

# BULSCA COMMITTEE MEETING AGENDA



## Meeting Information

|                   |            |                        |                 |
|-------------------|------------|------------------------|-----------------|
| <b>Date:</b>      | 5/7/20     | <b>Location:</b>       | Jitsi.Meet      |
| <b>Time:</b>      |            | <b>Chair:</b>          | Ben Barker      |
| <b>Called By:</b> | Ben Barker | <b>Taking Minutes:</b> | Michael Kirkham |

**Attendees:** Ben Barker, Michael Kirkham, Emma Smith, Jared Wray, Ellie Murray, Julia Whitworth, Emily Goodwin, Adam Lane, Eleanor Lavelle, Jamie Roberts (BJP), Tom Winter (BJP), Charlotte Ros (Welfare)

**Apologies:** Sophie Priddis (BJP), Richard Evans (Welfare), Jared Wray

## Preparation for Meeting

| <b>Previous Action Points</b>  | <b>Responsible</b> | <b>Due Date</b> |
|--|--------------------|-----------------|
| 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          |

## ACTION AND AGENDA ITEMS

| <b>Agenda Item</b>    | <b>Outline</b>             | <b>Time Allotted (mins)</b> |
|-----------------------|----------------------------|-----------------------------|
| Welcome and apologies |                            | 5                           |
| Matters arising       | See Previous Action Points | 5                           |
| Meeting Feedback      | Quiz, 1:1's and Handovers  |                             |
| BULSCA Roadmap        |                            |                             |
| Next Steps            |                            |                             |
| BULSCA/RLSS calendar  |                            |                             |

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|--------------------|--|--|
| Committee tops     |  |  |
| Felix's thank you  |  |  |
| Next meeting date  |  |  |
| Any Other Business |  |  |

**OTHER NOTES OR INFORMATION**

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None

# 5/7/20 BULSCA COMMITTEE MEETING MINUTES



| <b>Action Points</b>   | <b>Responsible</b>    | <b>Due Date</b> |
|--|-----------------------|-----------------|
| Publish Minutes  | Michael               | 26/7/20         |
| Publish BULSCA Roadmap   | Ben                   | ASARP           |
| Take part in RLSS bealifeguard campaign  | All lifeguard members | When available  |
| Advertise RLSS bealifeguard campaign   | Adam                  |                 |
| Organise leaving gift for Felix  | Ben                   | 26/7/20         |
| Contact RLSS concerning campaign prize   | Ben                   | 26/7/20         |
| Contact clubs to find out their situations and report back for the committee to set a deadline for possibly cancelling league comps. | Ben                   | 26/7/20         |

| <b>Agenda Item</b>    | <b>Summary of discussion</b>   | <b>Action points</b>                 |
|-----------------------|--|--------------------------------------|
| Welcome and apologies | <p>Welcome to all, including BULSCA Welfare Officers (Welfare)</p> <p>Tom Winter and Jamie Roberts (BJP members) absent</p> <p>Apologies from Sophie Priddis (BJP), Richard Evans (Welfare) and Jared Wray</p>   |                                      |
| Matters arising       | <p>Previous minutes approved.</p> <p>Meetings with Andrea Roberts (RLSS), James Cossons (RLSS Youth advisor) and Stathis from GLA planned to discuss our plans for the year and introduce to new committee.</p> <p>Will be meeting with club captains/committee leads.</p> <p>Are working on promotional footage for advertising purposes.</p> <p>We have access to the BULSCA Snapchat, but will not be using it.</p> | Michael:<br>Publish previous minutes |
| Meeting Feedback      | <p>Thanks to everyone who came to the social. Would we be interested in holding another down the line? James Cossons of the RLSS is interested in doing something.</p>   |                                      |
| BULSCA Roadmap        | <p>See draft of the document. Going through it point by point.</p> <ol style="list-style-type: none"> <li>1) New look and advertising</li> <li>2) Transparency and communication</li> <li>3) Update and organisation of documentation</li> </ol>   |                                      |

