



British Universities Life Saving Clubs' Association

Committee Meeting Agenda

Date: Monday 16th October 2017 **Time:** 19:00-19:25 **Venue:** Skype

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

Purpose: Quick BULSCA meeting for the discussion of imminent items prior to the first competition.

Agenda

| No. | Item | Details / Outcome | Name | Time |
|-----|---|--|-----------|---------|
| 5.0 | Welcome, attendance, apologies, conflicts of interest | Record data. | MK | 1 min |
| 5.1 | Preparations for Nottingham competition | Discuss preparation for Nottingham competition | ALL | 10 mins |
| 5.2 | Safeguarding guidance | Discuss safeguarding guidance. | JW | 5 mins |
| 5.3 | Publication of survey results | Sign off on the survey results graphics. | JH | 3 mins |
| 5.4 | Lifesavers Magazine | Mention that the magazine article has been sent to print. | JW | 1 min |
| 5.5 | Wikipedia page | Mention that our Wikipedia page could benefit from being updated. | JW | 1 min |
| 5.6 | Any other business | Review items not already discussed. | ALL | 1 min |
| 5.7 | Date of next meeting | Reminder of next BULSCA meeting on Sunday 2 th November 2017. | Committee | 1 min |

Minutes

Date: Monday 16th October 2017 **Start time:** 19:00

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

Apologies: Helen Morris

Agenda item 5.0: Welcome, attendance, apologies, conflicts of interest

Presenter: MK

Discussion: MK: Welcomes committee to meeting. Apologies from HM. LP and HW will be late.

Conclusion: Committee welcomed to 5th committee meeting. Apologies from HM, LP and HW.

Agenda item 5.1: Preparation for Nottingham competition

Presenter: ALL

Discussion: HW: Everything for Fresher's competition has been released.
 MK: Email received regarding concerns about timings being ambitious, especially as Nottingham haven't run a Fresher's competition before.
 MK: To contact Nottingham to raise concerns and JH to be CCed in. To write in positive way to be constructive.
 SP: Don't want a repeat of last year.
 JW: If an issue is thought to be at risk of cropping up then we should plan for that eventuality as to not be taken off guard.

| | | | |
|---------------------|--|---------------------------|-----------------|
| | <p>MK: Not sure how many teams they have entered so unsure about if they get the same number of teams that have entered as in previous years. JW: MK has league control online so can view entries for the competition at any time. MK: To contact head referee to ensure they are aware of the situation.</p> | | |
| Conclusion: | Nottingham's competition is underway and questions about timings raised. Individuals to be contacted so they are aware of any potential issues. | | |
| Action point | Action description | Person responsible | Deadline |
| A5.1.1 | Contact competition organiser and head referee for Nottingham competition to identify any potential timing issues. | MK | ASAP |

| | | | |
|---|--|---------------------------|-----------------------|
| Agenda item 5.2: Safeguarding guidance | | | |
| Presenter: JW | | | |
| Discussion: | <p>JW: Safeguarding document uploaded to the Facebook group today. If everyone could add comments so I can edit that would great. MK: Everyone to submit feedback by Fresher's competition.</p> | | |
| Conclusion: | Safeguarding document draft has been uploaded for review. | | |
| Action point | Action description | Person responsible | Deadline |
| A5.2.1 | Comment with feedback for safeguarding guidance. | ALL | Fresher's Competition |

| | | | |
|---|---|---------------------------|-----------------|
| Agenda item 5.3: Publication of survey results | | | |
| Presenter: JH | | | |
| Discussion: | <p>JH: Survey graphics will be uploaded to Facebook group. MK: Everyone to submit feedback ASAP.</p> | | |
| Conclusion: | Feedback graphics generated and comments for alterations to be added. | | |
| Action point | Action description | Person responsible | Deadline |
| A5.3.1 | Upload survey graphics and comment on graphics. | JH / ALL | ASAP |

| | | | |
|---|--|--|--|
| Agenda item 5.4: Lifesavers Magazine | | | |
| Presenter: JW | | | |
| Discussion: | JW: Submitted article for Lifesavers Magazine and been accepted. | | |
| Conclusion: | Lifesavers Magazine article has been submitted to RLSS UK. | | |

| | | | |
|--|---|---------------------------|-----------------|
| Agenda item 5.5: Wikipedia page | | | |
| Presenter: JW | | | |
| Discussion: | <p>JW: Realised that BULSCA has a Wikipedia page, this should be updated to reflect current status and perhaps in a way that it doesn't need constantly updating in the future. HW: To look at Wikipedia page.</p> | | |
| Conclusion: | BULSCA Wikipedia page needs updating. | | |
| Action point | Action description | Person responsible | Deadline |
| A5.5.1 | Update Wikipedia page. | HW | AGM |

Agenda item 5.6: Any other business

Presenter: ALL

Discussion: MK: To talk to Chris Harper regarding the BJP review.
JH: To call MK about organising a Lifesaving Instructor course.

Conclusion: BJP to be contacted with regards to review and lifesaving instructor course is to be organised by probationary lifesaving instructor tutors.

| Action point | Action description | Person responsible | Deadline |
|---------------------|--|---------------------------|-----------------|
| A5.6.1 | Contact Chris Harper with regards to BJP review. | MK | ASAP |
| A5.6.2 | Organise Lifesaving Instructor course. | JH / MK | November 2017 |

Agenda item 5.7: Date of next meeting

Presenter: Committee

Discussion: MK: Next meeting is Sunday 12th November 2017 at 18:00.

Conclusion: Next meeting is Sunday 12th November 2017 at 18:00.