

General Committee Meeting Minutes



Wednesday 12th July 2006 - 7.30 PM - SSAC HQ

GC Members Present

Jack Morrison (Chairperson), James Hamilton (Vice-Chair), Andrew Murray (Secretary), Alison Fish (Editor), Robert Burgess (Member), Jan Crawford (Child Protection Officer),

Apologies

Jim Anderson (Treasurer), Graham Clark (Member), Kevin Miller (National Diving Officer)

Previous Minutes

The minutes of the previous GC meeting on 14th June 2006 were reviewed.

Proposed: Robert Burgess

Seconded: Alison Fish

Review of actions

Action	Actionee	Date Due
KM to consider branches with low membership numbers – <i>Discussion with RCs took place. No immediate action required. To be reviewed next year</i>	KM	Complete
Options for online advertising – <i>JH has considered a number of options which were discussed. Online advertising not to be progressed at the current time, although not dismissed entirely for future.</i>	JH	Complete
JC to attend CVA training course – <i>Booked for 13th and 21st September.</i>	JC	Ongoing
CVA Workshop to be developed – <i>Work is ongoing. Letter to be issued to all Branch Secretaries.</i>	JC	Next meeting
New member survey questions – <i>Feedback has been reviewed and worked is ongoing to finalise. Final copy of questionnaire to be available at next meeting.</i>	AM/JM	Next meeting
PAT testing of office equipment – <i>complete. One item failed, which has now been disposed.</i>	JM	Complete
Change in CVA policy to be advised to branches and in Scottish Diver. – <i>To be included in letter to branches.</i>	JC	Outstanding
Changes to download forms on website for permission to photograph	JC/AF	Outstanding
Timetable from development plan - <i>Planning meeting to take place soon, which will include review of current plan.</i>	JM	Next meeting
Develop job descriptions for all GC, NDC and other national roles – <i>HR adviser to attend next meeting to discuss.</i>	GC	Ongoing
Review policy list – <i>List reviewed. Some changes required to current policies. Work is ongoing to develop policies prior to approval.</i>	JM/AM	Ongoing
Purchase new printer, projector cable – <i>Now at HQ.</i>	AM	Complete
Publish incorporation timetable on website	AM/AF	Complete
Contact insurers re visiting divers – <i>Discussion took place with insurers but still awaiting clarification.</i>	JM	Ongoing

Member Reports:

Secretary

Correspondence:

- Sportscotland courses
- Deep Sea World
- Recreational Diving Services Panel

Treasurer

- No report available in Treasurers absence.

National Diving Officer

- British Diving Safety Group (BDSG) meeting is in London in September. Don Lees to attend and represent SSAC.
- Rescue mannequin update. Awaiting feedback on Awards for All application. Decision to be made
- Regional Instructor course booked for 28th September. Cost will be £100 per candidate. Course
- Deep Diving course booked for 19th August
- Boat Handling course booked for 19th August.
- BI Course with 16 candidates taking place on 15th July.
- Other course dates have been issued to webmaster.

Editor

- Meeting held with Freetime on 12th July. Work progressing well for next issue.

AOCB

- Ian Reid, Atlantic divers, 24 hour dive in aid of Children in Need.
- Door locks at HQ.
- JM advised of the recent resignation of Alicia Bannon, the Club Administrator of 17 years. Discussion took place on the immediate requirements for staffing.
- A temp has been identified to provide support, and in particular on the account processing. One month rolling term. A sub-committee to be formed to consider future staffing requirements and responsibilities. HR adviser to be included.
- Draft Incorporation documents are now with printers. Due by Wed 19th and ready for sending to members. GC volunteers required to prepare envelopes.
- IT network at HQ requires completing. IT support is available via Sportscotland. JM to contact.

Summary of Actions

Action	Actionee	Date Due
Sub-committee to consider future staffing requirements.		
JC to attend CVA training course – <i>Booked for 13th and 21st September.</i>	JC	Ongoing
CVA Workshop to be developed and letter to branch secretaries.	JC	Next meeting
Member survey	AM/JM	Next meeting
Change in CVA policy to be advised to branches and in SD	JC	Next meeting
Try dive guidance and disclaimer form to be reviewed and re-issued.	KM	Next meeting
Develop job descriptions for all GC, NDC and other national roles	GC	Ongoing
Policy development	AM/JM	Ongoing
Planning meeting	All	Ongoing
Draft Incorporation documents to be issued to members	JM	Next meeting
JM to contact Sportscotland to request support from IT support company.	JM	Next meeting
Contact insurers re visiting	JM	Next meeting
Door locks to be repaired/replaced at HQ	JM	Next meeting

Meeting Closed at 10pm.

Calendar of future meetings:

All meetings commence at 7.30pm.

Wednesday 16th August

Wednesday 13th September

Wednesday 11th October

Wednesday 15th November

Wednesday 13th December