



British Universities Life Saving Clubs' Association

Committee Meeting Agenda

Date: Wednesday 30th August 2017 **Time:** 19:00-21:00 **Venue:** Skype

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

Purpose: BULSCA committee meeting to update the committee on planned and new developments.

Agenda

No.	Item	Details / Outcome	Name	Time
3.0	Welcome, attendance, apologies, conflicts of interest	Record data.	MK	2 mins
3.1	Matters arising	Matters arising from the previous meeting.	ALL	10 mins
3.2	Sponsorship	Update on sponsorship including pack and potential sponsors.	SP	10 mins
3.3	Financial update	Update on finances.	SP	5 mins
3.4	Committee shirts	Display of new shirts.	SP	3 mins
3.5	Membership	Discussion on membership.	SP	5 mins
3.6	Article for Lifesavers Magazine	Update on progress of lifesavers magazine article.	JW	3 mins
3.7	Safeguarding guidance	Update on progress of safeguarding document.	JW	3 mins
3.8	BULSCA documents	Update on updating BULSCA documents.	JW	3 mins
3.9	Website	Update on new website status	LP	5 mins
3.10	Championships	Update on Championships	HM	10 mins
3.11	Course update	Update on courses.	JH	5 mins
3.12	Survey update	Update on survey distributed to clubs.	JH	5 mins
3.13	Update on role split	Update on club development officer role split.	JH	5 mins
3.14	Change in circumstances	Update on JH change in circumstances.	JH	3 mins
3.15	Fresher's Competition	Discussion on progress of competition organisation. Person assigned to assist club?	ALL	5 mins
3.16	Perception of bias in judging	Discussion of perceived bias in judging and potential solutions.	HW	15 mins
3.17	Any other business	Review items not already discussed.	ALL	4 mins
3.18	Date of next meeting	Define next BULSCA meeting dates, venue and invitees.	Committee	3 mins

Agenda item 3.0: Welcome, attendance, apologies, conflicts of interest

Presenter: MK

Discussion: MK: Welcomes committee to the third meeting. No conflicts of interest.

Conclusion: All welcomed. No conflicts of interest declared.

Agenda item 3.1: Matters arising

Presenter: ALL

Discussion:	<p>HW: Gained contact details from Plymouth.</p> <p>JH: Taken decision to not pursue freshers pack due to one team being interested. Highlighted three teams at least have said they are interested. Perhaps mention later in the competition year for next year. Could target university refreshers in new year?</p> <p>HW: BULSCA Awards. Really keen to encourage more participation in BULSCA and give awards to people who are perhaps not already league winners. Award coaches, volunteers etc. Add to the AGM to encourage attendance?</p> <p>JH: Risk of getting too many people to AGM. Do final league competition of season?</p> <p>JW: Wouldn't have same atmosphere and is then requiring people to attend a league competition versus attend an AGM.</p> <p>HW: Create criteria with HM using her knowledge.</p> <p>MK: All confirm minutes are accurate.</p>
Conclusion:	Minutes of the last meeting confirmed as accurate. Idea for BULSCA Awards is liked and will be developed.

Action point	Action description	Person responsible	Deadline
A3.1.1	Create criteria about the BULSCA Awards.	HW	Next meeting
A3.1.2	Consider Freshers pack for university refreshers time	JH	December 2017

Agenda item 3.2: Sponsorship

Presenter: SP

Discussion:	<p>SP: Not done much since last meeting. Needs more help with contact details. Asks LP to format document in a BULSCA fashion. Asks HW for options for reach on social media and through communication, perhaps through email. Needs ideas of who to target.</p> <p>JW: Need to be careful about how we distribute emails for advertising as we don't have permission from people regarding Data Protection.</p> <p>HM: Bronze, Silver, Gold bands for sponsorship. Going to contact Wester Jobs who gave the history society £1000 every year in Sheffield. HM to contact.</p> <p>JH: Own pool finds it very difficult to send out own promotional material – need to be very careful.</p> <p>HW: Could ask on Facebook for emails if we really needed them but wouldn't get a good response.</p>
Conclusion:	Sponsorship still needs to be raised. Need to carefully look at what we can offer to businesses in exchange for sponsorship. More potential sponsors to be contacted.

