

General Committee Meeting Minutes

Wednesday 17th May 2006 - 7.30 PM - SSAC HQ

GC Members Present

Jack Morrison (Chairperson), James Hamilton (Dunoon), 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

Brian Deveny (BD), Jim Anderson (JA), Graeme Forsyth (National Coach)

Co-option of new committee members

Brian Deveny was proposed to hold the vacant post of ordinary member.
Jim Anderson (West Lothian) was proposed as Treasurer.
Proposed by Kevin Miller, seconded by Alison Fish

Apologies

Graham Clark

Previous Minutes

The minutes of the previous GC meeting on 19th April were reviewed.
Proposed: Kevin Miller
Seconded: James Hamilton

Review of actions

Action and Update	Actione e	Status
KM to review branch lists and member numbers. – <i>5 branches identified with less than 3 members. KM to contact branches to establish plans and alternative</i>	KM	Complete – new action
Identify funding options for rescue mannequins – <i>see NDOs report.</i>	AM	Complete
Quotes for printing/copying of Sport Diver lecture CD – <i>Options discussed with full details to be discussed at next GC.</i>	KM	Ongoing
Alison will explore online payment options.- <i>Alison provided a breakdown of cost options.</i>	AF	Complete
Contact BSAC regarding incident form – <i>BSAC advised that CDA form should be in use. Awaiting electronic editable version from BSAC prior to implementation.</i>	JM	Ongoing
Phone line for previous NDO to be disconnected. – <i>billing address has been changed</i>	JM	Complete
Finish development plan – <i>Plan issued to GC prior to meeting</i>	JM/AM	Complete
Develop job descriptions for all GC, NDC and other national roles – <i>meeting arranged with HR advisor.</i>	GC	Ongoing
Review policy list – <i>reviewed, with many missing.</i>	JM/AM	Ongoing

Explore options for online forum hosting - <i>Updates of options provided. Group of moderators need to be identified. Question to be issued in survey.</i>	AF	Ongoing
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Other matters arising: None

Member Reports:

Secretary

Correspondence:

- 1 Loch Lomond & Trossachs National Park – letter received to update on draft park plan.
- 2 Stirling University voluntary position – awaiting responses.

Treasurer

- 1 Jim Anderson is new to post, but discussed some ideas for the role. Budgets still need to be set.

National Diving Officer

- 1 Diver rescue mannequin. The NDC discussed in more detail at last meeting with great interest. Costs discussed. Application to be made to Awards for All.
- 2 Summer Solstice – approval given by owners of Furnace quarry. Event to be held 18th June 2006. No charge to be made, but donations welcome to RNLI and Hyperbaric medicine. SSAC shall not be responsible for diving activities. Permission is not granted to use pier. Limited to 20-30 cars.
- 3 DO Conference – proposed to hold in Fort William in November 2006.
- 4 Master Diver workshop took place on 13th/14th May. Positive feedback, and similar workshops planned.
- 5 BI Course planned for 20th May. Future course dates have been issued.
- 6 11 candidates for RI course. Costs are being reviewed for locations. Course date in September approval. Previous course not available, but new materials being developed.
- 7 First class diver course taking place in June.

Editor

- AF updated on current Scottish Diver activity and discussed new ideas for publications.

C&VA Officer

- 1 JC to attend Sportscotland course for Child Protection Officers.
- 2 JC advised of proposed changes to legislation.
- 3 Course to be developed for CVA offices in branches to attend. Not all branches have yet appointed a CVA officer, but are advised to do so.
- 4 JC circulated 3 proposals for changes to the SSAC Child Protection Policy. These proposals are an interim proposal only.
 - **Proposal 1:** To allow the appointment of regional coaches who have not undergone a disclosure check. Such regional coaches would be told in writing that they must not act in a child care role (in their capacity as a regional coach). Branches under these regional coaches would be informed in writing and given the opportunity to request a regional coach who can act in a child care capacity from the National Coach. It should be noted that this will not affect SSACs policy that all new BI/RIs be checked. Both BI and RI are qualifications (as opposed to appointments) which entitle the candidate to teach in a child care role. *Action: National Coach to submit template letters and regional coach lists to HQ. Letters to be issued to all regional coaches and branches. Change in policy to be communicated to branches via Scottish Diver and website.*
 - **Proposal 2:** At the beginning of each new diving 'year' the national coach may ask existing regional coaches to stay on (rather than re-appointing them). This will be confirmed in writing to the regional coach concerned and will be at the discretion of the National Coach (Regional Coaches will have no automatic right to stay on. *Action: National Coach to send letters of continuation to relevant regional coaches. Change in policy to be notified to branches via Scottish Diver and website.*
 - **Proposal 3:** To extend the notification period required for photographing children at SSAC events from one week to two. This will allow a more realistic turn around of paperwork.

