

**THE BUSA COMMITTEE WILL MEET ON TUESDAY 18TH AUGUST 2020
VIA SKYPE CALL- 18:30 HRS**

Committee Meeting Minutes

Attendees:

Peter Saxton, Ailsa Muskett, Nicole Ames, Karen Thomas, Abby West, Hannah Peters, Iona Smith, Daniel Fox, Jamie Webb, Emily Hill, Will Cunliffe, Patrick Croghan, Jess Beecher

Actions:

Ailsa Muskett – Send RDO's email addresses to Iona Smith

Karen Thomas/Hannah Peters/ Abby West – Arrange a 'Back to University Sailing' webinar
Karen Thomas/Jess Harman – Work on content for In Focus: Sustainability week

Hannah Peters – Finish the online payment platform for alumni membership.

Hannah Peters – Send Insurance guidance to BUCS to circulate to AU's.

Hannah Peters – Inform BUCS the Laser fleet has now been re-named to the Ilca fleet, they have a laser trophy.

Alumni membership subcommittee – Finalise the Alumni newsletter and information document.

Alumni membership subcommittee – Media release for the alumni membership to major clubs and an article within the RYA newsletter.

Discipline officers- Review the resources on the development page on BUSA website and feedback thoughts and ideas for future resources to Iona Smith.

Full Committee – Feedback to Abby West on the Strategy Plan document which was circulated.

Full Committee – Feedback any known contacts who may be interested in alumni membership.

Full Committee – Promote the In Focus: Sailability week (w/c 31st August).

Hannah Hunt, Matt Goodbourn, Pippa and Jenny Cropley – Inform Abby how best for you to receive your committee jacket.

Abby West – catch up with Will C about organising a Western social sailor's event.

Abby West – To circulate BUSA Sailor Pathway around committee.

Abby West – To create a webinar calender and discuss with relevant contributors.

Abby West – To continue following up on bids, incase they are with us before J70 Keelboat event, for the successful BUSA team to use.

Iona Smith/Jenny Cropley – Provide details and support for Will around obtaining development funding for his region (internal and external funding).

Iona Smith/Area Chairs – Iona to plan area chair meetings to discuss regional development.

Iona Smith – To collate contact details for RDOs so area chairs can access this information if needed.

Jamie Webb/Karen Thomas – To host a Team Racing subcommittee meeting to discuss next steps regarding the BUCS Proposal feedback. Create a plan going forwards.

Jamie Webb/Daniel Fox – To draft and circulate response letters to successful host clubs.

Daniel Fox – To follow up on recommendations/ideas emerging from ‘tracker’ conversation, to present a few options (with prices) to committee to vote on.

	Item	Lead
1.	<p>Apologies for Absence Notified; Jess Harman, Emma Hartley, Kate Ledgard, Pippa Cropley, Jenny Cropley, Cleo Lyn, Cat Hunt.</p>	KT
2.	<p>Notifications of AOB - Webinars with our partnerships</p>	KT
3.	<p>Minutes from the last committee meeting. Minutes agreed. Outstanding actions from minutes; - Discipline officers- Review the resources on the development page on BUSA website and feedback thoughts and ideas for future resources to Iona Smith. - Iona Smith (IS) – To collate contact details for RDOs so area chairs can access this information if needed</p>	KT
4.	<p>Covid update A new statement has been published on the home page of the BUSA website. The following principles will be adopted by BUSA throughout the coming academic year:</p> <ol style="list-style-type: none"> 1. We will continue to follow all guidance presented (Government, RYA, BUCS) to protect the health of our members 2. We will endeavor to freeze cost increases and implement strategies to preserve BUSA and our member clubs 3. We will ensure the quality & integrity of the competition we offer is maintained, in all disciplines. <p>Karen Thomas (KT) has been approached by a number of clubs asking questions around what USCs can do within the national guidelines. KT suggests having an open virtual discussion regarding ‘return to university sailing’. The committee agree this would be a good way to interact with the membership and share resource. Jess Beecher (JB) suggests involving the A-Plan insurance expert within these discussions. Abby West (AW) proposed this takes the form of a webinar. Emily Hill (EH) stated SSS did a similar thing recently, she will circulate the minutes from this meeting. She highlights the call needs to be structured well to keep</p>	KT