Action point	Action description	Person responsible	Deadline
A3.2.1	Help format sponsorship pack in BULSCA style	LP	September 2017
A3.2.2	Contact sponsors and transfer details about sponsorship.	HM SP	October 2017

Agenda item 3.3: Financial update

Presenter: SP

Discussion:	SP: Have enough money in accounts. Will approve expense from HM for travelling to Cardiff pool expensed. Oli Coleman has been expensed. Next lot of money coming in from membership soon. MK and SP still not on the accounts. Lloyds given SP details to get a card reader for LP so he can approve expenses.
-------------	----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

	<p>HM: Takes long to transfer signatories over so is it worth transferring to a different account which is easier?</p> <p>SP: Being prepared next AGM by instructing potential treasurers and chairs to bring information so everything can be signed on the day. Once break up for summer then difficult to handle and arrange.</p> <p>LP: Always been done in the past on the day of the AGM so just repeating older ideas, lost in a handover one year.</p>		
Conclusion:	Currently we are financially alright, although not excessive. MK and SP still not on the accounts. Needs to be prepared to transfer signatories on the accounts on the day of the AGM.		
Action point	Action description	Person responsible	Deadline
A3.3.1	Approve HM expense for venue visit to Cardiff.	SP	Done
A3.3.2	Approve Oli Coleman web based expenses.	SP	Done
A3.3.2	Prepare new committee to get on the accounts at the AGM.	SP	AGM

Agenda item 3.4: Committee shirts			
Presenter: SP			
Discussion:	SP: Not yet received them as the SU was shut. Collecting tomorrow. To ensure they are at the correct standard.		
Conclusion:	Shirts delivered however quality not yet confirmed.		
Action point	Action description	Person responsible	Deadline
A3.4.1	Collect BULSCA committee polo shirts from Bristol SU and ensure of correct standard.	SP	ASAP

Agenda item 3.5: Membership			
Presenter: SP			
Discussion:	SP: When to ask for money for membership. No clubs currently need discounted membership. £35 for membership.		
Conclusion:	Membership fee set for this year at £35.		
Action point	Action description	Person responsible	Deadline
A3.5.1	Find out how much membership costs are present and where documented.	SP	ASAP
A3.5.2	Send out invoices for clubs so plenty of time to pay if necessary.	SP	ASAP

Agenda item 3.6: Article for Lifesavers Magazine			
Presenter: JW			
Discussion:	<p>JW: Article is being written and should be ready for RLSS deadline. Need images for article.</p> <p>HW: To contact clubs to check they are fine with images being used in magazines.</p> <p>JW: Need to be certain quality. Will submit a large amount and they can have the editorial choice.</p>		
Conclusion:	Lifesavers Magazine article under development.		
Action point	Action description	Person responsible	Deadline

A3.6.1	Email clubs to check pics are fine.	HW	ASAP
A3.6.2	Finish article and submit to the RLSS.	JW	ASAP
A3.6.3	Contact Porcha.	JW	ASAP

Agenda item 3.7: Safeguarding guidance

Presenter: JW

Discussion: JW: Safeguarding Guidance almost complete. Will be distributed for inspection before next meeting.

Conclusion: Safeguarding guidance almost ready for checking.

Action point	Action description	Person responsible	Deadline
A3.7.1	Distribute draft Safeguarding Guidance to committee.	JW	Next meeting

Agenda item 3.8: BULSCA documents

Presenter: JW

Discussion: JW: Still working way through suggested edits of BULSCA documents. Will publish more before next meeting.

Conclusion: BULSCA documents still being marked up with suggested edits.

Action point	Action description	Person responsible	Deadline
A3.8.1	Share suggested edits with committee before next meeting.	JW	Next meeting

Agenda item 3.9: Website

Presenter: LP

Discussion: LP: Not a lot has changed in the last four weeks. Almost at the point to transfer content onto it. Then talking to Oli about getting the domain transferred across. On track for limited website use by Fresher.
JW: Important to still have access to the website content throughout the year as useful resource.

Conclusion: Website will be live soon. Content from old website will be maintained for future records and/or transferred over.

Action point	Action description	Person responsible	Deadline
A3.9.1	Transfer across to new website.	LP	October 2017
A3.9.2	Ensure website content is maintained.	LP	AGM

Agenda item 3.10: Championships

Presenter: HM

Discussion: HM: Emailed the BJP so we can clarify whether speeds lifesaving league would be problematic, probably will be alright so would like to get it involved.
HM: Wants to decide Cardiff v Bath. Pros and cons detailed. Prefers Bath to Cardiff. Bath has strong branch links and to community clubs. Contact away so cant answer questions. Cardiff six nations in only weekend available.
JW: More financially stable option as price in Cardiff likely to change (5-10%).
HM: Only issue with Bath is that everyone spoken to has said don't go to Bath.

