



British Universities Life Saving Clubs' Association

Committee Meeting Minutes

Date: Sunday 4th June 2017 **Time:** 15:00-17:00 **Venue:** Skype

Invited: Michael Kirkham, Jared Wray, Stephanie Panagi, Josh Hale, Luke Peel, Holly Willing, Helen Morris, Jamie Shone

Purpose: BULSCA committee handover meeting to understand the current position of the association, identify any issues that need sorting and to organise plan of action for the summer and coming year.

Agenda

No.	Item	Details / Outcome	Name	Time
1.0	Welcome, attendance, apologies, conflicts of interest	Record data.	MK	2 mins
1.1	Handover updates	Committee members to discuss status of handovers.	ALL	10 mins
1.2	Access to BULSCA emails, files and admin rights	Discussion of levels of access to email addresses and documents (password reset may be required).	LP	3 mins
1.3	Updating and reviewing of documents	Discussion of plan for updating and reviewing documents within BULSCA to remove errors and ensure they are current (including Constitution).	JW	5 mins
1.4	Lifesaver's Magazine feature	Discussion of potential feature article in Winter edition of Lifesaver's Magazine and potential content to include.	JW	5 mins
1.5	Finances	Review of current state of finances, access to accounts, upcoming costs and expected income. Decide on pricing change for courses run by BULSCA. Discussing missing payments and action plan to ensure this is controlled in the future.	SP	15 mins
1.6	Sponsorship	Discussion of sponsorship options for upcoming year.	SP	3 mins
1.7	Club recruitment strategy	Discussion of the new club recruitment strategy for this coming year and targets.	JH	10 mins
1.8	Club Development role	Discussion of potential changes to the club development role and impact on BULSCA.	JH	5 mins
1.9	Additional competitions	Discussion of the possibility of additional competitions.	JH	5 mins
1.10	Communication plan for the summer	Discussion of the communication plan for over the summer and mediums that will be utilised.	HW	5 mins
1.11	New website	Discussion of new website with costs, benefits, drawbacks and timescales.	LP	15 mins
1.12	Committee shirts	Discussion of potentially getting committee shirts and briefly mentioning design, costs and benefits.	LP	5 mins

1.13	Feedback from clubs	Discussion on contacting clubs for feedback, action to take based on previous feedback and previous action.	MK	5 mins
1.14	BULSCA Championships	Review of current status of championships organisation.	HM	5 mins
1.15	Conference	Reporting of conference attendance and workshops.	JW	5 mins
1.16	Welfare officer	Selection of welfare officers and discussion of potential training opportunities.	Committee	10 mins
1.17	Bias in judging	Discussion of perceived bias in judging and potential solutions.	ALL	If time
1.18	Any other business	Review items not already discussed.	ALL	4 mins
1.19	Date of next meeting	Define next BULSCA meeting dates, venue and invitees.	Committee	3 mins

Minutes

Date: Sunday 4th June 2017 **Start time:** 15:00

Present: Michael Kirkham, Jared Wray, Stephanie Panagi, Josh Hale, Luke Peel, Holly Willing, Helen Morris

Apologies: Jamie Shone

Agenda item 1.0: Welcome, attendance, apologies, conflicts of interest	
Presenter: Michael Kirkham	
Discussion:	MK: Welcomes committee to the first meeting. MK: Apologies received from Jamie Shone. JW: Declares potential conflict of interest as Administrator for RLSS UK Avon and North Wiltshire Branch. JH: Declares potential conflict of interest as RLSS UK Ambassador for Wales. JW: All have a potential conflict of interest with regards to university club. Will aim to be impartial and benefit the wider lifesaving community.
Conclusion:	Apologies from Jamie Shone. Potential conflicts of interest for the season declared.

