

# 01/10/2018 BULSCA COMMITTEE MEETING AGENDA

## *Meeting Information*

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Objective: Discuss committee progress since the previous meeting.

<b>Date:</b>	01/10/2018	<b>Location:</b>	Skype
<b>Time:</b>	19:30	<b>Chair:</b>	Jared Wray
<b>Called By:</b>	Jared Wray	<b>Taking Minutes:</b>	Michael Kirkham

**Attendees:** Jared Wray, Michael Kirkham, Ben Holloway, Sophie Priddis, Hannah Smallwood, Tom Sharp, Joshua Hale

**Apologies:** Conor Ingham

## *Preparation for Meeting*

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**Please Read:** Previous minutes

**Please Bring:** Your charming smiles

## **ACTION AND AGENDA ITEMS**

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<b>Action Items from Previous meeting</b>	<b>-</b>	<b>Responsible</b>	<b>Due Date</b>
1	Send a short personal description of self to Sophie for website. About self, role, plans, other interests	All committee members	
2	Upload club contacts to the facebook page	Jared Wray	
3	Resubmit form to Lloyds bank to change account control	Ben Holloway	
4	Keep track of spending directly from membership fees to see if needed in future.	Ben Holloway	
5	Orchestrate RLSS magazine article	Michael Kirkham	
6	Organise safeguarding course related to club 2020	Hannah Smallwood	
7	Consult Chris Harper regarding RLSS meeting and insurance	Jared Wray	
8	Source pictures (ensuring we follow GDPR) from clubs of freshers fairs and activities	Sophie Priddis	
9	Find out what is most useful for clubs regarding our advertising/promotion.	Hannah Smallwood	
10	Prepare a short promotional post for the RLSS facebook page	Sophie Priddis	
11	Organise a judges course for the first half of the season	Hannah Smallwood	

12	Source committee tops for us	Ben Holloway	
<b>Agenda Items</b>	<b>Outline</b>	<b>Presenter</b>	<b>Time Allotted (mins)</b>
1. Approve previous minutes	Confirm that the previous minutes are accurate and ready to publish.	Michael Kirkham	10
2. Review previous minutes	Review previous action points and progress made	Jared Wray/Michael Kirkham	30
3. Champs update	There have been problems with the venue booking	Tom Sharp	15
4. Competition entry	Question asked from comp organizer about opening competition entry - has website changed yet and when is entry made available?	Sophie Priddis	10
5. Club recruitment update	Progress update	Joshua Hale	10
6. Date of Next Meeting	Set date of next BULSCA Committee meeting	Jared Wray	5
7. AOB	Any Other Business	-	10

**OTHER NOTES OR INFORMATION**

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None

# 10/09/2018 BULSCA COMMITTEE MEETING MINUTES

<b>Action Points</b>	<b>Responsible</b>	<b>Due Date</b>
1. Publish minutes of previous meeting to website	Sophie Priddis	13/10/2018
2. Send personal bio to to Sophie for the website.	Jared Wray, Tom Sharp, Conor Ingham, Ben Holloway	ASAP
3. Share club contacts with committee	Jared Wray	ASAP
4. Continue progress with bank account handover.	Ben Holloway	21/10/18
5. Keep track of BULSCA spending directly from membership fees to see if increase is needed in future	Ben Holloway	Ongoing
6. Submit final draft of RLSS magazine article. Change RLSS document if mentioning champs date	Michael Kirkham	ASAP
7. Investigate Club2020 where possible	Hannah Smallwood	Ongoing
8. Organise a meeting date with the RLSS	Jared Wray	21/10/18
9. Chase clubs for information and pictures for publicity on BULSCA pages.	Hannah Smallwood	ASAP
10. Find out what is most useful for clubs regarding our advertising/promotion.	Hannah Smallwood	ASAP
11. Prepare a short promotional post for the RLSS facebook page	Sophie Priddis	ASAP
12. Contact possible deliverers for judges course	Hannah Smallwood	21/10/18
13. Finalise committee t-shirt design	Ben Holloway, Jared Wray	21/10/18
14. Confirm Championships booking and begin payment	Tom Sharp, Ben Holloway.	ASAP
15. Speak to Luke Peel and Oli Coleman to try to retrieve or find replacement for the team competition entry webpage.	Conor Ingham	ASAP (21/10/18)
16. Create Club Recruitment Officer user account for the BULSCA wiki	Conor Ingham	ASAP (21/10/18)
17. Speak to Josh Hale and message calling for judges for Crawley open and Yorkshire Speeds	Sophie Priddis	03/10/18
18. Ensure that clubs are aware of GDPR statement requirements for judges sign up forms.	Hannah Smallwood	21/10/18
19. Generate membership fee invoices for BULSCA clubs, with a deadline of freshers competition.	Ben Holloway	05/10/18
20. Review the minutes before the next meeting	All	21/10/18

