

General Committee Meeting Minutes



Wednesday 13th December 2006 - 6.30 PM - SSAC HQ

GC Members Present

Jack Morrison (Chairperson), Robert Burgess (Member), Jim Anderson (Treasurer), James Hamilton (Vice-Chair), Andrew Murray (Secretary), Jan Crawford (CVA Officer),

Other Members Present

Don Lees (Borders), Iona Murray (Strathclyde University), Graeme Forsyth (Johnstone), Amber Williamson (Bellshill)

Apologies

Kevin Miller (NDO), Alison Fish (Editor), Graeme Clark (Member),

Previous Minutes

The minutes of the previous GC meeting on 15th November 2006 were reviewed. Due to the limitations of time during this meeting, all actions will carry over for review at the January meeting.

Proposed: Jim Anderson

Seconded: Robert Burgess

Incorporation

- The EGM was held on 26th November 2006 at Stirling University. The minutes of the EGM were circulated in advance of the meeting. Proposed: Jim Anderson, Seconded: Robert Burgess. EGM minutes to be included in every issue of SD.
- Both proposals offered at the EGM were overwhelmingly successful with a significant number of postal votes being received.
- The AGM date set for 25th March at Stirling University.
- Nominations and Resolutions to be received by 24th January. Information including nomination form to be issued with Scottish Diver at end of December. AM to prepare letter to members.
- Minutes of last years AGM, notice of AGM, resolutions and any ballot papers required to be issued with the March / April issue of Scottish Diver at the end of February. Notice to be issued on the website.
- A draft nomination form was circulated and approved by the GC. The previously approved Job descriptions have been issued to HQ for copying and inclusion in next magazine.
- JM has requested 3 quotes from accountants/auditors to perform the final stages of Incorporation. The 3 tenders are expected by the end of the week. JA proposed that JM proceeds with the most appropriate quote, in conjunction with Sportscotland.
- The costs involved in Incorporation to date ~ £2,900, of which £2,500 is being paid by Sportscotland.

Member Reports:

Secretary

- Coastal and Marine National Park consultation – letter issued to all Branches. No responses received. AM to draft response for circulation to GC.
- A number of Have Your Say queries have been received and circulated by email. The draft responses were approved by GC for issue.
- RYA Conference – passed to NDC.
- Consultation on Snaring – not relevant.
- Sportscotland Running sport 'Organising a sporting event' workshop. To be circulated by email.
- Sportscotland Profile – AM has populated much of the information requested and now passed to JA for input of financial information.

Treasurer

- The minutes of finance sub-committee were circulated in advance of the meeting for consideration by the GC. This included a draft budget. The GC approved the draft budget for 2007.

The sub-committee proposed:

- NDC to consider a funded RI Course weekend.

- Consideration to refurbish of HQ
- Dr Wilmot's costs to be identified as a separate expenditure in the budget.
- The GC adopted the above recommendations as detailed in the minutes of the finance sub-committee. None of the above involves immediate expenditure. The NDC are to prepare quotes and a proposal for the funded RI course which the GC will consider. The refurbishment of HQ will involve significant expenditure in order to bring the premises up to standard to meet associated H&S requirements, and provide a more adaptable facility for SSAC. JA to prepare outline descriptions and quotes to be presented to the GC before being proposed at the AGM in March 07 to allow the members to decide.
- Invoice from Scottish Sports Association £100. Approved.
- Request for information from Insurance Broker to prepare next year's policy. JA to provide information and circulate quotation to GC for approval.
- AM to continue chasing insurance company for info on website.

AOCB

- AF has requested short term support in managing the website. AM to cover. Editorial control of the website is delegated to the Webmaster on behalf of the GC.
- There is a requirement to review Health and Safety policy covering our HQ operations. AM to review.
- JM reported on behalf of the employment sub-committee that Hazel McBride had now joined as our new part time Administrator. HQ will now be manned 9-5pm Mon-Fri, but will remain closed to members without prior appointment.
- We received five applications for the job of administrator and after consideration we decided to interview four of the candidates. The interviews were held in HQ on the 22nd November by Jack Morrison, Jim Anderson and Sharon MacDonald from SportsScotland. One candidate emailed the day before to say she had accepted a full time job so would not attend. We interviewed the other three, each interview lasted about half an hour and all candidates were asked the same questions. After some deliberation we unanimously agreed Hazel McBride was the best candidate based on experience, qualifications and personality. The job was offered to Hazel conditional on reference and disclosure checks. Hazel accepted and a start date of 6th December was agreed. The sub-committee are confident Hazel will be an asset to ScotSAC and look forward to welcoming her when she starts.
- GF advised that a copy of the BDO Job Description would be circulated to the GC for approval.
- A discussion regarding access to information in database took place following a request by RB.

Summary of Actions

Action	Actionee	Date Due
Member survey analysis		
Publish guidance on funding opportunities on SSAC website	AM/AF	
DDRC flowchart in SD	AF	
Try-dive guidance and disclaimer form to be reviewed and updated	KM	
Contact insurers re visiting divers	JM	
Marketing leaflet		
CVA workshop	JC	
Policy development	JM/AM	
IT infrastructure upgrade	AM/GC	
Door locks repaired replaced	JM	
Synopsis of insurance for web	AM	
Review "Promoting your sport" document	All	
Fire safety risk assessment for HQ	JA	
Prepare sample membership cards and RC ID cards	JA	
Review administration membership process	JA	
Junior snorkel manual print	AM/JM	
H&S HQ Review	AM	
Prepare member letter regarding nominations.	AM	Complete
Proceed with Incorporation	JM	
Arrange room booking for AGM	AM	
SportsScotland profile	JA	
RI Costed proposal	NDO/NDC	
Insurance renewal	JA	
BDO Job description – circulate to GC for approval	GF	

Meeting Closed at 7.45pm in order to begin a joint GC and NDC Social evening.

Calendar of future meetings:
Wednesday 24th January 2007, Wednesday 21st February 2007