Agenda item 1.1: Handover updates			
Presenter: ALL			
Discussion:	MK: Handover completed. JW: Handover completed. SP: Handover completed but still needs name on bank account. JH: Handover completed but still needs access to email address and Dropbox. LP: Handover completed with Harry Withers and Oli Coleman. HW: Completed 80% of handover. Final handover meeting on Tuesday to learn about use of the mailing lists. HM: Handover completed.		
Conclusion:	Most committee members have completed the handover.		
Action point	Action description	Person responsible	Deadline
A1.1.1	Complete handover with previous committee members.	HW	ASAP

Agenda item 1.2: Access to BULSCA emails, files and admin rights			
Presenter: Luke Peel			
Discussion:	<p>JH: No access to email address or Dropbox. HW: No access to Dropbox. LP: Get Oli Coleman to reset passwords on the email addresses. data@bulsca.co.uk can be emailed to test emails are working. Look back through emails since the AGM to see if there is any action required. MK: Now owns the Dropbox folder. Will add committee members to the Dropbox and remove old committee members who are currently only able to view contents after handovers are completed by the end of June.</p>		
Conclusion:	MK owns Dropbox and will control access. Email passwords need resetting by Oli Coleman.		
Action point	Action description	Person responsible	Deadline
A1.2.1	Ask Oli Coleman to change email passwords.	LP	ASAP
A1.2.2	Ensure all committee members have access to the Dropbox.	MK	ASAP
A1.2.3	Remove old committee from Dropbox.	MK	Next meeting

Agenda item 1.3: Updating and reviewing of documents			
Presenter: Jared Wray			
Discussion:	<p>JW: Files seem to be scattered in numerous locations on different accounts. Most of the documents we have access to are from 2014-2015 and need to be reviewed and updated. LP: Some documents present in Google Drive such as Constitution. MK: All need to be in one place so the most up-to-date version can be established before reviewing can get underway. LP: To transfer all files from Google Drive into Dropbox shared folder. JW: To review and draft up-to-date documents which can be looked at by the committee before releasing to BULSCA members for approval. Will also try to organise files slightly better whilst sorting through documents so they can be easily located. LP: Suggest removal of specific years in documents to remove need for yearly updating. Can use phrases such as "latest" or "this year's".</p>		
Conclusion:	Documents need collating and reviewing.		
Action point	Action description	Person responsible	Deadline
A1.3.1	Review and create drafts of up-to-date governance documents.	JW	August 2017
A1.3.2	Transfer documents from Google Drive to Dropbox shared folder.	LP	ASAP

Agenda item 1.4: Lifesaver's Magazine feature			
Presenter: Jared Wray			
Discussion:	<p>JW: Been in talks with Portia from the RLSS UK Communications Team. Happy for BULSCA to submit articles to the biannual glossy magazine with a potential feature about BULSCA in the Winter edition. The deadline for this would be the beginning of October for publishing in November. This could detail previous year's achievements, current year's information, and general information about BULSCA and university lifesaving. JH: Wants to target people to set up clubs using the article. JW: Article needs to be of interest to wider lifesaving community and not just a BULSCA advert. Whilst elements of what BULSCA is about and mention who to contact for more information we should be careful as the article would then be at risk of being rejected.</p>		

	<p>HW: Planning on creating some content for social media pages and website that may overlap with this article.</p> <p>MK: JW is responsible for sourcing the article. JW, HW and JH can work on creating the article together.</p>		
Conclusion:	Article for Lifesaver's Magazine needs writing and submitting. Discussion around content in progress.		
Action point	Action description	Person responsible	Deadline
A1.4.1	Create a draft 2-page feature article on BULSCA including sourcing images.	JW, HW, JH	August 2017

