

10/09/2018 BULSCA COMMITTEE MEETING AGENDA

Meeting Information

Objective: Discuss committee progress so far and upcoming plans for the year.

Date:	10/09/2018	Location:	Skype
Time:	19:30	Chair:	Jared Wray
Called By:	Jared Wray	Taking Minutes:	Michael Kirkham

Attendees: Jared Wray, Michael Kirkham, Ben Holloway, Sophie Priddis, Connor Ingham, Hannah Smallwood, Josh Hale

Apologies: Tom Sharp

Preparation for Meeting

Please Read: 'Club 2020' notes

Please Bring: A short paragraph about yourself for the website and ideas for the RLSS UK Lifesavers Magazine article.

ACTION AND AGENDA ITEMS

<i>Action Items from Previous meeting</i>	-	<i>Responsible</i>	<i>Due Date</i>
Secretary was not present. Unknown.			
<i>Agenda Items</i>	<i>Outline</i>	<i>Presenter</i>	<i>Time Allotted (mins)</i>
1. Introduction of new committee members	N/A	Jared Wray	5
2. Updates from committee members	Brief update from all committee members regarding work or plans since the last meeting	Jared Wray	15
2a. Championships update	N/A	Jared Wray/Tom Sharp	5
2b. Club recruitment update	N/A	Josh Hale	10
2c. Finance update	N/A	Ben Holloway	5
3. Increase Membership Fees	Membership fees have been £35 for a while, a £5-10 increase is justified	Ben Holloway	10

4. Update website	Competition calendar and committee page	Sophie Priddis	5
5. RLSS UK Lifesavers Magazine article	Discuss ideas for an article / feature for the magazine.	Jared Wray	15
6. Club and BULSCA safeguarding	Question BULSCA safeguarding. Update the committee on the safeguarding element of club 2020 and how this will affect BULSCA	Josh Hale	15
7. RLSS UK meeting	Discussion on the planning of a meeting with the RLSS UK	Jared Wray	10
8. Social media for Freshers	Planning of social media content ideas for the next two months	Jared Wray/Sophie Priddis	10
9. Date of Next Meeting	Set date of next BULSCA Committee meeting	Jared Wray	5
AOB	Any Other Business	-	10

OTHER NOTES OR INFORMATION

None

10/09/2018 BULSCA COMMITTEE MEETING MINUTES

Action Points	Responsible	Due Date
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	Ongoing
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	

Agenda Item	Summary of discussion	Action points
1. Introduction of new committee members	Jared: Welcome to Connor (data manager) and Michael (secretary) Jared: Handovers complete? All: Yes.	
2. Updates from committee members	<p>Sophie:</p> <ul style="list-style-type: none"> - asked for club blurbs to put on facebook page, introduce clubs for freshers - same for Instagram and twitter - Tweeting at The Hoff, and Zach Effron and the Rock - emails are being sent <p>Hannah:</p> <ul style="list-style-type: none"> - going through documents for clubs - made 'how to run comp' - bulsca wiki needs tutorial? - Lifesaving instructor course in process of organising, need to co-ordinate with Michael - boot camp: little progress <p>Michael and Connor:</p> <ul style="list-style-type: none"> - both completed handover 	<p>All: send a short personal description of self to Sophie for website. About self, role, plans, other interests (suggestion met with incredulity)</p> <p>Jared: upload club contacts to facebook page</p>

