



British Universities Life Saving Clubs' Association

MINUTES

Date: 22/07/13

Time: 19:30

Location: Skype

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

Apologies n/a

Agenda Item 1 - Minutes / Action Review		
Presenter: Chris		
Discussion	Action Points to be carried forward from last meeting. Adam advised by the committee on amendments to the previous meeting's minutes.	
Conclusion		
Action Items (Carried Over)	Person Responsible	Deadline
Feedback for BULSCA Page for RLSS Extended	BULSCA Committee	August 4th 2013 (Extended)
Sponsorship Pack Updates Thoughts	BULSCA Committee	August 4th 2013 (Extended)
Review Diving Policy	BULSCA Committee	By Next Meeting
Review of Champs Documentation	Alex B	End of Summer
Amendments to Previous Meetings Minutes	Adam M	ASAP
Agenda Item 2 - Club Corner		
Presenter: Chris Harper		
Discussion	Response to email asking for input. No input from clubs so far.	



Conclusion	All Clubs Happy		
Action Items	Person Responsible	Deadline	
Agenda Item 3 - Regional Heat Competition Organisers Day			
Presenter: Alex / Oli			



Discussion	<p>Chris asks how the trip was. Alex explains it was regional competition organisers day. Alex not sure in terms of content, nothing groundbreaking. Just reinforced the key points. There was a discussion about inviting a regional heat organiser to invite local clubs to a BULSCA competition. Could foster good relations. Oli adds that from a branch point of view it was good. From BULSCA the key thing was having a key objective, not having more than one or two purposes of your event. Make the objective measurable for example increase number of clubs taking part etc. Something thats not waffly e.g. everyone to have a really good time.</p> <p>Alex says RLSS are seriously considering moving a lot of their competitions from Ponds Forge to the Olympic Pool. They have a contact of someone who now runs the olympic centre. Trying to get a good deal by saying they would host multiple competitions there. If we wanted to have Champs included in the RLSS's bid they would be willing to have a discussion with us.</p> <p>Oli expresses concern at pricing. Alex says Elouise was aiming to get it down to 5,000. Alex says we could probably do it a 4,000 if we increase entry prices and that would cover it. Decided that clubs wouldn't think it wasn't worth it for a slightly different pool. They maybe willing to pay more for the olympic pool. Alex suggests we keep an open ear just in case. Chris expresses that accommodation might be an issue. Alex says he can see issues but it is an interesting idea. At the end of the day we will only gain extra information.</p> <p>Oli raises that champs is not insured and have been talking to RLSS about this. Oli says its currently at the brokers and we will have insurers by champs. Ed asks if RLSS is covering the fee. Oli says that there is no intention to charge us anything other than our normal membership fee.</p>		
Conclusion	Things to learn		
Action Items	Person Responsible	Deadline	



Once received contact details of regional chairs to put them in a format that can be used.	Alex with Nicola's Help	As soon as possible
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Agenda Item 4 - Website

Presenter: Oli C.

Discussion

Oli has looked at the website, has started looking at models at how access might work. He has added a user permissions thing and thinks it will be able to do what we want it to do. Ed asks what permissions he wants to do? Ed suggests committee gets unlimited access and that potentially non committee members could get access to certain pages. e.g. Judges Panel

Oli would prefer give committee members jurisdiction for certain pages which they are responsible and permissions will match that structure.

Ed agrees that we should restrict permission for non committee members and that committee members should have jurisdiction for certain pages, but doesn't see the need to enforce this using restrictions.

Adam raises that if a committee member was ill would we have to change permissions so someone else can cover? Surely we can just trust each other. Ed agrees.

Oli dislikes the current skin and would like to tweak it. Ed doesn't mind tweaking as needed. Oli would like to aim for a launch mid term 1. Ed expresses that he would like a launch sooner is possible and if we all got behind it.

Oli says he would rather the website was finished to the highest standard rather than rushing forward to meet a deadline.

Chris asks why we can't move it over now? Ed thinks it would be possible to meet the September deadline without sacrificing quality. There are two main hoops that need to be jumped through, moving the content onto the BULSCA server which would probably take a couple of evenings and implementing the permissions. However if we keep committee only access for the time being we could launch and get the permissions sorted later.

be a problem launching it by the end of September.