Agenda item 1.5: Finances			
Presenter: Stephanie Panagi			
Discussion:	<p>SP: Current balance in bank account is £1,254.71. JH overpaid for Plymouth and refund of £35 will be issued by SP. Currently in possession of card reader and ability to make online payments through the previous treasurer's online account. Jamie Shone is needed to sign paperwork to add SP to bank account and is currently travelling, so this will be delayed until July. After getting on the accounts MK will be added as a backup.</p> <p>LP: May be on accounts from last year. SP will investigate.</p> <p>SP: Created a spreadsheet which will be uploaded onto the Dropbox for committee members to view. Financial update will be released midway through the year for BULSCA members. Expected payments include money to Oli Coleman for hosting. Made a small loss for the past year on judges courses due to not passing on the pack deliver charge and room costs.</p> <p>JW: Easily rectified by charging slightly more, although don't want to make a profit on the course as this is good for BULSCA. Judges polo costs included in the calculations?</p> <p>SP: Unsure whether costs for 10 polos are included. Stock of judges' polos?</p> <p>JH: Unaware of stock of judges' polos.</p> <p>SP: BULSCA Championships payments owed by Crawley, Warwick and Plymouth with the combined total being around £1,500-£2,000. Plymouth owe £607 and JH will talk to Plymouth due to contacts within the university. Warwick are due to pay over the next week.</p> <p>JW: Needs chasing up as clubs will start breaking up for the Summer so may have difficulty contacting them.</p> <p>SP: Suggests enforcing new rule at the discretion of the committee that clubs that haven't paid their entry fees by Saturday evening of Championships do not count towards overall points.</p> <p>HW: Suggestion is too strict given many issues lie with the university's SU rather than the lifesaving club.</p> <p>JH: Suggests paid differently to previous years this year which is potentially why problematic.</p> <p>HM: Squad fees have been paid before the Championships with the only cash on the day being t-shirts and food.</p> <p>MK: To ensure this doesn't occur again make sure clubs are invoiced in advance of the Championships.</p> <p>HW: The majority of the costs can be invoiced in advanced (e.g. £30) and invoice the rest closer to the time.</p> <p>LP: Become stricter with fining late payments, more specifically the threatening of fining.</p>		
Conclusion:	Treasurer is not yet signatory on bank account (this is under progress). Money not yet collected from Championships needs collecting in order for bank account balance to be healthy. Clubs to be invoiced in advance of the event in order to gain the bulk of income before the event.		
Action point	Action description	Person responsible	Deadline
A1.5.1	Issue refund of £35 to JH	SP	ASAP
A1.5.2	Investigate if LP is on the bank account	LP, SP	ASAP

A1.5.3	Organise paperwork to be signed for SP to become signatory for the bank account.	SP	July 2017
A1.5.4	Talk with Plymouth to gain full overdue payment from Championships.	JH	ASAP
A1.5.5	Talk with Warwick and Crawley to gain full overdue payment from Championships.	SP	ASAP

Agenda item 1.6: Sponsorship

Presenter: Stephanie Panagi

Discussion:
 SP: Will look at attempting to gain sponsorship for BULSCA with a specific emphasis on the Championships. Ideas include swimming costume retailers and providers of club kit. Also going to explore larger companies with limited lifesaving links including banks and finance companies.
 JH: Swansea recently received 10% discount from Blue*** so worth exploring.
 JW: July is a good time to look for sponsorship as any later companies generally have allocated sponsorship for the following year.

Conclusion: Sponsorship will be sought for BULSCA Championships and BULSCA generally over the coming months.

Action point	Action description	Person responsible	Deadline
A1.6.1	Seek general sponsorship for BULSCA.	SP	July 2017
A1.6.2	Seek sponsorship specific for BULSCA Championships.	SP, HM	July 2017

Agenda item 1.7: Club Development role

Presenter: Josh Hale

Discussion:
 JH: After looking through the handover information, the role of Club Development Officer seems too big for one person. While in previous years the role has been shared, this typically doesn't increase productivity. Several roles within Club Development can be moved to other roles, such as moving records to Secretary as it is an administration role. Suggested that the Club Development role is split into two or three separate roles: Development Officer, Recruitment Officer and External Competitions Officer.
 MK: Reminded committee that there used to be two development officers in the past and there have been two separate roles before: Club Development Officer and Sports Development Officer. One of the roles was scrapped due to not being performed successfully and not being practical. Not convinced that three separate roles would work well, especially one person just focusing on bringing in new clubs not seeming practical.
 JW: Doesn't think that all three roles would be filled and performed well. Different parts of the role take place over different times of the year. At risk of watering down development role into part time members of the committee. Other people can be asked to help with certain roles, with the Development action being coordinated by the Club Development Officer such as with the running of Judges courses or Bootcamps. Interested in hearing what each suggested role would entail.
 HW: Suggests JH write up a draft of what the three roles would cover and what tasks would be assigned to each one to aid the committee in assessing the viability of the proposal. Advice of previous Club Development Officers should be noted.
 JH: To write up proposed role summaries and duties.

