

**BUSA GENERAL COMMITTEE MEETING MINUTES - TUESDAY 3RD SEPTEMBER 2019
RYA HOUSE, HAMBLE**

Attendees: Karen Thomas, Jess Beecher, Abby West, Emma Hartley, Will Birchall, Nicole Ames, Hannah Peters, Jack Fenwick

Dial in: Peter Saxton, Joe Penhaul Smith, Emily Hill, George Haynes, Iona Smith, Grace Bradley-Shankar

Apologies for Absence:

Rachel Grayson, Cat Hunt, Matt Goodbourn

Actions

NA - Send **HP** standardised damage reports/documentation to be used for BUSA Team Race events to publish on website. **NA** to circulate this to qualifiers host clubs.

NA – Circulate the standardised bidding template

NA - Draft the NOR for qualifiers and work with TD's to finalise.

CH – Draft a yachting format change news article, highlighting the change in entry system.

CH –Follow up Tendrr sponsorship of a prize for a BUSA event.

JS – Tour event article and remaining sailor bios need to be published this week, prior to 8th September. Final draft to go to **HP**. First four sailor bios have been published successfully. During tour, working with **Joe Burns/HP/KT**, regular updates to be posted.

JS – Establish a national network of media reps.**JS/AW/KT/EH**- Ensure national/SSS coverage for Barts Bash over instagram stories.

JB - Send POC contact details for Draycote SC to **NA**.

Area Chairs – Promote playoffs and finals bidding. Area Chairs – Review regional summaries of development survey and development plan template/information documents. Begin contacting clubs to help them move forward with club specific goals/support with long term development plans. Reach out to **JP** if help needed.

GH – Work with **JS** to improve publicity of match racing events. Create a news article about the match racing events going on, mentioning Q2 is the last opportunity to obtain any funding.

GH- Send WMR Dates to Area Chairs to promote to their clubs.

Discipline officers- Create a Facebook page for each of the BUCS Championships (ideally in the first few weeks of October as university terms commence).

Discipline officers – Send any discipline training videos/ links to AW to add onto the race training page on the BUSA website before 9th September.

JP – Finalise development plan template and info doc. Send to HP for publishing on website.

JP – Review and circulate the development plan template and guidance documents, once finalised.

JP - Create a guidance document on club funding options and ideas. When finished, to be circulated to **area chairs** to be reviewed/ensure it is understood.

JP/AW- To complete social sailing guides to be added to website resource pages.

JP/JS – Draft a news article highlighting the development programs we are funding (9 programs are being funded £100 each).

JP- Find a USC for development plan webinar, complete and send to HP and area chairs to share on website and throughout regions.

MG – Circulate annual budget.

MG - Sailor fee – **KT**, **HP** and **MG** to follow up and discuss how we implement this.

MG – Arrange a meeting with RYA to go through BUSA plan to source revenue.

MG – Update on revenue sourcing ideas. If received nothing from designated committee members, to follow up with these individuals.

AW- Introduce **AM** to Kate F (GreenBlue) as the BUSA POC.

AW - Speak to **AM** and **JS** to draft a GreenBlue University challenge promotion/ news article.

AW- Respond to Kate informing her **WB** will attend the GreenBlue website launch at the Southampton boat show on 18th September.

AW/JP- To find correct contact details for Norther training provider. Continue discussions.

AW/KT- Finalise Annual Update and send to **HP** for publishing.

EH – Inform NA & HP of results from the SSS vote on hosting clubs for Team Racing qualifier series.

EH- Following SSS meeting to update **KT** on volunteer video plans to discuss how BUSA can link in with this venture.

HP/EH - **SSS** – crew change allowance and how this effects BUCSplay. Wording needs to be agreed with TD's.

HP – To look into website layout for the further opportunity page to allow advertising.

HP/KT – Alumni membership set-up. **KT** to contact AB re Cambridge model.

HP – Find out who the BUCS disability officer is; what support could they offer sailability/BUSA.

HP – Find out if MBC (fleets) offer disabled, accessible rooms and facilities for sailability competitors.

HP – Send Fleets NOR to TD MG for review

HP - Confirm if MBC charter boats are required to sail with mast head floats.

HP – Finalise assistant race officer for Fleets.

KT - Newsletter to promote the opportunity for attending/ hosting clubs to take over BUSA Instagram account.

HP- 09/09 publish Annual Review on website/post on fb page to allow all membership to view.