It is definitely something we should move forward. Oli asks should we be convert all previous AGM documentation? Ed thinks it would be good to draw a line from a certain date and only move across recent event stuff and leave all the old stuff on the old website. Chris says a lot of them are PDF pages so its not a problem to link.

Nicola asks specifically what the aim is for the website? What do we want on it? She is concerned we are running away with it.

Ed agrees that there are pages have been created that weren't on the previous website.

Adam suggests that we collaborate on what pages we should produce so that we have a clear direction. There is a consensus that this is a sensible way to move forward.

Conclusion	Aim to launch the website as soon as possible while maintain quality. Committee to collaborate on potential new content.
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Action Items	Person Responsible	Deadline
Start a Facebook discussion on suggested pages for the new website.	BULSCA Committee	ASAP
Implementation of Permissions	Oli C	ASAP
Old Content to be Transfered Over	BULSCA Committee	End of Sept

Agenda Item 5 - Banking

Presenter: Ed M

Discussion	<p>New signatories have been moved over. Chris asks if Ed has has received a cheque from Rachel, which he has. Ed says we would love to move to online banking for various reasons he cites some examples as to why online banking would be easier. He</p> <p>Ed says there are 4 banks that provides that allows online payments for dual signatory. CAF, Lloyds, Co-op and unity.</p> <p>At this point Alex declares a conflict of interest and does not participate in the discussion.</p> <p>Ed says that Lloyds information is a lot easier to understand and Co-op in in financial. He has a a good conversation with them. Its all free as long as we don't turn over more that 50, 000 per year.</p>
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	<p>Ed asks permission from the committee to move to Lloyds online banking. Oli makes some enquires to clarify that the account would remain dual signatory which Ed addresses.</p> <p>Chris asks all bar Alex if they are okay. Nicola asks for blind vote which is accepted.</p> <p>In Favour: 5 Abstentions: 1</p> <p>The presence of Pay Pal account is raised but neither Alex or Ed know how to access it nor has it been used recently.</p> <p>Alex recommends we wait until September as many of the banks, including Lloyds are activating a new account switching procedure that means all the transfers will be done easily and anything paid into the old account for the next 13 months will immediately transfer it over. The information for this will be launched soon.</p> <p>Alex says that it will be really good and considering we aren't expecting to take any payments until November he says that it doesn't hurt to wait. Based on Alex's information Ed agrees it would be sensible to wait seeing as no transactions are currently planned.</p> <p>Ed's next questions why it is only Chair, Treasurer and Secretary that have access.</p> <p>Oli says it comes from the committee up until 2007 was just Chair and Secretary. They then added treasurer. These 3 roles were executive directors and everyone else was a director. However the purpose for this being done to redundant due to various issues.</p> <p>Ed would like to add champs co-ordinator if possible. No objections are raised.</p>	
Conclusion	Ed to transfer to Lloyds in September and update things as needed. Champs co-ordinator to be added as a signatory.	
Action Items	Person Responsible	Deadline
Ed to move us to Lloyds	Ed	End of September
Ed to update Finance Procedures	Ed	End of September
Ed to add Champs Co-Ordinator as a signatory	Ed	End of September



Agenda Item 6 - Pre Reg of RLSS Number

Presenter: Oli

Discussion

Oli says that RLSS now allows you to be issued with an RLSS number without having to be by membership or doing an award. Means you can use sport league without an award. Elouise thinks it would be a great idea for all uni students to apply for these at the start of the new academic year.

Ed says this will also resolve an issue whereby people are accidentally given 2 different RLSS numbers.

Oli says benefits are quicker certificates and use of sport league. Elouise would also accept an excel spreadsheet form for Uni Clubs.

Oli suggests distributing a document explained to clubs how to take advantages of this.

Nicola says that is this something for her skype meeting. Chris agrees with this.

Conclusion

Oli to generate a PDF explaining how clubs go about getting RLSS numbers for new members.

Action Items	Person Responsible	Deadline
Write PDFs regarding BULSCA & Sports League	Oli	As soon as possible
Review the PDFs	Chris	As soon as possible

Agenda Item 7 - Scottish Speeds / NLSC

Presenter: Oli C

Discussion

Scottish speeds are going to have a new online entry which we are going to help run. All their PDFs will have all our logos on it and they will use our online systems. It will enhance BULSCA's standing by us assisting so its good for us to get involved. Oli requests someone come to Scotland sometime in Feb to help him.