Conclusion: JH believes the role of Club Development should be split into three different roles. A proposed draft of how this would be split will be created in order to clarify for the committee how the envisaged roles would work.

Action point	Action description	Person responsible	Deadline
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A1.7.1	Create a document to show to the committee highlighting the different suggested roles and their suggested duties.	JH	Next meeting
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Agenda item 1.8: Club recruitment strategy

Presenter: Josh Hale

Discussion:	<p>JH: Lots of previous people in the role have tried and failed at new club recruitment. A single model for every new club will not work, however has put together a couple of different recruitment strategies to help clubs grow. Will look at who wants to set up a club, whether it is universities, individuals or ambassadors. Ways to help create a BULSCA club include community clubs getting students to train with them and sending these teams to competitions, and simply setting up a new club providing assistance in ensuring they gain suitable training. This plan needs to be kept broad and flexible as some universities have certain restrictions, such as no non-alumni coaches. Oxbridge does lots of community outreach which they could be supported in to bring them back to BULSCA. JH to talk to CDPCs to investigate who wants to help in different areas and to spend Summer working on finding individuals to support clubs. Interest from Leeds University decreased as contacted BULSCA early last academic year, however trustee candidate for RLSS UK works at the university. Branch AGMs good time to mention setting up clubs and gain support from help within a branch. Recruitment for current clubs could be looked at by putting together a Freshers Fair pack to help advertise including balloons, posters, fliers etc.</p> <p>JW: Several clubs would be interested in trying this out, and even if only some clubs use it this year it would be a good idea to try and potentially develop in the future. Could be stopped next year if not successful. A general idea of what would be included and an associated cost would be useful.</p> <p>HW: Good idea however some larger clubs may not need it but smaller clubs might benefit.</p> <p>JH: To cost up the Freshers Fair pack and mention what could be included.</p>
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Conclusion:	JH has numerous ideas to bring more clubs into BULSCA and to attempt to retain clubs. Freshers Fair pack proposed and will be looked into.
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Action point	Action description	Person responsible	Deadline
A1.8.1	Talk to CDPCs to identify help and support from individuals and organisations in setting up new clubs.	JH	July 2017
A1.8.2	Design and cost up Freshers Fair pack.	JH	Next meeting

Agenda item 1.9: Additional competitions

Presenter: Josh Hale

Discussion:	<p>JH: Numerous external events that clubs can attend including SLSGB and RLSS competitions. Some may be too far away but some more accessible. Suggests sending BULSCA teams to certain competitions such as RLSS UK Speeds.</p> <p>HW: Birmingham and Loughborough already attending and would rather represent their own university rather than going under the BULSCA banner with a couple of people from other universities.</p> <p>JW: Could still form team from other smaller clubs or individuals from clubs if enough interest, but generally only larger teams want to compete.</p> <p>JH: Suggests we all list competitions going on that we know of in the Facebook group to gather the information in one place.</p> <p>LP: Has public BULSCA calendar that the dates can be added to.</p> <p>JH: Certain competitions many people can be entered into one event. Some competitions aren't running this year, clash with BULSCA events or are of unknown status.</p>
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Conclusion:	BULSCA is going to attempt to get more clubs along to external competitions over the coming year.
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Action point	Action description	Person responsible	Deadline
A1.9.1	Make a list of all competitions in branch and area on post on the Facebook group.	ALL	Next meeting
A1.9.2	Add dates of competitions to public BULSCA calendar ready to share with clubs.	LP	July 2017

Agenda item 1.10: Communication plan for the summer

Presenter: Holly Willing

Discussion:

HW: To update website including homepage. Suggests clubs section of the website is updated with meaningful content for the clubs. Clubs should be contacted to gain this information. To update committee section on the website with a description about our website. Information added to the website could be distributed on Facebook or by email to show the committee is active.

