

Scottish Sub-Aqua Club
MINUTES OF THE GENERAL COMMITTEE HELD ON
Wednesday 18th May 2005 at 7pm

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

Apologies: Kevin Webb, Diana Webb

Previous Minutes: 13th April 2005 GC minutes.

Proposed: Iona Anthony

Seconded: Norman Mitchell

Matters Arising:.

Carried over Actions

DW to produce letter and text for website relating to changes in Membership terms and conditions.

SSAC Ltd update - Gavin Lightwood is leaving SportsScotland and Sharon is back from maternity leave. KS, JM, BB to meet SportsScotland to discuss the proposal the issues and delays.

IA to check with Jim Guild for an original electronic copy of training schedule. When received, AB to update training schedule with new changes and send to GC for approval.

Scottish Diver Report (Jack Morrison)

JM, AM and KS met with Freetime to discuss the future of the magazine. Terry Brennan from Freetime to attend the next GC meeting.

Action: GC to send comments/questions to JM before the next meeting.

Child and Vulnerable Adult Protection Report (Iona Anthony)

A large number of disclosures in process, but large backlog at CRBS.

IA to draft procedure for tracking of ID documents, including cost of special/recorded delivery. Also to include template for tracking of documents and correspondence.

Action: IA to draft proposal for next meeting

Discussion regarding the verification of ID by Police took place.

Action: IA to check with CRBS

IA updated committee that some proposed RC's still to complete disclosure forms. There will be a delay in their appointment until this action is complete

IA to draft text for Scottish Diver detailing impact of new Child and Vulnerable Adult legislation and what this means for instructors. Candidates who have attended a BI/RI course over 12 months ago, but not completed the qualification will now need to have disclosure.

Action: IA to provide input to Scottish Diver

Marketing Report (Andrew Murray)

New training website is being developed and awaiting information on courses.

Action: AM to liaise with KW for Course Information

GC approved that Webmaster is to be given editorial control of website for any matters of general interest. Issues relating to SSAC organisation or policy should be referred to GC.

Action: JM to pass editorial guidelines to Webmaster for immediate use.

A website disclaimer to be added, particularly relating to links to external websites.

Action: Webmaster to add disclaimer

AM briefed the committee on Intellectual Assets (non-tangible assets including brands, accreditation's, contacts, know-how, knowledge and so on). AM to lead group to consider the future of IA in SSAC.

Action AM, NM and TC to consider IA

Alison Fish has been appointed as SSAC Seasearch co-ordinator.

GC approval was given for SSAC to register with Amazon Associate programme.

Action: Webmaster to register SSAC

Request for GC members to be added to SSAC mailing list. Approved

Action: Webmaster to add all GC members to mailing list

Diving Manual Update Report (Tony Carter)

TC updated the GC on the development of the SSAC mission statement.

TC also updated the GC on the manual update - work continuing.

Policy Report (Norman Mitchell)

NM provided information relating to the purchase of a conference phone. Loan equipment to be provided for next GC meeting for trial.

Proposal of policies:

- Purchasing Policy
- Marketing Policy
- IT Security Policy
- Gifts and Entertainment Policy
- Equal Opportunity Policy
- Declaration of Interests Policy

Proposed: Norman Mitchell, Seconded: Jack Morrison

Secretaries Report (Bill Beattie)

24th May - SportsScotland conference - KS and BB to attend.
Various correspondence from SportsScotland was received and discussed. No correspondence from branches this month.

Treasurers Report (Diana Webb)

Monthly budget/accounts issued for consideration. No significant matters arising.

National Diving Officer's Report (Kevin Webb)

A query has been raised relating to insurance: If a SSAC member diving with a diver who is uninsured (non-member) suffers injury, and resulting investigations proves that uninsured diver is at fault, the SSAC insurance does not apply. SSAC member would have to take action against the non-insured diver, not against SSAC policy. Exception when non-member has been invited as a guest on a club dive (see constitution).

NDO report indicated that George McBurns has been provisionally appointed as SSAC Development Officer, subject to ratification by NDC. Query raised relating to the appointment of this position. KS clarified situation, indicating this was an NDC appointment, not a GC.

TC updated GC on Combined Diving Agency Boat Handling Course - the course has now been approved by MCA. However, in its current form, the guidelines prohibit the course being run due to a requirement for shore based facilities in the same location as water based activity.

Action: TC to liaise with MCA/CDA regarding the issue.

A. O. C. B.

Proposal for the formation of a new branch, named Neptune SAC. Approved by GC.

Action: AB to send letter with confirmation of approval.

Proposal for the formation of a new branch, named East Coast Diving Club. Approved by GC.

Action: AB to send letter with confirmation of approval.

Insurance quote received from Kelvin Smith for insurance for liability.

- £787 for £250k cover
- £1155 for £500k cover
- £1400 for £1m of cover

Action: KS to request full terms and conditions, and exclusions relating to the above policy before a decision can be made.

Request for Pool to go to Greenock Fire Safety week in August. KM to review.

The meeting closed at 11pm.

Calendar of 2005 GC & NDC Meetings:

NDC - Start Time 7.00pm-8.00pm

Wednesday 15th June

Wednesday 17th August

Wednesday 12th October

Wednesday 14th December

GC 8pm

Wednesday 15th June

July cancelled due to holiday commitments.

Wednesday 17th August

Wednesday 14th September

Wednesday 12th October

Wednesday 16th November

Wednesday 14th December