

**MINUTES FOR THE BUSA GENERAL COMMITTEE MEETING WEDNESDAY 29th JANUARY
2020
BUCS OFFICES, LONDON**

Attendees; Jess Beecher, Karen Thomas, Peter Saxton, Iona Smith, Abby West, Nicole Ames, Cleo Lyn, Will Birchall, Kieran Graham, Grace Bradley-Shankar, Emma Hartley, George Haynes, Hannah Peters

Dial-in; Ailsa Muskett, Emily Hill, Joe Penhaul Smith

Actions

MG – Arrange and move forward with the bank mandate.

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

MG- Arrange for the next RYA/BUSA budget meeting

MG/JN/NA- Finalise details and planning for playoffs and finals

HP - co-ordinate with PS to arrange AGM at Grafham during TR Championships

HP - Bring together a committee report template

HP - add Rooster sponsorship to seasonal information once signed

HP - Add a banner on webpage for Rooster once signed.

HP/'Roles Sub-Committee'- Work together on bringing a new roles document together and consider if any constitutional changes are needed in light of meeting.

Area Chairs - Discuss with head umpires and their teams during Qualifiers about their thoughts on the addition of another BUSA region and thus additional Qualifier event to run- feedback to NA.

NA- Put together a google form to be sent to the membership for qualifiers feedback

NA - Speak with Jacquie Roberts with regards to the umpire meeting coming up, expressing the need for more umpires to cover the addition of a 6th BUSA region.

NA - Create a document detailing TR Championship structure plan with the addition of another region and the process of teams moving from qualifiers to playoffs and finals. Event structure will need to be reviewed. This will need to be disseminated to the membership.

NA - Update committee on additional region development at next meeting.

NA - Contact Northern Ireland (Queen Mary University, Belfast) following their interest in joining Northern or Scottish region and participating at Qualifiers next year.

NA - Ensure there is a clear damage deposit and late return fine for BUSA Bibs. Must be returned within 4 days.

GH/KT - Discuss 2021 Match Racing dates as proposed by RYA.

GH- Informally collect feedback from Scottish/Northern teams to understand lack of interest in BUSA MR Team opportunity.

GH/AW/Area Chairs- Big media/word of mouth push on MR Finals in light of only 2 teams currently being edited. GH/AW to come up with a plan for this.

KT- Arrange for an informal skype meeting following qualifiers to gain committee feedback

KT/ AW- Drafting committee handbook.

KT/AW/HP- Review the overall 'task' calendar for the 2019/20 season and upcoming 2020/21 season.

KT/HP- Work together on timings plan for Yacht Nationals.

AM- Bring together a summary document of committee feedback and send to KT/AW.

CH- Update HP on actions completed for yachting.

CH- Bring together a selection document and clear summary of proposed events to open within the second BUSA Team application window.

CH- To make plans to attend launch of new sunsail boats or arrange for another committee member to attend in her place.

AW - distribute a BUSA media QR code to all hosts to present at event registration.

AW/HP- Draft BUSA Insurance statement. Consider additional question in start of season membership application form

AW/IS- Complete post qualifiers media summaries and chase area chairs for area reports

AW/JP - bring together content for the RYA stand at the dinghy show

IS/AM- Make further edits to host guidance in light of comments given. Review VP role summary together and pass edited version back to HP.

JP/AW- Start collecting reports/create a membership accessible summary of dev funded projects throughout the year. Work with Abby to ensure it follows the BUSA brand/template of other pdf documents sent out through the year.

Committee - volunteer to attend the dinghy show and represent BUSA.

Committee- Start putting together role specific handover documents in preparation for AGM

Committee- We are looking for a BUSA committee member to promote fleet racing overall (firefly nats, 200 nats etc). Contact HP if you would like to volunteer.