KT - Send Emily the Instagram log-in.

KT- To discuss Firefly Inlands promotion/student entry with **RG**.

	Item	Lead
1.	Apologies for Absence Notified; Rachel Grayson, Kieran Graham, Cat Hunt, Joe Penhaul Smith, Grace Bradley-Shankar, Cleo Lyn, Ailsa Muskett, Matt Goodbourn	KT
2.	Notifications of AOB Improving BUSA and SSS collaboration (EH)	KT
3.	Minutes from the last meeting NA did not receive any requests for assistance with playoffs or finals bidding documents. Area chairs have been proactive in encouraging bids from their respective areas, we received at least one bid from each region for qualifiers and development fund. NA – To send out a standardised damage report template for each hosting universities to use. CH – Discussions are ongoing regarding Tendrr sponsorship of a prize for a BUSA event.	KT

	<p>JS – Tour event article needs to be published this week. Sailor bios are being published successfully.</p> <p>JS– Network of media reps has not yet been established.</p> <p>MG – Update on revenue sourcing ideas was not provided.</p> <p>AW – It has been agreed that we will have two technical delegates this year; Jon Napier and Matt Goodbourn</p>	
<p>4.</p>	<p>2019-2020 Events update:</p> <p>Team Racing</p> <ul style="list-style-type: none"> • There were no concerns from the committee regarding the sub-committee vote for qualifier hosting clubs; Manchester, Cambridge, Bristol, Oxford. • NA to draft the NOR for qualifiers and work with TD’s to finalise. • Area chairs are asked to promote bids for playoffs and finals within their regions. • EH – Scotland have received 6 applications for 4 weekends (3 qualifiers plus a fourth non-qualifier event). Hosting venues will be finalised by the weekend. • Nicole has created a standardised bidding template to be used for all future bidding, this includes a budget template to ensure all bids are presented in the same way and provide the required information. <p>Match Racing</p> <ul style="list-style-type: none"> • Winter match racing dates have been released. • Improve BUSA publicity of the match racing events which are going on. • GH is looking into the feasibility of running a BUSA match racing event not including accommodation. JF warns the RYA Match Racing events lose money. <p>Yachting</p> <ul style="list-style-type: none"> • BUCS have not fully finalised the format change, this should happen over the next few days, after which we will release a format change news article on the BUSA website. • Entry system will alter this year, requesting skippers submit their CV and complete a chartering application through Sunsail, which need to be approved by Sunsail before they can enter through BUCSPlay in February. <p>Fleets</p> <ul style="list-style-type: none"> • Report given. Progress has been made and final details are being sorted. • NOR needs to be sent to TD’s for review. • Confirmation is needed if MBC charter boats are required to sail with mast head floats. • Committee planning on attending; AW, NA (maybe as volunteer), EH(sailor), WB(sailor) • RG– wanting to push Firefly Inlands in Rutland, discounted student entry is available. <p>Proposal to create a Championship Facebook page for each of the BUCS championships at the start of the season.</p>	<p>NA ACs GH HP HP</p>
<p>5.</p>	<p>BUSA Development</p> <p><i>Update on development member survey.</i></p> <p>All universities that we know have a sailing club have responded. IS has created a summary for each region and national overview, both of which will be circulated to area chairs. JP has created a template for USC development plans; once finalised it will be published on the website and sent to area chairs who will likely be USCs point of contact for questions.</p>	<p>JP</p>

