

MINUTES OF THE GENERAL COMMITTEE HELD ON

Wednesday 16th February 2005 at 7pm

GC Members Present: Ken Smith, Bill Beattie, Kevin Webb, Diana Webb, Andrew Murray, Jack Morrison, Norman Mitchell, Tony Carter, Iona Anthony.

NDC Members Present: Kevin Miller, Drew Stevenson

Other Guests: Tony Dorrington, Stephen Travis

Apologies: None Received.

Previous Minutes: 24nd November 2004 GC minutes.

Proposed: Diana Webb

Seconded: Tony Carter

Matters Arising: Amendments to the minutes were recorded. In particular, discussions with the accountants have confirmed our existing accounting audit process will be sufficient for a company limited by guarantee.

SportScotland Audit:

KS reported on the recent 'Fit for Purpose' Audit conducted on behalf of SportsScotland. The audit took place over 2 days, at Club HQ. The auditor, Peter Cowling, reviewed the operations and procedures of SSAC, and spoke with several members of the GC, NDC and staff. He also considered the draft policies, on which he will provide feedback.

A draft report on the audit findings has been prepared, and is now available for comment by SSAC before the auditors produce a final audit report for issue to SSAC and SportsScotland. This report should be for internal use only. (GC).

SSAC have been awarded 'Limited Status' as a result of the audit – this represents the second highest level and one which an organisation of our nature and size should consider very good. The Auditor has fully endorsed the proposal to move to a company limited by guarantee.

Action: KS to distribute Draft Audit report to GC

KS updated the meeting on the forthcoming 'Springboard' Modern Sport Weekend, funded and organised by SportsScotland. The weekend will be held on 2nd and 3rd of April at the Stirling Management Centre and all 'Management' of SSAC are invited to attend. Invites have been issued to the new GC and NDC. *Modern Sport* aims to develop the governance and management roles of the GC/NDC to run an effective sports organisation.

Action: ALL to confirm attendance for Springboard to HQ

Action: ALL to complete Springboard 'Diagnostic Survey' and send to HQ by 8th March

Kelvin Smith Insurance Consultants

Stephen (surname) from the SSAC Insurers, Kelvin Smith, joined the meeting. Stephen attended in order to discuss our existing insurance arrangements and any queries we may have. Stephen was pleased to inform all that our insurance premium for the forthcoming year has remained at the level for 2004, despite a general increase in the cost of public liability insurance. He commented that SSAC have an excellent claims recorded and hoped this would continue. He also confirmed that the proposed change of status would have no effect on the insurance arrangements or costs.

Discussion took place regarding a policy in addition to our existing public liability policy, which would cover liability of directors and officers. KS thanked Stephen for attending the meeting to discuss insurance.

Action: KS to obtain full quotation and policy details for consideration by GC

Child and Vulnerable Adult Protection

Tony Dorrington, the SSAC signatory for Disclosure checks joined the meeting to discuss the new arrangements. He updated the meeting on the emerging difficulties in implementing the procedures; largely due to administration problems and incorrect forms being issued by Disclosure Scotland. However, he was pleased to report that the correct forms have now been received and issued to relevant parties. Additional guidance notes have been drafted for course co-ordinators and HQ staff.

It has also become apparent that original ID will need to be physically checked for all disclosures. This clearly presents logistical problems. We have opted to add additional signatories purely to check ID. A statement on the role of additional signatories has been prepared. It was agreed that additional signatories should be:

- National Diving Officer
- BI Co-ordinator
- RI Co-ordinator
- National Coach
- Child and Vulnerable Adult Officer

KS thanked Tony for attending the meeting and for his continued support to SSAC.

Forthcoming AGM

KS reported that the AGM will take place on Sunday 20th March at Stirling University. It was agreed that the GC would meet on Wednesday 16th March in order to discuss the AGM in more detail. KS also advised that Gordon Butler, the SSAC Accountant would attend our meeting on 16th March.

Action: AB to distribute AGM agenda to GC

Treasurers Report (Diana Webb)

DW reported that we were successful in our 2005 grant application to SportsScotland, and we have received £15,000.

DW also reported that course nominals have been setup within the accounting software to enable greater analysis of course income and expenditure. KS added that money has been allocated in the 2005 budget for RC and Staff development

National Diving Officer's Report (Kevin Webb)

KW congratulated Billy Symmington on completing his Examiner award earlier this month. RI assessments have commenced following the RI course in Oct 04. KW also thanked Don Lees and Ken Smith for their efforts in organising the Master Diver lecture series at Napier University and Stirling University during February. KW thanked Don Lees and his team for their continued efforts in preparing new Sport Diver lecture material. A Deep Diving course took place in January to enable those instructors who will deliver the course to run through all aspects. Some refinements have been identified and it is planned the first DD course will take place soon.

KW reported that personnel changes at TDI UK have resulted in a change to the original plans for offering TDI Nitrox courses via SSAC. KW is in discussions with new personnel to identify a suitable way forward.

The 2005 Diving Officers conference will take place on Sunday 27th February at Stirling University. NDO SAA and NDO BSAC have been invited.

