



British Universities Life Saving Clubs' Association

Committee Meeting Agenda

Date: Sunday 11th February 2018 **Time:** 18:00-20:00 **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
10.0	Welcome, attendance, apologies, conflicts of interest	Record data.	MK	2 mins
10.1	Matters arising	Matters arising from the previous meeting.	ALL	10 mins
10.2	Instructors course	-	JH	5 mins
10.3	Championships	Update on Championships.	HM	20 mins
10.4	Survey to do's	-	JH	7 mins
10.5	Honours	Identification of people deserving of RLSS UK Honours within BULSCA.	JW	10 mins
10.6	Training	-	JH	5 mins
10.7	Any other business	Review items not already discussed.	ALL	4 mins

Committee meeting minutes

Agenda item 10.0: Welcome, attendance, apologies, conflicts of interest	
Presenter: MK	
Discussion:	MK: Welcomes everyone to meeting. Apologies from HW and LP.
Conclusion:	Apologies from HW and LP.

Agenda item 10.1: Matters arising			
Presenter: ALL			
Discussion:	JW: Online voting for Birmingham competition application. Only had 4 respondents. MK: To send a message to the Captain's chat. JH: Needs BJP criteria to be send out to judges. MK: To send criteria to committee.		
Conclusion:	No matters arising.		
Action point	Action description	Person responsible	Deadline
A10.1.1	Send message to Club Captain's regarding online voting for Birmingham competition.	MK	ASAP
A10.1.2	Send out BJP criteria to committee.	MK	Next meeting.

Agenda item 10.2: Instructors course
Presenter: JH

Discussion:	<p>JH: Finding it very difficult to organise, cannot sort anything out. Can BULSCA pay for pool hire?</p> <p>MK: Entry fees for course can cover costs.</p> <p>JW: Able to deliver the course without needing a mentor if JH organises a date and struggles to get someone down to sign off. Perhaps 2 consecutive days Sundays after a competition (like in April). Perhaps left it a bit late to organise as March is busy with Championships and April is close to exams.</p> <p>MK: Not worried about being signed off – as long as a course is delivered.</p>		
Conclusion:	JH continuing to try and organise Lifesaving Instructor course.		
Action point	Action description	Person responsible	Deadline
A10.2.1	Organise Lifesaving Instructor course.	JH	AGM

Agenda item 10.3: Championships

Presenter: HM

Discussion:	<p>HM: Injured wrist and face from falling down stairs. Accommodation has been cancelled due to double booking, despite booking in October 2017. RLNI are not able to attend now due to date clash so no RLNI SERC.</p> <p>JH: To ask at work.</p> <p>HM: Contacted casualty union which is a charity which runs first aid situations. Spoke to Regional Director for Wales and South West and they would be interested in getting involved in it. Potentially depending on numbers could help out with other SERCs. Entry pack to be sent out tomorrow. Entry costs will be discussed afterwards by HM, SP and MK. Merchandise wise will be turquoise. Top will be a similar colour. Need opinion on water bottles. Need to order a minimum of 50 and £4 for water bottles to make 12p profit. T-shirt will be £10 which is the same as last year, and can make it cheaper if needed. Food is chilli which will be £6.50. Difficult as we are not in the same scout hut. Food will be a bit extortionate. Sponsorship could subsidise food.</p> <p>SP: Minimum sponsorship is £600 and maximum is £1000. Find out on 23/02/2018/</p> <p>HM: Rest of deadlines is 04/03/2018. Can give out jobs to other committee members. Most committee not staying in scout hut. Everyone staying in accommodation apart from those who messaged me. Wrist may be in cast for 8 weeks so over the competition. Rules going out tomorrow.</p> <p>JW: What are Thekla finalised as wanting in return for their sponsorship?</p> <p>HM: Knows the logo is going on the t-shirts, but not going on the hats or the water bottles. Logo on the programme and banners can go up around the pool.</p> <p>SP: Payment due on 08/03/2018.</p> <p>HM: Waiting on LP to get Sunday entry ready.</p>		
Conclusion:	HM injured, no RLNI SERC, casualty union as potential extra scenario, merchandise discussed, accommodation reorganisation needed and Thekla sponsorship.		
Action point	Action description	Person responsible	Deadline
A10.2.1	Use work contacts at RLNI about potential SERC.	JH	ASAP
A10.2.2	Finalise Sunday entry.	LP	ASAP

Agenda item 10.4: Survey to do's

Presenter: JH

Discussion:	<p>JH: Checking back on feedback. Asking around for club development sessions. Told LP that he did well at Champs. Has been point of contact for competition queries. Courses struggling through. Need to find new peoples details. Signpost to RLSS UK Course Finder so clubs can sort themselves out. Perceived Bias in Judging hasn't been heard about for a while.</p> <p>MK: To speak to HW about perceived bias in judging before the next meeting.</p>		
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Conclusion:	Survey to do's being addressed.		
Action point	Action description	Person responsible	Deadline
A10.4.1	Signpost clubs to RLSS UK Course Finder for courses.	JH	Next meeting
A10.4.2	Speak to HW about perceived bias in judging.	MK	Next meeting

Agenda item 10.5: Honours			
Presenter: JW			
Discussion:	JW: Need to identify anyone we want to submit for RLSS UK Honours this year. REDACTED DISCUSSION		
Conclusion:	Potential candidates for RLSS UK Honours within BULSCA discussed.		
Action point	Action description	Person responsible	Deadline
A10.5.1	Check with home branches and submit honours nominations.	JW	ASAP

Agenda item 10.6: Training			
Presenter: JH			
Discussion:	<p>JH: Bootcamp. Do webinars to allow more people to attend. SP: Likes idea of small sessions. JH: Could be a couple a week. MK: Resources always made available. Record bootcamp and put it online. Same thing with webinars. LP: WebEX is good software to use. JW: Online reaches more people. Classroom however is proved to reach more people and can be a bit more personalized. Last online session ran by judges had minimal attendance. MK: First boot camp a couple of years ago wasn't organized after a competition but overcame a couple of issues such as location and the right people who were there. JH: Clubs may come this year depending on their problems.</p>		
Conclusion:	Bootcamp organisation to start.		
Action point	Action description	Person responsible	Deadline
A10.6.1	Organise bootcamp.	JH	AGM

Agenda item 10.7: Any other business			
Presenter: ALL			
Discussion:	<p>REDACTED BJP DISCUSSION</p> <p>JH: Spoken to Alan Sutherland regarding judges course and will be getting back to him.</p>		
Conclusion:	Judges course being planned. BJP discussion.		
Action point	Action description	Person responsible	Deadline
A10.7.1	Organise judges course.	JH	Ongoing
A10.7.2	Thanks.	HM	AGM

Agenda item 10.8: Date of next meeting	
Presenter: ALL	
Discussion:	MK: Championships only meeting on 25/02/2018 at 19:00 and general one on 25/03/2018.
Conclusion:	Next meetings on 25/02/2018 at 19:00 and 25/03/2018 at 19:00.