



## **MINUTES OF THE GENERAL COMMITTEE HELD ON**

Wednesday 16th March 2005 at 7pm

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

**NDC Members Present:** Kevin Miller, (Assistant NDO)

**Other Guests:** Gordon Butler, Milne Craig and Corson

**Apologies:** Norman Mitchell

**Previous Minutes:** 16<sup>th</sup> February 2005 GC minutes.

**Proposed:** Iona Anthony

**Seconded:** Kevin Webb

### **Matters Arising and Review of Actions:**

Sportscotland Audit: Suggested changes sent back and incorporated by Auditors. Final draft has now been issued.

**New Action: KS to send final audit version to GC**

Springboard w/e - diagnostics received and forwarded to Tim Pickles for consideration prior to the Springboard weekend. Action Complete.

Insurance - additional info required for insurance quotation.

**New Action: AB to provide required information back to Kelvin Smith Insurance**

Junior snorkeller: The information was not included in the new print run as planned, but a separate manual/logbook is to be developed.

**New Action: IA to produce a junior snorkeller award manual**

A copy of the new Training Record Book will be sent to all BDOs, RCs

**New Action: HQ**

Lottery Funding - need to look into it further and aim to identify a funding programme for which we are eligible.

**Ongoing Action: AM and IA to continue to search for sources of funding.**

**New Action: KW to discuss with NDO SAA to identify funding route for maniquins.**

### **Accounts:**

Gordon Butler (GB) from Milne, Craig and Corson joined the meeting to discuss the previous years accounts and answer any questions from the committee.

GB advised that stock levels have been reduced this year to better reflect the value of the stock to SSAC. Provision for projects has been allocated in the accounts for the current year. This includes funds for training and development of coaches. KS added that more detailed budgets are being put in place this year, as per our funding application to Sports Scotland.



GB endorsed the proposal to become a company limited by guarantee and discussed how changes would affect our accounting requirements. As a company, the rules relating to tax on interest received would change, but the low level of income and profit of SSAC would fall below the threshold. Therefore, our actual tax payment should not change.

No significant change will be required to the audit procedure performed annually. Currently, a full audit is not required, and will not be required as a company limited by guarantee unless this was written into the new articles of association.

GB indicated he was happy with the current arrangements and quality/quantity of information provided by SSAC.

KS thanked GB for attending the meeting and his continued efforts to SSAC.

### **Child and Vulnerable Adult Protection**

Forms have been completed and are being processed by CRBS. So far, only one has been received back completed.

IA has written a letter template to be sent to all candidate of BI and RI courses to inform them of the requirements for CVA. Letter approved by GC.

### **Underwater Archaeology Course**

IA discussed the plans for the new course, including the costs.

**Action: IA proposed text for website relating to the planned U/w Archaeology course. Approved by GC.**

### **Deep Diving Course**

Kevin Miller updated the GC on behalf of Graeme Forsyth. Instructor packs are completed, and all course material is produced ready for the first course. A procedure has been put in place for booking of courses.

**Proposal: KM proposed 20 instructor packs @ £7 each to be produced**  
**Seconded: GC**

**Proposal: KM : Cost of Deep Diving Course to be £75. Seconded: GC**

### **Forthcoming AGM**

The main meeting was focused on the forthcoming AGM. KS requested that all those who are presenting at the AGM to provide a written report to HQ.

Those presenting at the AGM briefed the GC on areas to be covered.

**Action: All speakers at AGM to provide written report to HQ**

### **National Diving Officer's Report (Kevin Webb)**

KW briefed the GC on his presentation for the AGM. KW also advised of a plan to create a dedicated team of RIs/RCs who can provide support to outlying branches. Discussion on the support provided to outlying branches took place, and it was agreed this was a matter for the new NDC to discuss.



## **A. O. C. B.**

A letter received from a member regarding expulsion from their branch. This matter was discussed and BB actioned to write to those concerned in order to obtain minutes of meeting, branch constitution and other related evidence.

**Action: BB to write to those concerned, and copy to RC and NDO**

CMAS qualification cards:

An agreement was proposed by SAA Cost per card £20. Cards are optional and issued upon request of member

**Proposed: NDO Seconded: GC**

### **Calendar of Events:**

- AGM - 20<sup>th</sup> March
- Springboard, Modern Sport Weekend - 2/3<sup>rd</sup> April
- Marketing networking event - 1<sup>st</sup> March
- Underwater Archaeology Meeting - IA

The meeting closed at 10.30pm.

Calendar of 2005 General Committee Meetings:

Start time 7.00pm

Wed 13<sup>th</sup> April 2005

Wed 15<sup>th</sup> June 2005

Wed 17<sup>th</sup> Aug 2005

Wed 12<sup>th</sup> Oct 2005

Wed 14<sup>th</sup> Dec 2005