Action: Change download forms on website, update policy and notify branches via next Scottish Diver / website.

- 5 GF advised that only Regional Coaches who have previously held a RC position may continue to hold the position of RC without a disclosure. RIs who are newly appointed to a RC position will not be permitted to hold any RC position without completing a Disclosure check.
- 6 Draft letters were circulated for sending to BDOs and RCs.
- 7 Additional signatories to be added in order to perform ID checks.
- 8 Clarification was given At recent DO conference advice was given that a child was defined as up to 18yrs. This information was incorrect. The correct definition is:
- 9 Following the DO's conference clarification was given regarding the legal age of a child. Discussion took place between KM and the Legal Services and it very clear the legal age of consent is 16 years therefore they are deemed to be a young adult. KM also discussed the situation with the legal section of Sportscotland and they too have informed the age to be 16 years with the exception of 'if there is a young person over 16 years but under 18 years they will be deemed as a child by name only if they are involved with the Children's Hearing System and are subject to a supervision order under section 70 of The Social Work Scotland Act 1995.
- 10 The above proposals were approved by GC with immediate effect.

Member survey

- 1 AM updated the GC on the plans for a member survey. Options for distribution discussed. Input to be gathered from GC and NDC before producing a further list of questions.

Incorporation

- 2 The GC discussed a timetable to move forward on the proposed incorporation.
- 3 The proposed timetable is as follows:
 - o GC meets mid June with legal advisor (subject to availability)
 - o Revise and print draft documents in early July. Sent to members mid July to allow one month review.
 - o Consultation meeting to all members in mid August (Saturday morning)
 - o Co-ordinate response by end of September
 - o Print and issue documentation then send to members with formal notification – early October
 - o Hold EGM to propose formation of SSAC Ltd – November

AOCB

- 11 7pm start for next meeting.
- 12 Kevin Miller requested clarification on the appointment of the Assistant NDO. Following inspection of the constitution, the GC ratified his current appointment of an Assistant NDO as being an ex-officio member of the NDC.
- 13 Keys to be issued to Secretary and Treasurer
- 14 JA requested an adapted timetable extracted from the 3 year development plan for July meeting.
- 15 PAT testing of office equipment.

Summary of Actions

Action	Actione e	Date Due
KM to contact branches with small number of members to discuss options	KM	Next meeting
Draft budget for circulation at next meeting	JA	Next meeting
Funding application to be written and discussed at next meeting (Awards for All)	RB	Next meeting

Options for online advertising	JH	Next meeting
JC to attend CVA training course	JC	
CVA Workshop to be developed	JC	
Additional signatories to be registered – National Coach, NDO, BI Director	JC	
RC list to web	GF	Next meeting
New member survey questions	AM/JM	July Meeting
Copy of updated Bye-Laws to be requested from Solicitor then issued to all GC members for review.	JM	ASAP
PAT testing	JM	Next meeting
RC appointment letters to be finalised and issued	GF	Next meeting
Change in CVA policy to be advised to branches and in Scottish Diver	JC	Next meeting
Changes to download forms on website for permission to photograph	JC/AF	Next meeting
Timetable from development plan	JM	July Meeting
Quotes for printing/copying of Sport Diver lecture CD	KM	Ongoing
Update incident form	JM	Ongoing
Develop job descriptions for all GC, NDC and other national roles	GC	Ongoing
Review policy list	JM/AM	Ongoing
Online forum hosting	AF	Ongoing

AOB

Meeting Closed at 11pm.

Calendar of future meetings:

All meetings commence at 7.30pm.

Wednesday 14th June

Wednesday 12th July

Wednesday 16th August

Wednesday 13th September

Wednesday 11th October

Wednesday 15th November

Wednesday 13th December