

LFR

Regular Committee Meeting

Tuesday 5th November 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

October Financial Updates (CT)

Races Update (RS)

Publicity Update (P&C O)

- Action relevant to the change in policy and the possibility of re-writing the LFR data protection policy.
- OFS Birthday Awards (AC)

Social Calendar update (SS)

Membership Update (MS)

Club Secretary

- Committee Communication Group and Emergency Document
- ITC Document Update

AOB

Chair: KFP

Apologies: EK, AD, BB, JkK, RD

Minutes: CBP

Financial Updates (CT, in absentia)

Hereby follows an update on the budget changes over the months of September and October: there has been a profit of £160, as revenue from the pub-quizz social event which was organised in September and £60 from the drag-queen bingo fundraising event that recently took place at The City of Quebec. In consequence, there is a new estimate relative to the deficit for this Club Year, which currently is at £720, instead of the £940 deficit, as reported during the last RCM.

The CT will start creating the next year's Club Budget. This will be a great task to undertake and accomplish and all contributions from the other Committee members will be much appreciated. An email from the CT will be coming out this week, relative to the Club Budget, so please watch out for this email, and a first draft for next year's budget will be prepared in time for the RCM of December.

Action to be taken: All Committee members are kindly requested to please consider the amount of money which they as necessary for the next Club Year 2020/2021 in their respective roles and specific area of responsibility and respond to the CT email.

In regards to the forthcoming LFR Christmas party, it would be useful if someone could please note down the total bar-spend. This will offer us an approximate but important information, if we're asked again for a minimum spend next year.

Action to be taken: DB is kindly requested to please assume responsibility of the above request, in regards to the LFR Christmas Party spending calculations

There has been a recent email about a member who paid their membership through MyCrew. LFR does have any such arrangement with them, at least not for the time being; in consequence we haven't seen any money coming into LFR from this registration and the member didn't get signed up properly. The Co-Presidents and MS were

included in an exchange of emails relative to the above, which definitely needs to be resolved.

Discussion over MyCrew app.

There have actually been three new members who have all signed up to LFR through MyCrew during the last week. This is a feature appearing in the MyCrew app, which cannot be turned completely off, but there is a pop-up icon which alerts users not to proceed into signing-up to LFR through MyCrew and instead directs them to the proper procedure through the LFR website and Webcollect. The LFR Co-Presidents and MS are aware of these issues and have contacted the three new runners. There has been a previous case of another runner, so we seem to have had four new members in all going through MyCrew up to this point.

In the end of November LFR will be also -finally- receiving the £200 pounds which they are due since last March from offering volunteers to a race.

Hereby follows a number of points as presented by the CT, in regards to the IT.

The ITC did an incredible job this year and the current system is working quite well. It would be beneficial to the ITC to keep complete control of the way the IT funds are spend, without having the need to ask for approval from the Club Committee. By the nature of the International Trip, almost all payments are above the amount of £1000; there has already been a great quantity of emails going back and forth, relative to authorisations of payments and this situation would only create more. The CT is of the opinion that the ITC should not even notify the Club Committee of any large payments. If the Club Committee wants to have more oversight of the IT affairs, it would be preferable to ask the ITC to provide occasional summaries of their progress. E.g. one at the start of all discussions with their proposed destination and budget, and maybe one half way through planning, with a progress update. This could prove more helpful and generate less emails, than getting an individual notification of each payment.

The responsibilities of the Club Treasurer are very time consuming, and are currently at the limit of what they can manage, so it becomes important to start considering options on how to reduce the workload of the role. In the long term this needs to be considered also in such a way as to be able to attract other persons for the role of Club

Treasurer for the future, than the current one. It would save the CT a huge amount of time if the International Trip Treasurer could deal with all International Trip financial matters. The CT therefore proposes that the IT treasurer is given access to the LFR bank account and the authorisation to make payments. In consequence and if such suggestions become a fact, the IT Treasurer could then handle the following tasks, which are currently being dealt by the CT: Payment for hotels and flights, monitoring of the bank account to see which of the members have already paid and finally processing the bank transfers as to refund any Club members dropping out of the IT, this last one being quite a time consuming procedure.

What we could do, would be to set up an automatic check within the online banking system, such a check that makes sure any payments over £1,000 also needs to be authorised by the Club Treasurer.

