



British Universities Life Saving Clubs' Association

Committee Meeting Agenda

Date: Sunday 19th November 2017 **Time:** 18:00-19:00 **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
7.0	Welcome, attendance, apologies, conflicts of interest	Record data.	MK	2 mins
7.1	Matters arising	Matters arising from the previous meeting.	ALL	10 mins
7.2	Fines for late submission	Discussion of fines issued.	SP	5 mins
7.3	Committee proposals for GM: Club Recruitment Officer	Discussion on potential committee proposal for GM.	JH	15 mins
7.4	Committee proposals for GM: Competition profit	Discussion on potential committee proposal for GM.	SP	15 mins
7.5	Any other business	Review items not already discussed.	ALL	10 mins
7.6	Date of next meeting	Define next BULSCA meeting dates, venue and invitees.	Committee	2 mins

Minutes

Date: Sunday 19th November 2017 **Start time:** 18:00

Present: Michael Kirkham, Jared Wray, Stephanie Panagi, Josh Hale, Helen Morris

Apologies: Luke Peel, Holly Willing

Agenda item 7.0: Welcome, attendance, apologies, conflicts of interest

Presenter: MK

Discussion: MK: Welcomes committee to meeting.

Conclusion: Committee welcomed to 7th committee meeting.

Agenda item 7.1: Matters arising

Presenter: ALL

Discussion: JW: Apologies for not finalising minutes from past minute. All action points in Dropbox. Had a very busy week.

Conclusion: No major matters arising. Meeting minutes from past meeting to be published to committee soon.

Agenda item 7.2: Fines for late submission

Presenter: SP

Discussion:	SP: Have been looking at fines along with LP. Have already issued fines and attempting to be efficient for the year. Identified that Bristol did not provide information about first aid kits 48 hours before a competition so will be fined.
Conclusion:	Fines being looked at so the rules are being adhered to. Bristol being fined.

Agenda item 7.3: Committee proposals for GM: Club Recruitment Officer

Presenter: JH

Discussion:	JH: Being proposed as a complete committee member role. Need to write proposal. JW: Need to receive by Tuesday at midnight. MK: Clarifies that the Chair is a contact point as per the constitution. JH: New club contacts can be passed onto other committee member. Ideally role would be taken up by someone who would be in role for a few years to know and develop relationships with new clubs. New clubs would be looked after by role for first two years. HM: As someone who has set up a new club, different universities work in different ways and often you can tell new clubs the questions to ask but there is not lots that you can do. JH: Role is a person who can be a support and help to new clubs, and try and recruit new clubs. They can make documentation to help new clubs. JW: Could be a provisional or trial role. JH: Could be for three years, definitely not one year as it will take a while to get everything sorted in the post.
Conclusion:	

Action point	Action description	Person responsible	Deadline
A7.3.1	Write a proposal for Club Recruitment Officer.	JH	21/11/2017

Agenda item 7.4: Committee proposals for GM: Competition profits

Presenter: SP

Discussion:	SP: Rule is completely inefficient from an economists background. If teams have a low cost per person with helpers and judges getting free food and social then they should have a higher profit. JW: Seems unfair for clubs to earn different amounts based on costs outside of their control. Clubs should currently only be making £100 so they should not have much room for movement. SP: Getting a team to cut down their costs to £30 is more beneficial to BULSCA than the £100 rule. JH: Who says how efficient a competition is, for instance if they had higher costs. It depends what universities pay for pool hire. JH: Some clubs struggle to pay for one team. Shouldn't be charging more than necessary. All clubs should declare how much they make at competitions, and if they make more through competitions. MK: SP wants to bring this up as a discussion point. How should this occur? SP: Put forward as an idea and see how clubs react. 20 minute discussion. JW: Would need to be a proposal in order for it to come into effect for next competition season. JH: Could take over GM as lots to discuss. MK: As divisions within the group this shouldn't be submitted on behalf of BULSCA, should be proposed as an individual and make it clear that you aren't doing it on behalf of the committee.
Conclusion:	SP is going to submit the proposal of competition profits as an individual rather than as part of BULSCA.

Agenda item 7.5: Any other business

Presenter: ALL

Discussion:	JH: Going to write a timeline for competitions for people to follow including fines. Also going to create SERC writing template. JW: LP writes SERCs on a template so it may be worth talking about it with him. Also worth consulting BJP to ensure it meets their standards.		
Conclusion:	JH to write a timeline for organising a competition and a template for SERC setters.		
Action point	Action description	Person responsible	Deadline
A7.5.1	Write timeline for organising a competition with regards to dates and times and potential fine deadlines.	JH	AGM
A7.5.2	Write a SERC template for SERC setters. Consult with BJP to check meets standards.	JH	AGM

Agenda item 7.6: Date of next meeting	
Presenter: Committee	
Discussion:	JW: Wednesday 22 nd November at 19:30 for discussion on proposals received.
Conclusion:	Meeting on Wednesday 22 nd November at 19:30 to discuss proposals and decide on committee recommendations.