

# BULSCA COMMITTEE MEETING AGENDA



## Meeting Information

<b>Date:</b>	14/6/20	<b>Location:</b>	Jitsi Meet
<b>Time:</b>	14:00	<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

## Preparation for Meeting

**Please Read:** <https://www.rlss.org.uk/drowning-prevention-week>

**Please Bring:** Opinions

Action points from the previous meeting

Action Points	Responsible	Due Date
Please send a paragraph and picture for 'About You' section on website and for facebook to ( <a href="mailto:social@bulsca.co.uk">social@bulsca.co.uk</a> )	All	14/6/2020
Committee online social to take place with BJP members present.	Ben B	TBC
1 on 1 meetings to be help between Ben and committee members	Ben B	TBC
Send Ben ( <a href="mailto:chair@bulsca.co.uk">chair@bulsca.co.uk</a> ) a list of 5 things that you would like this committee to achieve and a list of things you would like to achieve	All	11/6/20
Encourage any candidates to apply for welfare officer or BJP position	All	ASAP
Complete handovers and contact Ben B with any problems	All	ASAP

## AGENDA ITEMS

Agenda Item	Outline	Time Allotted (mins)
Welcome and apologies	No apologies received	5
Matters arising	See Action points from previous meeting.	5
Handovers, 1 to 1 meets, welfare officer and committee social		10
"About section" confirmation		5
Strategy and Roadmap Development		15
Next committee meeting	Agree on a date	5
Any Other Business		5



# 14/6/20 BULSCA COMMITTEE MEETING MINUTES



<b>Action Points</b>	<b>Responsible</b>	<b>Due Date</b>
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

<b>Agenda Item</b>	<b>Summary of discussion</b>	<b>Action points</b>
Welcome and apologies		
Matters arising		
RLSS Drowning Prevention Week	<p>Ben: See link above. How will we participate? Post on social media as suggested?</p> <p>Julia: Interact with clubs and get together to make a group post. Each club makes an image with one word in it and together makes a statement.</p> <p>Ben: Good. To start want to do committee/BULSCA post, but like clubs one.</p> <p>Julia: Can contact clubs in group chat and organise something</p> <p>Ben: Adam, delegating to you.</p> <p>Jared: Also update social media cover/banner picture. Share relevant RLSS posts and whatnot. Get clubs involved, but also encourage them to do their own things on their own social media.</p> <p>Julia: So what are we doing for the committee?</p> <p>Ben: We're <i>doing</i> it. Adam can organise.</p>	<p>Adam: contact clubs to organise something</p> <p>Adam: Update social media and continue sharing posts</p>
Handovers, 1 to 1 meets, welfare officers and committee social	<p>Handovers: all completed except champs.</p> <p>Access to emails: No.</p> <p>There is a lot of spam</p> <p>Michael: please be aware of possible phishing attempts and fraud, especially relating to finance.</p>	

	<p>Ben: Michael and Emily have done 1 to 1 meetings, the rest are scheduled or will be by the end of this meeting. Will do this again in September before academic year starts.</p> <p>Welfare officer nomination from Plymouth ex-captain.</p> <p>Committee social: in process planning. End of June time. Will send out poll to schedule.</p>	
"About section" confirmation	Michael and Jared reusing, Ellie M to send today. Rest done, will send out on social media later	Adam will publish.
Strategy and Roadmap Development	<p>Ben: has condensed submitted ideas into 6 points, then added 6 more directives from chair. Would like to discuss now and finalise in the next meeting.</p> <p>1) Finances Want to get these in control of the current committee and make sustainable for the future. Jared and Michael have access and hopefully can organise to get current committee members on the account. Also want to ensure our finances are healthy. Look at sponsorship for league and champs. Emma: need to consider sponsor restrictions/conditions to fit what we need. Also current social distancing might make the league and a sponsor untenable. Ben: Also would like to look into a club support fund. It doesn't need to be a lot of money, but gives us a way to help clubs. Ellie M: So where would this money come from, what is it from, how would clubs access it/what criteria would it have? Ben: So far is just a tentative idea, but initial thought is at the end of the year clubs would bid for it for the next year. There is money in RLSS branches, so might be able to look in to that to provide money. Emma: Would be good to let clubs know about RLSS branch funds, not all BULSCA members are involved in RLSS.</p> <p>2) RLSS link Many have suggested increasing a link with the RLSS. I think a larger presence from BULSCA members at RLSS events (such as speeds and nationals). Same goes for Drowning Prevention, Don't Drink and Drown, other campaigns. Taking part in these gives concrete evidence for involvement going both ways. Would like BULSCA to exist on the RLSS website. What do you think we can do to build the link with the RLSS? Julia: often things get missed or already are happening (on both sides). It would be useful to have a calendar of events (Emma: with resources for events) that clubs can take part in so they know when it's coming up and to send the RLSS so they can come to our events. Could use this to track who goes to where and show contributions. Ellie M: Our branch isn't great at communicating, so would be good for BULSCA to feed info down to member clubs about the RLSS. It would also be good to encourage clubs members to be involved in the RLSS local branch.  Ben: Want to be careful to retain autonomy as BULSCA, but</p>	<p>Jared/Emma to get access to the accounts to relevant committee members</p> <p>Ben: To look at making an events calendar for us and the RLSS to improve relationship/links</p> <p>Ben: Find an RLSS document detailing how we sit in their system of regions and branches, etc.</p> <p>Michael: publish the deadline spreadsheet to website?</p> <p>Ben: Will use these points to develop a roadmap for BULSCA for discussion at the next meeting. Will develop this with input from clubs, BJP, Welfare officers in future</p>