We could reconfirm that the Club does not lend any money to the International Trip. So the ITC needs to manage their own budget carefully, and in the case they might run out from their initial budget, they would then need to request any extra amount of money to be paid from the members who will be participating on the trip and not to be covered by the Club. This is an already understood fact, so there just has to be a relative reminder.

The Memorandum of Understanding between the ITC and the CC needs to be updated and in consequence to include whatever will be agreed in regards to any of the financial matters which have been presented above, as it currently doesn't say anything about handling financial issues.

The IT payments are all currently done through WebCollect, it would be practical if we were to search and check a different payment platform, such as the one Airbnb is currently using, with specific and different payment options available, as to protect those effectuating payments and minimize the risk of any fraud.

Committee discusses all the above. There is a certain reluctance in accepting all the proposals relative to the financial aspects of the conversation.

Action to be taken: AD and CBP are to please bring forward an updated version of the IT MoU, incorporating the above suggestions and present it for discussion to the Club Committee.

Races Updates (RS)

The Meander Half Marathon has taken place last Saturday, and besides the weather conditions, it went really well, as we have had about 20 members attending; we are currently in the process of sorting out the results as to be able to update the Club Championships. All Club Championship races are done for this Club Year, there are just the remaining four Cross Country fixtures. The Cross Country season has been going really well and the new Cross Country Captains are on top of everything, so far.

The mystery of the LFR who raced under the name of RC.

Discussion on the LFR London Marathon Club Places and the dates relevant to the registrations.

Action to be taken: In case of any specific complications relevant to the decision and appointment of the four London Marathon Club places, the RS are kindly requested to please prepare a recommendation document for the attention of the Committee.

Social Updates (SS)

The bingo event at The City of Quebec went really well, both in attendance and atmosphere, with members having a great time. The fireworks kept everyone involved in a state of anxiety, as until the very last moment it was not really certain whether the organisers would have gone forward with the event on the evening, or not, and the SS had to consult the website relative to the event on numerous times; nevertheless, the event went ahead, in spite of the strong rain, and the social was accompanied by drinks at the George and Dragon afterwards.

The LFR Club Book event went equally well.

Short update on the LFR Christmas party: there have been a few more tickets sold, having arrived to 124 attendees at the moment, of which 17 are women; 36 persons have registered their interest and attendance for drinks afterwards. Discussion on the necessity of continuing to promote the fact that the event will be as inclusive as possible, and that the venue will be open for drinks to the rest of membership, from 9.00 pm onwards, after the dinner is over.

From a financial point of view, besides the dinner tickets sold and the Club subsidy, we still need to spend a further amount of £3000 on the

evening, an amount which, if divided between the approximate number of 160 people turning up on the night, makes a minimum spend of £18.18, per person, which is far below the normal amount of money the average LFR spends on a similar event on an average evening out.

There is still a further meeting this week, as to discuss all final arrangements for the Christmas dinner and the entertainment for the evening.

Coming now to the raffle tickets, besides having secured as some of the prizes a mini yoga-retreat session offered by IP, there could also be added the integral collection of the series Dallas, as offered in a bespoke box by JK, opening a bar-tab at the City of Quebec, a one-to-one Drag Queen make-up session by POL, and we should also check for more prizes the Pride Run sponsors, the Retro Bar, and Sheila Simmonds, who could give bingo tickets for one of her performances.

Membership Updates

The Club has currently 483 members, of which 45 identify as women

Publicity Updates (in absentia)

Action relevant to the change in policy, as to make sure that LFR membership has been clearly informed that the P&C Officers will be using their photos for the LFR social media and publicity events, even though we will naturally have to respect and totally conform to the wishes of those members who have opted out. We also need to check whether we fully know what needs to be done, ahead of changing the opt outs during the process of membership renewal for the next Club Year. In regards to new members, as in member you are registering with us now, the question is whether it is possible that we may start with this procedure right away or do we still have to wait for the new Club Year.

The prospect more than the possibility of having to re-write the LFR Data Protection Policy, as there have been identified certain areas within the document where we aren't using best practice as set out by the England Athletics model policy. The existing LFR Data Protection Policy, was drafted prior to GDPR and hence wouldn't be fit for GDPR; thus, it needs to be updated accordingly.

