

18/11/18 BULSCA COMMITTEE MEETING AGENDA

Meeting Information

Objective:

Date:	18/11/2018	Location:	Skype
Time:	16:00	Chair:	Jared Wray
Called By:	Jared Wray	Taking Minutes:	Michael Kirkham

Attendees: Jared Wray, Michael Kirkham, Ben Holloway, Sophie Priddis, Hannah Smallwood, Joshua Hale, Conor Ingham

Apologies: Tom Sharp

Preparation for Meeting

Please Read: The current BULSCA scoring spreadsheet and assess suitability

Please Bring: Your charming smiles

ACTION AND AGENDA ITEMS

<i>Action Items from Previous meeting</i>	<i>Responsible</i>	<i>Due Date</i>
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	Ben 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 Items	Outline	Presenter	Time Allotted (mins)
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. Scoring Spreadsheet	Discussion of whether the spreadsheet is fit for purpose and whether it can be updated.	Jared Wray	20
4. Scoring Issues	Discussion on scoring issues at Bristol comp and look at how these can be overcome in the future.	Jared Wray	10
5. S&S Instructor Course	Progress on organising the course (Michael finally found an assessor)	Michael/Hannah	10
6. Competition deadlines	Update on competitions deadlines met/not met so far.	Jared/Connor	10
7. Date of Next Meeting	Set date for next meeting	Jared	5
8. AoB	-	-	-

OTHER NOTES OR INFORMATION

None

18/11/18 BULSCA COMMITTEE MEETING MINUTES

Action Points	Responsible	Due Date
1. Publish minutes of previous meeting to website	Michael Kirkham/Sophie Priddis	02/12/2018
2. Personal Bios to Sophie: send profile pictures	Tom Sharp, Conor Ingham, 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. Order polo shirts	Ben Holloway	ASAP
6. Work with Luke Peel and Jared Wray to create new competition entry system, integrated with BULSCA website.	Conor Ingham	Ongoing
7. Send competition deadline document to Jared and add to website	Joshua Hale/Hannah Smallwood/Sophie Priddis	ASAP
8. Ensure competition deadline document is distributed to clubs	Hannah Smallwood	ASAP
9. Find a suitable candidate for second welfare officer	Jared Wray	ASAP
10. Distribute the name and responsibility of newly appointed welfare officer	Jared Wray	ASAP
11. Order new t-shirts for Judges course	Hannah Smallwood	17/11/2018
12. Clear out unnecessary files on committee dropbox (be sure to archive old but important things)	Jared Wray	Ongoing
13. Publish 2018 AGM minutes to website	Jared Wray, Sophie Priddis	ASAP
14. Make a results spreadsheet checklist for Sheffield competition, to prevent errors in results	Conor Ingham	24/11/2018
15. Publicise how BULSCA scoresheet works using document detailing this	Sophie Priddis, Jared Wray	ASAP
16. Talk to BULSCA members about functionality of scoresheet and what they want to improve	Hannah Smallwood	Ongoing
17. Organise and inform head referees about a SERC feedback summary	Jared Wray	Ongoing
18. Organise Survive & Save instructor course	Michael Kirkham/ Hannah Smallwood	Ongoing
19. Book room for mid-season GM	Michael Kirkham	ASAP

Agenda Item	Summary of discussion	Action points
Welcome	Jared: Hello everyone, nice to see you all at Bristol	

