

Scottish Sub-Aqua Club

MINUTES OF THE GENERAL COMMITTEE HELD ON

Wednesday 16th June 2005 at 8pm

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

Apologies: Norman Mitchell

NDC Members Present: Graeme Forsyth

Previous Minutes: 18th May 2005 GC minutes.

Proposed: Iona Anthony

Seconded: Jack Morrison

Matters Arising:.

Carried over Actions

(From April) DW to produce letter and text for website relating to changes in Membership terms and conditions.

Action: DW

(From April) AM to continue to liaise with KW for course information.

Action: AM/KW

(From May) AM, NM and TC to consider Intellectual Assets (not in short term). Around August 2005.

Action: AM/NM/TC, Aug 05

Other Action outcomes and matters:

Electronic copy of training schedule not available.

In minutes of previous meeting, it was reported that the appointment of Development Officer is the responsibility of the NDC. IA informed the committee the constitution states Development Officer to be a GC appointment. The GC ratified the appointment.

TC, along with KW to attend meeting with MCA in relation to the boat handling course.

Action: TC and KW, date unknown

The formation of two new branches were noted in previous minutes. Webmaster to update website with branch information, obtained from HQ.

Action: Webmaster, 30th June 05

Scottish Diver Report (Jack Morrison & Terry Brennan)

Terry Brennan of Freetime, publishers of Scottish Diver (SD) joined the meeting to discuss with the GC the current arrangement. TB outlined the current arrangement had been in place for around 7 years. The current arrangement and rebates from advertising income produces a net cost to SSAC of around 50p/issue.

The GC thanked TB for attending the meeting and for his continued effort in producing Scottish Diver.

ScotSAC Ltd (Ken Smith, Jack Morrison)

KS and JM informed the GC of a meeting between Sportscotland, SSAC and the appointed solicitor. The draft Memorandum of Association and Articles of Association (M&As) have been issued to all GC members for comment. Another third party solicitor, Alan Grossart, is being tasked to produce the Rules and Bye-Laws.

JM informed the committee that the entire GC must stand for re-election at the AGM in March 2006.

JM also asked for approval from all GC members for names to be given to the SSAC solicitor to begin the registration process. The new company must be formed before the EGM in November in order that it is ready for transfer, providing the proposal is accepted by the membership. All GC members agreed to begin the registration process.

The timeline for M&As is:

- Make M&As available to all members by 30th June (website, notice in magazine, or by requesting via HQ).
- Members asked to send all comments to HQ by end of August
- Extraordinary General Meeting held in late Oct/Early Nov to vote on formation of SSAC Ltd and transfer of assets and liabilities.

Actions: JM, ongoing

Child and Vulnerable Adult Protection Report (Iona Anthony)

- Branch visit had been made and ID checks completed for all instructors to begin disclosure check process
- A half day seminar has been written on 'Child and vulnerable adult protection' and now ready to run.
- Still waiting on a significant number of proposed Regional Coaches to complete Disclosure forms. IA reminded the GC that appointment of Regional Coaches who have not been Disclosure checked may leave the organisation open to criminal charges under the Protection of Children (Scotland) Act
- It was with deep regret that IA informed the GC of her resignation as C&VA Officer due to current ongoing events. IA suggested that an alternative GC member be appointed to this position as soon as possible and offered to support them in the role. No appointment took place at the meeting.

Action: KS, ASAP

- In previous meeting, IA was tasked with producing a procedure for document tracking. Due to ongoing events IA is unable to produce this and requested it is completed by an alternative GC member.

Action: KS, ASAP

Marketing Report (Andrew Murray)

- Work is continuing on new marketing materials

- Member survey outline is on hold until input is received from GC subcommittee considering mission statement
- The new training website is not yet complete as the content has yet to be received from NDO/Course Directors. KW informed the meeting that he had yet to receive information for Course Directors. AM offered to chase Course Directors directly for this information, but this offer was refused by KW.
- AM raised the issue of communication of courses, activities and other SSAC information to members. Despite repeated requests from Webmaster, information is not being provided by NDC and GC. Several areas of the website have been removed as the information was out of date and new details have yet to be sent. A further request is made to all GC and NDC members to provide information relating to all SSAC activities.