<b>Agenda Item</b>	<b>Summary of discussion</b>	<b>Action points</b>
1. Approve previous	Jared: Has everyone read them, any problems? Josh: Safeguarding action for me not Hannah?	Sophie: Publish minutes of previous meeting to

minutes	Jared: No, Hannah to organise it. Minutes accepted.	website
2. Review previous minutes	<p>Action point 1: Jared, Tom, Conor, Ben, outstanding.</p> <p>Action point 2: not done (deadline tomorrow)</p> <p>Action point 3: Bank handover - being done tomorrow (deadline until next meeting)</p> <p>Action point 4 ongoing</p> <p>Action point 5, nearly done, need to send last thing after meeting</p> <p>Action point 6: Hannah: Can't find about safeguarding Club2020. Josh: most info not out. Jared: try to find out about and run course Hannah: Need some details to advertise safeguarding course to clubs. Hannah still to investigate it, but on hold while we find out more from RLSS.</p> <p>Action point 7: Jared: talking to Andrea to sort contents of meeting. They want in person, but infeasible due to reasons. Skype meeting. Andrea no clear about meeting specifics. Ongoing organising. (Date for meeting got before next meeting)</p> <p>Action point 8: chasing clubs, some have sent. Sophie to write up article and post on website</p> <p>Action point 9: Not done, working on it. (next meeting)</p> <p>Action point 10: Not done (next meeting)</p> <p>Action point 11: Judges course pending (Alan away, message Oli)</p> <p>Action point 12: £15-£20 per polo (Check design Jared and Ben after meeting)</p>	<ul style="list-style-type: none"> <li>- Jared, Tom, Conor, Ben: send committee bio to Sophie</li> <li>- Jared: Share club contacts with committee</li> <li>- Ben: Continue with bank handover</li> <li>- Ben: Keep track of spending directly from membership fees to see if needed in future</li> <li>- Michael: send final draft to RLSS</li> <li>- Hannah: Investigate Club2020 where possible</li> <li>- Jared: set RLSS meeting date</li> <li>- Sophie: Chase clubs for information and pictures for BULSCA pages.</li> <li>- Hannah: Do that</li> <li>- Sophie: Do that</li> <li>- Hannah: Continue ongoing Judges course organisation</li> <li>- Ben: check design for t-shirts with Jared and order.</li> </ul>
3. Champs update	<p>Tom: Swansea are available that date, but timing equipment only can be set up by their staff and their staff aren't available. No timing pads. No other dates available. Checked 7 other pools - all no. Swansea pool can do 30th of March, but this is the weekend three universities start Easter break. Is this acceptable?</p> <p>Jared: is at least beginning of holiday, not in the middle.</p> <p>Hannah: problem if freshers have to move out of halls</p> <p>Jared: if advance warning, clubs can plan?</p> <p>Tom: need to make a decision now, to let pool know.</p> <p>No objections from committee.</p> <p>Will hold at Swansea on the weekend of 30th of March (pending pool confirmation).</p>	<p>Ben: assist tom with payment for booking</p> <p>Michael: change RLSS document if mentioning champs date</p>
4. Competition entry	<p>Jared: Can't find lifesaving events</p> <p>Was this owned by Oli? Need to speak to Luke Peel after last year website change.</p>	<p>Conor: Speak to Luke Peel and Oli Coleman to try to retrieve or find replacement (ASAP)</p>

<p>5. Club recruitment update</p>	<p>Josh: technical issues such as access to BULSCA wiki.  Jared: material written?  Josh: working with what we have, adapting improving. Almost finished updating records for Conor.  Jared: lock wiki pages that are official committee produced.  Josh: waiting for guidelines from Eloise of RLSS  Jared: Don't necessarily need to follow RLSS guidelines.  Josh: Universities have different methods. So going to use RLSS for guidance, then look at uni requirements.  Jared: try to make progress as RLSS might have more delays.  Josh: in touch with Irish contact/clubs to invite for champs.  Jared: have spoke to CDPC team at RLSS.  Josh: Yes, said no. Andrea thinks one in Exeter Uni. Looked on soc/sports website of the uni and found nothing. Can contact union to see if still exists.</p>	<p>Conor: get club recruitment account wiki access</p>
<p>6. Date of Next Meeting</p>	<p>21st of October 4pm  18th of November 4pm</p>	
<p>AOB</p>	<p>Josh: Ben Barker asked about Yorkshire speeds, they're short of judges. Crawley (Luke Peel) also need judges. Can we send a message out to the judge's mailing list advertising both?  Sophie: can email and post in facebook group.</p> <p>Jared: Gabby's judge's sign up forms. Someone has said concerned collecting too much information. Asking email and telephone number. Need GDPR statement. Ensure data is stored securely and treated appropriately after competition.</p> <p>Ben: Membership fees. Will generate invoices and send them out. Deadline of Freshers comp. If can't meet the deadline, receive remittance.</p> <p>Tom: Training pool at Swansea.  Ben: Can we afford it?  Tom: Getting pool for now, not thinking about extras. Have thought about it, will look at budget, but was going to avoid it to save money. However, cross that bridge at a later point.</p> <p>Action all: read minutes and identify problems.</p>	<p>Sophie: Send stuff.</p> <p>Hannah: make sure that clubs are aware of GDPR statement requirements for comp stuff.</p> <p>Ben: Do this.</p>