

LFR
Regular Committee Meeting
Wednesday 5th 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

Financial Updates (CT)

Membership Renewals and Fees proposed

Races Update (RS)

Publicity Update (P&C O)

Final Version of the updated Data Protection Policy (AC)

AGM Awards and Celebration (JKk)

LFR 25 Official Celebrations (JKk)

Social Secretary Update (SS)

Membership Update (MS)

Possibility of digitalisation of Membership Cards

Club Secretary

LFR Covid-19 Coordinator

Club Co-Presidents

Discussion on electronic booking system in regards to the "track and trace" system and potentially as a substitute for Web Collect

Discussion on Club runs and re-assuming of Club activities

AOB

Chair: JK

Minutes: CBP

Apologies: EK, BB, MH

Club Treasurer Financial Proposals and Update

Highlight of this month is that the Club has come into £250, which we have been awarded for volunteering at the Big Half, so and by deducting all the expenses we have actually made a small profit this month, of about £160.

Coming now to the membership fees and based on the assumptions that the Club doesn't use any changing venues for the remaining of the year, that most races have been cancelled and thus no race registrations are going to be paid by the Club, such as the ones for Cross Country, that we will not be able to host a Christmas party and that we are going to have about 350 members joining this year, as we are expecting a reasonable drop-off from last year, we are suggesting the amount of £28 for a full membership, of £18 for a reduced membership for students and those unwaged, and of £13 for those who are LFR second claim.

Based on the above suggested figures we will be able to cover throughout the costs for administration and all bank charges for this Club Year.

We completely understand that the Club is not in a position to offer what we have been offering in previous years, due to the pandemic, but membership needs to realise that a considerable chunk of these suggested fees goes, as per every year, for their individual registration with England Athletics.

The membership fees for the remaining of the year sound reasonable and meet the approval of the Committee.

Committee is requested to vote on whether there is an agreement to go ahead with membership renewals for the remaining of the year and if so, whether the Committee agrees to the membership fees proposed by the CT.

Committee has voted unanimously in agreement to both the above items.

Recognising the difficult situation for everyone at the moment, we suggest a longer amnesty for renewals. In general we would give members a month's notice, but if currently they are unable to pay, we are not planning on having them removed from FB or the e-bulletin list. Though it is important that membership becomes aware that they need to renew before participating at any races or any Club subsidised events. Especially in regards to races and according to the EA expectations, those who wish to compete, definitely need to renew their membership before the end of August.

Accordingly there should be a renewal notice, with a warning that members must renew asap if they want to participate in any races. For the rest of membership, the communication should remind them of renewing and paying their membership fees within the month of August for athlete registrations, possibly offering them six weeks instead of four, with this being the absolute last deadline, if they happen to encounter any difficulties.

Accordingly all the GDPR requirements have been updated on WebCollect and members will have to go through them accordingly, upon renewal.

Races Update (RS)

With most races being cancelled, nothing has been really happening in the domain of races, with the exception of the virtual Pride Run 10k, meant to take place on Saturday the 15th of August. Both RS are looking into organising a virtual 10k race sometime in the fall.

There is an Ironman event which is going ahead in four week's time, with five London Frontrunners having already signed up to participate and with the organisers having

promised a safe environment to race, as they are doing a staggered start. There have been taking place some unofficial trail runs of six persons and the Club is encouraging small groups to gather and run, whenever possible.

Publicity Update (P&C O)

Final Version of the updated Data Protection Policy (AC)

In essence there are about ten points which have been altered, all changes will be evident when someone signs up and the effectuated changes are relative to the wording as the current version follows not just the EA wording word for word but also the EA suggestions. The LFR Data Protection Policy has been updated by following the EA wording, with only just a few changes specific to LFR. The main reason for this update is practicality, as the current data protection wording relied on people being able to opt in and out, at their own will. With over 500 members in the Club it is practically impossible to monitor correctly and at all times who has ticked certain boxes and has unticked other boxes at time, creating confusion and discrepancies, so this is a much better and more practical way of doing it.

It also makes perfect sense that the Club should update its policy according to the EA suggestions. Committee agrees with the proposed updates and expresses their thanks to AC for all the trouble he has gone into bringing this update to completion. The updated policy will be saved on the Google drive by the Co-Presidents and also be uploaded on the Club website. The most important parts of this policy and those more pertinent to members are already included in the updated form of WebCollect and members will have the opportunity to come across and notice them when they will be doing their renewal. A clear communication should also be made to membership through the e-bulletin, according to the lines of "please find advise on the legalities of GDPR, which has now been updated following all EA wording and suggestions". A relative short and standard reactive response should be prepared and in place for complaints, which will be addressed individually.

AGM Awards and Celebration (JKk)

As the LFR Tri Team are celebrating the LFR triathletes, the question arises whether it is now a good time to start acknowledging our runners as well.