MK: Contact with clubs should be through BULSCA email accounts rather than individual email accounts or Facebook Messenger ideally so BULSCA retains information of contact.

HW: Homepage to be changed to have committee blurbs and links to clubs for people visiting site over Summer.

LP: Not directly responsible for updating website content. To teach committee how to update website as each has own information.

Conclusion: Website to be updated to show we are active and a communication plan is in place for the Summer.

Action point	Action description	Person responsible	Deadline
A1.10.1	Contact clubs to get a few sentences for section on website.	HW	July 2017
A1.10.2	Update club pages on website with current information and descriptions.	HW	July 2017
A1.10.3	Send HW short blurbs about yourself.	ALL	Next meeting
A1.10.4	Update committee page on website with current committee information.	HW	July 2017
A1.10.5	Teach committee how to update website.	LP	August 2017

Agenda item 1.11: New website

Presenter: Luke Peel

Discussion:

LP: New hosting package brought from HostPresto and new account created in BULSCA name. Gives committee freedom to update and pay for hosting without inconveniencing Oli Coleman. Website runs on Joomla and development is underway. Two Wiki sites have been created as a place to store formal documents, and contact details for the committee can be stored in location, making it easier to search through than lots of Word documents. Depending on user permissions can search varying amounts of Wiki depending on sensitivity of information. Aiming for visible site in a few months and has a plan for development. Had long and productive conversation with Oli Coleman and now have all needed information for utilising the site. Lifesaving.events not a BUSLCA site or domain.

JW: Current website has lots of broken links.

MK: Current website should be updated for over Summer until new website takes over. Any content can be transferred over.

HW: To update current website between 12th and 15th June 2017.

LP: Domains owned by BULSCA are bulsca.co.uk and bulsca.uk. Emails accounts will be transferred over to new hosting package and associated webmail.

JW: Should ensure that website is fully backed up as currently some files only available through searching the website. Emails should probably be downloaded to make sure we don't lose any records.

	LP: Emails to be transferred over and full website backup will be taken before transferring to new website.		
Conclusion:	New hosting package purchased in BULSA name and website development is underway.		
Action point	Action description	Person responsible	Deadline
A1.11.1	Design new website structure.	LP	August 2017
A1.11.2	Copy over website material.	LP	August 2017
A1.11.3	Create new website content.	HW	September 2017
A1.11.4	Transfer over to new website as primary site.	LP	September 2017

Agenda item 1.12: Committee shirts

Presenter: Luke Peel

Discussion:	<p>LP: Previous year's committee had shirts and wondering if something to look into this year. MK: Would give good impression and look to seem impartial. Wear at official events such as AGM and GM. SP: Prefers t-shirt to polo shirt. JH: Polo shirt smarter than t-shirt. MK: Polo shirt would be better for the situations worn in. Year would be useful as to not confuse in the future. JW: Polo shirt could include year, position and logo. LP: Company called Samex used in the past so have logo on file. Budget could be around £15. SP: To investigate polo shirts pricing and purchasing in time for the first competition.</p>		
Conclusion:	Committee shirts are going to be designed and purchased in time for our first competition.		

Action point	Action description	Person responsible	Deadline
A1.12.1	Put together design for polo shirt.	SP	July 2017
A1.12.2	Purchase polo shirts for the committee.	SP	August 2017

Agenda item 1.13: Feedback from clubs

Presenter: Michael Kirkham

Discussion:	<p>MK: Feedback forms sent out by Jamie Shone had limited response. Some feedback from cursory glance seems that it should be encouraged that judges receive everything at a low cost. Some felt that judges transport should be paid for however some felt that it wasn't unreasonable to pay for their own transport. Emails seem to be preferred to the Facebook group so both mediums will be used with emails sent from BULSCA accounts.</p>		
Conclusion:	Feedback to be sought from clubs and added to previously gained feedback to work on for the coming year.		

