

LFR
Extraordinary Committee Meeting
Monday 17th August 2020

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: Matt Haas (MH)

Agenda

Digitalisation of Membership Cards

Club Secretary

- Offer of reduced membership
- Structure of Circles

Club Co-Presidents

LFR Website update

AOB

Chair: JK

Minutes: CBP

Apologies: DB, BB, MH, JKk

As this is an Extraordinary Committee Meeting, it is more appropriate if we were to skip for this occasion all usual updates from all Committee members and focus on the reopening of the Club runs and leave all other matters to be discussed at our next RCM.

Our main objective for the time being is to promptly get the Club up and running again, concentrating on the very urgent matters which are necessary for organising and relaunching the runs.

There are a good number of things which need to be ticked off from our list though the most positive part is that we are almost ready to go, having about 90% of what was meant to be completed, already done. As there are a number of matters which still need to be discussed and approved, let us start with these first and let us pass immediately into discussing about the proposed membership cards

Committee agrees that the new cards look really great. It is possible that there could be made a couple of improvements, in regards to their appearance, and JK offers to give this another try as to make them look slightly better but all Committee members agree that it is a decisive and definite step forward. These cards will not require any plastic nor any laminating, nor the need to use any paper, which is the most important aspect of this change. Although creating them has taken a bit of time and several YouTube tutorials, they are, in their present form, the simplest solution and can be produced directly from the membership spreadsheet in a very simple way. How these cards are appearing at present resolves pretty much every use which they are meant for. They are exactly like the previous ones in paper, they contain the same amount of information, they are simply the computerised versions of the previous LFR membership cards.

Upon receiving them, members have to be reminded that they need to store them somewhere, and keep a copy of their card on their phone, so that they may use and show them when required.

As this type of card resolves pretty much all we have ever wanted to have, the Committee agrees unanimously to go forward with this proposal.

The LFR Covid Policy is also a very good start and it is also good to go. If there are no other suggestions on behalf of the Committee, we can have the document uploaded on the website.

The Covid Report Form has been updated according to the latest suggestions made by CBP and is already live on the website.

A very important aspect of what still needs to be done now is to update the LFR website with the necessary updated information about every Club run. There is the suggestion that the LFR Weekly Runs are left as they are but instead we introduce just one page which contains all necessary changes, with the update relative to the Covid circumstances, instead of changing all the pages and having updates on each day individually.

At the end though we need to have this information separately day per day, as each running day has a different risk assessment and a different map with the running route.

Discussion on Spond.

This app is very similar to MyCrew, having pretty much all the features which MyCrew had and offered and also has the additional feature which Eventbrite had, of creating a waiting list and upon cancellation notifying the first person on the waiting list of the opening created. It is very simple to use, it comes free, and it offers exactly everything which we require for tracking and tracing members, as per recommendation of England Athletics. The updated LFR website will be referencing Spond, which also provides all the details necessary for downloading the app and registering, and many details regarding each LFR run can be included on the LFR Spond page, if for example we may decide on changing the starting time of runs etc.; thus it is much more practical to make on the LFR website a direct reference to Spond. There needs to be an update on the LFR website, changing all the existing MyCrew references to Spond.

During the last RCM we had agreed on doing two trial runs, leaving some days in between them, so that if there are certain issues which arise during the first trial run, it will give the Committee the opportunity to assess and address them, in time for the second trial run. The first of the trial runs is going to be on Monday the 24th of August. The Circle will be held at 7pm and it will take place directly at the Geraldine Mary Harmsworth Park, as before, as the Circles location is not going to change for any of the runs. Members will be requested to previously book this run on Spond and the announcement will first come out on FB and then on the day through the e-bulletin. All those who sign up will then be sent a number of instructions beforehand, through Spond, when they will be requested to sign up for this event. These instructions will go under the term of "description of the event" and they will then be seen by everyone, upon their signing up on Spond, because as mentioned previously, this app has every feature which MyCrew had.

The first port-Covid Circle will be led by CBP and AC, as these were the ones which led the last Monday Club Circle before the lock-down, and although the Circles are going to be smaller in numbers, we still think that it will be more practical, and to some point even necessary, to still maintain two leaders per run, at least during this new beginning, as to make sure that all those present will comply to the EA guidance. Circle Leaders will need to book through Spond as well, as the Club needs to track and trace their details too.

