



British Universities Life Saving Clubs' Association Committee Meeting Agenda

Date: Sunday 12th November 2017 **Time:** 19:00-20:00 **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
6.0	Welcome, attendance, apologies, conflicts of interest	Record data.	MK	2 mins
6.1	Matters arising	Matters arising from the previous meeting.	ALL	10 mins
6.2	Finances	Update on money matters.	SP	3 mins
6.3	Feedback	Feedback from 2 missing survey results, future feedback and progress in relation to current feedback.	JH	5 mins
6.4	Leeds and other new clubs	Next steps for Leeds Trinity and process for new clubs.	JH	5 mins
6.5	Birmingham competition	Problem with their pool booking.	MK	10 mins
6.6	GM information	Update on GM information and release date.	JW	5 mins
6.7	Reports	Information on required committee reports.	JW	5 mins
6.8	Update on Sheffield competition	Discussion on Sheffield competition.	ALL	5 mins
6.9	Date of next meeting	Define next BULSCA meeting dates, venue and invitees.	Committee	3 mins

Minutes

Date: Sunday 12th November 2017 **Start time:** 19:00

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

Apologies: -

Agenda item 6.0: Welcome, attendance, apologies, conflicts of interest

Presenter: MK

Discussion: MK: Welcomes committee to meeting. JH apologies from missing start of meeting as cannot connect appropriately to Skype. LP and HW will be slightly late to meeting.

Conclusion: Committee welcomed to 6th committee meeting.

Agenda item 6.1: Matters arising

Presenter: ALL

Discussion: MK: Nottingham couldn't get extra pool time due to other pool bookings beforehand. LP and MK brought up the tight time scale with them and the head referee was also contacted to

	ensure everything had been thought through. Competition ran very smoothly so well done to them.
Conclusion:	Nottingham competition ran very smoothly.

Agenda item 6.2: Finances

Presenter: SP

Discussion:	<p>SP: BULSCA has sufficient funds at the moment. All teams apart from Warwick have paid for membership, and currently the association has £2,727. 10 teams have paid membership.</p> <p>LP: Has £10 from an appeal/fine to give to SP.</p> <p>SP: Thinking about reshuffling £100 profit rule. Thinks that this will make competitions cheap.</p> <p>JW: Unsure about this idea and can think immediately of several issues with it. It should be discussed next meeting when appropriate time to discuss.</p>
-------------	---

Conclusion: Finances fine at the moment. Potential discussion about profit rules at GM.

Action point	Action description	Person responsible	Deadline
A6.2.1	Pass on BULSCA money collected to treasurer.	LP	ASAP
A6.2.2	Write up ideas on competition profits suggestion for discussion.	SP	Next meeting

Agenda item 6.3: Feedback

Presenter: JH

Discussion:	<p>JH: Graphics released with current facts and feedback. Nothing controversial arisen after posting. Oli Coleman has said that feedback from two judges (Oli and Ed) has been lost from a previous survey. Wants feedback from judges on how people deal with casualties.</p> <p>LP: Feedback from judges could already be received, room on the marksheet for comments for instance.</p> <p>JH: Thinks he should email Sheffield to get hold of judges to see how they can do it.</p> <p>HW: It should be made clear that feedback doesn't necessarily need to be from that day as they can be very busy.</p> <p>JH: Wants any feedback to be on the day. Can post something on Facebook group to be discussed.</p>
-------------	---

Conclusion: Feedback has been released to clubs. Lost feedback from some experienced judges. Look to ensure feedback and comments from judges of SERCs is recorded and passed on to clubs.

Action point	Action description	Person responsible	Deadline
A6.3.1	Post feedback discussion on Facebook group for further discussion.	JH	December 2017

Agenda item 6.4: Leeds and other new clubs

Presenter: JH

Discussion: JH: To post steps for new clubs on Facebook.

Conclusion: Looking to generate a flow chart and stepwise instructions for new clubs to help them with the process of setting up.

Action point	Action description	Person responsible	Deadline
A6.4.1	Create a flow chart for new clubs.	JH	AGM

Agenda item 6.5: Birmingham competition

Presenter: MK	
Discussion:	MK: Birmingham are having issue with pool booking. Looking at using private school pool next door to Campus. Not a date change but a location change. Not being spoken to since a couple of emails ago. If they are deviating from the competition application that was voted on then BULSCA committee needs to be involved. JH: Judges should be updated even if not necessarily teams as they have issues with booking accommodation further in advance.
Conclusion:	Birmingham competition pool is changing venue. MK looking to keep updated with changes as they occur and ensuring everyone else is being kept in the loop, however not a date change or a major location change so shouldn't be too problematic.

Agenda item 6.6: GM information	
Presenter: JW	
Discussion:	HW: Information on website. JW: Meeting needed on Wednesday 22 nd November 2017 to discuss proposals. Deadline for items to be in are Tuesday 21 st November 2017 at midnight and need to release agenda 7 days in advance, so everyone needs to stick to deadlines. Need reports from most people too.
Conclusion:	Information about GM has been added to website. Committee meeting upcoming to discuss proposals.

Agenda item 6.7: Reports			
Presenter: SP			
Discussion:	MK: Thinks HM should write report on Championships. JW: Treasurer and Secretary can write updates as per requirements. MK: LP can write a report regarding updates to website. JH will want to write a report on feedback. HW: Will not write a report as no major updates.		
Conclusion:	All committee members to submit reports.		
Action point	Action description	Person responsible	Deadline
A6.7.1	Write reports for GM agenda and minutes.	MK/JW/SP/JH/LP/HM	19/11/2017

Agenda item 6.8: Update on Sheffield competition	
Presenter: ALL	
Discussion:	MK: Sheffield competition preparations going well. Looking to clarify entry numbers ASAP and this will be passed onto LP. Looking to bring registration forward to help accept more clubs. To be discussed in Facebook chat and by email.
Conclusion:	All preparations going fine. Numbers of teams still being worked out that they can host. Looking to bring registration forward.

Agenda item 6.9: Date of next meeting	
Presenter: Committee	
Discussion:	Next meeting to be on Sunday 19 th November 2017 at 18:00 to discuss any committee proposals or anything else not discussed today. Meeting on Wednesday 22 nd November at 19:30 to discuss proposals and decide on committee recommendations.
Conclusion:	Next meeting on Sunday 19 th November 2017 at 18:00.