	<p>engagement. Nicole Ames (NA) agrees it is a good idea as this could help create a more uniform approach and gives the universities the chance to discuss ideas.</p>	
<p>5.</p>	<p>Project/working group update Strategy working group (Abby West) Thanks to the subcommittee who brought this together. The strategy plan is not a fixed plan, it is to be refined each year but the overall template is to be kept. The strategy plan documentation which was circulated prior to the meeting shows a pathway for sailors through university. Five goals have been highlighted with an aim under each goal. The documentation is aimed at trying to make it as easy as possible for future committee to keep this plan up to date and implemented.</p> <p>Its needs to be a full committee commitment to implement this strategic plan. There are questions around the feasibility of some of these goals. AW requests feedback from the committee.</p> <p>Next steps – A final version will be circulated. Abby will then pick up on any actions with individual committee members to implement the 2020-2021 goals. JB -Suggests the RYA Race Officials Academy which has been launched this week could be linked to the ‘learn’ goal within the plan.</p> <p>Area committee creation (Emily Hill) Area development officers have been assigned within each region to form an area committee. There was positive feedback from the area chairs who appreciated the extra support.</p> <p>EH suggest area chairs having a committee meeting with their development officer to plan next steps within the region.</p> <p>Alumni Membership (Will Cunliffe) A subcommittee has formed to develop BUSA alumni membership. Background work has included discussions with alumni sailors to see if there would be interest in such a membership option. A newsletter and information document have been created. Funds from alumni membership would go towards: 1) A development award 2) A tour fund An online payment platform is in development at the moment. Once this is sorted, we will share the alumni membership information on the alumni Facebook groups, all media platforms and with any known alumni contacts. Committee asked to contribute with any contacts they think may be interested. JB recommends a press release and contacting major clubs such as RORC, Royal Thames, plus an article within the RYA newsletter.</p> <p>Sustainability/Green Blue Challenge (Karen Thomas) The first ‘in-focus’ week on sustainability went very well. A lot of content was brought together. 22 clubs have been in touch expressing interest to sign up for the 2020 challenge, this highlights how important media can be when promoting our projects. Kate Ledgard will continue to lead sustainability throughout the year.</p>	

	<p>Partnerships (Sailability/KSail)</p> <p>Sailability: A formal partnership has been established between RYA sailability and BUSA. We will be doing another ‘in-focus’ week during w/c 31st August which will specialise on sailability.</p> <p>KSail: Keith Sammons has been a big part of BUSA for many years, he runs KSail. KSail sell firefly spares and as part of the new partnership will offer discounts to University clubs. If clubs want to sign up for this, they need a generic club email address. Additional discounts will be available around the major University events. Event support is also offered through KSail including a live result reporting service. This service will be a paid for service in the future. As part of the BUSA partnership this will be offered free of charge to member University clubs. Webinars are planned with Keith in the future, which will include ‘running TR events’ and ‘fixing boats’.</p> <p>In return BUSA are going to promote the KSail brand. Area chairs then need to push USCs to sign up and create club accounts. KSail will also be present at TR events to sell repairs.</p> <p>Rooster: Committee jackets are with Hannah – once we have circulated them, we will be doing a media push to thank Rooster for their jackets and further support through the partnership. There will be opportunities for member clubs to partner with Rooster and this will need to be pushed by area chairs.</p> <p>USC Insurance guidance: An insurance guidance document has been created and published in partnership with A-Plan marine insurance. Clubs are strongly advised to have the correct and in date insurance by the start of the academic year.</p>	
6.	<p>Area Chair Update</p> <p>Committee report was used for the individuals not on the call.</p> <p>Emily Hill - Scotland</p> <ul style="list-style-type: none"> - SSS committee have circulated the SSS league bidding documents. There is concern that clubs are not expressing interest to host SSS1 and SSS Ladies in November due to Covid restrictions. There is an SSS Committee meeting on 3rd Sept which will decide if these events can run. - A Scottish commodore meeting has been held recently to discuss the questions around Covid restrictions. Accommodation hosting and use of minibuses were key points raised which might not be allowed this year. This could increase event costs considerably. <p>Patrick Croghan – Eastern</p> <ul style="list-style-type: none"> - A new area development officer has been elected. - Patrick is trying to source a host club for a training event in the East. - He would also like to look into diversity within student sailing, this could form an ‘in focus’ week, either in the region or nationally. <p>Will Cunliffe – Western</p> <ul style="list-style-type: none"> - Cardiff Bay Yacht club will host the Western training event, coaches have been booked. 	AC’s DO’s

- A new area development officer has been elected.
- Would like support with how to apply for the BUSA development funding
- Would like to organise a regional social event next summer for non-competitive club sailors of USCs to meet. AW to support on this project.

