

BULSCA COMMITTEE MEETING AGENDA



Meeting Information

Date:	21/6/20	Location:	Jitsi Meet
Time:	11:30	Chair:	Ben Barker
Called By:	Ben Barker	Taking Minutes:	Michael Kirkham

Attendees: Ben Barker, Michael Kirkham, Emma Smith, Jared Wray, Ellie Murray, Julia Whitworth, Adam Lane, Eleanor Lavelle

Apologies: Emily Goodwin

Preparation for Meeting

Please Read: Previous Minutes

Action Points from Previous Meeting	Responsible	Due Date
Contact clubs to organise social media for RLSS DPW	Adam	18/6/20
Share posts on social media to support DPW	Adam	Throughout DPW
Publish committee member profiles	Adam	21/6/20
Give access to BULSCA accounts to relevant people	Jared/Emma	ASARP
Make a BULSCA/RLSS events calendar to share	Ben	21/6/20
Find out where BULSCA sits in RLSS club structure	Ben	21/6/20
Publish comp deadline calculation spreadsheet to website	Michael	21/6/20
Develop BULSCA roadmap for discussion	Ben	21/6/20

ACTION AND AGENDA ITEMS

Agenda Item	Outline	Time Allotted (mins)
Welcome and apologies	Apologies from Emily	5
Matters arising	See action points above. Confirm previous minutes.	5
Handovers, 1:1's and Quiz Update		
Welfare Discussion / Election		
Strategy and Roadmap Finalisation		
Next committee meeting	Agree on a date	5
Any Other Business		

21/6/20 BULSCA COMMITTEE MEETING MINUTES



Action Points	Responsible	Due Date
Publish comp deadline calculation spreadsheet to website	Michael/Jared	4/7/20
Give access to BULSCA accounts to relevant people	Jared/Emma	ASARP
Make a BULSCA/RLSS events calendar to share	Ben	4/7/20
Find out where BULSCA sits in RLSS club structure	Ben	4/7/20
Organise committee & BJP & welfare social	Ben	ASARP
Contact appointed BJP members and welfare officers to inform them of appointment	Ben	ASARP
Make profiles and publicise appointment	Adam	After that
Contact Stathis from the GLA	Ben	ASARP
Write final draft of roadmap and format	Ben/Adam	4/7/20
Look in to committee polo shirts	Ben/Jared	4/7/20
Gain access to BULSCA Snapchat account	Ben	4/7/20

Agenda Item	Summary of discussion	Action points
Welcome and apologies	Welcome, apologies from Emily G. Apologies from Jared for poor connection, but will be as present as possible.	
Matters arising	Previous minutes approved. -DPW OK, could have worked harder to get more BULSCA clubs involved in our picture collage. -Will update committee profiles after DPW. -Emma still to hear from Andrew Scoones for account handover. -Ben started on BULSCA/RLSS events calendar. -Michael still to upload competition deadline spreadsheet to website. Talk to Jared about uploading to appropriate website area.	
Handovers, 1:1's and Quiz Update	All handovers done (although accounts access to be sorted) All 1 to 1 meets done except champs officers. Plan to hold with BJP members. Quiz poll sent out to find a time. Trying to work out best.	Ben send out quiz date
BJP members and Welfare officer Discussion/Election	Felix has been interviewing candidates for BJP. 2 held, 1 to go. Felix intends to resign from BJP before the competitive season starts. Anything to say thanks, let Ben know. Candidates are Jamie Roberts, Tom Winter and Sophie	Ben: contact elected members to inform them

