 75 t-shirts) mostly ordered SML, we have also ordered women’s and bigger sizes to ensure all members are represented. Swift account reviewed and we ordered the maximum stock we can. If more demand then can order more.  Vest/T-shirt price confirmed at £25 (non-affiliated) and £22.50 (affiliated).  Kit night date to be confirmed when stock has been delivered  DT thanks gives his gratitude to the committee for their proactiveness, how invested into change and there attention to care, thoughtfulness and giving people chances to be part of the group  **BC to promote Kit Night**  **IA to arrange Kit Night**  **PD to give preorder details to DW** | | |
| **Sec Update** | | |
| Looked into active members and there are 235 active members in the closed FB group. Reviewed and only 97 active members with 53 signed the member form, 116 people not active (over 1 year) and 2 people past way. To ensure FB group remains updated, this will be done yearly and inactive members are to be moved to open group. Discussion that active members will be supported to complete membership form, inactive members to be informed of there change from closed to open group in view of inactivity (support members who want to return to being active). This will be due to supported and completed by June 2023, send generic e-mail to membership  **PD to send e-mail regarding membership FB group change**  Awaiting website access to Send out AGM/Committee minutes  **DT chasing with Ian Bush**  No update from LGBT centre regarding Activate  **PD to chase**  Cross pollination we have Touch my Brum on July 15th and I’m talking to JP from the Bulls, in addition we have the Unicorn (cricket) collaboration in July time with dated to be confirmed  **PD to chase dated for Unicorns**  New Members 2023/2024 form are out and will be on the newsletters throughout the year  Pride parade went well from verbal feedback from members and pride committee, would be beneficial to have a sub committee next year to have the members more included. All really enjoyed the celebration. The committee were interviewed about what pride means to them and what pride means for the group, this was then detailed in the Birmingham Mail.  Discussed with Club Link Lisa from EA for run leaders who will be able to update portal/governance as having issues accessing these, also able to offer the club with courses which are free/minimal cost. In addition support run leaders with there progression and we have a EA Clun Link from EA for Coaches which we can use also.  **PD awaiting Reply from Lisa EA and provide feedback to committee** | | |
| **Treasurer Update** | | |
| Fee updates has all completed with affiliated, etc confirmed  Member Spreadsheet is being used to identify numbers of affiliated and social members, which are 37 affiliated members and 16 social members. Which has raised in memberships £622.50 net, which is good position  **DW to provide PD a summarised list**  Paid £800 for 5 new run leaders to be trained, this was through Andy (Fox) donation, historic funding and membership donations to this. Codes given to PD who has given these out to the new run leaders to book course.  PD will support and assist new run leaders through there transition (progress/information on dates of courses given). Tuesdays have assisted in video’s and providing confidence to leading, PD will buddy them up with existing leaders and a coach for support, which aids run leaders to learn new things. New run leaders by July time period, which will help capacity, rotation and breaks.  **PD to support new run leaders**  A Bid has been submitted with support with Ben to the neighbourhood action group for ladywood up to £2000 funding, which will help fund for 4 new run leaders, a go pro, yoda, art, quizzes, race opportunities to be more inclusive with supporting members. There is approximately a 4-6 week turnaround from submission to 1st stage approval, then a further 4 weeks for panel approval.  Any fundraising events can be looked into throughout the year, potential Kit night and raffle could be something to look into.  **DW to continue to review Grant progress** | | |
| **Media Update** | | |
| £400 go pro standard across retail prices, might hold off till grant outcome. Others are cheaper but your pay for quality. Could fundraise if no grant money  Gaydio Radio nothing for pride specifically, but discussions with account director and keen to build a relationship/link. Discount code was given to pre pride event  Continue to build a relationship with Gaydio (not for profit organisation), potential preparing for 10th anniversary run we could have a discussion with them  Comms calendar, people can add things on there to ensure things are promoted, for example working with JB on days of visibility  Wats app group to be steamlined so that information isn’t missed and reduces member overload | | |
| **Welfare and Inclusion Update** | | |
