

**THE BUSA COMMITTEE WILL MEET ON TUESDAY 9th March 2021**

**Via Zoom Call- 18:30 HRS**

**Committee Meeting Agenda**

**Attendees:** Karen Thomas, Abby West, Rebecca Coles, Peter Saxton, Jess Beecher, Ailsa Muskett, Emma Hartley, Daniel Fox, Jamie Webb, Emily Hill, Pippa Cropley, Kate Ledgard, William Cunliffe, Patrick Croghan, Jess Harman, Hannah Peters, Hugh Braidwood, Robyn Francis.

<b>Actions</b>	<b>Lead</b>
Role handover document for AGM when new role holder announced	<b>All</b>
Check against the constitution that a late announcement of the SSS BUSA Chair is ok.	<b>KT</b>
Follow up on Dinghy Show connections made re summer events to highlight to members	<b>KT</b>
Share Aberdeen's fundraising success on social media.	<b>EH</b>
Pick up conversation with BUCS and see what exemptions can be made for affiliate members at competitions. WC to send his query to HB, who will then contact CL.	<b>HB/WC</b>
1) Follow up MR champs EOI and event feasibility with RYA. RYA expected to issue the final statement on MR championships due to respective engagement ratios with decision. 2) Create and send out the Sailor Survey. Work with the new team to analyse & distribute.	<b>KT/AW</b>
Follow up with RORC about yachting championship provision - update when appropriate.	<b>RC</b>
Put RC in touch and clarify dates regarding Thames events BUSA could enter.	<b>KT</b>
Send HB a document with an overview of WINSS weekender outcomes - aim to publish.	<b>RF</b>
Add sustainability handover document to BUSA Committee page on website	<b>HB/KL</b>

	<b>Item</b>	<b>Lead</b>
<b>1.</b>	<u>Apologies for Absence</u> Notified; (Nicole Ames, Jenny Cropley), Iona Smith	KT
<b>2.</b>	Notifications of AOB - Sailor survey plans 2021-2023	KT
<b>3.</b>	<u>Minutes from the last committee meeting accepted</u>	KT

	<ul style="list-style-type: none"> <li>- AW partnership tender process - Has not set up yet. Will handover progress.</li> <li>- PC - No progress on diversity webinar, carry on to next year to provide more info about improving diversity in sailing</li> <li>- <b>All:</b> Create a handover/2021-22 guide for individuals who are taking over roles at the AGM</li> </ul>	
4.	<p><b>Chair update</b></p> <p><b>Social media presence/comms:</b> Instagram has been picking up really well. Having more information about the committees, chair updates and minutes on the website have all helped give more insight for USCs and stakeholders. AW has standardised a lot of documents and templates available on Google Drive which will be extremely helpful for future BUSA committees.</p> <p><b>Committee restructure:</b> introduced VC, BUSA Sec and Area Chairs which have worked out to be a really positive move - hoping to grow area committees and using SSS as an example for other areas.</p> <p><b>Understanding of BUSA:</b> made a lot of progress in growing the understanding of what we do.</p> <p><b>Decision making:</b> a lot more club consultation and engagement in important BUSA decisions.</p> <p><b>Committee feedback:</b> there used to not be enough information to prepare for each role which has now been addressed - started meetings with each new member between Chair and Sec and introduced a document to describe role and responsibilities in detail.</p> <p><b>Inclusivity:</b> creating a lot more partners such as kit with Rooster, RYA Sailability, etc. Working and will continue to work on the relationship and inclusivity of Scotland.</p>	KT

5.	<p><u>Area Chair Update</u></p> <ul style="list-style-type: none"> <li>● <b>Scotland - Emily Hill</b></li> </ul> <p>Last SSS meeting last night, don't know about BUSA Chair yet as they like to have had them on committee before. SSS AGM is very close to BUSA AGM.</p> <p>AUSC have been raising money for new boats and finally got enough to buy them!</p> <ul style="list-style-type: none"> <li>● <b>North- Pippa Cropley</b></li> </ul> <p>Had their area meeting the other day, no one found yet to go for the BUSA role and Pippa is not sure whether to go for it again next year. Interest about committee yachting captain but no-one there to get it going yet. Looking into organising day racing events with other USCs after Easter and looking to set up some kind of ranking between teams.</p> <ul style="list-style-type: none"> <li>● <b>Midlands - Kate Ledgard</b></li> </ul> <p>A couple of people lined up for the role next year. Last area meeting held recently and thinking of adding a yachting officer, though might be a bit more challenging due to lack of sea! 11 teams involved in online charity fundraising which has been very successful. Hoping to possibly have an event in the summer.</p> <ul style="list-style-type: none"> <li>● <b>West - Will Cunliffe</b></li> </ul> <p>Someone from Canada sent an email and is coming to the Uni of South Wales next year, keen to take part but there isn't a sailing club - mentioned an affiliate membership but that may not allow them to get involved in BUCS.</p> <p>Trying to find a successor, have been keeping good contact with clubs but haven't found any yet.</p> <ul style="list-style-type: none"> <li>● <b>Eastern - Patrick Croghan</b></li> </ul> <p>Area captains meeting held recently, asking for interest in BUSA role but not much but Patrick is happy to go for it again. Desire to push Green Blue more as there was a lack of East representation in the awards, look to set more of an area committee and push on keelboat (introduce role at the end of summer) and Patrick already has someone who would be interested for the role.</p> <ul style="list-style-type: none"> <li>● <b>South - Jess Harmon</b></li> </ul> <p>Held the captains meeting a couple of weeks ago and promoted BUSA roles, Discussed making a development plan and will be sending round a questionnaire to see what clubs have been struggling and what help they may need. Looking to add yachting captain (not sure when to elect yet) into the sub area committee. Jess has interest in her role from someone for next year.</p>	AC's DO's
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## Discipline Update

