

Exec Meeting Minutes – Wednesday 15th January 2020

Meeting start: 17:10

In attendance: Anjana Radhakrishnan (President, chair), Joseph Allen (Secretary, minutes), Rob Newell (Equipment Officer), Simona Donscoi (Social Secretary), Tom Frampton (Training Officer), Matthew Johnson (Octopush Officer; points 2-12), James Coe (Expeditions Officer; points 2-12), Oliver Cogbill (Club Diving Officer), Harriet Glanville (Octopush Expeditions Officer; points 2-12), Lara Nash (Webmaster; points 4-12), Meredith Whiting (Social Secretary), Chris Palin, Nigel Denton (BSAC Diving Officer) and Nick Cherryman.

Apologies: Jack Moore (Treasurer).

1. President's welcome

Everyone was welcomed.

2. Socials

a. Term 2 socials

Welcome back meal: Week 2 Friday, poll about food is going up tonight

Board games night: Week 4 Wednesday, a decent size room has been booked, and a post will be made

Meet the Exec: Week 5 Monday, Joe to book room

The Wave (Coventry waterpark): Week 6 Friday, everyone buy their own ticket (off-peak), some concerns raised around it being too busy

Skooldays: Week 8 Saturday, circling at Harriet and Matt's house

Escape room: Week 9, Meredith to look at options

We need to do more advertising for the club photo

b. Meet the Exec

This will involve presentations by existing exec on their roles, to help give some insight into it. We could potentially go to the pub afterwards. This is intended to be Monday Week 5, at 7pm, and we need to book a room for it.

c. AGM & Elections

This will happen Week 7, Monday 17th February, at 7pm. Social secs may want to do fun awards for club members (speak to Lara and Megan for ideas). We aim to have handover completed by the end of term.

3. Charity

a. 12-hour breath hold

The forms were submitted late due to timing clashes and our booking was declined; we have had no response to emails enquiring about further actions thus far. Harriet is going to pursue this further, and an alternative would be to do it during the normal session.

4. Exec Roles & Constitution

a. Responsibilities of roles

Each exec member is to write a brief description of their role, and add it to the google doc (link to be shared shortly) for Joe to compile.

Discussions were had around the existence of both an SU club and BSAC branch diving officer, with questions about whether it is necessary for both to exist separately (the SU doesn't mandate a diving officer). We came to a consensus that the two roles could be folded into simply a BSAC diving officer, with directly elected sub officers. These will be scrutinised by the returning officer pre-election to ensure they are qualified for the role.

The exec voted to remove the club Diving Officer from the exec committee for the 2020-21 election. Vote breakdown: 7 for, 2 against, 2 abstentions.

Nigel will remain the BSAC branch DO responsible for diving.

Discussions were also had around whether we need two social secretaries. The exec decided to keep the role open for two people, since the current social secretaries testified as to how useful it was having two of them. Vote breakdown: 6 for, 4 against, 1 abstention.

b. Club development officer

As well as overseeing the club's sportsmark progress, they would be in charge of charitable activities too. This was deemed to be a necessary role to prioritise sportsmark from next year onwards, and has seen success when used as a dedicated role by other clubs. Vote breakdown: 11 for (unanimous)

c. Webmaster --> Publicity Officer

Suggestion to change the title of webmaster to that of publicity officer, and broaden their role accordingly. Webmaster would take on all online responsibilities: this would include the social media side of organising socials, as well as maintenance and development of the website. This should take some weight off the back of social secretaries, and give the webmaster more to do. Vote breakdown: 11 for (unanimous)

d. Integration with BSAC

The next president needs to send an updated club constitution to BSAC (the current copy held by BSAC is from 1974!)

5. Finances

A pre-written statement from Jack was read at the meeting. The finances are in good shape, and the money is all coming into place to buy the compressor (Jack chasing up the last money from the Spark Fund). Main expenses coming up are said compressor and the Cornwall trip, which are all well accounted for, and some money will be left over for kit purchases. We expect more money to come in once the link for the second set of ocean diver payments is set up.