Discipline Update

Team Racing (Karen Thomas/Jamie Webb)

Feedback has been received from BUCS (today) around the Team Racing proposal. Their main concerns have been around promoting 3 teams from the Trophy final to the Championship final, and for this reason they have rejected the proposal but have provided 2 alternative solutions. They have however accepted the 6th region addition.

1. Maintain the Playoffs as a Playoff competition with the no BUCS Points associated but with the top three teams qualifying for the Championship Finals
2. The elimination of the Playoff competition and the addition of a Trophy Final with BUCS Points but no progression to the Championship Finals

There was mixed feedback amongst the committee to these options. Karen Thomas proposes a subcommittee meeting on Monday 24th August with an open invite to the whole committee to discuss the next steps. A committee poll will also be created to gauge committee opinions before the committee approach the membership.

Jamie Webb has been in conversations with Arthur Henderson who is chair of the RYA TR working group. Their group has had a chat about how they envisage TR events running this year;

- More 'one dayers': Teams staying in the same boats for the full event to prevent the need to disinfect between races. This solution would require fewer teams staying in a boat all day whilst also providing more racing. The boats then get disinfected overnight. This would work for regional events.

Jamie has also been working with Keith Sammons and Ed Sibson to bring together a new TR resource which could become an RYA e-book in the future. BUCS TR Qualifiers bids have been received for every region and the selection sub-committee have met.

Match Racing (Karen Thomas)

There is a need to push for host clubs to bid for the BUCS Match Racing Championship 2021.

Keelboating (Karen Thomas)

Keelboat consultation has been completed. Discussions are starting around planning of the 2021 Yachting Championships.

Fleet Racing (Daniel Fox)

Two bids were received for hosting of the 2021 Fleet Racing Championship. 2020 Championship planning at Datchet is underway; we are still planning to go ahead with the November date, with contingency and mitigation plans in place. Daniel has looked into boat tracking during the event using sailracer. JB suggested Huw Pearce may also have capabilities to track. DF to follow up. Tracking can offer real-time handicap results based on mark rounding results.

	<p>Sailracer have quoted £2 per boat.</p> <p>A Fleet racing advert has been created to increase engagement with other fleet racing events and classes. RS200 and 24hr race could be approached for this.</p> <p>Laser fleet has now been re-named to the Ilca fleet; BUCS need to be informed as they have a Laser Trophy.</p>	
7.	<p>Development Update (Iona Smith)</p> <ul style="list-style-type: none"> - BUSA Development funding is unlikely to be opened before Christmas. - Women in sailing (WINSS) materials are nearly ready for publishing. - Development: In-focus newsletters are being organised to ensure they are relevant to the time of year they are planned to be posted. - The Membership survey has been analysed with 45 club responses. Iona is hoping to have a draft circulated around the committee shortly. A summary report for media will be created plus the full report will be published on the website. - Iona will plan area chair meetings to discuss regional development. 	IS
8.	<p>Treasurer Update (Karen Thomas)</p> <ul style="list-style-type: none"> - Jenny has access to the BUSA bank account. - A COVID budget has been drafted to ensure BUSA can survive if events get cancelled in 2021. - Jenny and Karen have been working on Tour. ICSA and BUSA agree tour will not be feasible for 2021. It will be delayed for one year. Communications with ICSA have been improved over the last year which is positive and something we hope to continue. - 	JC
9.	<p>Media Update</p> <ul style="list-style-type: none"> - The committee are encouraged to send articles for media via Slack. - A weekly media plan is being posted at the start of each week on slack for the committee to view. 	EHa
10.	<p>Notified Any Other Business Slack</p> <p>There is a committee consensus to continue using slack as the communication platform within the committee. This form of communication will only work if everyone is using it. There is a recommendation to use the app.</p> <p>Webinars</p> <p>Abby will draft a plan for the year and welcomes ideas about future webinars.</p>	KT AW
11.	<p>Meeting Dates for the coming year</p> <ul style="list-style-type: none"> - 20th October 2020 (Skype or London TBC) - 12th January 2021 - 9th March 2021 (Skype or London TBC) - 30th March 2021 AGM 	HP