



British Universities Life Saving Clubs' Association

Committee Meeting Agenda

Date: Sunday 15th April 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
13.0	Welcome, attendance, apologies, conflicts of interest	Record data.	MK	2 mins
13.1	Matters arising	Matters arising from the previous meeting.	ALL	10 mins
13.2	BULSCA Awards	Discussion of BULSCA Awards	HW	15 mins
13.3	Competitions	Update on upcoming competitions.	ALL	5 mins
13.4	Courses	Update on planned courses	JH	5 mins
13.5	Training / Handover	How handovers are to be handled.	MK	5 mins
13.6	Officer updates	Catch all for any other areas needing discussion.	ALL	10 mins
13.7	Any other business	Review items not already discussed.	ALL	4 mins
13.8	Date of next meeting	Define next BULSCA meeting dates, venue and invitees.	Committee	3 mins

Committee meeting minutes

Agenda item 13.0: Welcome, attendance, apologies, conflicts of interest

Presenter: MK

Discussion: MK: Welcomes everyone to meeting. Apologies from HM.

Conclusion: Apologies from HM.

Agenda item 13.1: Matters arising

Presenter: ALL

Discussion: No matters arising.

Conclusion: No matters arising.

Agenda item 13.2: BULSCA Awards

Presenter: HW

Discussion: HW: Nominations for BULSCA Awards received. Volunteer of the Year voted by clubs.
 JH: Who should vote for Lifesaver of the Year. Needs to work into the future.
 HW: Be open and honest.
 MK: Can adapt as needed.
 HW: Will abstain based on personal connection rather than on club affiliation. Don't want to tie names of who voted for which people. What do we want to give people?
 SP: Don't want to shell out lots of money in presents.
 LP: IF you don't make a big thing of it then people wont put forward for it next year.

	HW: Want to be able to use it as an award for CVs / jobs etc. MK: Give out before results. HW: Give out nice certificate at competition results. REDACTED DISCUSSION		
Conclusion:	Results of BULSCA Awards will be announced at the results of Loughborough competition.		
Action point	Action description	Person responsible	Deadline
A13.2.1	Preparation of certificates for BULSCA Awards.	HW	28/04/2018
A13.2.2	Online vote for BULSCA Volunteer of the Year.	JW	ASAP

Agenda item 13.3: Competitions			
Presenter: ALL			
Discussion:	MK: MK and LP discussed referees for competitions and asked them to swap as both were previously affiliated. Birmingham referee dropped out and LP now refereeing at Birmingham and Felix Ng at Loughborough. MK: To call LP.		
Conclusion:	Preparation for both competitions is going fine. No issues have been raised.		
Action point	Action description	Person responsible	Deadline
A13.3.1	Call LP.	MK	ASAP

Agenda item 13.4: Courses			
Presenter: JH			
Discussion:	JH: Judges course the day after Loughborough competition. Need more judges tops. SP: No point in holding stock. Like the style committee tops are in at the moment. HW: Send email out to judges to see who needs tops. MK: Depends if you want to send them out to people after the course. JH: Can order for September 2018 and look for best supplier. Lifesaving Instructor course being ran at Warwick by Rebecca Ewers externally, she is happy to have people attend. MK: Bootcamp? JH: Needs to run development course before handing over. Planning on doing online version. Planning on rerunning. MK: Should still be done before handover.		
Conclusion:	Judges course day after Loughborough. New tops for Judges needed as running low of normal sizes. Lifesaving Instructor course being run in Warwick externally.		
Action point	Action description	Person responsible	Deadline
A13.4.1	Look for new judges polo suppliers.	JH	AGM
A13.4.2	Contact Rebecca to see if details can be shared.	JH	ASAP
A13.4.3	Plan club development online BULSCA bootcamp.	JH	ASA{

Agenda item 13.5: Training / handover			
Presenter: MK			
Discussion:	MK: Have another meeting to discuss handovers and admin of handovers. These need to be clear with detailed explanations of what needs doing and include as much information as possible. Things that popped up that you weren't expecting need referencing or things only written down in one place. Give good advice, contacts, what you found difficult, what came up only once or twice etc.		

	<p>LP: Flows nicely onto the Committee Wiki. Over the next few days the committee will get access. It is a central network that can be used to put down handover for role.</p> <p>HW: Timeline for new Wiki needed as need a real commitment from this committee to make a start for it to be used into the future.</p> <p>LP: Note there is a private Committee Wiki and a Public Wiki.</p> <p>MK: Need to ensure that some documents are not publicly changeable, such as the constitution.</p>
Conclusion:	Another meeting to be held post AGM to discuss the process of handovers.

Agenda item 13.6: Officer reports	
Presenter: ALL	
Discussion:	<p>JH: Bootcamp being planned. Send out questionnaires regarding what people want and when. Sent grant application to Avon and North Wiltshire branch for torpedo.</p> <p>JW: Application received just before meeting so will be shared at next Avon and North Wiltshire meeting.</p>
Conclusion:	Bootcamp is being planned.

Agenda item 13.7: Any other business			
Presenter: ALL			
Discussion:	<p>JW: Alright to put forward Constitution amendment proposal.</p> <p>JW: Please highlight competition application deadline.</p> <p>JH: Club Development chats started.</p> <p>MK: Ensure all files are on Dropbox for handover. Meeting before Loughborough for a smooth AGM.</p>		
Conclusion:	Committee proposals discussed. Competition application packs update. Club development chats progress. Pre-Loughborough meeting.		
Action point	Action description	Person responsible	Deadline
A13.7.1	Submit forward proposal.	JW	ASAP
A13.7.2	Contact clubs on Captain's chat highlighting deadline.	HW	ASAP
A13.7.3	Continue club development chats.	JH	AGM

Agenda item 13.8: Date of next meeting	
Presenter: ALL	
Discussion:	<p>Wednesday 18th April 2018 at 19:00 for AGM proposals.</p> <p>Wednesday 25th April 2018 at 19:00 for AGM preparation.</p> <p>Monday 7th May 2018 at 18:00 for finalising everything prior to handover.</p>
Conclusion:	18/04/2018 at 19:00, 25/04/2018 at 19:00. 07/05/2018 at 18:00.