

21/10/2018 BULSCA COMMITTEE MEETING AGENDA

Meeting Information

Objective:

Date:	21/10/2018	Location:	Skype
Time:	16:00	Chair:	Jared Wray
Called By:	Jared Wray	Taking Minutes:	Michael Kirkham

Attendees: Jared Wray, Michael Kirkham, Ben Holloway, Joshua Hale, Conor Ingham

Apologies: Tom Sharp, Hannah Smallwood, Sophie Priddis

Preparation for Meeting

Please Read: Previous minutes

Please Bring: Your charming smiles

ACTION AND AGENDA ITEMS

<i>Action Items from Previous meeting</i>	<i>Responsible</i>	<i>Due Date</i>
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

Agenda Items	Outline	Presenter	Time Allotted (mins)
Welcome to meeting		Jared Wray	
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. Sheffield competition entry	Will we use the same process as Bristol competition entry while the system is replaced.	Sophie Priddis	10
4. RLSS meeting	Inform the rest of the committee what was discussed at the meeting between the Jared and Ben, and	Jared Wray	20

	Lee Heard and Andrea Roberts.		
5. Bristol competition	Progress Bristol has made and deadlines met with competition preparation.	Jared Wray	10
6. Welfare Officers	We could do with some of these.	Jared Wray	5
7. Next meeting	Set date of next meeting	All	5
8. AoB			

OTHER NOTES OR INFORMATION

None

21/10/2018 BULSCA COMMITTEE MEETING MINUTES

Action Points	Responsible	Due Date
1. Publish minutes of previous meeting to website	Sophie Priddis	ASAP
2. Submit personal bios to Sophie for committee page	Tom Sharp and Ben Holloway	ASAP
3. Keep track of BULSCA spending directly from membership fees to see if increase is needed in future	Ben Holloway	Ongoing
4. Investigate Club2020 where possible	Hannah Smallwood	Ongoing
5. Find out what is most useful for clubs regarding our advertising/promotion.	Hannah Smallwood	ASAP
6. Send online BULSCA promo article to RLSS page/Jared	Sophie Priddis	ASAP
7. Collaborate with Jared to organise and order committee polos	Tom Holloway	(Polo delivered) 10/11/2018
8. Work with Luke Peel and Jared Wray to create new competition entry system, integrated with BULSCA website.	Conor Ingham	Ongoing
9. Confirm BULSCA club memberships received	Ben Holloway	When bank account access comes through
10. Publish Sheffield Competition entry form and information	Sophie Priddis and Connor Ingham	ASAP
11. Wait to hear from RLSS concerning contract	Jared Wray	Ongoing
12. Upload list of competition organising deadlines to dropbox/send to Jared	Joshua Hale	ASAP
13. Distribute deadline summary document to clubs	Hannah Smallwood	10/11/2018
14. Find suitable candidate for second welfare officer	Jared Wray	ASAP
15. Distribute the name and responsibility of newly appointed welfare officer	Jared Wray	
16. Advertise (provisional dates) Judges training courses	Hannah Smallwood	ASAP
17. Order new t-shirts for Judges course	Hannah Smallwood	17/11/2018
18. Clear out unnecessary files on committee dropbox (be sure to archive old but important things)	Jared Wray	Ongoing
19. BCC committee email account in to emails sent from other accounts, so that it is also stored in the committee email client	All	Ongoing

Agenda Item	Summary of discussion	Action points
1. Approve previous minutes	Jared: Are there any problems with the meeting minutes? Josh proposes we vote to accept them. Connor Seconds. Unanimous approval.	See above table
2. Review previous minutes	Sophie: publish last minutes to website Tom and Ben: send Sophie bio for website (rest complete) Jared: Has uploaded club contacts to committee group Ben: bank account handover - Ben spoken to	

	<p>Lloyds, should be complete by Tuesday.</p> <p>Ben: keep track of BULSCA spending from membership fees</p> <p>Michael: Sent article to Claire and attempted to send it to Andrea</p> <p>Hannah: Club 2020 progress</p> <p>Jared: Met with RLSS, see later point</p> <p>Hannah: Picture(s) collected, given to Sophie</p> <p>Hannah: What is most useful for clubs regarding publicity</p> <p>Sophie: Has written RLSS facebook post about BULSCA, but not sent</p> <p>Hannah: Judges course - see AoB</p> <p>Ben: T-shirts for committee. Have company name from last year. Need to contact about price/order. Send information to Jared/discuss design. Post sizing information on committee page. ASAP</p> <p>Tom: Confirmed champs booking. No deposit needs paying.</p> <p>Connor: Team entry page. Spoke to Luke and Oli. Oli not wanting to host it for BULSCA again. Luke occupied with Crawley open. Asking about using Crawley open entry system. Our current entry system with google form is working, but can use improvement. Ongoing conversation with Luke. Jared would like to improve this, integrate with BULSCA website.</p> <p>Sophie: Has sent out email to judges</p> <p>Hannah: GDPR for judges forms. Unknown.</p> <p>Ben: Has sent out invoices. Can confirm what's received once access to accounts.</p>	
3. Sheffield competition entry	<p>Sheffield competition entry:</p> <p>Jared: We're likely to use a very similar form (slight changes as not freshers comp). If any suggestions for improvement, please pass on.</p> <p>Josh: Why is form arranged the way it is?</p> <p>Jared: Because not all clubs are bringing multiple teams, so optional boxes go further down the form.</p> <p>Josh: Oxbridge are entered as that. Can change to Oxford?</p> <p>Jared: Can change this. Could include 'Other' option for community teams.</p> <p>Sophie: (sent to secretary) Doesn't sound like there's been any major issues with what we've got for Bristol comp so far.</p> <p>I've done a majority of the info page for Sheffield comp already, which is currently an unpublished article on the website manager. So if we're sticking with the google form method for now, that could be added and entry opened for sheff tomorrow evening.</p> <p>Conor: It's all ready to go with the form too.</p> <p>Jared: May discover issues in future, but can work as we go along.</p> <p>Jared: as need to keep track of what judges attend which competition. Can we work this in to the form?</p> <p>Conor: Will speak to Gabi to organise this for Bristol.</p>	