| Lesbian visibility Day went well, aswell as theYoga sessions at Eden, which was part of the welfare week. Raised £120 for Calm.  Wellbeing Calendar not much available for the next month, there is blood donor day on 14th June and due to rule change and removing barriers, discussions with members on donating and promotion of this will be looked into.  Pilates from member Lee for a welling session  No wellbeing issues to raise.  Resources and web link for welfare support  **JB to discuss with members regarding blood donation day**  **JB to discuss with Lee** | | |
| **Race Update** | | |
| Been a productive time for the swifts with marathons, great Birmingham run and park run takeover  Will review and look into Andrew Sturgess League for the 2nd half of year making it as inclusive as possible  Arrange BBCHM race event – email sent to Shakespeare and book back room.  Ian has added to admin to Strava member data, look into updating this also  Tenerife 8km, HM or Marathon race, discussion with Ben as got contacts with travel company for good deals, will discuss again with members to confirm interest based on dates  **IA to look into Strava Data for active club members**  **IA follow up on BBCHM race event**  **IA to chase Tenerife race details** | | |
| **Run Leaders/Process** | | |
| Sent out communication regarding an Interest Process with a try and explore the role before putting your name forward. Names were picked randomly for this round of leaders and with a pragmatic approach we have names for the next round if/when funding is available.  1 member unfortunately wasn’t placed in this process, due to e-mail communication failure however this was explained and added to next round of run leaders.  **To Close** | | |
| **Park Run Takeover** | | |
| Very successful and we were able to fill all volunteer positions more than once with swifts, very well attended by group. Very popular for cannon hill park run team and us.  Feedback verbally was positive and really enjoyed it  Twitter and national parkrun feedback said it was great  Discussion on potentially doing it twice weekly, change to another park run, exploring the Edgbaston res.  **IA to look into this and provide feedback** | | |
| **New Balance (London Marathon)** | | |
| Summary feedback from Ian and the group was given to NB  Successful relationship with NB and the group being involved not just in running the marathon but in supporting and the club night was a flagship moment for the club  NB provided 10 places for the big half and vitality 10km (10 places across the 2 events), which were drawn recently  Was a incredible period for the club and its members and a big thank you to Ian from start to finish.  NB enquired about what the clubs doing for Global Running Day on the 7th June, the club has decided to do a Relay Session at Cannon Hill Park Bandstand at 7pm  **PD/IA to Organise and Inform members to Wear NB top**  **DT to inform NB of our Plans** | | |
| **Membership - Ian London Marathon** | | |
| PD informed Ian after New Balance Party of his London Marathon Place  Will review closer the time in October  **To Close** | | |
| **Membership - Members/AGM Process** | | |
| Still Outstanding  **PD to investigate into alternative methods and discuss with DT** | | |
| **Membership - Superhero Run** | | |
| This went well and if any other member have ideas for themed runs in the future then to raise them and be happy to review  Green run for mental health was good, even though green sports items were limited  **To Close** | | |
| **AOBs** | | |
| **Code of Conduct**  Part of the code states If you have any relationships in swifts then to let the welfare know, this has been rephrased  **JB to send this to committee**  **PD to add/amend COC when confirmed**  **Collaboration**  BC to facilitate with coaching with Bulls Touch my Brum(squirrel), only need a couple of sessions and have around 15 members interested.  **BC to arrange session date/times**  **Lead a Earlier Run**  Positive conversation in regards to the possibility of changing the Thursday time to an early slot. Proportional approach with Thursday at 7pm works for most members and the fox, we offered if they wanted an alternative run on a different day then we would support them with this. With Tuesday runs at 7pm have this flexibility. The member was very happy to actually be heard and listened to.  **To Close**  Tuesday runs will be added to Run together when we have the run leaders in place to maintain sustainability, currently sorted out by Connor and PD.  Having around 8-10 people per Tuesday.  **Track Day**  Still Outstanding  **DT/PD to Feedback to Coaches to look into Track Days**  **Run Leader Selection – Discussion Outside Meeting**  Discussion outside last meeting regarding there was a selection process on the previous year and a member was confirmed as taking a run leader place. They don’t have to go through current draw process as they signed a contract and we will honour this previous agreement  **Next C25K Session**  15th June is the first week of C25K, make this official and promote this as loads of interest after pride | | |
| **Date of Next Meeting** | | |
| Every 8 Weeks  Tuesday 1st August 2023 at 7pm via Zoom Meeting | | |