

**BUSA GENERAL COMMITTEE MEETING ON THURSDAY 7TH NOVEMBER
VIA SKYPE CALL**

Committee Meeting Minutes

Attendees; Karen Thomas, Jess Beecher, Abby West, Will Birchall, Hannah Peters, Peter Saxton, Joe Penhaul Smith, Iona Smith, Grace Bradley-Shankar, Emma Hartley, Joshua Speakman

Absence;

Rachel Grayson, Cat Hunt, Emily Hill, Cleo Lyn, Matt Goodbourn

Actions

CH – Draft format change article for BUCS Yachting Championship.

CH – Move forward with planning the black-tie social on the Tuesday of Yachting Championship, the entrance fee for this should be separate to regatta entry fee.

JS – Draft BUSA Tour news article.

KG- Send KT/HP an area update as not present at the meeting.

NA/KT – Send letters to team racing finals bidders advising of the decision.

NA- Use this opportunity to review previously suggested changes and work with MG to present at January meeting (looking particularly into budget).

KT/HP – Review roles within BUSA Constitution, to include the addition of a Tour Manager– Committee to approve any changes.

KT- Skype with ICSA regarding future of ICSA/BUSA Tour regarding organisation, direction and dates for the 2021 tour.

KT- Publish meeting summary and work with media team on publicising finals/playoffs/fleets successful bids for 2020/2021 season.

KT- Follow up insurance email thread.

RG – Has a Fleets inlands been looked into? Please update HP/KT on thoughts and any progress by email before the end of November.

RG/KT- Choose a sub-committee and hold a meeting following Fleets bidding deadline to decide on who will host 2020 championships before end of November.

HP – Chase Martyn Clark to see if he can be mark layer for yachting.

HP – Discuss with PS about Mark layer options.

HP – Discuss with PS regarding Yachting budget.

HP –Race officer training as a post on further opportunities page.

JP – Send HP development webinar link and information for publishing on website. Draft a short article to introduce this webinar which will be published as a 'news article' on the website.

JP – Work with AW to promote the development funded events better on the BUSA Facebook channels.

MG – Arrange and move forward with the bank mandate.

MG – Arrange the BUSA bank account to go paperless to prevent monthly statements being posted.

AW – Bring together a tender process for clothing brand sponsorship.

AW – Analyse Fleets feedback survey results and circulate appropriately.

AW- Ensure all Qualifiers paperwork, budgets and plans are in place prior to the new year.

Discipline Officers- Create a one page document with proposed events to spend team budget on and send to KT/MG /HP. Within document, propose sub-committee, selection procedures and media.

	Item	Lead
1.	Apologies for Absence Notified; RG, CL, CH, NA, GH,	KT
2.	Notifications of AOB Rooster Kit deal	KT
3.	Minutes from the last meeting CH – Public format change article for Yachting Championships not yet published. Although the BUCS format change document is published on the BUSA website this needs to be actioned. CH- Prizes for yachting- JB suggests contacting Sunsail as in the past they have offered prizes, be aware AW is working on a clothing sponsorship agreement for BUSA. JS – BUSA Tour news article has not been published. All other points have been actioned.	KT
4.	2019-2020 Events update: <ul style="list-style-type: none"> ● Team Racing -Region Update (Area Chairs) <u>Will Birchall (South-Central)</u> – Qualifiers; The weekend of 15 th -16 th Feb, which is planned to be the qualifier reserve weekend clashes with an Oxford event. Racing on Sunday only may be required if the reserve weekend is used. <u>Emma Hartley (Western)</u> – Qualifiers; MG as TD will assist with finding umpires for qualifiers. Race committee has been arranged, as have volunteers and boats. <u>Grace Bradley-Shankar (Midlands)</u> – Qualifiers; PRO and extra flight has been sorted. Budget has been finalised. Still working on volunteers. Development plans – in talks with universities in the region to help teams forge links and run race training weekends together (UEA/CUCrC set up). The Midlands Mixer was run recently. <u>Northern – Qualifiers</u> ; Awaiting an update, area chair not present at meeting. <u>Scotland – Emily Hill</u> - Entries closed today with a successful amount of entries for the three league qualifier series. -Bidding update (Finals/Playoffs) EH- Bristol was the successful bid to host Playoffs. EH is confident the event is on track with all	NA Area Chairs GH CH RG