The Qualification and Record book has been proofed and is ready for re-print. However, the Junior Snorkeller qualification has still to be added.

Action: IA to provide Junior Snorkeller by COP 18th Feb

It was proposed by the NDO to increase the number of dives at Sport Diver trainee level to the following: 4 dives in range 6-10m, followed by 6 dives in 10-20m range.

Proposed: NDO, Seconded GC, subject to further approval of the NDC

Action: KW to contact NDC and agree change of number of dives

KW reported that an incident report had been received for an incident which took place in Feb 04.

An application to form a new branch has been received. Discussion took place on this matter and GC approved the formation of the new branch, subject to 12 month monitoring and review. IA will take the role of RC for the new branch.

Action: KW to reply to advise of new branch approval

Action: IA to act as RC for new branch

Secretaries Report (Bill Beattie)

Correspondence was received on a number of matters, including a list of events for SportsScotland. GC members will attend the relevant events which will include Marketing, Child Protection, and Club HQ staff can also attend an administration event.

Action: AB to circulate events list

Action: AM, IA, AB to attend relevant events

New literature has been received relating to the new 'Outdoor Access Code'. This has been passed to Editor for review and inclusion in Scottish Diver as appropriate.

Action: JM to review and include in Scottish Diver

Correspondence was received requesting contribution for St Abbs Voluntary Marine Reserve.

Action: JM to review VRM request and report to GC

Information on the 'Big Lotto Fund' has been received. Discussion took place on Lotto funding.

Action: AM and IA to consider eligibility for funding

Editors Report (Jack Morrison)

The magazine is running well with a limited but welcome response to my plea for Scottish articles. Thanks to Freetime, our partners, a deal with a new printer has been formed resulting in full colour for the magazine. There is also a noticeable improvement in the quality of production. Last year Alicia succeeded in negotiating a new deal with the Post Office which has helped reduce our costs. There is an insert going out with the Mar/Apr issue which Freetime have arranged. They charge the customer £100 or which we will receive £50.

Discussion took place on the commercial arrangements and costs for Scottish Diver.

Action: JM to review costs for SD

ScotSAC Policies (Norman Mitchell)

NM reported that the draft policies have been reviewed as part of the Fit for Purpose Audit. Once feedback has been received, approval shall be sought from the GC.

Marketing (Andrew Murray)

The Marketing Sub-Committee have been continuing work on a number of areas.

- Two letters have been prepared - one for potential new members when an enquiry is made, and one for members at the time of joining - to be issued along with joining packs. These letters are offered for approval by the GC at the meeting.

Proposal: Andrew Murray, Seconded: GC. Approved.

Action: AB to implement new letters with immediate effect

- A meeting has taken place with Clarion Events Scotland at the Scottish Caravan, Outdoors and boat show. For 2006 they plan to hold a different show "Afloat: The Scottish Boats and Watersports Event", which may incorporate the Scottish Dive Show previously organised by Mike Eaton. Discussions are at an early stage but Clarion are keen to have SSAC involved, and in particular with the TaD pool.
- A Draft of a member survey has been prepared, and is now open to GC discussion on the specific questions.
- We are still awaiting further information from Freetime regarding the Joining Pack Folders. More info when we get it.
- Work has also been taking place to identify 'Member Benefits'. Most of us will have been asked, either as branch members, or as GC members, why we are members of SSAC, and what stops us joining another organisation. We believe it is timely to consider what we are offering to members, and if possible consider

additional benefits, or offerings in order to retain more members. Views and opinions of the GC and wider are sought for this.

- We do not currently have any items planned for the TaD pool. If anyone is aware of events taking place this year where we should attend, then please let a member of the sub-committee know as early as possible.
- As always, if there are any requirements for any marketing then please contact a member of the sub-committee as early as possible. We are aware that we must revise all of our marketing material at a central level in order to reflect our offering, and market. Suggestions Welcome!

Discussion took place regarding communication with branches. It was agreed we should aim to obtain email addresses for all branches to allow for cost effective and regular communications.

Action: KS to set up address lists on HQ computer
Action: AM to draft letter to sent to branches requesting email addresses

A. O. C. B.

IA reported that 2 complaints had been received relating to SSAC members. Both have been investigated where possible and no further action is required.

An issue has arisen relating to membership renewals being received without a completed medical declaration. Discussion on the possible solutions took place. It was agreed that payment should be cashed, one letter sent to the member highlighting that they are not insured, nor members until the medical is returned. A letter should also be sent to the branch DO.

Action: AB to implement procedure

KS thanked Alison Fish for her continued support for the SSAC website.

Calendar of Events:

- Diving Officers Conference - 27th February
- AGM - 20th March
- Springboard, Modern Sport Weekend - 2/3rd April
- Marketing networking event - 1st March
- Underwater Archaeology Meeting - IA

The meeting closed at 10.45pm.

Proposed Calendar of 2005 General Committee Meetings:
Start time 7.00pm-9.30pm

Wed 16th February 2005

Wed 13th April 2005

Wed 15th June 2005

Wed 17th Aug 2005

Wed 12th Oct 2005

Wed 14th Dec 2005