

Scottish Sub-Aqua Club

MINUTES OF THE GENERAL COMMITTEE HELD ON

Wednesday 17th August 2005

GC Members Present

Andrew Murray, Bill Beattie, Diana Webb, Iona Anthony, Jack Morrison, Ken Smith, Norman Mitchell and Tony Carter.

ScotSAC Members Present

Kevin Miller

Previous Minutes

16th June 2005, AM to make amendments as discussed and circulate

Apologies

Kevin Webb and Grant Adams

Matters Outstanding

April 2005

- DW to produce letter and text for website relating to changes in Membership terms and conditions **Action: DW**
- AM to continue to liaise with KW for course information **Action: AM/KW**

May 2005

- AM, NM and TC to consider Intellectual Assets **Action: AM/NM/TC**

June 2005

- TC, along with KW to attend meeting with BSAC and SAA in relation to the boat handling course. **Action: TC/KW**

Matters Arising

- We have received conformation that the electronic version of the Training Schedule has been lost due to computer problems
- NDC recommended George Burns be appointed Development Officer and the GC ratified the appointment

Editors Report (Jack Morrison)

- JM to have more to report for the next GC meeting.
- KS reported that there was some confusion regarding the emergency (DCI) telephone number printed in the magazine. JM to clarify in the magazine and on the Web site. **Action: JM**

Child and Vulnerable Adults Protection

- IA reported a break down in procedure where by she received 10 confidential documents that were not intended for her. These should have been sent to the main signatory on the applications which in this case was TD. CRBS to be notified that when returning these application forms they should be addressed to

the lead signatory. KS to check with HQ office staff to establish if we have received any more applications **Action: KS**

- BB to compose a letter of apology to one of the applicants for the mix up. **Action: BB**
- IA requested that KS find a replacement for this role a.s.a.p. No GC member felt that given their current workloads they could adequately do the role. Some discussion on whether or not GC could appoint a non GC member to the role. **Action: KS**
- KS to contact TD for an update on application statistics. **Action: KS**

Treasurers Report: (Diana Webb)

- DW reports that the accounts are ticking over nothing to report.
- DW reported on the receipt and completion of the Sports Scotland profile and the review document which has to be completed by the beginning of the of December 2005
- DW requested that Doc Wilmot receives financial assistance to help with the cost of attending diving related courses (HSE Medical Examiners of Divers). Agreed by the GC but he must provide receipts

Secretaries Report / Correspondence: (Bill Beattie)

- SportScotland's 'Out There – Sport in the country side' has been published and distributed to all organisations who participated in the survey.
- Environment and Rural Development Minister Ross Finnie announced the creation of Scotland's 1st Coastal and Marine National Park. The Scottish Sub-Aqua Club has been invited to attend a stake holders meeting on the 8th September followed by two seminars in November, IA to attend
- Loch Lommond National Park has proposed new bylaws etc. TC to reply and IA to assist with the production of input. **Action: TC/IA**
- Received a Letter from the New CEO of SportScotland Introducing herself.
- New programme on coaching / training copy to KW

Marketing Report: (Andrew Murray)

- AM raised an issue relating to email address. AB to recompile the list and forward to the webmaster **Action: KS/AB**
- AM to update the 'Have Your Say' format as per discussions **Action: AM**
- AM appointed the GC Point Of Contact for the 'Have Your Say' feature on the ScotSAC web site while KW has been asked to appoint a member of the NDC to do the same role. **Action KW**

- AM raised the issue of rumours of the sacking of officials at HQ. KW to resolve the issue. **Action: KW**
- AM pointed out that the line spacing in the log book is too small. KS stated going forward new log books will be reprinted with larger spacing.
- AM made an enquiry regarding the availability of the final audit report. KS stated that he is waiting for BB & JM to give date for a meeting **Action BB/JM**

Chair Persons Report: (Ken Smith)

- GC to email KS with any queries/issues regarding the proposed insurance quote from Kelvin Smith. **Action: ALL GC**
- KS to organise meeting with SportScotland Re: the draft Memorandum of Association and Articles of Association KS, BB & JM to attend.
- KS to organise a separate meeting with SportScotland Re: Funding application DW to attend
- KS to ask KW to talk to the NDC regarding a volunteer for the Child & Vulnerable Adult Protection Officer. KW also to check which RC's have not been checked **Action: KS/KW**
- KS received correspondence relating to a declined application to join general branch. It was request that their letter be read to the GC which it was
- KS received a request for ScotSAC to recognise Phil Rogers from Perth branch for a bravery award when he was involved in a life saving incident. Phil to be presented with a certificate to acknowledge this achievement **Action: KS**
- KS / DW to organise the production of budget reports for the GC **Action: KS/DW**
- AB to notify the webmaster with course dates and forward the course booking procedure with the amendment stating that all course bookings have a mandatory 50% deposit. **Action: KS**
- KS to attend Christmas Reception at the Scottish Parliament on the evening of Wednesday 14 December 2005 held in association with SSA and SportScotland

Any Other Competent Business (AOCB)

- KS to organise BI course dates and advise AB, AB to advise webmaster
- Reschedule GC & NDC meetings for separate evenings
- TC is rewriting the boat handling course
- TC has reviewed the structure of diving manual and over 300 photos and diagrams and has identified if the photos or diagram is to be removed or replaced

- TC to produce a summary of the above review for KS **Action TC**
- KS to then approach BSAC to cost the restructuring of diving manual in accordance with TC's recommendations **Action KS**
- IA pointed out an error in the log book, KS to organise the necessary changes / removal of the problem and contact members by letter with these log books **Action: KS**
- JM and AM have produced a draft version of the Strategic Development Plan and asked the GC to review and return any comments by the 7th September, the week before the next GC meeting **Action All**

Calendar of 2005 GC Meetings

- Wednesday 14th September 7:30 pm
- Wednesday 12th October 7:30 pm
- Wednesday 16th November 7:30 pm
- Wednesday 14th December 7:30 pm