	<p>be involved and work together to support and develop each other.</p> <p>Emily: Do they have an organisational structure so we could see where we sit? Jared/Ben: We are a club in the Avon and N.Wilts. Region.</p> <p>Michael: As well as RLSS, are other organisations we can ally with. Ben: Agree, want to spread out and work with other people to increase our options. Emma: Don't know enough about the other organisations to say much. Ellie L: Don't want to alienate RLSS though Ben: SLSSGB and RNL are also associated with RLSS, so shouldn't upset them</p> <p>Michael/Ben: Want to work with the RLSS but still be independent. RLSS is charity/education, which we want to help with, but we are more heavily involved with sport, so we have a difference of aim.</p> <p>3) Communication Ben: What are we going to do to work with/on communication. In committee, will continue meetings. Lots to start with, but calming down once we're organised. Should use email to contact each other (Michael: if you use email, communications are saved for future committees).</p> <p>Would like to build communications with clubs. A club captains' chat exists, but also plan to have impromptu, informal meetings with club reps at competitions to update and touch base. Jared: Could we make monthly summaries of committee discussions to publish to clubs who don't have time to read all committee meeting minutes on the committee. Ben: On this, so we don't have to wait for a comp, I'm planning to meet club captains in conference call. All committee members are invited.</p> <p>Alumni communication: Especially to increase engagement. Want to show appreciation for volunteers/officials. Michael: To improve attendance, improve socials and friendships between groups to attract alumni back to comps. Ben: Suggestion of alumni facebook group, but there are several in the past that haven't gained traction. Instead targeted posts on main page Michael: encouraging sign up to alumni/volunteer mailing list will help. Often information is not sent out properly. <b>(Jared has to leave)</b> Ben: Updating the website/social media regularly to keep everyone informed and up to date.</p> <p>Side note: Communicate fines, have spreadsheet made by Michael that lists comp organisation deadlines and we should publish it to help clubs and us in terms of deadlines.</p> <p>4) Bolster inter-club links: Encourage varsity competitions. Could try to match-make</p>	meetings.
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	<p>clubs to meet and make friends.</p> <p>5) Fundraising:  Keep track through the year. Lets us announce it to RLSS to show commitment. Introduce fundraising award.  Do BULSCA-wide fundraisers, take part in things to raise money, increase community work. Many relevant charities besides RLSS.  Michael: Nile Swimmers is technically our official charity  Emily: The sooner the better as we can let clubs know our calendar of events and clubs will have more opportunity to prepare</p> <p>6) Training pack:  Want to develop an online training pack. Some clubs have one, but want a BULSCA one to help new clubs, develop existing clubs, etc.  Also a handover pack for committee members. Formal structure.  (leading in to 7)  Adam to update look of BULSCA, new logo, improve look of website.  Develop awards, increase what's available. Charity as mentioned, but committee/exec, honours system, alumni, etc. Possibly an honour award like the RLSS?  Emma/Michael: Sounds good, but be wary of over-complicating/over-populating</p> <p>7) Update, review and centralise BULSCA docs  Michael's job. Take all of the disparate documents on various clouds and bring together. Possibly using BULSCA wiki to keep things together</p> <p>8) BULSCA Boot Camp  Ben: Have aspirational vision. AGM is usually the morning before the last comp of the year (Loughborough). This year, the AGM was online and took 5 hours, a bit too long.  Instead: BULSCA conference modelled on RLSS conference. Hold AGM, social, training, official course, S&amp;S instructor course, welfare training, social media workshops, guest organisations (RLSS, etc).  Location: possibly RLSS HQ, in the past they have offered facilities to use.  Ellie: funding/accommodation?  Ben: Fund through course fees possible. Intend to look into logistics with Emily. Will bring back to discuss with committee.</p> <p>Will use these points to develop a roadmap for BULSCA for discussion at the next meeting. Will develop this with input from clubs, BJP, Welfare officers in future meetings.</p>	
Next committee meeting	Sunday 21st June at 11:30am	
Any Other Business		