

General Committee Meeting Minutes



Wednesday 14th June 2006 - 7.30 PM - SSAC HQ

GC Members Present

Jack Morrison (Chairperson), Andrew Murray (Secretary), Graham Clark (Member), Alison Fish (Editor), Robert Burgess (Member), Jim Anderson (Treasurer)

Apologies

James Hamilton, Jan Crawford, Kevin Miller, Kevin Watson

Previous Minutes

The minutes of the previous GC meeting on 17th May 2006 were reviewed.

Proposed: Alison Fish

Seconded: Jim Anderson

Review of actions

Action	Actionee	Date Due
KM to contact branches with small number of members to discuss options – <i>Spreadsheet to detail branch membership numbers has been provided and KM will review.</i>	KM	Ongoing
Draft budget for circulation at next meeting <i>For discussion later</i>	JA	Complete
Funding application to be written and discussed at next meeting (Awards for All) <i>For Discussion later</i>	RB	Complete
Options for online advertising <i>JH not at meeting – update next month</i>	JH	Next meeting
JC to attend CVA training course <i>JC not at meeting – update next month</i>	JC	Ongoing
CVA Workshop to be developed <i>JC not at meeting – update next month</i>	JC	Ongoing
Additional signatories to be registered – National Coach, NDO, BI Director <i>Forms submitted to CRBS</i>	JC	Complete
RC list to web <i>Complete</i>	GF	Complete
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	Complete
PAT testing of office equipment	JM	Ongoing
RC appointment letters to be finalised and issued <i>Letters issued to RCs and BDOs</i>	GF	Complete
Change in CVA policy to be advised to branches and in Scottish Diver	JC	Outstanding
Changes to download forms on website for permission to photograph	JC/AF	Outstanding
Timetable from development plan	JM	July Meeting
Quotes for printing/copying of Sport Diver lecture CD <i>Discussed later in meeting</i>	KM	Complete
Update incident form	JM	Complete
Develop job descriptions for all GC, NDC and other national roles <i>Updated later in meeting</i>	GC	Ongoing
Review policy list <i>Copies of available policies received during month and being reviewed</i>	JM/AM	Ongoing
Online forum hosting	AF	Complete

Member Reports:

Secretary

Correspondence:

- COAST (Community of Arran Seabed Trust) communication received. AF and JM speak to COAST
- Consultation paper received on European Habitats Directive. JM has been involved in some previous related work and will review the paper.
- Scottish Natural Heritage has provided a final copy of the paper presented to the Scottish Ministers on the future of a Coastal and Marine National Park. SSAC held a position on the stakeholder group.

Treasurer

- JA discussed the draft budget circulated prior to the meeting. Draft budget approved as working budget for 2 months until further information is available.
- A paper was circulated prior to meeting to upgrade the printer in HQ and also allow printing directly onto CDs. Approved.
- JA circulated quotes for pre-printed reply post paid envelopes to allow member communications such as member survey, nominations and so on. This was approved.
- Purchase of an VGA extension cable for projector was also approved.
- £100 limit for purchasing of replacements office items.

National Diving Officer

- Kevin Miller was unable to attend the meeting. AM provided the information from the NDC meeting on 13th June.
- The NDC have recommended:
 - “With immediate effect, suspend all open water buddy breathing shared ascents at Sport Diver and Master Diver grade until final discussion and approval at the DO conference. Further, the carrying of an Alternative Air Source (octopus or equivalent) is now compulsory for all divers.”
- This proposal was discussed by the GC. The first element was approved unanimously. However, the recommendation to carry an alternative air source (octopus) shall remain stated as a recommendation. The change is to be communicated in Scottish Diver and on the Website as soon as possible. The change will be proposed to the DO conference in November.
- An agreement has now been reached with TDI to deliver the TDI basic nitrox course via SSAC. Course cost approved at £80.

Editor

- Proof copy of magazine issued today. Final issue due 23rd June.
- New feature for course profiles in Scottish Diver. First feature is BI course.

Ordinary member reports:

Graeme Clark

- GC and JM met with HR advisor to discuss job descriptions and other developments.
- The HR advisor will be invited to the August meeting to discuss

Robert Burgess

- Application for Awards for All for purchase of 5 mannequins and related training course has completed and will now be submitted.
- JM thanked RB for completing the form.

Incorporation

- SSAC legal advisor, Alan Grosset attending the meeting to discuss proposed incorporation documents.
- Provisional open forum booked for 19th August.
- The proposed timetable remains as follows:
 - Revise and print draft documents in early July. Sent to members mid July to allow one month review. One per member.
 - Consultation meeting to all members in mid August (Saturday afternoon)
 - Co-ordinate response by end of September
 - Print and issue documentation then send to members with formal notification – early October
 - Hold EGM to propose formation of SSAC Ltd – November

AOCB

- Query relating to visiting divers to SSAC branches. Clarification required from insurers.
- Provide incorporation timetable for website.

Summary of Actions

Action	Actionee	Date Due
KM to consider branches with low membership numbers	KM	Ongoing
Options for online advertising	JH	Next meeting
JC to attend CVA training course	JC	Ongoing
CVA Workshop to be developed	JC	Ongoing
New member survey questions	AM/JM	Next meeting
PAT testing of office equipment	JM	Ongoing
Change in CVA policy to be advised to branches and in Scottish Diver	JC	Outstanding
Changes to download forms on website for permission to photograph	JC/AF	Outstanding
Timetable from development plan	JM	Next meeting
Develop job descriptions for all GC, NDC and other national roles	GC	Ongoing
Review policy list	JM/AM	Ongoing
Purchase new printer, projector cable	AM	Next meeting
Publish incorporation timetable on website	AM/AF	Next meeting
Contact insurers re visiting divers	JM	Next meeting

AOB

Meeting Closed at 10.30pm.

Calendar of future meetings:

All meetings commence at 7.30pm.

Wednesday 12th July

Wednesday 16th August

Wednesday 13th September

Wednesday 11th October

Wednesday 15th November

Wednesday 13th December