

**LFR**  
**Regular Committee Meeting**  
**Tuesday 3rd September 2019**

Co-Presidents: Kirsty Fitz-Poole (KFP) and Jamie Keenan (JK)  
Club Secretary: Christos Bitzis-Politis (CBP)  
Club Treasurer: Alex Darsley (AD)  
Membership Secretary: Simon Mac (SM)  
Races Secretaries: Erika Kulikova (EK) and Alex Rendall (AR)  
Publicity & Communications Officers: Joey Knock (JKk) and Andrew Corti (AC)  
Social Secretaries: Brittany Bernard (BB) and Daniel Brittle (DB)  
Coaching Team Coordinator: Rob Daly (RD)

**Agenda Items**

August Financial Updates (CT)

Races Update (RS)

Publicity Update (P&C O)  
GDPR and Social Media (AC)  
Update of Privacy Policy regarding photos (AC)

Social Calendar update (SS)  
LFR Christmas Party Fundraising Raffle (DB)

Membership Update (MS)

Club Secretary  
LFR Risk Assessment Documents  
My Crew App, Suggestions, Feedback and Side-effects  
Order of Club Vests

AOB

Chair: KF  
Apologies: JK  
Minutes: CBP

Welcoming introduction and greetings by KFP, review of Minutes and actions from previous RCM.

**Coaching Co-ordinator Update (RD)**

The coaching sessions are continuing on the same days as before, with Tuesdays being currently very successful and busy, a fact which hopefully will continue in the same terms. Thursdays, very possibly due to their somehow distant location, are not as busy and we need to make sure that the Thursday coaching sessions are boosted and a bit more publicised by us through the social media. It could also be

that our women are not so willing to come to the Thursday sessions during the winter months, as it is very dark and possibly are discouraged by having to cross Battersea Park. We are aiming to have the programme for the coaching schedule for the next two months ready and out as much in advance as possible and we are also aiming in having all this information uploaded on the Club website. The coaching sessions are in general adapted to the specific needs of the Club during that period of time, and based much more on flowing the races of the Club Championships, for example when the Battersea Mile Relay was eminent, we would do coaching which reflected more the needs of the Club in preparation for this particular race.

On Saturday mornings we are still successfully continuing with the Long Runs and we have had very positive feedback, MH is mostly delivering these and they are going to be more intensified as we are approaching the marathon season now in autumn. In total we are delivering about 22 to 23 coaching sessions per month and we only have about ten coaches available at the moment, of which RW is injured and largely unresponsive, SC is injured, though JK is back and active, as is MC. Nevertheless there is still a bit of pressure to the remaining coaches, as they are currently doing more sessions that they were initially expecting to be doing. In consequence we are considering and aiming in sending two more persons to get the EA coaching qualification course, in addition to SW. We have approached some of the female members, as to have another female coach among the coaching team, for example we have approached KF, and we have chatted to MCE, who already has a teaching qualification and is a certified personal trainer.

In regards to the new coaches we are planning on engaging at the moment and to all the new coaches the Club will be sending out to the EA training in the future, and as we are using for this purpose Club funds, we need to invest mostly into persons who are seriously committed and will remain with the Club as coaches for some time. Of course, injuries unavoidably may occur, but it is mostly a question of undertaking the responsibility as an assurance though not as an obligation.

We have been looking for quite some time now, trying to find a new track venue for Thursday and we have come to the conclusion that we will struggle to find one, available and that also ticks most of the requirements. Unfortunately, the Paddington venue tends to be extremely busy on Thursdays.

Suggestion by RD, to create and send out a survey as to receive some feedback relative to the Thursday track session, in order to be able to assess why the attendance is so low for this specific track session. RD has volunteering to create the above.

When we are comparing the numbers of runners on the LFR runs during the week, Thursday seems to be our least busy day, for the time being. Monday still continues to be the Club's most popular day, with between 55 and 75 runners, then comes Saturday with 35 to 55 runners, then Wednesday with 25 to 45 runners and last comes Thursday, which has very fluctuating numbers, between 20 and 35, though with numbers mostly closer to the former number.

Action to be taken: Committee members to please consider on how to boost the numbers on the Thursday track session and to come back with suggestions for a possible new track venue for this day to RD, in about two months' time.

Action to be taken: RD to please send the Coaching Rota when possible and available for the next few months.

### **August Financial Updates (CT)**

We have had some small good news and we have been able to recover a bit of ground during this past month. The main budget variances are the added £190 which are saved by the three less runs around the Christmas period, the added £100 from the River Relay registrations (£50 less than budgeted plus £50 from last year's refund) and the deduction of £60, as unfortunately we were not able to sell enough tickets for the viewing of "Love, Simon" as to be able to break even. Based on the above, the new estimate for the year is that we are going to have £940 as deficit, compared to the £1,170 which was the LFR deficit in the last month.