<p>4. RLSS meeting</p>	<p>Jared: Earlier this week we had a meeting with the RLSS (me, Ben, Michael, Lee Heard and Andrea Roberts). Discussed our annual insurance for league comps and champs, that they provide. They want formal contract in place that we're and they are using funds correctly and that we are committing to return the input from RLSS. It was suggested that BULSCA become an RLSS branch instead of club. This has its pros and cons, discussed in that meeting. The insurance is ~\$700, so is good for us in terms of money, but not clear cut. Any questions about this?</p> <p>Tom: Helen had to ask the RLSS to pay for the insurance. If there was a contract, would this be done automatically?</p> <p>Jared: We're not covered under normal RLSS insurance as they aren't normal RLSS club activities (that we currently are). Previously there has been a desire to work together, get back from BUSCA.</p> <p>Josh: View on the contracts depends on what they want.</p> <p>Jared: Yes, difficult to discuss something we don't have.</p> <p>Conor: Sounds good, we could benefit from formal relationship</p> <p>Jared: main problem I foresee is that BULSCA doesn't have control over our clubs, so we can't make them fulfil contracts.</p> <p>Conor: Make BULSCA membership requirements at beginning of year to meet contract with RLSS?</p> <p>Jared: lots are things we already do, so hopefully not a problem.</p> <p>Could become Branch as well. Interesting thought, but potential issues.</p> <p>Josh: If we're a branch are we automatically covered under RLSS insurance?</p> <p>Jared: Don't think so, still some sort of contract for champs and whatnot.</p> <p>Michael: Affect to our autonomy?</p> <p>Jared: branches now have flexible model, so shouldn't be a problem. Can also have more access to RLSS funding.</p> <p>Other issues raised:</p> <ul style="list-style-type: none"> -would all BULSCA clubs and members need to be RLSS members? -Clubs that are affiliated with local branches, could we then be part of BULSCA and local branch? (probably BULSCA) <p>Michael: We need more information from the RLSS about what it would entail</p> <p>Tom: Agreed. It sounds good, but need to know more.</p> <p>Josh: alternative suggestion: We have around 7 comps a year. Insurance roughly £100 a year. We could fundraise this by charging extra £4 a person per comp.</p> <p>Jared: Spoke to Ben about this. Could work. The contract can be intimidating, but we don't know what</p>	
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	<p>it will be yet. If it's not an issue, we don't need an alternative. Once we have seen it, it might be worth considering as a backup. Having that means we aren't pressured into an unfavourable arrangement. Increased fee would be ess good for clubs. Want to be sure BULSCA is valued by the RLSS.</p> <p>Josh: Can we have something by the mid-season GM.</p> <p>Jared: Yes, will have something from RLSS by then. Need to do it by then for the rest of the year. Would want to raise it as a discussion point, but not as a vote. A decision by the committee? Becoming a branch, however, would need discussion and agreement from clubs ass it affects their relationship with branches.</p>	
5. Bristol competition	<p>Jared: Only entry from Keynsham so far. 36 teams max. Should be fine to do that. Isolation separate to venue: will be travelling involved. Social is in nearby establishment, not Students' Union.</p> <p>Deadlines: Hannah including the list Josh made in comp prep document.</p> <p>Conor: please put it on the dropbox</p> <p>Jared: email it to me and I'll sort it.</p> <p>Josh: send list out to all clubs, then can be fair and equal with judging deadlines/penalties.</p> <p>Sophie (proxy): unfair to fine clubs if it's missed due to issue with website.</p> <p>Jared: Yes, can't fine them if it's our fault, but otherwise should use it. Apply equally to all clubs.</p> <p>Ben can handle fines and finance. He loves spreadsheets.</p>	
6. Welfare Officers	<p>Welfare officer applied from Bristol: Ed Satterthwaite.</p> <p>Josh: What has he said?</p> <p>Jared: He is Bristol lifesaving club Equality and Diversity Officer and has attended SU Safeguarding course.</p> <p>Vote on approving Ed:</p> <p>All for, none against.</p> <p>Approved</p> <p>Jared: Searching for second welfare officer from another university and of another gender.</p>	
7. AOB	<p>Hannah (from earlier when absent):</p> <p>Judges course planned after Sheffield by Felix, planned after Warwick by Oli. Rooms booked. Need to sort payments and resources ordered.</p> <p>Jared: Advertise ASAP.</p> <p>Hannah: Will talk to Ben about costing (hopefully Wednesday).</p> <p>Jared: Changing judges tops supplier? Look at costs. Hannah, please look at costing of new tops with Ben. We only have small tops remaining.</p> <p>Jared: ongoing issue with dropbox access. Is too big for some accounts. I will try to remove all unnecessary stuff from Dropbox.</p>	

	<p>Jared: Hosting. Conor: Luke Peel too busy until after Crawley open. Will speak to after that. Look at other options.</p> <p>Jared: All access committee login on wiki? Josh: some issue accessing committee one. Conor: drop me a message and we'll sort it later. Jared: please bcc self in to emails sent from other accounts so that it is also stored in the committee email client.</p>	
	Next meeting is the 18th of November.	