Action point	Action description	Person responsible	Deadline
A1.13.1	Put together questionnaire to distribute to clubs.	JH, MK	Next meeting
A1.13.2	Distribute questionnaire and feedback form to clubs.	MK	July 2017

Agenda item 1.14: BULSCA Championships

Presenter: Helen Morris

Discussion:	<p>HM: Emailed pools before exams two weeks ago. Now finished exams and going to call pools now before going away.</p>		
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	<p>LP: Need to think about locations for the SERCs (potentially three including RLNI SERC). Sooner pool is booked the better. Best option is in Bristol.</p> <p>JH: Suggests provisionally booking for the next few years.</p> <p>MK: Sounds sensible.</p> <p>JW: Whilst there isn't a huge amount of choice in pool, dates of RLSS UK Speeds is unknown and could clash with booked date. Usefulness of booking depends on whether deposit is needed in advance and whether date could be changed if there was a clash with other competitions.</p> <p>SP: If deposit is needed there could be a delay given SP and HM being away at different times – a solution will be found to rectify this.</p> <p>LP: Provisionally booking for four years would require dates and book around that.</p> <p>MK: Provisionally set 17th and 18th March 2018 for Championships to give time between RLSS UK Speeds for judges and helpers, but any free weekend in March that we can get is an option.</p> <p>SP: Hengrove needs 25% payment when signing the contract (almost £1,000). Need to collect money from other clubs that still haven't paid for Championships 2016 in order to have money in bank account.</p> <p>HM: Previously Hengrove have price matched previous years pricing, however there has been a year gap.</p> <p>LP: Sponsorship needs to be explored soon and look at what BULSCA can offer.</p>		
Conclusion:	Pool has not been booked yet and is currently being investigated. Sponsorship needs to be looked into soon for the competition.		
Action point	Action description	Person responsible	Deadline
A1.14.1	Contact 50m pools to find a venue to book for BULSCA Championships 2017.	HM	ASAP

Agenda item 1.15: Conference			
Presenter: Jared Wray			
Discussion:	<p>JW: Numerous members of BULSCA committee attending Conference with a wide spread of workshops being covered on the Saturday. Make sure everyone takes notes to share with the committee and with other clubs. MK and JH attending Lifesaving Instructor Tutor course on the Sunday and JW attending Safeguarding course (new RLSS UK course). HW only attending on the Saturday. HW and JH going as BULSCA paid for by Avon and North Wiltshire branch. JW going paid for by Avon and North Wiltshire branch. MK going paid for by North Yorkshire branch.</p>		
Conclusion:	Good representation of the BULSCA committee planned for Conference this year and will report back after the event.		
Action point	Action description	Person responsible	Deadline
A1.15.1	Write summaries on Conference after attending.	JW, MK, HW, JH	Next meeting

Agenda item 1.16: Welfare officer			
Presenter: Michael Kirkham			
Discussion:	<p>MK: Two individuals in BULSCA have nominated themselves – Tom Winter of Birmingham University and Hannah Smallwood of Nottingham.</p> <p>JH: Some people missing from list.</p> <p>MK: Some people may have communicated with Jamie Shone via Facebook which is why they may have been missed, however these are all the applications received.</p> <p>JH: Suggests not electing anyone until all applications have been received.</p> <p>JW: Welfare Officer is a position elected by the BULSCA committee and feel that it is an important role to fill. The two candidates look like good choices and are experienced members of BULSCA. Could have just as easily chosen people from BULSCA – no application process necessary.</p>		