In the meantime, there has been some exchange of emails and some meetings with DB in regards to the coming LFR Christmas party.

The membership registration have been more or less the same, the Club membership starts in April, and members are free to join the Club throughout the year; there could be a very positive change, when from April we will introduce the automatic renewals. There is in general a considerable financial influx between the months of March, April and May, when most of the renewals take place, whereas for the remaining months the registrations are more or less at the same levels of the previous years and are mostly by new members.

There have also been taking place a number of communications with the IT Committee, and DG send an email informing that there is the possibility that this year the IT will end with a surplus of about £3,000.

### **Races Update (RS)**

First of all a short update, from our last weekend, when we had two different races taking place one on Saturday, the Run Through Hyde Park 10K, and the other on Sunday, the Royal Parks Hyde Park 10K, both part of our Club Championships. We have had twelve LFR runners on each day, with EK finishing the first female overall, AT being the second and FJ the third overall, so congratulations to EK and to all other participants. As an appraising consideration in regards to numbers, we have had a much lower turnout then we would have expected.

Coming now to the River relay, which is to take place this coming weekend, we don't currently have enough drivers nor enough runners, as we have had another female dropping out and EK will be forced to run two legs. In all frankness it's a little bit of a pain to organise this relay race, and it is increasingly becoming more complicated every year. It is a discouraging situation for the LFR organisers to have members which keep dropping out, as apparently members are not committing to this race wholeheartedly, which is a bit disappointing, and also members probably may not fully realise the amount of logistics that it is necessary to bring this together. Again we are very grateful to members who have come forward to assist us, such as MB and AB, and thankfully LWS will drop the Stage One runners, who then they need to make their own way back. Again, as last year, there are

engineering works happening in the weekend, as well, and on top of everything else, so it's a massive inconvenience.

LFR is giving the thought of replacing this race with a different one some serious consideration. LFR did this one of the previous years, some time ago, replacing the River Relay with a race which took place in Kingston. The fact remains that this race proves exhausting to organise and at the end of the day we could allocate more Club funds into a different race, such as the Battersea One Mile Relay, which is also part of the official Club Championships, on top of everything else. So, we may have more teams for the Battersea Relay and we won't be facing the very embarrassing situation, from one hand of wanting members to compete in the Mile Relay race as part of the LFR Championships and asking them to do so, and on the other hand of then letting them down, by not having the funds to send enough teams, as it happened this year.

CH and SMcL have volunteered as drivers for the River Relay, to which EK has already emailed back.

### **Publicity Update (P&C O)**

In regards to the subject of GDPR there has been a relative email circulated to the whole Committee, since the last RCM, to which only CBP replied by emailing some suggestions and comments. In case you have any other suggestions to make, please do so, promptly.

In regards to this second subject, of LFR members photographs used in the LFR social media, MC has been consulted among other persons, and it has become obvious that we need to completely move away from getting the membership's consent for photographs to be used on the LFR social media and that we need to get away from getting any consent from anyone, if we want to be able to use such photos for the LFR social media. When it comes into using members photos, one needs to be aware of the fact that very general photos where there are of lots of people present, such as the ones we are taking before a race, do not actually constitute personal data anyway. There happen to be some rather unclear caveats around this, but if one is not using people's data around this issue, then it is fine, but if the use of such a photo could affect the people represented, then it actually becomes personal data. There should be a change in the general phrasing which is used relative to the taking and the using of photographs, LFR should reiterate the message that any photo that might be taken can be potentially used for publicity reasons. There is a strong recommendation to get rid of this consent in the new Club Year. On a practical note, the Information Commissioner is not going to go after such minor incidents, as they have already far too much and more important to attend to but we still need to be very open when we are taking photos of membership and let them know that such photos will be used on the LFR social media.

JK has explicitly asked from the MyCrew app owners to remove the image of one person that complained and we may still do this though just for the new members signing up the form of consent from today. It is imperative that we should be pushing this message from today, but we may not do this to those who have already consented previously. If we were to start this from today, it would include

just the new members. From the next Club Year though we will need to be doing this quite differently, by getting rid completely of the relevant clause.

Discussion on personal data and how much are we using them and which type of data is being used by which Committee members, making sure to always be careful and delete all data when applicable and necessary after having used them. If for example the CT is using certain member's data to effectuate a number of necessary transactions, then they should remember to delete the relative files afterwards. The CT is regularly using member's account details as to be able to effectuate payments. As long as these data are not shared with others and are deleted afterwards, then there shouldn't be neither any concern nor any problem. In regards to phrasing this to membership, there is some very standard wording used by EA, which is deliberately designed to be used for such purposes by athletics clubs as to make sure that there won't be any breach of confidentiality. Concluding to the subject of photographs of LFR membership to be used by the LFR social media, please remember to use common sense and to ask of members permission before taking their photos.

