



British Universities Life Saving Clubs' Association

Committee Meeting Agenda

Date: Sunday 21st January 2018

Time: 19:00-21:00

Venue: Skype

Invited: Michael Kirkham, Jared Wray, Stephanie Panagi, Josh Hale, Luke Peel, Holly Willing, Helen Morris

Purpose: BULSCA committee meeting to update the committee on planned and new developments.

Agenda

No.	Item	Details / Outcome	Name	Time
9.0	Welcome, attendance, apologies, conflicts of interest	Record data.	MK	2 mins
9.1	Matters arising	Matters arising from the previous meeting.	ALL	10 mins
9.2	Championships	Update and discussion on Championships.	HM	15 mins
9.3	Birmingham competition proposal	Discussion on Birmingham competition proposal.	ALL	15 mins
9.4	Judges Panel application opening	Information about the BJP application opening.	MK	10 mins
9.5	Finances	Update on finances.	SP	3 mins
9.6	Club development and recruitment update	CDO update	JH	15 mins
9.7	Any other business	Review items not already discussed.	ALL	4 mins
9.8	Date of next meeting	Define next BULSCA meeting dates, venue and invitees.	Committee	3 mins

Agenda item 9.0: Welcome, attendance, apologies, conflicts of interest

Presenter: MK

Discussion: MK: Welcomes committee to meeting. Hopes everyone has had a great Christmas and New Year. No apologies received. No conflict of interest, apart from potentially with 9.3 Birmingham competition proposal.

Conclusion: All present at meeting. Potential conflict of interest for Birmingham competition proposal due to club affiliation.

Agenda item 9.1: Matters arising

Presenter: ALL

Discussion: No matters arising.

Conclusion: No matters arising.

Agenda item 9.2: Championships

Presenter: HM

Discussion: HM: Timing issues resolved. Michael Jacklin is writing the wet SERC as the only person to put themselves forward. Alan Sutherland and Felix Ng are Head Referee and Deputy Referee respectively. Oliver Coleman is scoring. The new event being introduced is Pool Lifesaver

Relay. Oliver Coleman has messaged about it. JW explained several points from previous meetings and policies that can be used to edit rules / introduce new event. Different weighting needed as it is a mixed event and unknown.

SP: Worried about DQs.

JH: Takes parts of individual events and puts them together.

HW: As mixed event then there will be very few heats so it will only take 30 minutes or so.

MK: Main problem is whether we can do it. Championships rules are at our discretion. Wait to see if issues arise and we need to look at timing.

SP: Up to £1,000 worth of sponsorship from Thekla. Keen to give £1.50 of entry fee for customers on a specific club night. Asking for Bristol Don't Drink and Drown or handing out fliers. Need their logo on our merchandise. Bath have asked to approve our merchandise.

SP: Applied for 50 bottles of free Lucozade.

JH: Greggs good for free items. Also potentially Krispy Creams.

JH: One of the things that can be irritating is individuals or clubs being criticised for not buying any merchandise.

HM: Merchandise doesn't reflect or make lots of profit.

JH: Sport Swansea pays for Swansea entry, so better to have most of costs in entry rather than made up in merchandise.

SP: Need to decide whether to make a profit or lose the £800 hit.

HM: We don't spend any money, should we be spending money on Championships? Money can also support new clubs.

JH: Covers money we may lose.

SP: £2,700 in bank.

HM: Cannot charge more than last year as the venue isn't same standard.

JH: Don't need to reflect venue.

SP: Aim to clear a quarter of loss.

HW: May have negative impact if we charge less this year but more next year – we need financial stability.

MK: Budget for all alternatives.

SP: Helpers could benefit such as through reduced food.

JW: Only find out how much Thekla gains 2 weeks before. Important to recognise what we are offering Thekla needs to be taken out of the money gained from sponsorship. For example any promotional leaflets with Thekla branding. Have to beware offering items which are not ours to offer, I know Don't Drink and Drown event has been mentioned by SP but that is offered by RLSS UK rather than the universities (confusing sometimes as same people do lots of things just wearing different 'caps').

MK: Wants various situations to be planned by SP. To inform us afterwards. £34 entry. Charge more and refund rather than make a massive loss.

(Note: MK is wearing a snowman jumper a month after Christmas...)

Conclusion: Championships planning running as expected. Financial planning for various alternatives is to be underway. Thekla have generously sponsored BULSCA Championships and we need to do all we can to make that worthwhile for the club.

Action point	Action description	Person responsible	Deadline
A9.2.1	Edit BULSCA Championship rules and find editable document for any additions / changes. Inclusion of Pool Lifesaver event.	JW HM	Next meeting
A9.2.2	Contact other suppliers for free food and drinks for judges and helpers.	SP	March 2018
A9.2.3	Budget for different outcomes and look at profit/loss.	SP	Ongoing
A9.2.4	Thekla promotion for sponsorship – decide on appropriate advertising.	HM SP	Ongoing

