



British Universities Lifesaving Clubs' Association

Meeting 5

Date: 17/11/2015

Time: 20.00

Location: Skype

Present: Rebecca Ewers, Helen Morris, Sam O'Connor, Jamie Roberts

Apologies: Emily Castle, Tania Pearson, Scott William Chamberlin-Wibbeke, Adam Martin

Agenda Item 1: Apologies			
Presenter: Sam O'Connor			
Discussion	Tania had an interview and the train was delayed. Emily, Scott and Adam had work until late.		
Conclusion	Four committee members were unable to attend.		
Action Point	Action Description	Person Responsible	Deadline

Agenda Item 2: Championships			
Presenter: Jamie Roberts			
Discussion	<p>Jamie has sent Helen the budget. There were discussion of prices and team entry. Helen has created a Google Form to send out to club to gage interest and base budget on. Jamie asked for an email to be sent out to all clubs to confirm championships were going ahead with date and venue.</p> <p>There were discussions on Helen changing the Google Doc form to add questions and alter phrasing, add question about merchandise for Jamie's BULSCA 15 ideas.</p> <p>Sam asked Jamie about cancellation agreement – Jamie had confirmed the booking for Hengrove but has not signed a cancellation agreement yet. Jamie said she will chase this next week. The current proposed cancellation agreement discussed is that we will pay 25% by 31st January and if we cancel we don't pay any money. After 31st January if we cancel we pay 25%.</p> <p>Jamie asked when we need to open champs entry. Sam said that last year squad entry closing was 11th December. Rebecca said individual entry and international teams would be later. Payment was due by 15th January last year.</p> <p>Helen discussed when we need to confirm price entry and this needs to be done at the GM</p>		
Conclusion	The cancelation policy was discussed but it needs to be confirmed with Hengrove. Price and team entry also need to be confirmed so entry for clubs can open.		
Action Point	Action Description	Person Responsible	Deadline



2.1.5	Email to be sent to all clubs	Sam O'Connor	ASAP
2.2.5	Sent a leaflet to Rebecca Ewers to start inviting international clubs	Jamie Roberts	ASAP
2.3.5	Change Google Doc form	Helen Morris	ASAP
2.3.5	Confirm cancellation agreement and send committee a view of Championships deposits.	Jamie Roberts	Next week

Agenda Item 3: Update the website			
Presenter: Sam O'Connor			
Discussion	Sam said there needs to be an update on the homepage and the new league needs to be entered. The committee present agreed.		
Conclusion	The website will be updated.		
Action Point	Action Description	Person Responsible	Deadline
3.1.5	Update the homepage and add new league in	Sam O'Connor	ASAP

Agenda Item 4: Competitions			
Presenter: Sam O'Connor			
Discussion	<p>Sam discussed about Warwick League competition and it has been agreed to be moved to 27th February 2016 according to vote. Sam asked if Rebecca and Jamie could chase organization as they are both based in Warwick. They both agreed.</p> <p>Plymouth was also discussed as Plymouth would like to move from 23rd January 2016 to 26th March 2016. Helen asked if Plymouth could be a non league comp as Loughborough won't be able to attend because they are on tour. Sam said this would make it difficult financially for Plymouth. Rebecca/ Jamie suggested that another club could offer to host the completion at their pool but Plymouth run it. Rebecca suggested that if Plymouth are moving from 23rd January, could Warwick take this date. Sam said there was a possibility. Rebecca was going to look into pool.</p>		
Conclusion	Clubs have agreed on Warwick moving its date. Plymouth would also like to change their date, however, Loughborough are on tour for their new date.		
Action Point	Action Description	Person Responsible	Deadline
4.1.5	Look in to pool options and other dates	Sam O'Connor	Next committee meeting



Agenda Item 5: Membership			
Presenter: Helen Morris			
Discussion	Helen has told committee that clubs had paid ready for the GM.		
Conclusion	All clubs have paid.		
Action Point	Action Description	Person Responsible	Deadline

Agenda Item 6: General Meeting			
Presenter: Sam O'Connor			
Discussion	There were discussion the committee need to publicise the GM.		
Conclusion	A list was made on what needs to be publicised.		
Action Point	Action Description	Person Responsible	Deadline
6.1.5	Email to sent to clubs	Sam O'Connor/Tania Pearson	ASAP
6.2.5	Publish minutes from committee meetings	Sam O'Connor	ASAP

Agenda Item 7: Online publishing			
Presenter: Sam O'Connor			
Discussion	Sam asked about online publishing in regards to how to create new league and publish league results. Rebecca explained how to do this.		
Conclusion	Publishing will be updated.		
Action Point	Action Description	Person Responsible	Deadline
7.1.5	Publish league results	Sam O'Connor	ASAP

Agenda Item 8: Approval of last meetings minutes			
Presenter: Sam O'Connor			



Discussion	All committee present agreed and approved last meetings minutes.		
Conclusion	Minutes approved		
Action Point	Action Description	Person Responsible	Deadline

Agenda Item 9: AOB			
Presenter: Rebecca Ewers			
Discussion	Rebecca discussed there will be a lifesaving instructor course and judges course at Sheffield on 30 th /31 st January 2016 and 14 th February 2016. Helen said she will look in to getting free rooms and is awaiting confirmation. Helen and Rebecca are going to sort out course leaders. Rebecca also mentioned Warwick holding a NPLQ TA in the Easter Holidays.		
Conclusion	Various courses to be confirmed with dates, rooms and fees		
Action Point	Action Description	Person Responsible	Deadline
9.1.5	Confirmation of rooms	Helen Morris	ASAP
9.2.5	Sort out course leaders	Helen Morris and Rebecca Ewers	ASAP

Agenda Item 10: Next Meeting			
Presenter: Sam O'Connor			
Discussion	Next meeting will be 1 st December 2015 at 8pm.		
Conclusion			
Action Point	Action Description	Person Responsible	Deadline