	<p>MK: Suggests that both candidates are elected as Welfare Officer as they are both experienced BULSCA members, part of two separate clubs and different genders. If anyone else comes forward then this can be explored at a later date. As all in agreement then Tom Winter and Hannah Smallwood are elected Welfare Officers.</p> <p>MK: Oli Coleman has contacted MK regarding increasing numbers of community clubs in attendance and the suggestion to come up with safeguarding guidelines to give host clubs and suggest that they follow. Suggests that the Welfare Officers create this document.</p> <p>JW: New Welfare Officers didn't have incredibly strong safeguarding experience and shouldn't be expected to create a document, although no doubt in their ability to perform the duties of the job. They should be following guidance from the BULSCA committee who should be ultimately responsible for the formation of these guidelines.</p> <p>JH: Wouldn't be happy forming guidelines by ourselves and a higher authority should be contacted to assist us on this matter. The new Welfare Officers should just be expected to follow any documents we provide and follow their duties under the constitution.</p> <p>JW: To speak to Andrea Roberts from RLSS UK regarding this, and to draft a safeguarding guideline document to distribute to clubs. Once a draft is produced then we can start to critique as difficult to imagine a document that hasn't yet been created.</p> <p>MK: Oli Coleman is willing to help with this, and the rest of the committee can help with the document once drafted. JW is going to RLSS UK Safeguarding course at Conference so can use information and contacts from that to help.</p>		
Conclusion:	Tom Winter and Hannah Smallwood are appointed Welfare Officer's. Safeguarding guidelines for clubs to refer to will be created to assist clubs in organising competitions.		
Action point	Action description	Person responsible	Deadline
A1.16.1	Inform the candidates of election of Welfare Officers.	MK	ASAP
A1.16.2	Inform BULSCA regarding election of Welfare Officers	HW	July 2017
A1.16.3	Discuss idea of safeguarding document with someone from RLSS UK.	JW	ASAP
A1.16.4	Create a draft safeguarding guidelines for BULSCA competitions.	JW	August 2017

Agenda item 1.17: Bias in judging			
Presenter: ALL			
Discussion:	No time to discuss this during this meeting. To be added to the agenda for the next meeting.		
Conclusion:	Item to be discussed at next meeting.		
Action point	Action description	Person responsible	Deadline
A1.17.1	Add discussion on 'Bias in judging' to the next meeting agenda.	JW	July 2017

Agenda item 1.18: Any other business			
Presenter: ALL			
Discussion:	<p>MK: Need to contact Warwick and Loughborough regarding holding GM and AGM.</p> <p>JW: To book the rooms.</p> <p>JH: When does the AGM have to occur? Suggests holding at the end of BULSCA Championships.</p> <p>HW: Limited time at BULSCA Championships.</p> <p>MK: Can be held on its own on a separate day if needed.</p> <p>HW: Timing isn't ideal in the morning before a competition however it is what we have to work with. Clubs could be Skyped in if they are not present as a last resort.</p> <p>MK: Would have to look at policies and constitution to see if this is allowed.</p>		

	JW: This could be amended if this will allow clubs who can't attend to attend. Shouldn't be advertised unless club isn't able to attend AGM or GM in person using conferencing equipment or Skype.		
Conclusion:	Rooms to be booked for the AGM and GM soon for the morning of the day of Loughborough and Warwick competition.		
Action point	Action description	Person responsible	Deadline
A1.18.1	Contact Warwick and Loughborough to book rooms for the GM and AGM for the morning of the respective competitions.	JW	July 2017
A1.18.2	Add discussion on 'Filming SERCs and events' to the next meeting agenda.	JW	Next meeting
A1.18.3	Explore whether current limitations of GM or AGM allow for remote interaction.	MK	Next meeting

Agenda item 1.19: Date of next meeting			
Presenter: ALL			
Discussion:	MK: Asks when committee are next free. HW: Suggests time frame is dependent on how often meetings are wanted. MK: During the season meetings should be monthly. Out of season it depends on what has occurred. HW: Suggests the weeks following Conference. MK: To set a Doodle poll to decide on date and time of meeting.		
Conclusion:	Next meeting date and time to be voted on using Doodle poll.		
Action point	Action description	Person responsible	Deadline
A1.19.1	Create a Doodle Poll for the next meeting for the week of the 10 th July 2017.	MK	ASAP

Meeting closed at 17:35. (2 hours 35 minutes)