	Item	Lead
1.	Apologies for Absence Notified; Will Birchall, Matt Goodbourn	KT
2.	Notifications of AOB - Volunteer provision at BUCS/BUSA events - Welfare and future policies - Committee Roles Meeting update - Dinghy Show	KT
3.	Minutes from the last meeting Minutes accepted by the committee MG - Arrange and move forward with the bank mandate. MG - Arrange the BUSA bank account to go paperless to prevent monthly statements being posted. All other actions have been completed	KT
4.	2019-2020 Events update: <ul style="list-style-type: none"> ● Team Racing <ul style="list-style-type: none"> -Regional Update & logistics (Qualifiers) - Area Chairs confirm all regional qualifiers are fully organised and prepared, including the provision of cut-down sails for high wind conditions. - A discretionary penalty is going to be enforced at South-Central qualifiers for teams who have not brought a volunteer per team following the publishing of NOR Notice #2. - Greater guidance could be given from BUSA, to the host club about how to source volunteers. -Event update (Finals/Playoffs) <p>Playoffs - Chew Valley, the host club are hosting qualifiers first and are well prepared for Playoffs, finalising the final few boats and booking accommodation is yet to be done. EH is working with MG & NA on this.</p> <p>Finals - Host agreement still to be signed and priority will be put on Finals next week, after Qualifiers have finished. The 2020 AGM will be held at Team Racing Finals. HP to co-ordinate with Grafham through PS to organise this.</p> <p>CL informs that BUCSPlay for Team Racing entry next year will not include a competitors and reserves list, with all information for teams obtained during the initial entry process. A 'competitors and reserves list' will then only be used for Fleet Racing and Yacht Racing Championships.</p> <p style="text-align: center;">Championship structure proposal</p> <p>Following an in-depth review of the BUSA regional split the committee are in agreement there is a need for a 6th British region, this new region would make up the Eastern/ Thames Valley area.</p>	NA ACs GH CH HP/ KT

	<p>The addition of this region would follow multiple years of over subscription to Team Racing Qualifiers in the Southern regions. With the addition of this region, BUSA forecast 15-17 team entries in each region across Britain. Extra umpires to run an additional qualifier event is an issue needing consideration, alongside financial implications. Area chairs are asked to discuss with head umpires and their teams about their thoughts on this additional region.</p> <p>Jacque Roberts is running an umpire meeting soon, it is advised BUSA inform her of the BUSA's plans, she can re-lay this within the meeting, expressing the need for more umpires.</p> <p>Questions are asked about the Championship structure with the addition of another region; the process of teams moving from qualifiers to playoffs and finals. Event structure will need to be reviewed.</p> <p>NA to update at next meeting; this should also be an agenda item to discuss with the membership at the AGM.</p> <p>Northern Ireland (Queen Mary University, Belfast) maybe interested in joining Northern or Scottish region and participating at Qualifiers.</p> <p>It has been stated that some Scottish Universities have expressed concern that the Scottish league entry cost is more than English/Welsh qualifiers - EH thinks it's best to keep with the 3-event league due to the strong winter winds and higher levels of boat breakages in Scotland.</p> <ul style="list-style-type: none"> ● Match Racing -BUSA Teams & National Update <p>There is one month until entry deadline for BUCS Match Racing Championships, at present there are only 2 teams entered. We need a minimum of 12 teams (max 18 teams) to run the event. Women's and Winter match racing still have spaces. Scottish teams have attended winter match racing this year which is good to see. 2021 BUCS Match Racing April dates have been looked into. RYA propose Sat 10th, Sunday 11th, Monday 12th April 2021 and would like BUSA to confirm they are happy with this so they can book Portland House. A decision is needed by 7th Feb 2020.</p> <ul style="list-style-type: none"> ● Yachting -Yachting Nationals update <p>Race committee is organised with the exception of a few more volunteers. Draft SI's are with the PRO for review. CH has been planning a good social program including a Black Tie social.</p> <p>Sunsail are launching their new boats in March, perhaps CH to attend, if not AW is planning on attending. Would be good to get some photos of this launch event and publish online.</p> <ul style="list-style-type: none"> ● Fleet Racing -2020 Event Update <p>Brunel have been selected to host the Championship. A host agreement has been sent to them; we are awaiting feedback.</p> <p>We are looking for a BUSA committee member to promote fleet racing overall (firefly nats, 200 nats etc). Contact HP if you would like to volunteer.</p>	
5.	<p>BUSA Development -Update on selected development fund applications</p> <p>Round 2 of Development funding bids have been selected which consist of;</p>	JP

