



British Universities Life Saving Clubs' Association

MINUTES

Date: 26th June 2013

Time: 19:30

Location: Skype

Present Chris H, Alex B, Adam M, Mark M, Nicola K, Oliver C

Apologies Edward M, Ella H

Agenda Item 1 Chair Handover		
Presenter: Chris H		
Discussion	Chris reports that there are no issues with the chair handover.	
Conclusion	n/a	
Action Items	Person Responsible	Deadline
None		
Agenda Item 2 Treasurer Handover		
Presenter: Alex B		
Discussion	Alex reports no issues. However he does bring to light that we have been charged for the event timing at champs this year. We had previously been charged from the equipment hire but wasn't aware we were being charged for the person. Oli confirms that we did know that we were being charged.	
Conclusion	Payment needs to be made for this	
Action Items	Person Responsible	Deadline
Payment to be sent	Ed	ASAP
Agenda Item 3 Secretary Handover		
Presenter: Mark M & Adam M		



Discussion	Adam and Mark report no handover issues. Mark raises that the BULSCA inflatable is still with him and he needs to pass it on now he is not a committee member. He suggests as he lives in Warwick he could give it to Adam or Ed. Adam says he will happily take it. It is raised that Adam's student status next year might mean he can compete. Adam says that this shouldn't be a problem as he doesn't intend to compete but that we can deal with it if it does. Nicola offers to take the inflatable if there is a problem.
------------	---

Conclusion	Mark to give the inflatable to Adam / Nicola
------------	--

Action Items	Person Responsible	Deadline
Mark to get the inflatable to Adam at Warwick or failing that get it to Nicola	Mark	Sometime in July

Agenda Item 4 Champs Co-Ordinator Handover

Presenter: David B & Alex B

Discussion	Alex and David chatted about timelines that need to be met for Champs. Alex confident going forward.
------------	--

Conclusion	n/a
------------	-----

Action Items	Person Responsible	Deadline
n/a		

Agenda Item 5 Webmaster Handover

Presenter: Oliver C

Discussion	Oli has nothing to add other than he would like everyone's BULSCA logins and Bio's for the committee page by the end of the month.
------------	--

Conclusion	Send Photo and Bio to Oli
------------	---------------------------

Action Items	Person Responsible	Deadline
Send a Photo and Bio to Oli	All Committee	June 30th 2013

Agenda Item 6 Club Development Officer

Presenter: Nicola K.

Discussion	Nothing currently coming up. Nicola intends to run the Club Captains / Presidents skype meeting again over summer. Alex enquires about the Irish Lifesaving Link. (Discussed later in the meeting)
------------	--

Conclusion	Nicola setting up a presidents / club captains meeting
------------	--



Action Items	Person Responsible	Deadline
n/a		

19:51 : Mark C and David B leave the meeting.

Agenda Item 7 RLSS Magazine		
Presenter: Adam M		
Discussion	<p>Adam explains the RLSS are cutting down the amount of space we get in Lifesavers mag. The reasons for this are given by Stephanie Clarke in the correspondence below:</p> <p><i>Firstly, please accept my apologies as this is in no way a reflection of a reduced relationship towards BULSCA but a different approach to how we are reviewing our communication with members as we are moving to a more electronic format. We really value the support and contribution BULSCA make to RLSS UK and of course the magazine also, Mark has been incredible.</i></p> <p><i>As editor of the magazine I am cutting down content on other sections too, not just BULSCA in an effort to make the entire magazine more succinct and shorter to reduce charitable funds on the production of the magazine in printed form.</i></p> <p><i>I can however offer BULSCA a monthly 'guest' blog spot (simply send me any articles/photos as you have them and we can get onto our blog page), a section in one of the e-newsletters and this will be promoted with our social media activity. The rationale for this is that we are moving towards more electronic communications in an attempt to not only reduce costs but also to help to engage more people in our activities.</i></p> <p>Alex thinks that this is reasonable. Chris agrees with this especially as he thinks that overall this means we will get more exposure. Alex advises that we continue with the style of reports from this year and thought that Oli's article on our online systems was good. He also advises some competition report style articles but these might need to be written by someone without bias to a particular club.</p> <p>Chris asks about the deadline for the next issue which Adam confirms is July 26th for an October release. There is a general consensus that this article should be aimed at recruitment. It is suggested that Nicola write the article as the development officer.</p>	
Conclusion	The reduction in magazine space is reasonable and will likely benefit us. Nicola will write an article for the October issue of the magazine.	
Action Items	Person Responsible	Deadline
First draft of the recruitment article	Nicola K	Early July



Agenda Item 8 RLSS Page		
Presenter: Chris H		
Discussion	Chris provides a link as to his suggestion for updating our page on the RLSS website and asks for any criticisms.	
Conclusion		
Action Items	Person(s) Responsible	Deadline
All to review the proposed text and send any criticisms to Chris	BULSCA Committee	June 30th 2013