	<p>HM: Choice of dates for Bath. All weekends in March free so ideally 17th/18th March, if not the week after and if not the 10th/11th March.</p> <p>HM: To phone up tomorrow.</p> <p>LP: Remember the loss of 2017. Ensure we have a good answer for it given the venue for this year.</p>		
Conclusion:	Most likely going to use Bath as the pool and will be contacted to book.		
Action point	Action description	Person responsible	Deadline
A3.10.1	Contact RLSS UK contact to see if they can book pool to save VAT.	JH	ASAP
A3.10.2	Book Bath University Swimming Pool for Champs.	HM	ASAP

Agenda item 3.11: Course Update			
Presenter: JH			
Discussion:	<p>JH: Waiting on Warwick for the date of the Instructor course. Running the course at cost price.</p> <p>HW: To send out an announcement when the date has been confirmed.</p> <p>JH: May run a course in the south. Course needed in Wales.</p> <p>JW: Running course in Bristol. Happy to help out in other locations. We should look to support other members of BULSCA who have done the Lifesaving Instructor Tutor course who need to get signed off.</p> <p>MK: Looking to run a Lifesaving Instructor course for Sheffield.</p> <p>JH: Other courses need running such as Judges courses.</p>		
Conclusion:	Number of courses upcoming such as Lifesaving Instructor courses. BULSCA to advertise courses if given notice.		
Action point	Action description	Person responsible	Deadline
A3.11.1	Keep track of ongoing courses.	JH	AGM
A3.11.2	Advertise any courses run by BULSCA clubs to the rest of the members.	HW	AGM

Agenda item 3.12: Survey Update			
Presenter: JH			
Discussion:	<p>JH: 7 responses. Waiting on 4. Main points are actionable. Generally good feedback. Opinions expressed included dislike of website, distant committee and wanting us to justify what we are doing. All currently being worked on. Wants to look through BULSCA development documents.</p> <p>JW: To provide JH with BULSCA development documents.</p>		
Conclusion:	Good feedback on the survey and any issues raised are being worked on by new committee.		
Action point	Action description	Person responsible	Deadline
A3.12.1	Collate actionable points for committee discussion.	JH	September 2017

Agenda item 3.13: Update on role split			
Presenter: JH			
Discussion:	<p>JH: Still fine tuning allocation of duties for proposed new role. Looking to call it completely different name rather than seeming like splitting Development role.</p> <p>HW: Move records to Data for use in spreadsheet.</p>		
Conclusion:	New role under development still being fine tuned.		

Agenda item 3.14: Change in circumstances	
Presenter: JH	
Discussion:	JH: Now has a full time job and is moving to Poole to work with the RLNI. Stepping down as the RLSS UK Welsh Ambassador. Moving next Thursday.
Conclusion:	JH change in circumstances due to moving to Poole to work full time for the RLNI will not affect BULSCA duties.

Agenda item 3.15: Freshers Competition			
Presenter: JW			
Discussion:	JW: Would be good to have someone on the committee to support clubs running a competition and to get them any help. JH: Would be good to have that as part of one of the development role. MK: LP as part of Data works closely with clubs to offer support. League email Alias to be looked at.		
Conclusion:	Clubs will be supported, currently no major issues with Freshers Competition.		
Action point	Action description	Person responsible	Deadline
A3.15.1	Ensure correct contacts on League email alias.	LP	September 2017

Agenda item 3.16: Perception of bias in judging			
Presenter: HW			
Discussion:	HW: Not all committee members submitted form. Different committee members think they have submitted but not all received. MK: All members to resubmit their response.		
Conclusion:			
Action point	Action description	Person responsible	Deadline
A3.16.1	Resubmit response for perception of bias in judging questionnaire.	ALL	ASAP

Agenda item 3.17: Any other business	
Presenter: ALL	
Discussion:	No other business declared.
Conclusion:	No other business declared.

Agenda item 3.18: Date of next meeting	
Presenter: ALL	
Discussion:	MK: Look to arrange next meeting a month from now. HW: Would appreciate several meetings booked in advance. MK: Meeting dates confirmed as Sunday 24 th September 2017, Sunday 22 nd October 2017, Sunday 12 th November 2017.
Conclusion:	Next meeting dates: Sunday 24 th September 2017 at 19:00 Sunday 22 nd October 2017 at 19:00 Sunday 12 th November 2017 at 19:00

Meeting closed at 21:13 (2 hours 13 minutes).