Summary of action points from meeting			
Action point	Action description	Person responsible	Deadline
A1.1.1	Complete handover with previous committee members.	HW	ASAP
A1.2.1	Ask Oli Coleman to change email passwords.	LP	ASAP
A1.2.2	Ensure all committee members have access to the Dropbox.	MK	ASAP
A1.2.3	Remove old committee from Dropbox.	MK	Next meeting
A1.3.1	Review and create drafts of up-to-date governance documents.	JW	August 2017
A1.3.2	Transfer documents from Google Drive to Dropbox shared folder.	LP	ASAP
A1.4.1	Create a draft 2-page feature article on BULSCA including sourcing images.	JW, HW, JH	August 2017
A1.5.1	Issue refund of £35 to JH	SP	ASAP
A1.5.2	Investigate if LP is on the bank account	LP, SP	ASAP
A1.5.3	Organise paperwork to be signed for SP to become signatory for the bank account.	SP	July 2017

A1.5.4	Talk with Plymouth to gain full overdue payment from Championships.	JH	ASAP
A1.5.5	Talk with Warwick and Crawley to gain full overdue payment from Championships.	SP	ASAP
A1.6.1	Seek general sponsorship for BULSCA.	SP	July 2017
A1.6.2	Seek sponsorship specific for BULSCA Championships.	SP, HM	July 2017
A1.7.1	Create a document to show to the committee highlighting the different suggested roles and their suggested duties.	JH	Next meeting
A1.8.1	Talk to CDPCs to identify help and support from individuals and organisations in setting up new clubs.	JH	July 2017
A1.8.2	Design and cost up Fresher's Fair pack.	JH	Next meeting
A1.9.1	Make a list of all competitions in branch and area on post on the Facebook group.	ALL	Next meeting
A1.9.2	Add dates of competitions to public BULSCA calendar ready to share with clubs.	LP	July 2017
A1.10.1	Contact clubs to get a few sentences for section on website.	HW	July 2017
A1.10.2	Update club pages on website with current information and descriptions.	HW	July 2017
A1.10.3	Send HW short blurbs about yourself.	ALL	Next meeting
A1.10.4	Update committee page on website with current committee information.	HW	July 2017
A1.10.5	Teach committee how to update website.	LP	August 2017
A1.11.1	Design new website structure.	LP	August 2017
A1.11.2	Copy over website material.	LP	August 2017
A1.11.3	Create new website content.	HW	September 2017
A1.11.4	Transfer over to new website as primary site.	LP	September 2017
A1.12.1	Put together design for polo shirt.	SP	July 2017
A1.12.2	Purchase polo shirts for the committee.	SP	August 2017
A1.13.1	Put together questionnaire to distribute to clubs.	JH, MK	Next meeting
A1.13.2	Distribute questionnaire and feedback form to clubs.	MK	July 2017
A1.14.1	Contact 50m pools to find a venue to book for BULSCA Championships 2017.	HM	ASAP
A1.15.1	Write summaries on Conference after attending.	JW, MK, HW, JH	Next meeting
A1.16.1	Inform the candidates of election of Welfare Officers.	MK	ASAP
A1.16.2	Inform BULSCA regarding election of Welfare Officers	HW	July 2017
A1.16.3	Discuss idea of safeguarding document with someone from RLSS UK.	JW	ASAP
A1.16.4	Create a draft safeguarding guidelines for BULSCA competitions.	JW	August 2017
A1.17.1	Add discussion on 'Bias in judging' to the next meeting agenda.	JW	Next meeting
A1.18.1	Contact Warwick and Loughborough to book rooms for the GM and AGM for the morning of the respective competitions.	JW	July 2017

A1.18.2	Add discussion on 'Filming SERCs and events' to the next meeting agenda.	JW	Next meeting
A1.18.3	Explore whether current limitations of GM or AGM allow for remote interaction.	MK	Next meeting
A1.19.1	Create a Doodle Poll for the next meeting for the week of the 10 th July 2017.	MK	ASAP