It is important that we plan and hold an AGM, albeit a virtual one or a FB live event, as membership needs to formally approve and endorse the current Committee, which is acting as an interim Club Committee. During this event we may then present the awards virtually and we may also offer a very short summary by the Committee of what has been done in the meantime and where we are at the moment. In regards to items which need to be voted upon, we then have to go through an electronic way of voting.

Becoming ratified and accredited as the Club Committee is undoubtedly an important issue if in the remaining six months the Committee is requested to make any new and important decisions relative to the Club, or there is the prospect of a large expenditure. As a consequence we need to be confirmed by membership through voting as the Club Committee. The quorum necessary for this purpose is 10% of membership, translated into fifty members.

The suggestion is to have a virtual AGM early in October. This will give the Committee enough time to prepare it and also the required time to advertise it. The Committee agrees to have the virtual AGM taking place on Tuesday the 6th of October. There is a suggestion of whether Committee members will be able to find a suitable venue and be all together, albeit keeping two meters apart from each other. It would also be really engaging to have a Club member performing in the evening as a warm-up act. We don't expect to have this virtual

AGM going on for more than one hour. Each Committee role could create pre-recorded reports and have such reports become public through the e-bulletin about a week or two before the AGM. We can also have questions been sent to us and release one or two of these questions and have them answered live. During this occasion we will be able to present the Club awards and also celebrate the achievements of LFR membership.

LFR 25 Official Celebrations (JKk)

It is important that we celebrate this milestone for the Club and the question is not what we are going to be doing but what may we be allowed to do. Accordingly and for the time being, any celebrations will have take place online, as we do not see organising an actual event, at least not until the spring of next year. If the current situation changes for the better and we are allowed to have a social gathering, we could book a venue and organise an evening of LFR 25 Christmas drinks, thus combining both festive occasions. And it will be just a simple gathering for drinks, no dinner will be provided. Naturally we will have to wait for government guidance on this point and as soon as something comes up we are all definitely up for it. In the meantime and by having already started to gather some photos from running and social events of previous years, we could put them together in a slide projection and thus create a short, one or two minutes long, video.

Social Secretary Update (SS)

There aren't any updates on the social front either. A number of LGBT venues have started reopening and have been organising some events for the community, such as quiz-nights and drag-shows, adhering to the rules for social distancing and in a covid-safe environment. It would be really great if we were to put our brand on one such event and organise a social outing to be attended as LFR at an LGBT venue but we have a certain Club responsibility towards members. The simplest way would be to publicise such an event by putting it on the e-bulletin without saying that it actually is an LFR event, nor that we are endorsing it as such. We will have to do a bit of reading on this particular subject and see where do we stand as Club, in case we decide to act as suggested; the best thing would be to ask someone competent in this domain that could offer the Club some sound advice, possibly a lawyer. There is of course a preference to organise an event as an official social Club outing but all our decisions naturally depend on what the government currently allows to go on. On a different subject, the LFR Book Club is still going well and strong, so we are planning on keeping it going in the future.

Membership Update (MS)

Possibility of digitalisation of Membership Cards

This is an entirely doable procedure and there are relevant YouTube clips which take those interested through the steps of using powerpoint to do mail merge. AD also offered to help with putting this procedure in place and ultimately digitising the LFR membership cards is being considered as the best possible solution. The creation of membership cards and member renewal is an important prerequisite to have in place and functioning before we resume any Club running.

Action to be taken: MS is requested to please send to send to JK the example of a spreadsheet which is used for creating the membership cards.

Club Secretary

LFR Covid-19 Coordinator

The Club has now a Covid-19 Coordinator, JC.

The existing Report of Incidents Form on the website could be updated and become an Incidents and Covid Reporting Form, where every member may click on the link and report immediately.

Action to be taken: JK is kindly requested to please liaise with JR and update as per above the LFR Incidents Form

In regards to the Club Route Risk Assessments, these are already in place. The Covid Risk Assessment will not be specific for each and every run and training session but it will be of a general nature, valid for each Club running and/or coaching activity. The Covid Risk assessment document will be updated according to the booking system the Committee will approve and decide on for the pre-booking of Club runs. The document will also be updated in regards to the trace and track mechanism the Committee will be planning on adopting and endorsing for the Club.

Action to be taken: CS is kindly requested to please share with the Committee the LFR Covid Policy.

Club Co-Presidents

Discussion on electronic booking system in regards to the "track and trace" system and potentially as a substitute for Web Collect

Discussion on Club runs and re-assuming of Club activities

An electronic booking system to control numbers of runners would be infinitely more practical and thus preferable. A tick-and-go system doesn't allow any tight monitoring and in addition puts a huge responsibility on the Circle Leader, as they will need to provide the Committee with names and mobile-phone numbers within 24 hours of each run and most people don't have access to a printer when at home.

Creating a booking system for runs has also been suggested by EA and it is more practical if we were to have OutSavvy or use another such app to register people. A paper form could get lost, so it's much better to do this electronically. Also having a sheet of paper going around and having every runner writing down their own name in person is risky, with a pen changing hands from one person to the next. Also the Circle Leader should not have the extra pressure of writing down lists of names.