6. Clothing Orders

a. Swimwear

This is on its way, and should clear customs with no obstacles. It will be distributed by Harriet, so get in touch with her (likely to be possible to hand it out at the Friday social)

b. Leisurewear

This will be here by next Friday (24th), and could be here as soon as this Friday (17th - would then be available for club photo).

7. Octopush

a. Ladies Nationals

We're taking a team to the competition, which will be taking place on Saturday 15th February in Leeds.

b. Student Nationals

Everyone attending needs to have BOA membership. Bar Fusion have been emailed about hosting an after-party, we could order pizza to Kasbah otherwise. BOA won't have preliminary numbers till the end of February, so they won't send money for the after-party till after this. We need to contact Kasbah with the current information we have, and establish with them that this may happen. It should be easier to arrange things at short notice than usual, since it would be taking place out of term time. Kasbah is likely to be a better option than Fusion anyway (can bring in food), so we should pursue this as a priority.

8. SCUBA Diving

a. Compressor

The money is in place, but we are still waiting on approval from the Estates team and Warwick Sport. Tom will chase them both up.

b. Facility (inc. Card Access)

No word yet about when card access is going to be implemented, Tom will chase this up as well.

c. Cornwall

i. Planning Pack/RA/Finance Statement

The planning pack is being completed, this needs to be done soon.
Tom will talk to Jack about the finance statement.

- ii. Accomodation
This is being sorted.
- iii. Transport
The minibus will be driven by Denys, and panel van will be driven by Tom.
- iv. Other Divers (Qualified)
There is the potential to open this up to other qualified divers. They would do seperate diving during the day, then link up with the ocean divers for the evening. They would need to provide their own transport down there.

9. Equipment

- a. Cylinders to Service
4 cylinders need servicing, Rob will get a quote then check with Jack for affordability.
- b. Drysuits Repair
About 13 dry suits still in need of repair, we need to figure out whether this can be done in house, or we need to send them off. We currently think about 2 of them are in need of full replacement.
- c. Regulators Service Dates
Some regulators are past their servicing date, Rob will check numbers then confer with Jack about servicing them.
- d. O-rings
We may not have enough, after checking with Jack, Rob should probably go ahead and order some more just in case (since they are very cheap).

10. Training Course

- a. Ocean Divers Numbers
One more student dropped out, now down to 9 people.
- b. Sports Divers
Plenty of sports divers still on the course, the theory exam is happening tomorrow. We could potentially run another course at the end of the summer term, when lots of pool time is likely to be available. This would be a good way for current ocean divers to take another qualification quickly, provided they meet the requisites to enrol for sports diver by this time.

11. TADONM (Time and Date of Next Meeting)

Another meeting will take place sometime Week 4, Joe is to make a poll.

12. AOB

a. Push roles

We are going to keep both existing roles (Push Officer and Push Expeditions). We will discuss the exact names and roles in the next meeting. Octopush Expeditions Officer may change to Octopush Secretary.

b. Pool timings

Diving are happy to relinquish some of their Thursday pool time to Octopush on a week-by-week basis, now that the first few sessions have been completed. **The next exec need to speak to Tom about pool requirements before booking them, to ensure they work for both Push and diving.** Likewise, we don't want to overbook pool time and look bad. Warwick Sport don't like splitting the pool between swimmers and divers for safety reasons, we need to talk to them about this. Generally speaking, better communication between diving and Push is needed on booking pool times going forward.

c. Frisbee tournament

Frisbee are organising a fun tournament in Week 8, and are looking for entries from other clubs. As well as a fun activity, this would be beneficial to the community section of sportsmark (currently our weakest).

d. Election structure

Meredith is putting together a checklist of "need-to-knows" for the AGM, please can everyone check it over. Role descriptions need to be added by each exec member to the google doc. Lara will update the website with the changes to exec roles decided at this (and subsequent) meetings.

Nominations will open after Meet the Exec (Week 5 Monday), and close pre-AGM, at which point we will publish who is running for which role. If a role is unfilled, nominations will be reopened after the AGM (you cannot wait to see which roles are uncontested after nominations close, then apply for them). Meredith and Anjana will be the returning officers, and need to ensure that everyone voting has membership two weeks before the AGM and elections (by Meet the Exec), in accordance with SU regulations.

Meeting Ended: 19:00