The Publicity Officers will alert members, as mentioned on FB on the Friday before the run and through e-bulletin on the day. We realise that we are going to have just 30 runners, and there may be some complaints from people who are left out but these are trial runs and we need to make sure that everything is in place and functioning. We expect that by Sunday afternoon we will be able to see how many members have already signed up for the Monday run. Every Committee member will be made an administrator at Spond and the dummy page which has been created for trial purposes among Committee members is now going to be upgraded and become

the official LFR Spond page. There should also be created a Frequent Questions and Answers page on Spond, as this could prove to be extremely useful for membership.

Action to be taken: JK is kindly requested to please have a look at the possibility of creating a Q&A page for the benefit of membership, regarding on how to have Spond up and running

The Committee is unable to facilitate any Spond registration process for membership and have every member's personal details uploaded directly and beforehand onto Spond without previously asking specific permission and upon receiving consent for this from every Club member to do so.

Saturday the 29th of August is going to take place the second trial run, and although we are already organised and prepared for certain things, we are definitely going to learn as we go; this second run will be out on FB by Friday.

We appreciate and completely understand that all this implies a lot of changes and the introduction of a number of new features into our runs, and understandably it could prove a lot to take for members, especially at the beginning, but the Committee feels that we need to follow by the letter all the suggestions offered by EA on the subject and prioritise the safety of all Club members.

KFP has created a set of instructions for Circle Leaders in a condensed bullet-point format of five points which everyone needs to be reminded of. The best solution is to have these instructions included and uploaded on the Spond app as well, so that everyone may have a reminder of this, though these still need to be reiterated at the beginning of every Circle by the CL.

When it comes to the Circles our main concerns is that we maintain distancing before and after the event, that Circles are held while people are keeping at a certain distance from each other, and that instead of the usual stampede after the announcements, we have a more controlled leaving of runners after the Circle, as to avoid as much as possible having runners coming into a close contact to each other. There has also been suggested the possibility of having two alternative Circles on days which we are expecting to become very busy, such as Mondays and Saturdays, and we might be having two different runs starting at two different times on the same day, one earlier than 7pm for Mondays and the other earlier than 10am for Saturdays, as members would habitually come much earlier than the official starting come and hang around. This possibility will be considered and discussed further in the near future, especially after seeing how numbers are going and managed.

The LFR Privacy Policy is also ready to publish, all typos have been picked up and corrected and we can now have it uploaded on the Club website, whereas updated and pertinent parts of it are going to be included and uploaded in WebCollect. The

document with the updated membership fees is also ready to be uploaded and AD has already updated the membership fees on WebCollect, installing also the auto-renew option for next year; in regards to membership in general, at this point only the specific links need to be updated.

Discussion on the options of having just two genders to choose from. EA is generally not much bothered with gender issues in regards to membership, whereas they are much more concerned with registration of gender in official competitions and races, as this has been an issue of arguments over the past few years. LFR would like to offer the option of a non-binary gender and we should consult previously on this topic with Stonewall and/or with Club members whose profession is relevant to gender issues and diversity.

Action to be taken: AD is kindly requested to please contact JKK in regards to enquiring what is the current best practice when it comes to declaration of gender

The Club Secretary has asked the Club Treasurer whether the Club is currently in a position to offer NHS workers and Health Workers in general the same reduced membership fee we are planning on offering to students and the unwaged.

The Club is currently in the financial position to be able to offer a reduced membership package for NHS workers, though the CT is probably not entirely in favour of the suggestion, as regardless of the fact that we are being enormously grateful for their work, we are reluctant to elevate just Health Workers to a special status above other essential workers such as teachers and supermarket staff, which are also very worthwhile. There should be a way of being able to draw the line somewhere and at some point, as the Club cannot offer reduced membership to everyone.

Committee agrees that this as a very nice gesture to consider and requests of time to think this over and better and decide at the next RCM

Action to be taken: CBP is kindly requested to contact MH in regards to the reopening of the Mile End Stadium and liaise as to any specific registrations before events and reopening for the LFR track sessions, in view of the limited capacity offered by the venue

Action to be taken: CBP is kindly requested to send out a Doodle Poll as to decide the date of the next RCM