Alex asks if it is around St Andrews. Oli says that he is not sure but will let us know. Oli is going to put Chris in as a BULSCA admin on the systems so he can see what is going on.



	<p>Oli also says that he is also looking to assist with branch and regional competitions using the spreadsheet that BULSCA uses for its competition. He is starting in his area.</p> <p>Alex asks do we get anything for doing this? On scottish speeds they will have to go through the BULSCA website directly and all the paperwork produced is going to be branded someway.</p>	
Conclusion	Oli to proceed as planned.	
Action Items	Person Responsible	Deadline
Chris to be added as an Admin	Oli	ASAP

Agenda Item 8 - RLSS Update	
Presenter: Chris H	
Discussion	<p>Chris declares an interest as youth advisor to management board. Chris sends expresses congratulations to Warwick on Big SABL and got BULSCA good publicity. Congrats to Ed & Scott for first distinctions which were presented by a BULSCA representative.</p> <p>Chris talked about us at conference so that was good.</p> <p>We were also in the retained section of the latest RLSS youth update email which went to youth development.</p> <p>Alex raises that none of us have received this email. Chris says that this is because it goes out to youth representatives. Alex asks if BULSCA should be included in these emails?</p> <p>Oli asks that Chris ask the RLSS to add BULSCA, Specifically Nicola as our Youth Development or Chair.</p>



	<p>Lee Heard would like to meet with us. He wants to go into community lifesaving and how BULSCA can become involved. We are seen as a useful resource. They would like to have a meeting with us all.</p> <p>After a discussion we agree that we should go and have a conversation. He would also like to have a conversation about a working relationship for the future.</p> <p>Alex requests that we get some form of an agenda for this meeting so we can have a meeting about it prior.</p> <p>Chris agrees with this.</p> <p>There is a discussion about whether or not we can find a suitable date as the RLSS would like to meet on a weekday. However this is deemed impractical due to the work commitments of members of the committee. Chris says he will contact Lee and ask if a weekend meeting is possible.</p>	
Conclusion	We want to have the meetings	
Action Items	Person(s) Responsible	Deadline
Email us the youth email	Chris	ASAP
Speak to Lee about appropriate meeting times	Chris	ASAP
Create a doodle pool about our availability & all to fill it in	Ed & Rest of the Committee	Tonight
Agenda Item 9 - Champs		
Presenter: Alex B		
Discussion	<p>Alex says he has been discussing timings for the day. Asks how we felt the timings worked last year. Were the start and finish times appropriate?</p> <p>Oli says he thought they all worked well apart from Sunday which needs reviewing.</p> <p>No-one else has any issues.</p> <p>Chris suggests talking to St Andrews as it is them that the start time most affects.</p> <p>Oli says that as they stay the Friday night its not such a problem.</p>	



	Nicola asks about RNLI doing a wet or dry SERC. Alex says RNLI would always rather do a wet but reviews were mixed due to the lack of a 50m incident. Oli says timings wise the side by side incidents were not a problem.	
Conclusion	Sunday Times need Reviewing	
Action Items	Person Responsible	Deadline
Review of Timings of Sunday	Alex	In advance of Champs

Agenda Item 10 - Championship Scoring		
Presenter: Oli C		
Discussion	Oli would like to confirm the outcome of the last meeting that unless they are a university they are not counting towards the university club at championships. All agree that was the outcome.	
Conclusion	Outcome of the last meeting confirmed.	
Action Items	Person(s) Responsible	Deadline

Agenda Item 12		
Presenter: Nicola		
Discussion	Nicola says her Skype she was thinking September but should she move to August? Consensus that September is sensible.	
Conclusion	Skype Meeting to Take Place in September	
Action Items	Person(s) Responsible	Deadline
Arrangement of a the Skype Meeting	Nicola	End of September

Agenda Item 13 Next Meeting		
Presenter: All		
Discussion	It is raised that our next meeting should occur when we have confirmed the date for the meeting with Lee so that we can discuss that meeting at the same time as our usual meeting. All agree, so Chris will let us know.	



Conclusion	Next meeting to occur when we hear back from Lee.	
Action Items	Person(s) Responsible	Deadline
Schedule a Meeting of Committee Prior to Lee Heard Meeting	Chris	n/a

Meeting Closes at 20:55