- **Fleet Racing - Daniel Fox**

It would be good to target class associations and NFA to engage students over summer. Cancelled Fleets and carried over the agreement for Brunel to host in 2021 - there may not be a successor from Brunel to commit to the role for next year so Daniel is going to stay on the role. Warwick to host in 2022 if they are happy to take the offer.

JB - Suggestion to promote 24hr race as a good summer option for university clubs.

- **Team Racing - Jamie Webb**

Finals/qualifiers cancelled just after the last committee meeting, bids will be open to everyone next year as the Cambridge committee this year are mostly leaving.

Keith (kSail): video/Ebook resource idea is being kick-started again, going to push for resources to be produced for next term.

Some people have enquired about the role but not a huge amount of interest yet as there aren't as many as normal who have been to a BUSA Finals.

Summer festival of sailing - conclusion was to avoid the south coast and look at large inland waters (Queen Mary), requested approval from Royal Thames and Queen Mary who haven't got back to us yet but will get the combined sailing committee to approve it. Jan Fenwick is offering support to get RS21s if J80s are not possible.

Women's team racing event is being organised for 12/13 June at Rutland and more information will be out soon, but slightly dependent on university exam dates.

UKTRA to be hosted at Spinnaker and information will be sent out soon - JW mentioned that we need to remind new USC committees over the summer to enter events which have deadlines over the summer such as UKTRA, so they do not miss out.

- **Match Racing - Abby West**

Corinthian have a model for a future viable development event (October?). Other venues like Weymouth are too expensive. Coaches are interested and AW has contacts to help get it underway. Consultation for this has not happened yet as it would be best to pass this on to the next MR officer and send something out to USCs in April/May time.

BUCS MR Champs: could not run on original dates due to government Covid-19 regulations, RYA proposed to move it back a week. **The event has not been confirmed to go ahead yet.** EOI to see how keen USCs are to attend (deadline Friday 12th). Quite a lot of negative feedback from USCs mostly due to accommodation issues and very high costs as well as no car sharing allowed.

- Scottish situation - negative feedback because it is not accessible due to lack of accommodation and covid regs are different to England which was not addressed in FAQs. They want a response on what they see as 'poor handling' of this situation'

	<ul style="list-style-type: none"> <li>○ 9 teams from 6 USCs have expressed interest. Though accommodation proposals will not be allowed - RYA gone back to them to ask if they have alternative options (no money has been taken).</li> </ul> <p>PS Suggestion - Consider that it is not a BUSA event if it is not accessible to all students, BUSA can support it but not if it is not available to all.</p> <ul style="list-style-type: none"> <li>● <b>Keelboating - Rebecca Coles</b></li> </ul> <p>Put a lot of work with HP into the event this year so the foundations should be in place for next year e.g. continuing to work with Fairview. RORC is interested in supporting the champs going forward and to encourage students/grads to join in their events. They could offer their venue for the event.</p> <p>Helping JW with the summer festival of sailing - looking to cater for those who want a go at keelboating instead of regular racers. This could include team racers and fleet racers.</p> <p>KT - Thames have some invitational events on the Solent they may consider a BUSA team being able to attend.</p> <p>Rebecca wants to push BKL events to USCs to get involved in as RS21s are a great transition from dinghies.</p>	
6.	<p><u>Development</u></p> <p><b>WINSS</b> - Update given by Robyn Francis (part of WINSS Weekender subgroup) Magenta webinar had the best turnout of the weekend. Some really constructive conversations were had across the Weekender event. Points: A need to improve engagement as well as male involvement. Suggestions that BUSA requirement for a certain number of women in teams isn't just so that they meet the quota. It is more of a mindset around issues which need to be addressed.</p> <p>Yachting/keelboating is the discipline that requires the most focus for improving inclusivity. Drop out after youth sailing is an issue and expectations/reputations from being in squads vs not is a barrier.</p> <p>Going forward, suggestion for consistent inclusion within the commodore/captains meeting on inclusivity as a standing item on the agenda. Also looking to work with host clubs as inclusivity issues do seem to be the same or worse at host clubs.</p> <p>Suggestion from RC to consider terminology e.g. not just talking about women as that may close off men who want to support inclusivity.</p> <p><b>Alumni Membership - Update given by KT</b></p> <p>1 page spread in the latest RYA magazine printed. Soon we'll be making a big marketing promotion. Part of the money that comes in will be to support BUSA Tour and part for Alumni Development award.</p> <p>PS suggestion: Invite alumni to determine who the development fund award should go to (recruit alumni from 10, 20, 30, 40 years ago) and for the promotion of alumni membership as it will be difficult for BUSA to do it alone with current media audience. JB: BUSA Facebook group for ex BUSA committee members - use Facebook to see who may be active on the circuits still e.g. the Wilson.</p>	IS/ AW /KL/ KT