	<ul style="list-style-type: none"> - Intro to umpiring in Scotland - Northern invitational training in West Kirby - A Boat repair course, one in West Kirby, one in Spinnaker over the same weekend. <p>There has been interest in SI and DI courses. JP has put interested parties in contact with regional development officers. JP is looking at putting together a DI course in Reading following this interest.</p> <p>Feedback from the Sailor Survey update has shown members would like the original results to be linked to the update.</p> <p>JP/AW working on future partnerships with training providers.</p>	
6.	<p>Media Update</p> <p>There is a media plan on the shared drive.</p> <p>There will be one single Facebook event for the TR Championship. For regional specific topics there are regional Facebook pages. A Qualifier 'Media WhatsApp' has been set up to co-ordinate media over the weekend. Time slots for each region to take-over the BUSA Instagram has been organised.</p> <p>Media contacts are needed for each region. Grace and Karen are not racing at qualifiers so can assist with media.</p> <p>Plan to implement a QR code scan at registration at each event to ensure all competitors are following the BUSA social media channels.</p> <p>Committee feedback states that often there seems to be an overload of information on a lot of our media platforms (Facebook and website). We should aim to make key information very clear.</p>	AW
7.	<p>Vice President Update</p> <p>-Host guide document</p> <p>A draft guide has been created, this is intended to give guidance to clubs who have, or are thinking about hosting a BUSA event. Setting expectations, explaining roles and budgeting.</p> <p>-Committee feedback summary</p> <p>A survey within the BUSA committee has provided valuable feedback;</p> <ul style="list-style-type: none"> - More clarity and description of each committee role needed. - More internal committee communications would be beneficial. - More committee updates throughout the year needed (Members not in a senior role felt they didn't have regular updates on activities). - It would be useful to have a committee handbook which each member can use. This handbook would provide information on delegation, media, useful documentation and who is responsible for what. - The handbook should be published on the BUSA website. - Improved handovers when committee members change. - Pre committee meeting reports would answer a lot of this, similar to board reports. 	IS/ AM
8.	<p>Constitutional changes - roles and role descriptions</p> <ul style="list-style-type: none"> - Committee application period <p>The roles descriptions within the BUSA Standard Orders will be reviewed and amended where appropriate.</p>	KT

	<ul style="list-style-type: none"> - Media officer to become a Media coordinator. Area chairs will be responsible for getting event reports. - An additional role will be added - Tour Manager - volunteer or student. <p>When does this role get advertised? Perhaps after a team has been selected. This could be a co-opted role. Committee thoughts on this would be appreciated.</p> <p>Committee members are asked to actively seek new committee members - especially if you're not going to stay on in your role. It might be worth considering appealing to USC and AU's to get a member onto the BUSA committee.</p>	
9.	<p>Rooster Sponsorship Update</p> <p>Rooster selected as winning bid for sponsorship of BUSA. Gul were very keen for future opportunities with BUSA. A draft MoU is being circulated.</p> <p>The Rooster TR Bibs will be ready for finals and maybe Playoffs. There will be a £30 fine for lost or late return of bibs (4-day returns)</p> <p>Budgets have already been set for Championships this year not including Rooster prizes.</p>	AW
10.	<p>Notified Any Other Business</p> <p>Volunteer provision at BUCS/BUSA events - the committee will offer guidance on how to find volunteers. Hosts should also ensure they can provide enough volunteers if bidding to host a BUSA event.</p> <p>- Welfare and future policies - Any issues at BUCS events should be referred to BUCS. A BUCS crisis management plan is provided to hosts at each BUCS championship. USC issues should be referred to AU's.</p> <p>The committee agree it would be good to have guidance documents on 'how to run a USC' this is similar to RYA 'club room'</p> <p>- Dinghy show</p> <p>RYA stand at the dinghy show this year has space for BUSA on their stand. BUSA will provide content to the RYA for a panel display. 2 tickets are available to BUSA committee members.</p>	KT
11.	<p>Meeting Dates for the coming year</p> <ul style="list-style-type: none"> - 9th March 2020 (Skype) - 14th April 2020 AGM - 12th May 2020 	HP