

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

Wednesday 16<sup>th</sup> November 2005

7.30 PM

**GC Members Present:** Norman Mitchell, Bill Beattie, Kevin Webb, Andrew Murray, Jack Morrison, Tony Carter, and Frank Connor

**Sportscotland:** Sharon MacDonald

**Apologies:** Ken Smith and Diana Webb.

Norman Mitchell (Vice Chair) welcomed Sharon and introduced her to the members of the General Committee.

October 2005 GC minutes

Proposed: Jack Morrison.

Seconded: Tony Carter.

### **Sportscotland Management Audit Report:**

Background: A 'Fit for Purpose' Audit was conducted on behalf of Sportscotland last February. 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.

As result of the draft audit we were awarded "limited" status which represented the second highest level and one which an organisation of our nature and size should consider very good. The Auditor also endorsed the proposal that ScotSAC should move to being a company limited by guarantee.

Sharon Macdonald presented our amended version draft report to the committee for final comment. The summary of recommendations and implementation plan section was filled in to the committee's satisfaction. The auditors will now produce a final audit report for issue to SSAC and Sportscotland.

### **ScotSAC Limited:**

Jack Morrison gave an update on his recent meeting at Sportscotland's offices with Sharon MacDonald and Alan Grossart, their appointed corporate lawyer. As well as producing the Articles of Association and the Memorandum of Association (equivalent to our constitution) he is also producing a new set of bylaws or rules. These will be available for review in December.

Bill Beattie commented that our proposed new "code of conduct" policy would be relevant to the bylaws along with our other policies. To expedite this he agreed to contact our personnel consultant.

Jack Morrison added that as part of the membership consultation process, copies of all these documents will be sent out. There will then be an open forum meeting held in February 2006. Alan Grossart from SportsScotland will be there to explain the changes that "limited" status would bring and answer any questions.

Sharon MacDonald suggested that we add some of these costs to our 2006 grant application.

### **Disclosure Checks for Instructors:**

Frank Connor mentioned that for administration purposes Alicia should also be copied in along with Tony when disclosure checks are returned from the CBRIS. He added that he was to be made an additional signatory.

Kevin Webb expressed concern about the time some candidates were taking to complete their Branch Instructor award. Some of them had been asked to do the course again, albeit at no cost. The maximum time to qualify is now set at 18 months.

There then followed a general discussion about disclosure checks.

### **N D O Report:**

Kevin Webb gave his update on what had been happening. He and Tony had attended the dive show and had meetings with the other diving agencies BSAC, SAA, PADI and TDI. Items discussed were:

- Charter boat crew competency.
- Charter boat registration scheme
- Hydraulic lifting devices for divers.
- Rogue dive instructors (PADI and BSAC were affected)
- Extension to the time scale for oxygen cleaning of cylinders proposed.
- The gas mixer / blender qualification should move with the technician.
- Diver Coxswain Boat Handling Course.

He added that the new diving training schedule was on the agenda for the next NDC meeting. Recent oxygen administration / heart start courses had to be cancelled. There were Branch Instructor courses running in November / December and a Regional Instructor course early in the next year.

### **Loch Lomond Bylaws:**

Tony Carter presented his detailed report on the consultation document for the proposed bylaws on Loch Lomond to restrict the speed of craft on the loch to protect sensitive areas. His report highlighted inconsistencies in the proposed bylaws and questioned how they measure noise pollution and the effect of wave patterns on the banks. He suggested that a more scientific approach into the effects of wind and craft generated waves was carried out prior to any restrictions being enforced.

Tony's conclusion was that the park authority should also apply all the IRPCS (International rules for the prevention of collision at sea) rather than select just some of them.

## **Visit Scotland Web-site:**

Andrew Murray reported that the statement on the "Visit Scotland" web-site about ScotSAC teaching PADI courses had now been corrected.

## **Correspondence:**

Bill Beattie presented the current correspondence:

- Questionnaire from the Directory of British Associations to be filled in and returned.
- UK Sport - copy of Anti-doping Agreement.
- New smoking law document, effective from March 2006.

Bill also read out Ken's report of the Sportscotland meeting he recently attended. The main focus was again competitive sport, future talent etc. The London Olympics and the Glasgow bid for the commonwealth games were also mentioned.

Child and Vulnerable adult protection is a now a major issue for all sports organisations, however on the good side it does not seem to be discouraging volunteers from coaching.

Ken is going to discuss ScotSAC's main issues with Sportscotland's new chairperson and will update the committee in due course.

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

Kevin Webb mentioned that the MCA (Maritime & Coastguard Agency) recommend that calling the coastguard on 999 should be used to report a diving emergency.

Andrew Murray asked if we could get monthly financial budget reports. He also asked what would be the procedure for multiple nominations to the committee.

It was agreed that, each candidate would have an A4 resume inserted into the magazine, with the ballot papers included for return by 31<sup>st</sup> January 2006.

Norman Mitchell asked on the behalf of Ken if Jack Morrison was standing for both the post of Chairperson and Magazine editor. He voiced their concern, the chair's position had to be one of impartiality and only having a casting vote. There could be a serious conflict of interest if he held both posts.

Jack Morrison confirmed he was standing for both posts.

Bill Beattie mentioned that although our existing constitution makes no exception to this it does provide for 9 members including the chair. If Jack were successful in both nominations surely one of them would have to fall vacant, as in a parliamentary by election if an MP is elected to another body. That would be the most democratic solution.

Jack agreed that the distinction about a member holding two posts was not made in our existing constitution. He added, there was already a precedent for this; Adam Curtis had

held both positions on the committee before. Sometimes there was a shortage of members willing to take on committee positions.

Norman Mitchell asked Jack to reconsider standing for both posts.

**Development Plan 2003 – 2008:**

The committee then carried out a review of the draft 5-year development plan produced by Andrew Murray and Jack Morrison. Some of its targets would form the basis of a 12-month plan for the grant application.

Norman Mitchell told Jack and Andrew that Ken, Kevin and Diana had not been consulted about the 2006 grant application form. This was a departure from previous years where they had been actively involved, could they please consult with them to correct this oversight.

Thanks go to Norman Mitchell for Chairing a good meeting.

The meeting closed at 10.50pm.

Proposed Calendar of 2005 General Committee Meetings:

Start time 7.30pm

Weds 14<sup>th</sup> December