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|                      | <ul style="list-style-type: none"> <li>4) Focus on fundraising and charitable activity</li> <li>5) Reviewing BULSCA finances and account management <ul style="list-style-type: none"> <li>- Discussion on wording to ensure it is clear what our intentions are. Slight change.</li> </ul> </li> <li>6) Developing relationships with other organisations</li> <li>7) Increasing attendance at events and increasing membership <ul style="list-style-type: none"> <li>- Clarify attending external competitions</li> </ul> </li> <li>8) Developing online resources and supporting clubs. <ul style="list-style-type: none"> <li>- Wording change to be more inclusive of recruiting clubs and to be clear when talking about BULSCA committee or club committees</li> </ul> </li> <li>9) Developing the honours and awards system <ul style="list-style-type: none"> <li>- Discussion on wording of 'awards and honours' to show that we already have awards but not honours</li> </ul> </li> <li>10) Investigating holding a BULSCA conference</li> </ul> |  |
| Next Steps           | <p>Publish this, get it out to clubs, etc.<br/>Next meeting, have a committee update on what we've been doing to achieve our goals.</p> <p>Josh Hale offered to do a report on BULSCA. Essentially would be a survey of BULSCA members to look at potential improvements/gauge the mood. He will come to the next meeting and we can discuss what he plans and what we want.</p>  | Ben: Publish the roadmap   |
| BULSCA/RLSS calendar | <p>Contacted them but not received a reply yet. To make a calendar.</p> <p>Want to be involved in #bealifeguard (if you have been a lifeguard) to support the RLSS. Most of the committee have been lifeguards before.</p> <p>Am mentioning it in advance to encourage clubs to take part. Please encourage clubs to tag BULSCA and RLSS. Guidance here <a href="https://www.rlss.org.uk/be-a-lifeguard">https://www.rlss.org.uk/be-a-lifeguard</a></p>   | <p>All lifeguards, please take part in campaign</p> <p>Adam: advertise/publicise to clubs</p>                                |
| Committee tops       | <p>Have found a supplier. Adam is redesigning the logo so want to wait on the logo before ordering a top.</p> <p>Will discuss logo options in the future.</p>   |  |
| Felix's thank you    | <p>A photo book as given to previous BJP members leaving would be nice. Helen Morris who did it previously has recommended SnapFish</p>   | Ben: To organise Felix's gift  |
| Next meeting date    | <p>The weekend of 25th/26th of July. Will confirm later.</p>  | Ben: Confirm that  |
| Any Other Business   | <p>We have received a prize for winning the RLSS DPW competition. It's a jacket and an inflatable. As it's an individual item, could possibly raffle/auction it off to a BULSCA member for fundraising.</p> <p>Is this allowed?</p> <p>Will contact RLSS to check this is OK.</p> <p>Emily G: Want to raise possibility of cancelling comps as BUCS and Swim England have cancelled comps up until January.</p> <p>Ellie M: Can we ask clubs?</p>   | <p>Ben: Contact RLSS to see if we can sell their prize</p> <p>Ben: Contact clubs to find out their individual situations</p> |

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|  | <p>Emily G: Clubs aren't told specifically what's up by their unions</p> <p>Ben: But we aren't organising the comps, unlike those organisations, so need to get host clubs.</p> <p>Emily G: but it might be different from university to university.</p> <p>Michael: We can let clubs do what they want, but we administer the league. If it isn't safe, we should make a decision. It could not be fair because some clubs can't train.</p> <p>Ellie M: We don't know what's going on</p> <p>Emily: We at least should publicise that we're aware of it so clubs know what's up.</p> <p>Ben: We have 4 months until the first competition, so we have time to think/discuss/look at developments.</p> <p>Ellie M: Can we publicise a deadline by which we will make an announcement/decision?</p> <p>???</p> <p>Can't have all comps in term 2</p> <p>Michael: Would need to have an EGM to re-organise league calendar</p> <p>Can we speak to clubs who are hosting in term 1 to see when they need to know by?</p> <p>Emma: To ensure that finances aren't ruined</p> <p>Ben: I will speak to the three clubs who are organising before January to find out their situation. I will also be writing a report and include a section about Covid and the league.</p> <p>Ellie L: Would Bristol still get freshers after Christmas?</p> <p>Ben: Would have to see how it goes in EGM</p> <p>Ellie: Is a big part of recruitment and uncertainty on comps can affect recruitment</p> <p>Emily: But so will everything else.</p> <p>Ellie L: Is there a potential problem with insurance if something pandemic-related related?</p> <p>Michael: If all clubs are with RLSS, should be insured</p> <p>Emily: Most insurance doesn't cover covid-19</p> <p>Ben: Will contact clubs and we will discuss in the future and set a deadline for us making an announcement. <i>Likely</i> (but not certain) to be before the end of August</p> | <p>and report back for the committee to set a deadline for possibly cancelling league comps.</p> |
|--|---|--|