2a. Championships update	<p>Jared:</p> <ul style="list-style-type: none"> - Progress so far is budgeting related - Booked in Swansea pool on the 23rd of March - Announce location and date on website 	
2a. Club recruitment update	<p>Josh:</p> <ul style="list-style-type: none"> - Attended conference, have prepared report. - Spoke to Graham Colin (Irish representative). Are 12 lifesaving clubs in Ireland and Northern Ireland to possibly recruit to BULSCA or invite to championships. - Can't find other clubs in England or Wales - Work with Eloise (RLSS) who put club 2020 matrix together as has template for setting up club. 	
2c. Finance update	<p>Ben is getting access to bank account been problems with handover/bank access form. Form lapsed and have to restart access form.</p>	<p>Sort out handover form for Lloyds bank</p>
3. Increase Membership Fees	<p>Ben: membership £35 for years. Over the years, an increase is justified. Jared: Increase is justified, but what is the extra money for? Josh: Swansea union pay membership fees, will it affect other clubs who have to pay their own? Jared: Bristol pay own BULSCA fees Hannah: Has been discussed by previous committees, decided money was better in the hands of clubs Jared: Increase cost of champs to increase money? As that is main expenditure Ben: Champs doesn't qualify for Swansea pool discount due to block booking over weekend Josh: increase by £10, extra £100 in budget. Account for clubs lost (Oxbridge) and travel expenses for recruitment and other members going to train/work with clubs. Invest in WebEx for development Jared: increase worth it, general running costs increased (website, etc.) Michael: How much? Justify this? Ben: With inflation, (if £35 from 2010) would now be £42. £40 seems reasonable, but gives extra money to BULSCA. Ben: Propose we raise to £45 Hannah: What are we giving clubs in exchange for that? (See above discussion) Jared: Propose we raise to £40 for BULSCA awards and development. Vote to raise the fee: Against 4 For 3 Jared: can raise in future with justification</p>	<p>Ben: Keep track of spending directly from membership fees to see if needed in future.</p>
4. Update website	<p>Sophie: Send your bios to Sophie</p>	<p>All: Send your bios to Sophie</p>

5. RLSS UK Lifesavers Magazine article	<p>Jared: Have been invited to submit an article for October. Say a bit about BULSCA, list of comp dates, blurb, or submit a big article. Ideas?</p> <p>Josh: Wants recruitment article.</p> <p>Sophie: 2 page spread: What is BULSCA, what unis have clubs, let RLSS and potential members know what we're up to and what we've been doing</p> <p>Hannah: Agree with plugging BULSCA. If it's around freshers comp/week can mention clubs beginning of year activities.</p> <p>Josh: Might need it more in advance.</p> <p>Jared: Deadline is before freshers comp. Jared will put last year's article on the committee page to review and update. Add recruitment. Direct to website and have things prepared for people to look at there.</p> <p>Sophie: Competition calendar</p>	Michael: take charge of preparing article
6. Club 2020 and BULSCA safeguarding	<p>Josh: club 2020 is the new framework to be an RLSS club. One thing is: every club needs a safeguarding officer. Josh is attending a course to be able to deliver a course on safeguarding.</p> <p>Jared: Do safeguarding officers need to have attended course?</p> <p>Josh: Yes. I can run course</p> <p>Jared: Offer it the day after a comp? How long until club 2020 guidelines out?</p> <p>Josh: End of summer. Soon.</p> <p>Jared: development of existing clubs, Hannah take charge. See if we need to have it for all clubs.</p> <p>Josh: All clubs will need it.</p> <p>Jared: I don't think so.</p>	Hannah: sort that out please
7. RLSS UK meeting	<p>Jared: Andrea has asked to meet her and Lee to discuss BULSCA things. Champs insurance was an issue last year and this meeting will likely be discussed.</p> <p>Jared: Who needs to be at that meeting? Going to find out what the meeting is about more specifically . If champs, invite Tom. Invite Michael to take notes ;)</p>	Jared: Speak to Chris Harper about insurance from RLSS
8. Social media for Freshers	<p>Sophie: Clubs send pictures from fresher drives and sessions, we can publicise and share their posts/tweets.</p> <p>Conor: We got in trouble with tagging the union because we're not BUCS team</p> <p>Sophie: Still good for us and BULSCA to share clubs things.</p> <p>Jared: some freshers/recruitment banner picture on facebook? Lots of info in it.</p> <p>Josh: membership conversation page. Post there?</p> <p>Jared: Good idea.</p> <p>Michael: GDPR for sharing pictures?</p> <p>Jared: We'll be very careful, get approval from clubs</p>	<p>Sophie: Source pictures from clubs</p> <p>Hannah: talk to clubs about what's most helpful</p> <p>Sophie: Prepare something to post for the RLSS facebookpage</p>
9. Date of Next Meeting	<p>Josh: Can't make Wednesdays or Thursdays</p> <p>Hannah: can't make Thursdays</p> <ul style="list-style-type: none"> - Monday the 1st of October, 7:30 start. - Sunday 21st of October 4:00 start. 	

AOB	Jared: run judges course early in the season Jared: Welfare officers. Contact people. Ben: Committee tops.	Hannah: please organise judges course Ben: find us some committee tops
-----	--	--

Meeting ended at 9:00pm