



# British Universities Lifesaving Clubs' Association

Meeting 2

Date: 03/09/2015

Time: 20.00

Location: Skype

Present: Helen Morris, Sam O'Connor, Tania Pearson, Jamie Roberts, Scott William Chamberlin-Wibbeke

Apologies: Emily Castle, Rebecca Ewers, Adam Martin

<b>Agenda Item 1: Apologies</b>			
Presenter:			
Discussion	Sam said that Adam is still away in the USA; Rebecca was unable to attend due to family commitments. Tania also said that Emily had work commitments so she was also unable to attend.		
Conclusion	Three committee members were unable to attend		
Action Point	Action Description	Person Responsible	Deadline

<b>Agenda Item 2: Approval of Competition Manual 2015/2016</b>			
Presenter: Sam O'Connor			
Discussion	Sam asked the committee if they had any issues. He went on to state the changes made and all of the changes complied with ILS rules. Scott said the changes are all good. Sam stated they got rid rules that no longer exist. He also stated it is now clear on the entry and exit which was an issue from Birmingham Competition. Scott replied to say that this is brilliant and asked if there is anything else to say. Sam stated it is a general improvement on SERC stuff, no abdominal thrusts or CPR on a live casualty. He also said he is happy and asked the committee if they all approve. All committee present agreed. Sam asked Tania to see how she can publish it. Tania replied to say she will double check with Andrew and get on to it.		
Conclusion	All committee present were happy and approved the manual with all changes made.		
Action Point	Action Description	Person Responsible	Deadline
2.1.2	Approve the changes	Tania Pearson	As soon as possible
2.2.2	Publish the document	Scott William Chamberlin-Wibbeke	As soon as possible



<b>Agenda Item 3: BULSCA SERC Setter Guidelines</b>			
Presenter: Sam O'Connor			
Discussion	Sam said he couldn't find this document so he said he would email BJP as a reminder. Tania read out the action point from the handover meeting with was 3.1.1 and said for Sam to do a general suggestion for SERC setters and then email it across to BJP. Sam replied with he will email BJP again.		
Conclusion	Document was not found and Sam will email again.		
Action Point	Action Description	Person Responsible	Deadline
3.1.2	Email BJP	Sam O'Connor	

<b>Agenda Item 4: AGM Minutes 2015</b>			
Presenter: Sam O'Connor			
Discussion	Sam asked if the changes have been done. Tania replied with yes Andrew had made the changes from the previous meeting. Sam asked if everyone was happy and approved them. The committee present approved the AGM minutes. Sam asked Tania to publish these minutes. Tania replied that she will get it sorted.		
Conclusion	Changes have been made which were mentioned in the previous meeting and the committee present approved the minutes		
Action Point	Action Description	Person Responsible	Deadline
4.1.2	Release the AGM minutes	Tania Pearson and Scott William Chamberlin-Wibbeke	As soon as possible

<b>Agenda Item 5: Championships</b>	
Presenter: Jamie Roberts	
Discussion	<p>Jamie stated that she has made a budget form for championships; however we are quite a lot of money short for both pools. Sam said okay. Jamie continued to say she will need to have a chat to Helen to see if any money was left over from the grant from last year. Helen said we have £322 left over from the grant last year. Jamie said with money we will need £600 more.</p> <p>Jamie said the spreadsheet is pessimistic as she wrote out Nottingham, Bristol, London, St Andrews, Keynsham, and Brno. Scott asked what the number of teams from last year was. Jamie worked out per person instead of teams and there would be 12 people less than last year. She added we will need at least 20 more people without</p>



	<p>raising charges from last year. Helen asked if there are less people then you would need less pool time. Jamie replied yes. She also stated that Bath is £200 cheaper but there is only 8 lanes so may need the pool for longer. Sam said Hengrove is nicer and gives us an extra two lanes. Scott asked if it worth looking at the heats and competitors. Jamie said Hengrove is easier to get hold off and speaking to Alexander Hengrove was easier to organise as everything is on site. Scott commented to say Hengrove's scoring box is nicer. Sam asked if anyone is pro Bath. Scott said we shouldn't just push Bath out.</p> <p>Helen asked if we are short can we not use the money out of the BULSCA account. Sam and Jamie both said yes. Helen commented to say there is £3000 sitting in that account.</p> <p>Sam said moving forward, we should go for Hengrove as it would be better to put on a great Championship which is important in order to increase membership and money coming in to BULSCA. Jamie said we should push for more international teams and local teams as this will also increase the competition. Sam said he is pro Hengrove. Jamie said she will finalise the booking, get a solid price and look at entry prices to see if a raise is needed.</p> <p>Scott asked what would happen if we were to pull out from Hengrove. Jamie said if we pull out 3 months before then we would have to pay 10% of the amount and the longer we leave it the more we have to pay. She added if we cancelled in a couple of months then we will not have to pay anything. Sam said we need to confirm the price with Hengrove.</p>		
Conclusion			
<b>Action Point</b>	<b>Action Description</b>	<b>Person Responsible</b>	<b>Deadline</b>
5.1.2	Finalise booking and secure a price	Jamie Roberts	As soon as possible.