Members will have to be more understanding this time with the registering procedure we will be putting in place; in all honesty these apps are actually not that difficult to use, as annoying as sometimes they might appear to be.

Nowadays one needs to book in advance in restaurants, pubs, gyms, swimming sessions in pools, museums, etc., so this shouldn't really be a problem. Our main concern is focused on how to be able to include the very few people among the Club members who might not be having a smartphone.

With MyCrew we either need to go all the way and run the Club finances through them or not at all. It would be impractical to continue having two runs with them, Thursday and Saturday, and have Monday and Wednesday registered with a different app.

The Club started using OutSavvy for the runs but it didn't quite work, then we started using WebCollect but again had some technical difficulties and then we started with MyCrew.

Spond is a new app, we need to check it out and see what it offers, whether it come free and such, as it seems perfect for group activities, it is sports based, for coaching of clubs and it seems fairly simple.

Action to be taken: All Committee members are kindly requested to please download the app of Spond and have a look at it, as a matter of priority.

One of the main negative issues with a booking system is that loads of people will turn up without booking and we may expect this to be happening. At the end of each run, Circle Leaders are expected to communicate the names of all runners and new runners to the Covid Coordinator. In case someone, who has not booked in advance, presents themselves with a phone at the run, then they will be requested to register there and then on the booking app if the procedure is not too time-consuming.

We have been approached by people who would like to start running with the Club and who are asking us where do they need to book for a run, so we do not expect new runners to be the ones who will be showing up without having booked in advance but it could predominantly be old members who may show up without booking, as they are used to a non booking system.

It is very important that we make a clear communication of what is expected of membership and we will need to make it clear to members how to report symptoms if they become unwell within 48hrs of a run

MyCrew, as mentioned earlier, is currently not an option unless we go all in. We have had two discussions with My crew and they were willing to make all changes we requested, so it is time to talk about the next step. For them it is represents a lot of work as they will have to manually register all new runners, so it's a lot for them to do, and it's a bit too much to have all four of our runs on MyCrew and for free, as they are not getting anything out us, If we decide on going with them, it has to be all the way, both coaching and runs will have to be on there, members registrations, events, payments, etc. So either we use the app and their offer fully or we don't use it at all.

In conclusion we do need to take the decision and decide whether we want to go with them all the way, as all the significant changes they will be doing are going to be based on the Club's specific needs,

If we make the decision of collaborating with MyCrew they are willing to work with us until the system is right or until the system becomes right. Naturally every change can be a pain, but everything which we may need as Club is all there.

MyCrew and the package they offer does make sense, and it would be better if all Committee members were comfortable and were feeling ready to go with it and were thus willing to make the change with the app. If though the Committee roles which have to issue financial transactions and sign up members are not comfortable with the change, then there is no point in moving forward with this particular app.

Our priority must be to get the normal runs up and running first, so it is suggested that we start with the weekly normal runs at first. Once we have a number of Club runs up and running, then we may need to look at other extensions. We appreciate that members may not feel comfortable in using public transportation but first we need to try out and see how the Club runs will go and how the new booking system will work, before even suggesting any other options. Suggestively we could run two trial runs and see how they go and learn some valuable lessons from this experience. It could prove better if we were to do a Monday and a Saturday run during the first week, instead of a Wednesday and Thursday, as the gap of

time between Monday and Saturday will give us the time to assess the situation and correct any miscalculations.

As we will not be using any changing facilities, members will have to meet directly in the parks

Finally it makes much more sense if we were to line the Club membership renewal with a reactivation of the Club running activities.

A very important part is how to communicate to membership that we are planning on having a new way of booking and a new way of signing up for every run and coaching session. It makes more sense if we were to inform them first of a new app and when everything is in place to ask them to rejoin.

Also we need to communicate very clear to the Circle Leaders of what is expected of them to do before each run. There is no need to go through some form of training, if we present them with a set of very clear instructions and that the new requirements are basic but essential.

Action to be taken: CBP is requested to please contact the Club Circle Leaders and make sure that they feel comfortable in resuming the Club runs and whether they may have any concerns which they would like to communicate to us

Accordingly there will be a number of new instructions for almost everyone, new instructions for Circle Leaders, new instructions for runners which will have to be read out loud before every run by the Circle Leaders and new instructions on how to book a run

Action to be taken: KFP is kindly requested to please update the Welcome Information for Circle Leaders according to the new circumstances

Action to be taken: MS will need to have WebCollect updated and running by the 12th of August

The Committee will be having a meeting again on Monday the 17th of August at 7pm.

By then we will hopefully be in a position to know how we are going to proceed and we will also have the time to be able to communicate all changes to membership. When all Committee members will have everything necessary for the opening of the Club in place then the Coaching Coordinator, the Club coaches and the other Club officials will be also informed of the changes.

If we have everything else and beforehand in place, we will aim to have the first two Club runs starting from the week of Monday the 24th of August