Agenda Item 9 Polo Shirts		
Presenter: Chris H (on behalf of Edward M)		
Discussion	Chris asks for an opinion of committee Polo shirts. Oli says he has found his useful but mainly at RLSS Speeds and other events. Alex counters that if you are attending little or no RLSS events that there is little use for them. Oli says he has used his at Bath. Adam suggest that a white polo could be a good alternative as it would double as a judges polo. Oli is against this and thinks it should remain navy as this looks better. Alex Raises they are only valid for one year, as an alternative we could purchase them in bulk and just get generic ones without Job titles. Oli says that the sort of quantities needed to make this worth it are not feasible and there isn't any money for something like this. Chris asks who on committee would get one if they were available. A number say they would like one therefore Chris suggests Ed look into it.	
Conclusion	Ed to look into Polo shirts for individual committee members who would like them	
Action Items	Person Responsible	Deadline
Research Committee Polos and Report back to the committee	Edward M.	Next Meeting

Agenda Item 10 Sponsorship Pack		
Presenter: Chris H		
Discussion	Chris raises that the sponsorship pack needs to be updated. Oli agrees as it hasn't been updated in several years. Chris says that he would like to have a look at it himself but asks committee to provide input.	
Conclusion	Chris to update the sponsorship pack and committee to contact him with any input.	



Action Items	Person(s) Responsible	Deadline
Email Chris any input for the sponsorship pack	BULSCA Committee	July 31st 2013
Update the sponsorship pack	Chris H	End of Summer

Agenda Item 11 Irish Lifesaving Link

Presenter: Oliver C

Discussion	Oli came across some Lifesaving Varsity Swimming matches that take place in Ireland at the Queen Elizabeth, Belfast. He proposes that Nicola contact them and extend an invitation to Champs. Chris notes that he has a contact in the club already we could liase with. Oli proposed we have a Ireland team to champs. Alex suspects that they are likely to be more speeds based which Oli confirms from the limited research that he has been able to do.
------------	--

Conclusion	We should extend an invitation to Champs to the Queen Elizabeth, Belfast
------------	--

Action Items	Person(s) Responsible	Deadline
Invite QEB to Champs	Nicola	ASAP

Agenda Item 12 Input from the General List to Committee Meetings

Presenter: Nicola K

Discussion	Nicola would like us to send out an email prior to committee meetings to ask for any input from the general email list. There is a consensus from all that this would be a good thing to do.
------------	--

Conclusion	An email asking for input should be sent to the general list before meetings.
------------	---

Action Items	Person(s) Responsible	Deadline
Email to be sent asking for input before meetings	Adam M.	Ongoing

Agenda Item 13 Champs Documents

Presenter: Alex B

Discussion	Alex wants to have a review of Champs documents as he believes they need updating to reflect current practice. Oli asks that changes are tracked so that we can all review them
------------	---



Conclusion	Alex will update the documents to be approved by committee	
Action Items	Person(s) Responsible	Deadline
Review of Champs documentation	Alex B	End of Summer

Agenda Item 14 Diving

Presenter: Alex B

Discussion	Alex enquires whether or not the diving stuff that was asked to be sent out at the AGM has been sent out. Oli confirms that it has been. Alex requests that it is sent out again to remind clubs prior to Bristol as this is the first time that they will dive with a torp. Oli requests that the committee have a look at the risk assessment he has provided and offer their input.
------------	--

Conclusion	Email containing diving information should go out prior to Bristol & committee to provide thoughts on the diving risk assessment
------------	--

Action Items	Person(s) Responsible	Deadline
Diving information sent out prior to Bristol	Oliver C.	12 November 2013
Review of Diving Risk Assessment	BULSCA Committee	Next Meeting

Agenda Item 15 Dropbox

Presenter: Adam M

Discussion	Adam suggests that having a committee dropbox might be useful due to the number of documents that need review, explaining that Warwick used the system this year and found it extremely helpful. Oli raises concerns that in the event of multiple people modifying the document this could lead to conflicted copies. Alex agrees with Oli. Chris suggest that we leave it for now and review later if required
------------	--

Conclusion	Review in the future if needed.
------------	---------------------------------

Action Items	Person(s) Responsible	Deadline

Agenda Item 16 Eligibility

Presenter: Alex B



Discussion	Alex raises the subject of eligibility in champs stating his concern that some university clubs this year, such as Sussex, we allowed to compete and had their BULSCA membership fee waived which is in the power of the committee. We may wish to look at a rule change to deal with this scenario. Oli says that such a rule change would have to be made by October 27th. Chris points out that to achieve this we would have to hold an EGM at Warwick should the rule change be required.	
Conclusion	Alex and Chris to examine to see if a rule change is required.	
Action Items	Person(s) Responsible	Deadline
See if a rule change is required for presentation at a potential Warwick EGM	Alex B & Chris H	September

Agenda Item 17 Competition Events

Presenter: Alex B

Discussion	<p>Alex expresses disappointment that due to Warwick hosting freshers competition, no university plans to use Manikin Carry as their league counting event this year and thinks that this is a shame. He acknowledges that its not in the committee's power to change this. He notes that we will have gates once and apart from that all clubs plan to do medley.</p> <p>Oli notes that the reason for this is that clubs find it difficult to source the equipment, especially BOBs. Chris and Alex both agree that its something for us to think about.</p>	
Conclusion	Review in the future if needed.	
Action Items	Person(s) Responsible	Deadline

Agenda Item 18 Our Next Meeting

Presenter: Chris H

Discussion	After a brief discussion we agree that Monday 22nd July at 19:30 would be the most appropriate time for the next meeting.	
Conclusion	Meeting on 22nd July 2013	
Action Items	Person(s) Responsible	Deadline
Email to be sent the day before the meeting reminding everyone	Adam M	21st June 2013