<b>Agenda Item 6: Freshers' Competition</b>			
Presenter: Sam O'Connor			
Discussion	<p>Sam discussed he has been in contact with all clubs to explain the situation. He stated that Birmingham will remain Freshers' Competition and we need to sort Warwick Competition out. He asked when the date of Warwick competition wanted to be. Tania said 27<sup>th</sup> February 2016. Sam said he will do an online vote so the clubs can vote on this change and he also asked Scott to change the dates around on the online calendar. Scott said that is fine, some dates have been changed.</p>		
Conclusion	Birmingham will remain Freshers' Competition on 14 <sup>th</sup> November 2015. However, there needs to be an online vote for the change of Warwick Competition		
<b>Action Point</b>	<b>Action Description</b>	<b>Person Responsible</b>	<b>Deadline</b>



6.1.2	Online vote for the change of date of Warwick Competition.	Sam O'Connor	As soon as possible
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<b>Agenda Item 7: Review of last meetings minutes</b>			
Presenter:			
Discussion	Sam asked if everyone was happy with these minutes. Jamie said they were fine. Sam asked if everyone approved. All committee present said she they did approve.		
Conclusion	Everyone was happy and approved the minutes.		
<b>Action Point</b>	<b>Action Description</b>	<b>Person Responsible</b>	<b>Deadline</b>
7.1.2	Release the final version of the minutes	Tania Pearson and Scott William Chamberlin-Wibbeke	As soon as possible.

<b>Agenda Item 8: Committee Bio's</b>			
Presenter: Tania Pearson			
Discussion	Tania stated that Emily just wanted to remind Jamie, Scott and Helen to do there bio's. Helen said she has done hers Sam replied Jamie and Scott make sure you do theirs ASAP.		
Conclusion	Still waiting for two bio's to be complete		
<b>Action Point</b>	<b>Action Description</b>	<b>Person Responsible</b>	<b>Deadline</b>
8.1.2	Complete committee bio's and send them to Emily	Jamie Roberts and Scott William Chamberlin-Wibbeke	As soon as possible

<b>Agenda Item 9: Club pages</b>			
Presenter: Tania Pearson			
Discussion	Tania stated that Emily will chase up club members for contacts, bio's and photos and then she will update the club pages before BULSCA Boot Camp. Sam said okay.		
Conclusion	Emily will chase up club members in order to update the club pages.		
<b>Action Point</b>	<b>Action Description</b>	<b>Person Responsible</b>	<b>Deadline</b>



9.1.2	Update club pages	Emily Castle	19 <sup>th</sup> September 2015
<b>Agenda Item 10: Webpage update</b>			
Presenter: Tania Pearson			
Discussion	Tania mentioned that Emily will update the webpage probably at the weekend (5 <sup>th</sup> and 6 <sup>th</sup> September) but it will defiantly be done before BULSCA Boot Camp. Sam asked if Scott had anything to add. Scott said nope.		
Conclusion	The webpage will be updated before BULSCA Boot camp.		
<b>Action Point</b>	<b>Action Description</b>	<b>Person Responsible</b>	<b>Deadline</b>
10.1.2	Webpage to be updated	Emily Castle	19 <sup>th</sup> September 2015

<b>Agenda Item 11: AOB</b>			
Presenter:			
Discussion	<p>Jamie discussed about doing something more special to celebrate 15 years of BULSCA. She was thinking of pins like club colours. She stated she has looked in to customised pins and cost around £2.50 each. Sam said judges already have personalised orders at Championships. Jamie said we can mass order and sell the pins at Championships along with t-shirts. Sam asked how many t-shirts we sold last year. Jamie said we are not sure. Sam suggested selling t-shirts for £5 and pins for £4 to make a profit.</p> <p>On a different note, Scott asked about the scoring amendment sheet. Sam asked if there is anything new. Scott said nothing that is out of place and it looks good. Helen asked if there were any changes. Sam said no it's just confirming. Scott added the eligibility of fresher's team is now confirmed. Sam said a team can still win Freshers' with a Freshers' team; however, they cannot win the B league. Scott said he hasn't seen this confirmed before. Sam said to Tania to publish this.</p> <p>Sam asked about the numbers for BULSCA Boot Camp. Tania mentioned that she spoke to Rebecca recently and said number are up to about 10 people. Sam said that is great.</p> <p>Jamie also mentioned that Warwick is looking for sponsorship and asked if there was template. Helen said Sheffield has one and she will send it over to Warwick to use.</p>		
Conclusion			
<b>Action Point</b>	<b>Action Description</b>	<b>Person Responsible</b>	<b>Deadline</b>
11.1.2	Look in to BULSCA pins	Jamie Roberts	



11.2.2	Publish the Scoring amendment sheet	Tania Pearson and Scott William Chamberlin-Wibbeke	As soon as possible
11.3.2	Check on BULSCA Boot Camp numbers	Rebecca Ewers and Adam Martin	

<b>Agenda Item 12: Next meeting</b>			
Presenter: Sam O'Connor			
Discussion	Sam asked if the first Thursday of October is okay. Tania said she has work on Thursday evenings. Sam asked if there are any day's people cannot do. Scott said he cannot do Friday's. Sam asked what about Tuesdays. Scott asked 6 <sup>th</sup> October. Everyone agreed on this date at 8pm.		
Conclusion	Next meeting is on 6 <sup>th</sup> October 2015 at 8pm.		
<b>Action Point</b>	<b>Action Description</b>	<b>Person Responsible</b>	<b>Deadline</b>
12.1.2	Meeting agenda	Tania Pearson	6 <sup>th</sup> October 2015