



British Universities
Lifesaving Clubs' Association

Meeting 1

Date: 23/06/2016

Time: 20.00

Location: Skype

Present: Jamie Shone, Adam Martin, India Pollard, Hannah Smallwood, Harry Withers, Emily Goodwin, Luke Peel

Apologies: Emily Castle, Rob Forster, Tania Pearson, Sam O'Connor, Jamie Roberts, Helen Morris, Rebecca Ewers,

Agenda Item 1: Apologies			
Presenter: Jamie Shone			
Discussion	Emily, Rob, Tania, Sam, Jamie, Helen and Rebecca were unable to attend		
Conclusion	1 new committee member and 6 previous committee members were unable to attend.		
Action Point	Action Description	Person Responsible	Deadline

Agenda Item 2: Competition manual 2016-17			
Presenter: Jamie Shone			
Discussion	Jamie said that by August the Judges panel will have completed updating the manual for the new committee to approve. The minutes from the AGM will be sent uploaded to the BULSCA website, probably by Harry.		
Conclusion	We will have another meeting in August to approve the manual for next season		
Action Point	Action Description	Person Responsible	Deadline
2.1	Ensure the AGM and future minutes are posted online	Harry and Hannah	

Agenda Item 3: BULSCA Committee interaction with clubs	
Presenter: Jamie	
Discussion	Jamie said that we need to make it obvious to clubs who the committee are and what we do. He suggested that we email the chairs/presidents and introduce ourselves in person before the results at Freshers Comp. Harry likes the idea of using emails and the website to inform people who we are. It was discussed that the information should be emailed to chairs/presidents as well as posted on the BULSCA facebook group. Hannah pointed out that not all freshers know about the facebook page or aren't on it. It was agreed that the email to the chairs/presidents should encourage them to tell



	their new members to join the BULSCA facebook group. It was also agreed that we should do a January update for any members that join in second term. Adam advised the new committee to try and follow through any plans we have at the start of the year such as weekly or monthly emails.		
Conclusion	Chairs/presidents will be emailed some information on the BULSCA committee and what we do, also used to encourage members to join the BULSCA facebook group. Information about the committee will also be posted to the facebook page in September and January.		
Action Point	Action Description	Person Responsible	Deadline
3.1	Write an email to be sent out in September and a post for facebook	Jamie/India/Hannah	

Agenda Item 4: Championship dates and budget			
Presenter: Luke Peel			
Discussion	Luke needs to do his handover with Jamie when she is back. He has enquired at some pools already but many are already booked up for the 18 th /19 th March so some flexibility may be required regarding the date. Many pools also only allow one large event per month. Luke suggested he could try and book the pool for Champs 2017 and 2018 as the pools get booked up far in advance, all agreed this sounded like a good idea. A deposit may be required but previously the first payment was required around January. Once the pool has been booked everything else will fall into place.		
Conclusion	Luke will continue to look for suitable pools in March.		
Action Point	Action Description	Person Responsible	Deadline
4.1	Find a suitable location for BULSCA champs	Luke	

Agenda Item 5: Champs trophy missing			
Presenter: Jamie Shone			
Discussion	A new champs trophy is required. Voted for previously. Adam pointed out that we could look for a sponsor for the trophy as normally cost around £80-100. Sponsor would need to be UK wide.		
Conclusion	New champs trophy is required.		
Action Point	Action Description	Person Responsible	Deadline
5.1	Enquire with companies whether they would be willing to sponsor our trophy. Buy a trophy.	Rob and Jamie	



Agenda Item 6: Email account			
Presenter: Jamie Shone			
Discussion	The emails will all be reset with new passwords. All should look out for suspicious emails.		
Conclusion	Emails will be reset		
Action Point	Action Description	Person Responsible	Deadline

Agenda Item 7: Filming SERCs			
Presenter: Jamie Shone			
Discussion	Filming would be advantageous for appeals and reviews by teams. Previously captains have had cameras on their heads during SERCs including RNLI SERCs. Various ideas were put forward including setting up a camera area and each team provides their own camera, a disclaimer regarding damage to property would be needed in this case. The idea was rejected because it would take too long and may also require competitors to use their phones. Concluded that the best idea was using one camera at each comp which could be provided by the host club.		
Conclusion	Use one camera to film the SERCs at each comp.		
Action Point	Action Description	Person Responsible	Deadline
7.1	Talk to clubs about the availability of a camera to film SERCs		



Agenda Item 8: AOB			
Presenter: Jamie Shone			
Discussion	<p>Adam pointed out that all committee should have the GM and AGM in their diaries and know the deadlines for the two meetings. We need to make sure we have a meeting the week before the GM and AGM. These dates need to be confirmed with London and Loughborough to ensure they are happy to host them. It was also pointed out that formal information should be sent via email such as information regarding the AGM. Email requesting proposals can be sent out a month or so in advance.</p> <p>All committee members should have access to the website, dropbox and emails in a few weeks. Any problems contact Adam or Oli. All handovers should aim to be completed ASAP. All committee will also familiarise themselves with the constitution and ensure the key dates are known.</p>		
Conclusion	GM and AGM will be confirmed for next year. Emails will be used for formal information. New committee will now take over after handovers are complete.		
Action Point	Action Description	Person Responsible	Deadline
8.1	Confirm with London and Loughborough that they can host the GM and AGM respectively	Jamie	
8.2	Read the constitution	All committee	

Agenda Item 9: Next meeting			
Presenter: Jamie Shone			
Discussion	Next meeting will be decided via an online calendar which Harry will sort out. If this does not work a doodle poll could be used as has been used previously.		
Conclusion	Need to decide on next meeting		
Action Point	Action Description	Person Responsible	Deadline
9.1	Generate calendar to decide future meetings	Harry	
9.2	Next agenda	Hannah	