Action to be taken: KFP is kindly requested to please share with AD the GDPR and the LFR Personal Data Policy; AD will have a look at it, and in case there are adjustments to be made, Committee will amend it accordingly if necessary.

Discussion on the LFR leaflet. Committee comes to the conclusion that the LFR leaflet needs to be redesigned from scratch, and according to a number of suggestions.

Action to be taken: KFP is kindly requested to please send the LFR Publicity any high resolution images and logos they may have, for the above purpose.

Action to be taken: CBP is kindly requested to please contact all LFR official and unofficial photographers, reminding them of the fact that they should be asking members politely and beforehand if they wish to take their photos, or inform the whole group of people who are present in an LFR event that photographs will be taken of them, and make themselves known to LFR members, as there could be members, especially new ones, who might not know them in person.

### **Social Calendar update (SS)**

Some general social updates first, with the RVT Gay Sports Day, which went very well, and the film screening of "Love, Simon", which went well but from a financial point of view we lost £60 pounds, something to learn from for next time, making sure that such event do not occur on Bank Holidays. Parenthetically Committee offers some very positive feedback in regards to the film viewing, especially relative to the venue, which will definitely be reconsidered for another film, in winter.

Discussion on combining a Saturday Park Run with an LFR book club.

Then we have a number of exciting events coming up: we have the Pub Quiz at the Cock, which is an event that they are organising anyway, but they are very open to LFR using this event for raising some funds, and in consequence we are considering of asking the mount of £3 per person to enter, while we are extending the invitation to other LGBT+ clubs as well. It would be better to ask various donors/ sponsors for offering for free the prizes on the evening, than using part of the funds to purchase the evening's prizes. It doesn't have to be something expensive, these are prizes, something nice and small will have to do.

Action to be taken: DB is kindly requested to please liaise with MP, in regards to using some of the sponsors they have been using for the Pride Run, which will be willing to offer some small prizes for the evening.

Then we are contemplating on having a run around the heath, followed by a pub lunch, sometime around the 20<sup>th</sup> of October, which is a Sunday.

Then of course we have the Drag Queen Bingo evening organised by JK, at the City of Quebec, then on Saturday the 2<sup>nd</sup> we will be having the Blackheath fireworks, so there is a lot of events.

Coming now to the main subject of our contribution, which is the 2019 LFR Christmas Dinner and Party, the SS have gone through a number of venues and have settled on one that they really like , it is a modern, open-plan restaurant, very centrally located, in the area of Bank, in the heart of the City, and the day which has been established for the event will be Saturday, 30<sup>th</sup> November. We appreciate the fact that it could be a bit early, but it could be the first Christmas party on the LFR membership's social calendar, but the people at the venue have gone the extra mile, requesting an extension of their licence, until 2.00 am.

The most important advantage is that LFR will be having an exclusive use of the venue for the whole evening, there is a separate dining area and dance-floor, the venue is huge, not like last year, when we had to all squeeze into one place so that they may re-arrange the dance area, there are gender-neutral toilets available, and a cloakroom. In general they have been very accommodating, the individual ticket per person is a bit more pricey than last year, it is £54.40 and the venue has requested a minimum spend of £10,300 for the evening. Out of this amount, £6,500 will be covered by the dinners.

Those dining will be 130, they will be having welcome drinks, a three-course dinner and half a bottle of wine per person. In the minimum spend of £10,000 the service charge of £800 is as well included, so finally there will be £2,687 to be spend on the night, which we are very much confident that they will be easily covered. As mentioned, the venue is very big and there is lots of space for many other Club members to be joining us later on. The venue has requested a deposit payment of 50% in advance, as to be able to secure the venue and the booking. In case we do not manage to cover the minimum spend and there is a difference to be paid, this needs to be paid on the night, by one of the Committee members. Drinks at the table will have to be paid immediately, and all additional purchases will go towards the minimum spend. The DJ for the evening will be a separate expenditure and their fee will not count towards the minimum spend on the evening.

It has been decided that we will not charge those who will be coming afterwards for a drink; the capacity of the venue is around 200 persons standing for drinks. These can choose to come early, as everything will be done by 9 with those, meaning welcome drinks and the meal will be between 7.00 and 9.00 pm and then there will be drinks and dancing. We can have people coming in much earlier than we did last year, as there is enough space and the two areas, dancing area and dining area are separate. If we calculate that the event will be attended by 150 persons, in order to be able to cover the minimum spend on the evening, then each person needs to spend about £17, which is quite usual for the average LFR.

What are the alternative options if we do not manage to sell all the dinner tickets: if we don't manage to sell all the tickets, there are discussions on opening the event out for members' partners; the first round of tickets will be for members, then second round will be for partners, There needs to be a certain number of diners and then venue needs to know this until a number of weeks in advance. It needs to be mentioned that we may have more people seated, if necessary and if the tickets sell out that fast. Last year there were 100 spaces and we sold out in two days.