	<p>facilities booked. The same venue (Chew Valley) is hosting qualifiers which will be a good warm up to hosting Playoffs.</p> <p>-Bidding (Finals) Three bids for finals have been received; Rutland Sailing Club, Draycote Sailing Club & Cambridge University Sailing Club. The BUSA committee discuss and score each bid.</p> <ul style="list-style-type: none"> ● Match Racing -Match Race Finals/WMR update; GH has been working with RYA to look at the event format for the BUCS Championships next year. GH has also been looking into a venue to run a BUSA match racing event in the future. GH has been collaborating with the RYA regarding the feasibility of Royal Northern Clyde YC hosting winter match racing event 4 and the effect this would have on Northern/Scottish university teams entering. ● Yachting Committee agree the Black-tie social evening should be planned for the Tuesday evening after the qualifier series due to boat swaps happening on the first evening. It was suggested and agreed that any social ticket fees should be separate from the event entry fee as not all competitors may wish to attend. Peter Saxton will be the event TD. Yet to be confirmed is a mark layer with own rib. ● Fleet Racing -Fleets Championships report; Saturday was called off due to strong winds, but 4 good races were achieved on Sunday. There has been positive feedback so far and a feedback survey has been sent to all competitors. Results will be analysed and circulated appropriately. This feedback will be taken on and considered for the remainder of the year and next year before and during BUSA Championship events. An event report will be published over the next couple of days on the BUSA website. <p>-2020 Fleet Championships bidding update The bidding deadline has been pushed back to 15th November 2019. The bidding is now open to UK based sailing clubs which are not associated to a university but they have been asked to consider close universities to assist with social and accommodation aspects of the event. Two bids are to be expected at present. A sub-committee will be brought together to select the winning bid.</p> <p>JB asks if an Inland Championship has been looked into, this could be something for the future? KT fed back that this had been mentioned by RG previously but no update given since.</p>	
5.	<p>BUSA Development</p> <p>A development plan has been released to each area chair. A webinar has been created, which now needs publishing on the BUSA website. <i>Upcoming</i> – A basic overview of the results from the membership survey has been written up; information within shows attendance, gender and age breakdowns. JP is waiting on committee feedback, after which he will circulate the results to the membership. Two development fund projects have been cancelled; Scottish women’s sailing and Bath</p>	JP

	<p>University development event. There is thus £300 in the development budget remaining for funding projects. JP proposes to re-open development fund bidding in December for a January deadline. This funding will be offered to development events which are being run later in the academic season.</p> <p>Manchester Challenge ran this weekend and went really well. AW fed back that sailors from Loughborough attended and now plan to be more involved with team sailing as a result. The next event which was awarded BUSA development funds is the joint Magenta project in Plymouth. KT fed back that midland universities were unaware of this event. We should publicise these events better in future to the full membership.</p> <p>Northern training provider – AW fed back that HH Watersports Centre has declined the BUSA collaboration invitation. BUSA are now looking for a Northern/ Midlands based training provider to offer a similar collaboration to what the Andrew Simpson Foundation are offering.</p> <p>Committee members encouraged to utilise personal networks to consider options.</p>	
6.	<p>Media Update</p> <p>Since the last meeting a new system has been set up with a team carrying out media; AW – Facebook JS– Instagram IS – Reports – Positive feedback from the committee on the number of event reports we have been publishing so far this season. JS – Has been reaching out to universities about running the BUSA Instagram during their events. Mixed results and collaboration from this.</p> <p>There is now a media calender for the whole season which should provide more coverage for events in future.</p> <p>AW is planning a mid-term newsletter as well as an end of term newsletter as a result of increased media coverage and engagement.</p>	JS/A W
7.	<p>Finances Report</p> <p>MG not on the call. A financial plan and budget have been brought together and discussed with JF from RYA. Bank Mandate has not been completed yet. BUSA should go paperless to reduce the number of bank statements which are being sent.</p>	MG
8.	<p>Future of BUSA/ICSA Tour</p> <p>Feedback from this year’s event was very good, the racing standard is high but aspects of the organisation proved difficult.. Questions for the BUSA Committee to consider; <i>What are we gaining from the tour?</i> <i>What do we want tour to look like for the future?</i> <i>How can we improve tour?</i></p>	KT
9.	<p>Further opportunities for members</p> <p>-Web page – BUSA have published a further opportunity webpage aimed to advertise marine related opportunities. Adverts will be posted free of charge for the first year and if the page is successful BUSA may charge an admin fee for each post in the future. - JB recommends adding race officer training as a post. -Alumni sponsorship/membership options – discussions are ongoing, this is a new</p>	HP Discipline Officers

	<p>membership BUSA wish to offer to select Alumni to start with, rolling out to all Alumni in the future.</p> <p>-BUSA Teams (across disciplines) - NA unable to join the call. No discipline officers (DO) present. KT briefed committee that each DO has a pot of money to allow members to participate in events within a BUSA team- each should choose event(s) and selection process. Minutes actions updated to ensure this is completed prior to the next meeting.</p>	
10.	<p>Notified Any Other Business</p> <p>Rooster Kit collaboration</p> <p>AW – Rooster have offered discounted Bibs and 50% discount on prizes, plus committee jackets offered as ‘gift in kind’. BUSA are in an early stage of discussions but things seem positive.</p> <p>JB – Considered whether we could create a bid document to offer the sponsorship opportunity to all the major cloth brands, creating a tender process. Worked successfully for RYA/other major organisations.</p> <p>Committee agree a tender process should be opened for clothing sponsorship.</p> <p>Gender equality</p> <p>PS– There has been positive encouragement to get a balanced representation within the sport of sailing. BUSA Committee asked to consider supporting the membership to move towards an equality split across the BUSA sailing disciplines.</p>	KT
11.	<p>Meeting Dates for the coming year</p> <ul style="list-style-type: none"> -29th January 2020 (London – 1400-1700) -9th March 2020 (Skype) -14th April 2020 AGM (Team Racing Finals) -12th May 2020 (Venue TBC) 	KT