Agenda item 9.3: Birmingham competition proposal

Presenter: ALL

Discussion:	<p>MK: Ensure committee@bulsca.co.uk delivers to all committee.</p> <p>HW: Do we have the power to do anything regarding this proposal – should it be discussed?</p> <p>MK: Chair and committee have power to accept or reject applications.</p> <p>MK: £205 profit if 100%, only break even at 80%.</p> <p>SP: Have they considered other pools?</p> <p>HW: They weren't able to use a university pool and have had to use an external pool which previously caused the pool hire to fail.</p> <p>MK: Conflicted booking with BUCS just before January. External pool initially took booking but then the external pool rejected them Application is good. T-shirts included in social price although £5 and £5 for food and social is slightly high.</p> <p>MK: Online vote must be unanimous to be passed.</p> <p>JH: EGM at Southampton so only has to be a majority?</p> <p>MK: Too long to wait. Several clubs have already said that they cannot attend on the proposed day.</p> <p>LP: Accept competition as non-league counting? Save Birmingham waiting a week to find out.</p> <p>JW: Procedures for dealing with proposals has a section on online voting. Three or more clubs have to disagree with the majority, or one club needs to request further discussion at the next general meeting.</p> <p>MK: Proposes vote to approve application to take an online vote following Procedures for dealing with proposals.</p> <p>For: 0, Against: 6, Abstaining: 1.</p> <p>MK: Unanimously rejected proposal. They can still host a non-league counting competition.</p> <p>LP: And can use our competition entry system.</p> <p>HM: Leaves meeting to revise.</p> <p>MK: To go back to Birmingham and can advise reviewing or changing application.</p>		
Conclusion:	Birmingham competition proposal rejected.		
Action point	Action description	Person responsible	Deadline
A9.3.1	Ensure committee@bulsca.co.uk delivers to the entire committee.	LP	ASAP
A9.3.2	Contact Birmingham regarding rejected proposal and inform the club of the options.	MK	ASAP

Agenda item 9.4: Judges Panel application opening			
Presenter: MK			
Discussion:	<p>MK: Oliver Coleman has contacted MK stating intention to stand down from BJP at AGM. Lovely email, really nice. Willing to help with the handover in an advisory role until the end of the first term next year / willing to stay on until a new candidate makes themselves known to us. Therefore, we need a new BJP member.</p> <p>JH: Has concerns.</p> <p>MK: To look at procedure for BJP. Request that we inform them about BJP at the end.</p> <p>JH: Criteria specific so should be published so everyone can meet it to encourage people to work towards meeting it. It is a development role, JH to draft up an email to send out to Judges mailing list.</p> <p>JW: Which document are we using? One on website or new document which hasn't been finalised?</p> <p>MK: To send out BJP procedure document to committee.</p>		
Conclusion:	Oliver Coleman stepping down from BJP. Thanked for all his hard work over the years.		
Action point	Action description	Person responsible	Deadline
A9.4.1	Send committee BJP procedure document.	MK	ASAP
A9.4.2	Send out email for Judges mailing list for BJP criteria.	JH	ASAP

Agenda item 9.5: Finances	
Presenter: SP	
Discussion:	SP: Warn that MK and SP have agreed to change the way banking works that payments of over £500 have to be signed off. Change/set max payment. Signatories can be added by one person rather than by everyone.
Conclusion:	Bank processes changed to make it easier to operate.

Agenda item 9.6: Club Development and Recruitment Update			
Presenter: JH			
Discussion:	<p>JH: Has been finishing things on to do list. Has now uploaded club recruitment process for comments and tidying up. Competition deadlines have been uploaded for comment. 5.1.2 fine is missing?</p> <p>JW: Competition manual point rather than constitution point – slight spelling change.</p> <p>JH: Other than that, trying to recirculate CDPC contacts to clubs as they have all changed. Still updating competition role documents and going to start planning a boot camp. Instructor course is difficult – RLSS not providing people to sign off. Talking to wrong person for Warwick as person currently in contact for organizing a course isn't in the club. Need to start talking to Bournemouth university. Do development stuff to do development stuff with clubs. To send HW email to distribute. Contradiction in timings. Timeframe to send to BJP – someone needs to check correct timings.</p>		
Conclusion:	Club Development documents in development. Course needs to be planned. RLSS contacts changed so clubs need to be informed.		
Action point	Action description	Person responsible	Deadline
A9.6.1	Finalise competition deadlines document for uploading to website.	JH	March 2018
A9.6.2	Distribute CDPC contacts to clubs.	JH	March 2018
A9.6.3	Run Lifesaving Instructor course.	JH MK	Ongoing

Agenda item 9.7: Any other business			
Presenter: ALL			
Discussion:	<p>JW: Complaint received informally in person by Plymouth. Processes for dealing with complaints received and need it in writing to have written problem to tackle.</p> <p>HW: Heard what she believes was the complaint when shadowing.</p> <p>JH: Falls under perceived bias in judging.</p> <p>JW: Cannot discuss it due to the way we deal with complaints that have officially been made. Will contact Plymouth again to remind them that they can make a complaint regarding this if they so wish in a formal manner, but we should just be aware of what people, especially judges, say that could cause offence or be taken the wrong way.</p>		
Conclusion:			
Action point	Action description	Person responsible	Deadline
A9.7.1	Email Plymouth to remind of ability to register complaint if desired.	JW	ASAP

Agenda item 9.8: Date of next meeting	
Presenter: ALL	
Discussion:	MK: Plan a couple of meetings: 11/02/2018 - 18:00-20:00

	25/02/2018 - 18:00-19:00 as a Championships specific meeting
Conclusion:	Next meetings: 11/02/2018 - 18:00-20:00 and 25/02/2018 - 18:00-19:00