

General Committee Meeting Minutes

Wednesday 19th April 2006 - 7.30 PM - SSAC HQ

GC Members Present

Jack Morrison (Chairperson), Kevin Miller (National Diving Officer), Andrew Murray (Secretary), Graham Clark (Member), Alison Fish (Editor), Jan Crawford (Child Protection Officer), Robert Burgess (Member)

Other Members Present

James Hamilton (Dunoon) , Bill Brown (Glasgow South)

Apologies

None received.

Previous Minutes

The minutes of the previous GC meeting (in March) have already been proposed and seconded by the previous committee.

Matters Arising: None

Introduction

Jack Morrison (JM) welcomed all members to the meeting. A GC member handbook was issued to all members. JM advised that GC members could call HQ for information, but that anything to be sent to members must come via Chairperson. Anything relating to training, diving, courses etc must first be sent to NDO. Website related issues are to be sent to the Editor.

JM advised that a Human Resources (HR) Manager had been appointed by Sportscotland, at no direct cost to SSAC. A recent HR audit had taken place and the HR Manager is preparing and updating a number of HR related documents to bring SSAC in line with modern practice.

Member Reports:

Secretary

Correspondence:

- 1 Voluntary post via Stirling University: An opportunity has arisen to host a volunteer student placement for Stirling University during the Autumn term of 2006. A specific project would need to be confirmed nearer the time. A draft job specification has been issued, and awaiting applications.
- 2 Data Coordination Project – Sportscotland have asked for volunteer governing bodies to participate in a pilot project relating to data coordination. SSAC have noted interest in the project but not yet committed until more detailed scope is available.
- 3 Email addresses for GC members were also arranged.

Treasurer

- 1 No treasurer in post at moment, but a candidate has been identified and should be proposed next month. The club is in a healthy financial situation. This years Sportscotland grant has been received.

National Diving Officer

- 1 Website lists almost 70 branches shown. However, several branches only have a handful of members, in some cases only one or two. Consideration should be given to identify the very small branches in order to identify alternatives (e.g. closure of branch, transfer of members to alternative local branch, support to develop branch and increase membership etc).
- 2 Discussion of General Branch took place. GC requested to think about options.
- 3 Forth Valley branch have recently purchased a diver rescue mannequin for use in rescue training. Such mannequins were discussed at a DO conference several years ago when SAA NDO presented the benefits. NDO requested that the GC consider purchase of at least one rescue mannequin. The mannequin would be available for deep rescue endorsement, but may also be available to branches if Regional Coach present. A shot line would be used, with a 'buddy line' attached to mannequin.
- 4 Options to fund purchase were discussed including identifying awarding bodies. AM to consider options and contact other successful applicants of funding.
- 1 Draft Sport Diver lecture materials are currently out for review to NDC, due back by 7th May. It is proposed to issue one copy of CD containing all sport diver lecture materials to all branches, and all Regional Coaches. Options for copying, including 3 quotations to be obtained by NDO. This project had provisional GC approval.
- 2 Course booking procedure – current procedure required optimisation.
- 3 All course directors have been requested to provide at least 4 days for course throughout the year.
- 1 Discussion relating to online payment facility, with potential to be used for course bookings. AF to explore options, costs and administration required.
- 2 8 incidents passed over from previous NDO. Kevin Watson, Assistant NDO has been appointed to review incidents, reporting to NDC. JM to contact Jim Watson (BSAC) to request editable version of incident reporting form.
- 3 Graeme Forsyth was elected by NDC as National Coach. Currently identifying all RIs who are willing to hold RC positions.
- 4 Hugh Fraser has agreed to hold the Have Your Say PoC on NDC.
- 5 2 further incidents reported this week

Editor

- Next issue of Scottish Diver is due out on Friday. A cost saving of £500 per issue (£3,000 per year) has just been announced by Freetime due to a saving in printing costs.
- Editor requested referrals from members or other interested parties who would be willing to contribute to the magazine.

AOCB

- 1 Code of conduct for Firth of Lorne and Loch Creran area of special conservation; Request to be endorse code, which will involve our logo being included on materials. Approval given.
- 2 Phone line for previous NDO to be disconnected.
- 3 Ideas for Dive Conference open to all divers from all organisations. BSAC have provisionally indicated to participate and contribute to costs. To be included
- 4 Bill Brown discussed some issues relating to an online diving forum currently operated. AF to explore options to host online forum, using login details and full member names. Need to identify moderators.
- 5 Issue raised regarding magazine distribution where a member had stopped receiving it. Thought to be an issue with Royal Mail returning the item undelivered. Member has not received any correspondence since. Member advised to contact HQ to confirm details held are correct.
- 6 Development plan is being finalised and to be discussed at next meeting
- 7 Vice-chair – James Hamilton has been nominated as Vice-chair proposed RB, seconded AF
- 8 Job descriptions - GC to work in conjunction with HR
- 9 Policy list to be reviewed and identify those outstanding

Summary of Actions

Action	Actionee	Date Due
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KM to review branch lists and member numbers.	KM	Next meeting
Identify funding options for rescue mannequins	AM	Next meeting
Quotes for printing/copying of Sport Diver lecture CD	KM	Next meeting
Alison will explore online payment options.	AF	Next meeting
Contact BSAC regarding incident form	JM	Next meeting
Phone line for previous NDO to be disconnected.	JM	Next Meeting
Finish development plan	JM/AM	Next meeting
Develop job descriptions for all GC, NDC and other national roles	GC	Ongoing
Review policy list	JM/AM	Next meeting
Explore options for online forum hosting	AF	Next meeting

AOB

Meeting Closed at 9.30pm.

Calendar of future meetings:

All meetings commence at 7.30pm.

Wednesday 12th April

Wednesday 17th May

Wednesday 14th June

Wednesday 12th July

Wednesday 16th August

Wednesday 13th September

Wednesday 11th October

Wednesday 15th November

Wednesday 13th December