

THE BUSA COMMITTEE MEET ON THURSDAY 28TH MAY 2020
VIA SKYPE CALL
Committee Meeting Minutes

Attendees: Peter Saxton, Karen Thomas, Ailsa Muskett, Jack Fenwick (RYA), Abby West, Jenny Cropley, Emma Hartley, Iona Smith, Catherine Hunt, Hannah Peters, Daniel Fox, Jamie Webb, Emily Hill, Pippa Cropley, Kate Ledgard, Will Cunliffe, Patrick Croghan, Jessica Harman, Matt Goodbourn, Jo Smith (BUCS)

Actions

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

CH- Finish edits to press release and consultation summary document to send to HP/EH prior to deadlines on media plan.

JW/KT/HP – Submit BUCS proposals to JS and review progress prior to next meeting.

Committee/IS – IS to send information on WINSS opportunity on committee whatsapp group. Contact IS if you would like to be involved in the ‘women in sailing’ working group.

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

Committee/AW – AW to send information on strategy opportunity on committee whatsapp group. Contact AW if you would like to be involved with the BUSA strategy sub-committee.

AW – Action strategy proposal, planning to hold the first focus group prior to next meeting.

AW – To circulate jacket update (design/size guide) to committee, sending order off as able.

KT/HP/AW – Publish a Covid statement - likely to be in mid-summer.

KT/HP/AW - Bring together guidance including the Covid situation principles.

KT/JC – Work together to create budget documentation on various ‘covid scenarios’ to help planning around busa funds during the 2020-21 season.

KT/JC – Liaise with RYA/JF in roughly two months for an update on RYA funding support.

HP – Add a section in the committee report section for areas committee members need help with.

HP/EH – Discuss a way to make the Media Plan accessible to committee members who need to check deadlines over the summer period and autumn term (event takeovers).

Area Chairs – To work with KT on initial implementation/planning of Area Committee proposal.

Area Chairs – To work with JC on *coached event* budgets ensuring events are cost effective.

Area Chairs – To continue supporting summer consultations, aiming for full club representation.

PC/JW – Work together on a TR ‘how to’ guide and associated resources.

JH/KT – Continue working on Sailability resources and proposal ideas over the summer.

KL/AM – Start putting together resources/infographics to circulate to Area Chairs and club committees at same time as media push on the Green Blue Challenge.

AM – Lead liaison with Kate Fortnam, getting email content to be circulated to USCs by HP.

EH/CH - EH to connect the SSS keelboat officer with CH.

EH/CH- EH to help CH gain a Scottish representation in the keelboat consultation circulated.

	Item	Lead
1.	<u>Apologies for Absence</u> Notified; Nicole Ames, Hannah Hunt	KT
2.	<u>Notifications of AOB</u> - Kit Update	KT
3.	<u>Minutes from the last committee meeting</u> All accepted and actioned	KT
4.	<u>Committee Report Form Overview</u> Peter Saxton (PS) suggests adding a section in the report for each committee member to state areas they need help with. PS asks the committee about their thoughts on the committee report. Pippa Cropley agrees the report is useful to know what the rest of the area chairs have been doing. Cat Hunt is in agreement. Will Cunliffe mentioned it gave a useful 'push' to review and plan actions in the final weeks before committee meetings.	KT
5.	<u>Roles and Responsibilities</u> KT – The new committee members this year have all had a skype call with KT and HP to gain understanding of roles and resources available. KT runs through each role in the committee; Hannah – Administration and central point of communication if unsure who is best. Peter – President, acts as chief advisor. Hannah and Peter are the continuity within the committee to ensure smooth running of BUSA despite committee changeovers. VPs - Nicole & Ailsa– This is a 2-year role, the first year VP works with the area chairs closely. The second year VP tends to work with the discipline officers. Karen – Chair – Oversees all committee projects and runs BUSA day to day. Abby – Vice Chair – Involved with big picture, strategy and future proofing BUSA. Area Chairs – 'eyes and ears' of the committee. Development Officer – Iona – development projects, working with the full committee. Media Co-Ordinator – Emma – oversees social media and all outward facing areas of BUSA. Discipline Officers – Discipline specific expertise and championship event directors. Questions about developing disciplines should be directed to these officers. Technical Delegates – we hope to have a TD associated with each discipline championship to oversee the technical/ rule related areas of BUSA. Treasurer – Working on the budget and BUSA finance. Can help in all areas.	KT

6.

Committee Strategy for the year ahead/COVID Update:
 Jo Smith – BUCS – BUCS have not closed the door to term one events yet. They are working with universities and students to monitor the situation.
 Jack Fenwick – RYA – There are published guidelines on RYA website that can be accessed by all. RYA are offering guidance on how you can achieve activities within those guidelines. Be considerate and conservative with the actions you take. If as a sport we become an issue then the sport will be restricted.
 KT - BUSA will continue to be advised by BUCS, RYA and Gov. KT has spoken to the president of ICSA regarding this. ICSA have brought together 3 guidance principles which we think BUSA should also adopt;

1. *Abide by the health and safety guidelines.* (World Health, World Sailing, RYA)
2. *Preserve BUSA as best possible;* No USC should we worse off by the situation. BUSA should put things in place to support USC’s.
3. *Preserve the quality and integrity of the competition we offer.* I.e. if a National Championship is not possible then we try and offer an alternative, perhaps regional championships.