Discussion of introducing pronouns by Committee members and if Committee members are happy to add their pronouns to their

respective email signatures and of Circle Leaders if they are happy to introduce their pronouns alongside their name at the Club Circles

The thought behind the above is that if one proactively lets people know of their pronouns, it is a simple and very visible way towards becoming trans inclusive. The use of pronouns indicates that this is a space where LFR won't make any assumptions based on how people look, and where people should be happy to share who they are, including if they're a non-binary person, who uses they/them. The above suggestions should be supported with an email to all Circle Leaders, explaining why we're suggesting this and a blurb in the e-bulletin, explaining why you might hear Circle Leaders doing this and being clear that it's not an expectation for members when they say their name in the Circle to also add their pronouns.

Action to be taken: CBP is kindly requested to please write an email to Circles relative to the above.

Sophie Guellard has passed away.

Action to be taken: In relation to the above tragic event, Publicity is kindly requested to please write something appropriate and put it on the e-bulletin.

A short film created by EC and relative to the Club and it's functions is shared with present Committee members. Extremely positive feedback.

Club Secretary

Discussion on the creation of a potential Committee Communication Group. Messenger in the very near future may not continue being a viable option, as one may not have the possibility to access it through both a mobile phone and a computer. The LFR Document of Emergency has been updated, where it is being suggested on how to act if security has been breached or whether there has been an infiltration by a dodgy email and other such issues.

Action to be taken: Co-Presidents are kindly requested to please circulate the document among Committee members.

Co-Presidents

Seymour Place is putting up the prices by 3%, which is only a few pounds per week, but in view of this and also of the fact that we have been paying more money for facilities which are not being fully used by the amount of people we have been paying for, it has been discussed and decided to reduce the number of runners on the respective running days; accordingly for Thursday there will now be 25 runners, whereas for Saturday the maximum number of runners will be 45. MyCRew registrations will be used as to prove the veracity of the above.

Action to be taken: Co-Presidents are kindly requested to please liaise with the Seymour Place and communicate this change of numbers to them.

Action to be taken: Co-Presidents are kindly requested to please update the LFR Health and Safety Policy, and then share the updated document with the rest of the Committee members, besides making it available on the shared Google Drive.

Action to be taken: CBP is kindly requested to please update and make available the LFR Incidents Document on the Google Drive

Discussion relative to the phenomenon of racism.

This is an issue which is becoming extremely significant within the LGBT+ community, and we have already pledged in trying to maintain LFR as a safe space for every person, whether they are coming from different social backgrounds, ethnic origins, orientation, etc. There may sometimes appear little incidents, which are nothing but just small words, though these small words may become a big issue. We are currently very much worried that this is a big issue, in general, and we need to take all the necessary actions as to make sure that we promote the fact that any form of racism within the Club is completely unacceptable. There is a relative guidance from Stonewall and OFS have one as well, but the fact is that not only do we need to have one in place as well but that we need to make sure that everyone in the Club is aware of this and that every member of the Club knows that LFR is absolutely not condoning any such a behaviour.

LFR members need to feel empowered and make everyone realise that they themselves need to be brave enough as to stand up to racism and also point this out to us, LFR Committee. Racism is unacceptable, in particular within LFR, and we need to show and encourage the correct

procedure as to report any incident and the correct procedure to be following this up.

Everyone should be aware of their behaviour, especially during events which happen to be promoted on the official channel as LFR events. If a certain event has appeared on the Members-Only LFR FB page or/and the e-bulletin, that makes it then an LFR official event. In consequence to every such event Club members' behaviour is regulated by the LFR Code of Conduct.

Committee needs to make clear to membership where the lines are being drawn, as some of the members may not be aware of this. Such subjects should be clearly broadcast on the ebulletin to all membership; for example, if you experience, something which feels inappropriate, then please come and talk to one of us. Dignity, respect and inclusion are for everybody, and we are supporting Stonewalls' equality principles which embrace everyone. So if an LFR member sees something which does not feel right, then please do come to us and do report this. Membership needs to be aware that there is also in place a disciplinary policy and there are sanctions for all those who do not conform to the Club values and principles.

Action to be taken: Committee members are kindly requested to please consider all the above and come back with relative suggestions at the next RCM

Discussion relative to the Long Runs.

Action to be taken: CBP is kindly requested to please have a discussion with MH and then communicate the result of this discussion with the rest of the LFR Committee.

Next RCM: Tuesday 3rd December