Confirm that the previous minutes are accurate and ready to publish.	<p>1) Personal Bios to Sophie: Tom and Ben Conor send her pic</p> <p>2) Keep track of spending</p> <p>3) Keep track of 2020</p> <p>4) What's most useful for us in terms of advertising?</p> <p>Hannah: clubs seem to want advertising within their union rather than BULSCA.</p> <p>Jared: We can advertise useful stuff though. Comp details, judges, achievements.</p> <p>5) BULSCA promo - Sent to Jared</p> <p>6) Polos - sizes collected. Need ordering</p> <p>7) New competition entry system - using google form currently. Ongoing.</p> <p>8) Memberships paid - Swansea missed deadline, fined £5. Rest paid</p> <p>9) Sheffield comp info published</p> <p>10) RLSS have emailed with info. Lee summarised the meeting we had. Jared on it.</p> <p>11) Josh sent to Hannah</p> <p>12) Hannah sent out? Check that</p> <p>13) Welfare officer - still looking. Jeez Jared.</p> <p>14) See previous</p> <p>15) Done</p> <p>16) Can order once know numbers. Hannah advertising (tshirt - £16.50)</p> <p>17) Ongoing -</p> <p>Publish last year's AGM minutes</p> <p>18) Ongoing</p>	See discussion
Review previous action points and progress made	<p>Ben proposes accurate</p> <p>Hannah Seconds</p> <p>No objections. Accurate</p>	Michael: Send to Sophie and publish
Discussion of whether the spreadsheet is fit for purpose and whether it can be updated.	<p>Jared: Issue at Bristol comp. Occasionally find problems at comps. At Bristol, including weighting change, issue with overall scoring where ropes were weighted 0. Leading to delay in (provisional) result release.</p> <p>We need a way to make sure that there is a way to have someone go quickly through the spreadsheet to check for obvious errors.</p> <p>Conor: ideally, a checksheet.</p> <p>Jared: Say, 10 boxes, tick box checklist.</p> <p>Jared: Also had a scoring error, with a rope throw time that was greater than 2:30.</p> <p>Should have something to fix this.</p> <p>Can Conor look in to this in time for next comp, or if not, Birmingham comp?</p> <p>Conor: Yup. Can try to get something done and send it to the committee/Jared this week to check.</p> <p>Michael: Can we edit cell formatting to limit impossible results?</p> <p>Conor: There are some in place and can edit in theory, but can't edit that as password protected and Oli is not forthcoming.</p>	Conor: Make checklist for Sheffield.

Discussion on scoring issues at Bristol comp and look at how these can be overcome in the future.	<p>Jared: Current sheet was made in 2003 and has developed over the years. Never had an overhaul. Some parts of this could be improved on, especially with updates in Excel.</p> <p>Conor: eg. Keynsham were a non-counting non-student team, which caused a debugging error. This is something we can rectify.</p> <p>Jared: can also be more transparent and user friendly.</p> <p>Conor: Could potentially have it running by Birmingham, but maybe after Christmas. Run it in tandem with current scoresheet for one comp to check accuracy.</p> <p>Jared: People asking how scoring works too.</p> <p>Michael: There's a document that explains that.</p> <p>Jared: So there is, let's publicise that?</p> <p>Jared: Can Hannah talk to clubs about scoresheet and ask what functionality they want?</p> <p>Hannah: can we collate scanned in judges scoresheets (for comments) and the scores on spreadsheet.</p> <p>Josh: So much work.</p> <p>Hannah: Could we give judges a single slip at SERCs for general feedback for that comp?</p> <p><i>Possibly.</i></p> <p>Jared: All look at form this week and we'll try to include it for Sheffield.</p>	<p>Sophie: Publicise how scoring works?</p> <p>Hannah: talk to folks about functionality and what they want. Can add or remove functionality.</p> <p>Jared: Let Jen Devine know about the feedback sheet.</p>
Progress on organising the course (Michael finally found an assessor)	<p>Michael: Running late for reasons (My computer flipped out, missed a bit)</p> <p>Jared: Running it at Nottingham is good. Look to get funding from the RLSS branch for pool time as it's £60(?) per pack</p>	Michael: Try to sort out details, give to Hannah.
Update on competitions deadlines met/not met so far.	<p>Jared: Bristol - relatively good. Might have received small reminder. Conor, check deadlines (conflict of interest) and we will fine as per the rules.</p> <p>Delay with Bristol results, but allowed due to obvious problem with results.</p> <p>Conor: Final spreadsheet received, but problems uploading to website. Will try to distribute. Sophie, pls check webpage.</p> <p>Jared: Sheffield - SERC setters names not in time to BULSCA or BJP. Will look at deadlines met with Conor after comp.</p>	<p>Conor: Check that</p> <p>Hannah: send competition deadline/fine document to Jared</p> <p>Jared: put that on Dropbox</p> <p>Sophie: Put that on Website</p>
Set date for next meeting	Dec 2nd at 4pm	Be there, or be square. (If you're not a-round).
AoB	<p>GM prep.</p> <p>Michael, maybe talk to Brum about booking a room.</p>	Michael: Do that