The Red Run is on the same day but it is early in the morning and we don't really see how it could have an impact on the LFR Christmas Party.

Voting required: LFR Committee offer a vote of confidence in unison, as to have the LFR Christmas Party going on as planned by the SS.

Action to be taken: Between the SS and the P&C Officers, the date of the LFR Christmas Party, Saturday 30<sup>th</sup> of November, will come up on the next ebulletin, under Save The Date.

### **Membership Update (MS)**

We currently have 403 male runners, which are 91.0% of the total amount of runners within the Club, and 40 female runners, which represent about 9.0% of the Club. This makes in all 443 members at the moment. From these 443, 396 are members from last year and have renewed their membership, which is about 89.4% of the total, and 47 are completely new to the Club, which is about 10.6%.

In regards to predictions about the month of September 2019, we are 79% (443) of the way to hit the number of 562 members that we had last year and we still have seven months of the Club Year to go. We still need 119 members to match last year. On an average, we need 17 members to join or renew their membership each month as to match last year.

If we were to consider new members only, we have had an average of 9 members per month over the past 5 months.

Historically, based on the data of the 7 past years, and realistically speaking:

For the month of September, we can expect to gain between 10 - 28 members with the average being 14.

For the month of October, we can expect to gain between 7 - 17 members with the average being 12. Additionally, based on the number of average new members per month, we can expect to reach 499 members by the end of Club Year 2019/20. This

means that we will probably end up with 89% of the total members of the last Club Year.

### **Club Secretary**

Discussion on the LFR Risk Assessment documents.

Action to be taken: Committee members are requested to please make some time and go through LFR Risk Assessment documents and then promptly come back to CBP, with any suggestions and feedback.

Discussions relative to the MyCrew app.

There seem to be a number of members who, although the use of MyCrew has been implemented for a number of months now, they still either haven't manage to download the app and/or if they have downloaded it then they are extremely reluctant/negligent in using it, regardless of coming to run on a Thursday, and, mostly, on a Saturday, and using the LFR changing facilities.

Suggestions as to potentially resolve this issue. There are currently very specific and detailed instructions which appear with every single ebulletin every week and which when and if followed, would be of great practical use, as they show step by step how to download and use the app.

JK, on one of the previous Saturdays, was around informing members that he was very willing to help anyone who might have had any difficulties and would assist them in downloading and in addition show them how to use the app.

The main reason for using this app is because LFR wishes to monitor the number of members who happen to be using the facilities per week, on each of the running days; LFR is currently paying a substantial amount of money to hire the changing facilities every week and we are paying a certain amount of money in relation to a certain amount of members using the facilities.

If we do not keep track of the number of users we could potentially be wasting Club funds, as we could be paying for facilities which are not being used by the number of members we are paying for.

KFP has volunteered to attend the Saturday 14<sup>th</sup> September run and is willing to offer assistance to anyone from the LFR membership who might be having a problem in downloading or in using the app.

### **AOB**

Wednesday the 18<sup>th</sup> September has been scheduled for the LFR Bring A Friend initiative. This initiative should be publicised further on the LFR social media and we need to make sure that those invited and with the intention to attend, will actually let us know that they will be coming, as to actually be able to know how many people, more or less, are they going to show up in the end.

Action to be taken: CBP is requested to please send an email to the Wednesday venue relative to the above, informing them of the possibility of having more persons for dinner on that specific day.

#### Hackney Town Hall Tour (CBP)

For LGBT+ History Month LFR has been offered the opportunity of a guided tour by a Hackney Councillor and their LGBT+ Officer of the Hackney Town Hall and its vaults.

This tour will take place on Saturday at 14:30 pm, on the 15th February 2020. It will be open to all membership and members can attend after the Saturday run, which is the reason that we have specifically chosen this time in the day and this day. The Hackney Town Hall is equidistant of about twenty minutes on foot from the Queen Adelaide, Hackney's only LGBT+ pub, and The Glory, as we will be planning on finishing our tour with drinks in one of these two venues.

#### Vitality Half Marathon update (CBP)

We are happy to be currently able to send 160 LFR members to the race, out of which 24 are females.

We have requested and obtained 30 more places on top of the above 160, which we will aim to allocate to our new runners in the next few months and which presents a great opportunity for the Club, to be able to offer a half marathon race in London at such a low price to our new members.

#### Suggestion (AD)

Based on the email send by CBP relative to the first six months of the LFR Committee, every Committee member should consider what would they like to achieve for the Club in their role and what would they wish to prioritise for the next six months, until the AGM.

8.45

The next RCM will take place on Wednesday the 2<sup>nd</sup> of October, before the IT.