BUSA will make a statement but this is likely to be in mid-summer once we have more information and the situation is less changeable.
 BUSA will bring together guidance including the above principles. The committee are advised to keep planning for events coming up, but don’t make financial commitments. This advice can be passed on to member clubs, however we can not advice on specific scenarios and host clubs/local guidance should be followed.

Area Committee Proposal
 Regional committees are more relevant in the current situation as we may have to have more regional events rather than national events. SSS have a committee which works very well to develop the sport in the region. Having a committee allows you to delegate work load and have an increased number of active projects in the region.
 Iona Smith (IS) – a development officer within each region would be advantageous as more personal help will be provided to USC’s. It’s a good idea to increase support in the regions.
 Pippa Cropley – Having another person to discuss and plan with is a good idea. Pippa has found another person to support her within the Northern region.

RYA Sailability Partnership Proposal
 We are looking to create a formal partnership with Sailability, this will increase the BUSA-Sailability Partnership longevity and increase volunteering opportunities to the membership. Increased accessibility guidance, on a club level, is being brought together and will be circulated to area chairs.

Blue Sky (Big picture thinking)
 AW -BUSA at present does not have a set strategy/ development plan. In 2018 a focus group was brought together to set out what ‘BUSA sailing’ in the future should look like. This has provided aims. We have now started a ‘roadmap’ to achieve these aims.
 The next step within this roadmap is to create a ‘strategy sub-group’. AW invites anyone who wants to join this sub-committee to contact her.

KT

AW

	<p>guides to TR. Will wait on TR management document from RYA before moving onto that.</p> <ul style="list-style-type: none"> - Will support area chairs who are planning events. ● <i>Match Racing (given by KT for HH)</i> <ul style="list-style-type: none"> - Looking at the possibilities of organising a match racing training event. HH would also like to bring together a consultation document regarding match racing which should be published in the next month. Area Chair support will be needed to circulate this. ● <i>Keelboating (CH)</i> <ul style="list-style-type: none"> - Good number of applications for the J70 keelboat funding. A Liverpool team has been awarded the funding. A news article will be published shortly. - A questionnaire has been sent out to commodores and race captains, the answers of which have been analysed. This will be circulated to the membership. - CH has also been working on more training/ development events for keelboating. Scotland USCs were underrepresented on the questionnaire. Emily Hill to connect the SSS keelboat officer with CH. ● <i>Fleet Racing (DF)</i> <ul style="list-style-type: none"> - All planning for Fleets Championships have been for things which don't require financial commitment. Race team is in place. - Looking for ways on increasing fleet racing opportunities for fleet racing sailors. BUSA to publicise more fleet racing events in the future. 	<p>KA</p> <p>CH</p> <p>DF</p>
<p>8.</p>	<p><u>Development Update (IS)</u></p> <ul style="list-style-type: none"> - With the hope to implement area development officers, IS has been working on blue sky thinking for the BUSA strategy. - Development Funding – there is currently uncertainty about the development fund this year and focus, further details will follow as a new budget is revised. - IS will offer support on sourcing external funding for event/projects. - Clubs development survey will be published next week, there was a 100% response rate last year. - Resources – IS asks discipline officers to review the resources on the development page on BUSA website and feedback thoughts and ideas for future resources. - Would like to bring out a monthly development 'focus article'/ document together which each month focuses on a new development area. - Once results are back from the development survey IS will discuss with each area chair about the data from their area. - Women's Sailing – IS is setting up an initiative for women in sailing. Feedback over the years has shown there are not enough women within university sailing. IS would like to create a working group for 'women in student sailing'. Any committee members who would like to support IS on this please get in touch with IS. IS is also working with the RYA working group on this. 	<p>IS</p>

9.	<u>Treasurer Update (JC)</u> <ul style="list-style-type: none"> - Working to minimise the Covid situation on BUSA finances. BUSA incurred a deficit of roughly £3,500 from not running the championships in April. Fleet championship is the most pressing situation to look at how to minimise any possible loss of income if the event gets cancelled. - Will get in touch with area chairs to support on area event budgets. - Looking at budgeting for Match Racing and seeing if it is feasible for BUSA to run a Match Racing event separate from the RYA. - Reviewing the expenses policy and seeing if there are any savings to be made. 	JC
10.	<u>Media Update</u> <ul style="list-style-type: none"> - Committee welcomes have been published on all media channels. - EH would like to improve communication this year and aims to increase transparency between the committee and membership. - Media plan has been brought together for the year ahead, we will think of a way of making this accessible to the full committee. - EH would like to know from each area chair about events/ projects going on in their region which can be added to the BUSA media. 	EH
11.	<u>Notified Any Other Business</u> <u>Kit Update (AW)</u> Committee Jackets – Partnership with Rooster offers committee jackets as ‘value in kind’. We are still waiting for the TR bibs from Rooster which have been delayed due to Covid. Hoping within the next month to place an order for committee jackets.	AW
12.	Meeting Dates for the coming year -Tuesday 18 th August (Skype or London TBC) - 20 th October 2020 - 12 th January 2021 - 9 th March 2021 - 30 th March 2021 AGM	HP