	<p><b>Sustainability/Green Blue Challenge - Update given by KL</b>  Awards ceremony went well at the RYA Dinghy Show. This is now shared on BUSA website and social media. Kate would like to ensure her progress is continued within next years committee structure - Possibly VP or new area chair from Midlands to lead. Suggestion to continue the group chat from this year to add new sustainability officers after committee elections.  Actions for 2021/22 committee: Creating a summary/handover document. Future committees should ensure sustainability is a clear part of every role.</p>	
7.	<p><u>Treasurer Update</u></p> <p>Outstanding USC membership invoices from Bangor &amp; Surrey. Bank statement to be checked to see if any have now paid.</p> <p>Future committee to add more people (ideally one more trusted individual each year) to access the bank to help with urgent matters which are under a certain time pressure - this doesn't necessarily need to be in the exec committee depending on the commitments of committee members.</p>	HB
8.	<p><u>Secretary Update</u></p> <p><b>Future AGMs:</b> Consideration (to be consulted on with membership): future AGMs to be held online as the club representation is far greater than in person as many of the clubs are either not competing at the yachting/team racing championships or are unable to travel there.</p> <p><b>Website:</b> Hugh did a quick update to the homepage to make it as engaging as possible by <b>adding a photo slider and a few extra visual bits</b>. Will keep tweaking bits to help usability and aesthetics. For instance, one thing recently was to make sure the titles were included above each article in the 'news' section to make sure it was easy to tell what each article was about.</p> <p><b>Account Passwords:</b> There has been a lot of news coverage recently about increased cybercrime and the importance of using secure passwords for online accounts. As such, it would be a good idea to update all existing passwords for the accounts and to store those passwords on a secure platform which can be shared with the committee to access, as the current Sheet is potentially less secure.</p> <p><b>Slack:</b> Proposed to continue to use Slack as the main messaging platform for committee following positive feedback and will look into more integrations, such as linking the BUSA committee calendar to give reminders to the general channel of dates and deadlines which are coming up.</p> <p><b>Social Media:</b> Completed updates to our social media channels w/ media officer- logo redesigned to the round-style profile pictures to fit better. Cover photos on Facebook page, Facebook group and Twitter page have also been updated as well as the bios and descriptions. We have also added Linktree to the Instagram bio so we can signpost multiple things at once [links on request].</p> <p><b>Google Workplace:</b> ? Consult the new committee on looking into the use of Google Workspace as a platform for all committee collaboration. <u>It would also provide BUSA with the opportunity to change the main email domains so that they could end in @busa.co.uk instead of @gmail.com.</u> It also includes Google Meet which is very similar to Zoom and possibly easier to use which means we wouldn't have to also pay for the Zoom account.</p> <p><b>Lastly:</b> a huge thank you to Hannah for all her hard work over the past couple of years as well as</p>	HB

	guidance and support during the handover period.	
9.	<p><u>Media Update</u></p> <p>The vote off final had over 4,000 people vote and the ‘vote off’ campaign reached over 11,000 new accounts and we received some great feedback about the positive engagement we created. Keith gave prizes to 1st &amp; 2nd place which was very generous.</p> <p>Only a few last committee role videos to roll out and final push to the deadline.</p> <p>Not a lot of interest in the media role yet so any external interest would be greatly appreciated.</p>	EHa
10.	<p><u>Notified Any Other Business</u></p> <ul style="list-style-type: none"> <li>- Future structure of BUSA/ICSA Tour <ul style="list-style-type: none"> <li>o KT has been creating a Tour guideline document with ICSA committee representatives outlining what needs to be done and what is expected</li> <li>o Changes going forward - introducing limits/minimum representation of women on the teams. Also, Laser Standard changed to Laser Radial as it now makes it accessible to women. Looking to standardise the yachting/keelboats. Added host agreement and proof of insurance to cover liability/potential issues.</li> <li>o Make sure the new committee keeps that communication going - there isn't a specific role that covers this next year so this needs to be considered and a clear representative needs to be introduced to ICSA.</li> </ul> </li> <li>- Sailor survey <ul style="list-style-type: none"> <li>o Did a big survey in 2018/19 aimed at almost everyone possible, we will be re-introducing it this year on a slightly smaller scale to gain more feedback and insight, more data = more to guide BUSA's strategic direction.</li> <li>o A BIG thank you to Karen for all her work over the last couple of years</li> </ul> </li> </ul> <p>Peter, Jess (RYA) and HB will be staying on for the next academic year and any committee that stays on can chat to Peter about any queries about committee roles and advice on applying.</p>	KT
11.	<p><u>Meeting Dates for the coming year:</u></p> <p>- 30th March 2021 AGM</p>	HB