	<p>JP is planning on creating guidance on funding options and ideas, following survey results highlighting this was an area clubs would like assistance with. Area chairs to review these documents as it is likely area chairs will distribute and use with clubs in their region.</p> <p><i>Update on selected development fund applications.</i> Nine diverse applications are to be funded £100 each this year, with at least one from each region; Manchester, Strathclyde, Aberdeen, Bournemouth, Plymouth, Oxford, Bath, Loughborough, Birmingham. BUSA are to promote these programs to maximise attendees. EH is going to help with the Plymouth event (Majenta Project weekend)</p> <p><i>Training videos</i> Within the Race training section on the BUSA website AW would like to collate useful resources and videos. Discipline officers to send any relevant links. We hope to link this with our annual newsletter.</p> <ul style="list-style-type: none"> • JP is working on the ten-minute guides to support various disciplines as well as working with AW on session plans for social sailing. • JP and AW are reviewing Northern training centers to provide discounted training courses to BUSA members. • Bart's Bash have not sent BUSA much media to share. We will do some publicity for any events going on during that weekend (24hr race). • Annual Update– KT is leading on creating an annual update aimed to promote all the areas BUSA are involved with; racing, development, accessibility to BUSA and sailing. Content will include; women in sailing, accessibility, alumni and university development case studies. This is a good way to interact with university's and get articles/quotes. 	
6.	<p>Media Update Tour promotion, article needs to be published this week. Annual update to promote the opportunity for clubs to take over BUSA Instagram account.</p>	KT
7.	<p>Finances Report</p> <ul style="list-style-type: none"> • Annual budget is to be published shortly. • Tour has been giving £840 this year, BUSA need to consider what projects we fund in the future and is BUSA Tour should be offered this much funding. • Committee expenses – ensure all receipts are submitted and invoices returned to MG within a timely manner. • Document recording – All financial agreements/ funding should be documented and filed accordingly. This should be in the form of a signed letter from a committee senior member and passed to HP for filing. • Sailor fee – Karen and HP to follow up. 	KT
8.	<p>BUCSPlay new entry format BUCS have changed their entry system from BUCScore to BUCSPlay which allows individuals to enter events, followed by IA's approval. This required two entry deadlines. It is understood reserve lists will remain the same as BUCScore.</p>	HP

	SSS – crew change allowance and how this effects BUCSplay. Wording needs to be agreed with TD’s.	
9.	<p>Further opportunities for members</p> <p>Further opportunity page to be developed on the website where companies/ people pay BUSA a fee for advertising space. To start with we will offer the first post for free, the second chargeable.</p> <p>HP – to look into website layout change.</p> <p>Administrator - Incentivise the role with commission if revenue is being brought in.</p> <p>BUSA Sailing Facebook ‘group’ to be used for opportunities, rather than creating new ‘crewfinder’ Facebook group. Discipline officers to post about opportunities related to their discipline to improve visability of each role on committee.</p>	KT/HP
10.	<p>The committee role going into the new academic year</p> <ul style="list-style-type: none"> • Area chairs role has previously been to host events, we are trying to expand this by promoting opportunities and more engagement with members. • Committee members are requested to wear the new BUSA jackets at events. • Discipline officers – POC to anyone in the country to obtain advice, linking with TD’s and developing more opportunities. • Succession planning – committee members are to look into individuals who could take over from their role or another role in the committee. 	KT
11.	<p>Notified Any Other Business</p> <p>The GreenBlue University Challenge (AW/HP)</p> <ul style="list-style-type: none"> • A program run through the RYA to promote universities to become eco-friendlier. Funding is on offer to universities. • BUSA should promote further - AW to speak to AM and S • AM to be POC for the next two years. <p>Alumni Membership (HP).</p> <p>Revenue building idea, initially target alumni tour sailors. HP, KT and PS working together on this.</p> <p>Collaborations with RYA Sailability (KT)</p> <p>KT with working with Brett Cokane (Midlands Disability Development Officer); At a member USC there is an individual who had an amputation and keen to continue social sailing. KT is looking into ways BUSA can support individuals and hopefully promote opportunities. Brett is looking to source accessible dinghies to compete at BUCS fleets this year. BUSA could look at linking host clubs, university sailing clubs and sailability clubs.</p> <p>BUSA policies and document streamlining (AW)</p> <p>AW has reviewed all policies and templates that BUSA should have. This is an ongoing process and any committee members are welcomed to assist. We now have a guide document which shows exactly how all published documents should look. All committee members advised to read and follow the guide. Available on dropbox.</p> <p>Improved BUSA collaboration with SSS.</p> <ul style="list-style-type: none"> • SSS would like to see more of the BUSA committee at Scottish events; another BUSA face for the Scottish teams. • SSS are promoting volunteering roles via videos, they would like BUSA to 	KT

	<p>potentially do some of these videos for certain volunteer roles.</p> <ul style="list-style-type: none"> • JP will attend next SSS committee meeting. • KT to send Emily the Instagram log-in so SSS events can publish news on BUSA Instagram. <p>FISU RYA are not supporting any further FISU events.</p>	
11.	<p>Meeting Dates for the coming year</p> <ul style="list-style-type: none"> - 7th November via skype at 1830. - 29th January 2020 - 9th March 2020 - 14th April 2020 AGM - 12th May 2020 	HP