	<p>Priddis. Tom and Sophie have been recommended by BJP, Jamie is pending interview. (Jared not present for vote) Vote to accept Tom and Sophie to BJP. 7 for Tom, 0 against 7 for Sophie, 0 against Vote to accept Jamie to BJP pending a recommendation from BULSCA panel. 7 for Jamie, 0 against.</p> <p>2 welfare officer candidates. Richard Evans and Charlotte Ross/Angell (ex-Plymouth. Preferred surname unknown)</p> <p>No qualifications provided for Charlotte besides experience as Plymouth committee Chair.</p> <p>Jared: Richard was appointed by previous committee, but can reaffirm/exclude him.</p> <p>Vote to affirm Richard 7 for Richard, 0 against 7 for Charlotte 0 against</p> <p>Will get all appointees to make a post for social media to publicise them to BULSCA members.</p> <p>Ellie: Do welfare officers know what their responsibility is? Ben: have outlined the constitution description to them and will meet 1 to 1 to outline plans.</p>	<p>of appointment</p> <p>Adam: Publicise this</p>
<p>Strategy and Roadmap Finalisation</p>	<p>10 points in road map</p> <ol style="list-style-type: none"> 1. New and improved promotional material: new logo, new video, new post standards <ul style="list-style-type: none"> - Seems generally good. There are templates on the dropbox to adapt/update. Will try to get consistent social media post and document format 2. More transparent and higher levels of communication across all levels: Regular drop-in sessions with club captains(main lead) and BULSCA chair and a monthly committee report and BULSCA yearly calendar <ul style="list-style-type: none"> - Broadly good. Want to make sure members know what we're doing. Look at improving sign ups to the mailing list. 3. Centralisation of Governance and supporting documents on the BULSCA website: competition entries, deadline tracker, meeting minutes <ul style="list-style-type: none"> - Want to consolidate files and system for better coherence, things more up to date and easier to access. 4. Fundraising Tracker and Charity Drive: cross club events such as Movember, swimathons and CPR marathons <ul style="list-style-type: none"> - To help raise funds for charity and to publicise things 	<p>Ben: reply to Stathis from the Greek Lifesaving Association who have expressed interest for BULSCA league, CC committee.</p> <p>Ben: draft final roadmap, put in format (Adam) then publish and publicise. Go through with BJP and welfare officers in the next meeting.</p>

	<ul style="list-style-type: none"> - Can use tracker/calendar to tell clubs far in advance to organise things. <p>5. Club Support Fund and new sponsorships/partnerships</p> <ul style="list-style-type: none"> - Aspirational, but want to aim high. If not achievable for funding, then can explain reasons with finance report - Need a detailed list of conditions <p>6. Better RLSS engagement: more presence at their comps, push their campaigns, get involved and utilise branches.</p> <ul style="list-style-type: none"> - In order to meet the conditions of SLA with RLSS <p>7. More competitions: RLSS Speeds, RLSS Regionals, RLSS Nationals SLSA Welsh Nationals, Yorkshire Speeds, Crawley Open, Varsities.</p> <ul style="list-style-type: none"> - In all respects, getting BULSCA members to more competitions, publicising RLSS to our members, but also publicising our league to the RLSS. Partly for our own benefit/development <p>8. New Club Pack and Training Resources: including a BULSCA Committee Handover Pack</p> <ul style="list-style-type: none"> - Use existing but unused BULSCA wiki for this <p>9. Honours and Awards development. Years of Service, BULSCA Colours, Recognition Awards.</p> <ul style="list-style-type: none"> - Hard to identify years of membership as we don't have individual memberships, but would be nice - Clubs could nominate members for colours - Potentially redundant for colours if union offers them, but not all unions might, so could benefit them - Not against it, but needs thinking through to make sure awards are important, not redundant. Good way to recognise contributions to BULSCA <p>10. BULSCA Conference / Workshop</p> <ul style="list-style-type: none"> - Discussed previous meeting. To be developed by Emily and Ben <p>Vote to accept this as BULSCA roadmap (subject to phrase changing) as goals for the year. Increasing transparency and accountability. 7 for, 0 against (Jared not present)</p>	
Next committee meeting	<p>Welfare officers and BJP will be invited.</p> <p>10am Sunday 5th July for the next meeting.</p>	
Any Other Business	<p>Committee tops/shirts. They weren't organised last year, but would like some this year. Committee broadly in favour for recognition.</p> <p>Ben: Also suggest BJP having blue shirts similar to comp (head) referees.</p>	<p>Ben/Jared to look in to shirt options.</p> <p>Ben to contact Indie/Helen for</p>

	<p>Emma/Michael: If they're not (head) referee they can't wear it at comps.</p> <p>As committee tops white with red stripe, how about: BJP white with blue stripe Welfare officer white with green stripe Broadly in favour.</p> <p>Snapchat login: Indie set it up. Helen Morris had access once. We can get access, but do we want to use it? Might be better to focus engagement on instagram and facebook accounts</p>	snapchat deets
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