Action: All, ongoing

- KS also requested that Webmaster send specific details of recent request failures to him for investigation.

Action: Webmaster, 30th June 05

- A report on Webstats was also issued by Webmaster. The website receives on average, 54 visitors per day.
- AM highlighted the GC of his concern at the lack of course marketing to members. At the current time, there is no course information on the website or in Scottish Diver. DW suggested a list of courses be placed on web, offering members to contact HQ and obtain course overviews, costs and so on. AM and Webmaster to provide a temporary page on website until complete information is received from NDO/Course Directors.

Action: Webmaster, 30th June 05

- The website does not feature any information in relation to the proposed change to ScotSAC Ltd. JM asked to produce an article for the website.

Action: JM, 30th June 05

- The GC approved for the upload of minutes of GC and NDC meetings to the website. AM to send previous 6 sets of minutes to Webmaster. HQ to forward all future minutes once approved at meeting.

Action: AM, Webmaster, 30th June 05

Diving Manual Update Report (Tony Carter)

The review of the manual is ongoing, and trials have taken place on photographic quality. Discussion in relation to cost of re-print, all colour, quantity of information that may be changed.

Secretaries Report (Bill Beattie)

- A Constitution has been received from East Kilbride Pro Divers
- Consultation document received in relation to a proposed wind farm near Aberdeen. Document to be sent to Grampian branch for comment if they see necessary.
- Invitation from Borders Council to attend an event. HQ to contact RC for area and invite. Alternatively, TC offered to attend.

Action: HQ/TC

- Invites to HM Revenue and Customs events in Glasgow. DW suggested HQ staff should consider attending.

Action: HQ, end of June

- A request for the Try dive pool has been made, for the Greenock Fire and Rescue event. HQ to send a letter requesting further information as it was not clear how the pool would be transported, staffed and operated.

Action: HQ, 30th June 05

- Letter received from a branch member in relation to a mix-up over membership. It appears the HQ database did not allocate the member to the correct branch and therefore did not appear on the list sent to the branch secretary. HQ to reply outlining the situation

Action: HQ, 30th June 05

- A request to place an insert in Scottish Diver, Jan 06 issue has been received. GC agreed cost of insert to Scottish Diver is £175 + VAT. HQ to reply, indicating cost.

Action: HQ, 30th June 05

Treasurers Report (Diana Webb)

No report or discussion

National Diving Officer's Report (Kevin Webb)

An NDC meeting preceded the GC meeting on the same evening. No report issued to GC although all GC members were present at the meeting.

A. O. C. B.

- JM highlighted that SportsScotland require SSAC to provide a 3 year plan by September. JM and AM appointed to lead on this task, and circulate to GC by mid July for comment.

Action: JM/AM : Mid-July 05

- NDO reported that his email link from the website did not appear to be working. AM to check with Webmaster.

Action: AM, 30th June

- IA highlighted that she had not received any of the recent GC communications. This included the Insurance proposal, and ScotSAC Ltd related documents

- AM highlighted concern at the resignations during the GC and NDC meeting that evening. Resignations included 4 Regional Coaches, 4 Course Directors, National Coach and C&VA officer. AM suggested careful consideration should be given to the reasons for the resignations, and what action needs to be taken. Dissatisfaction of members was also highlighted and discussed.

- This led to some lively discussion relating to the GC and NDC operation. TC commented that if the 'polarisation' of the GC continued, he would have to reconsider his position. Additional members of the GC also backed up this comment. JM highlighted that GC have a major problem in its separation at the current time which must be resolved to safeguard the future operation of the organisation. KS refused to allow any further discussion on the matter and the meeting ended.

The meeting closed at 11.15pm.

Calendar of 2005 GC & NDC Meetings:

NDC - Start Time 7.00pm-8.00pm

Wednesday 17th August
 Wednesday 12th October
 Wednesday 14th December

GC

July cancelled due to holiday commitments.

Wednesday 17th August (8pm)
 Wednesday 14th September (7pm)
 Wednesday 12th October (8pm)
 Wednesday 16th November (7pm)
 Wednesday 14th December (8pm)