

General Committee Meeting Minutes



Wednesday 24th January 2007 – 7.30pm - SSAC HQ

GC Members Present

Jack Morrison (Chairperson), Robert Burgess (Member), Jim Anderson (Treasurer), Alison Fish (Editor), Graeme Clark (Member), Kevin Watson (assistant NDO)

Apologies

Andrew Murray (Secretary) Jan Crawford (CVA Officer), James Hamilton (Vice- Chair) Kevin Miller (NDO)

Previous Minutes

The minutes of the previous GC meeting on 13th December 2006 were reviewed.

Proposed: Jim Anderson

Seconded: Jack Morrison

Member survey analysis - <i>analysis is underway and an article being drafted for the next Scottish Diver.</i>	JM/AM	Ongoing
Publish guidance on funding opportunities on SSAC website - <i>material provided not suitable for website.</i>	AM/AF	Ongoing
DDRC flowchart in SD	AF	March/April
Try-dive guidance and disclaimer form to be reviewed and updated	KM	Ongoing
Contact insurers re visiting divers	JM	Complete
Marketing leaflet		Ongoing
CVA workshop	JC	Ongoing
Policy development – <i>further work over festive break to develop new policy</i>	JM/AM	Ongoing
IT infrastructure upgrade	AM/GC	Complete
Door locks repaired replaced	JM	Ongoing
Synopsis of insurance for web - <i>contact with Insurers to agree wording</i>	AM	Ongoing
Review "Promoting your sport" document	All	Ongoing
Fire safety risk assessment for HQ	JA	Ongoing
Prepare sample membership cards and RC ID cards	JA	Ongoing
Review administration membership process	JA	Ongoing
Junior snorkel manual print - <i>printed and letter being drafted for issue.</i>	AM/JM	Complete
H&S HQ Review - <i>work has commenced on this task</i>	AM	Ongoing
Proceed with Incorporation	JM	Complete
Arrange room booking for AGM - – <i>booking has been made with Stirling University</i>	AM	Complete
Sportscotland profile	JA	Ongoing
RI Costed proposal	NDO/NDC	Complete
Insurance renewal	JA	Complete
BDO Job description – circulate to GC for approval	GF	Complete

Member Reports:

Secretary's Report

The Company Secretary has made appropriate submissions to Companies House to register the first three Directors of the new Company and advise of the Register of Members.

- SSAC Response to Scottish Executive's Consultation on a Coastal and Marine National Park submitted following GC approval via email.
- Letter from Scottish Executive to acknowledge our response to consultation on Loch Lomond and Trossachs National Park Plan, and advising that the revised park plan has now been issued.
- New regulations are now in force which require all Companies to display official company name, number and registered office on emails and website. AM happy to put appropriate changes in place to ensure compliance.
- Junior Snorkeler – the manuals has now printed. It is recommended to the GC that one copy of the new manual is issued to all current Junior Snorkel Members. Need to check HQ database for exact numbers. Agreed.

- Letters of thanks and acknowledgement have been sent to Sportscotland, Jo Thyer (HR Advisor) and Alan Grosset (Legal Advisor) for their support during the Incorporation process.

Treasurer

- The treasurer presented cashflow for 2006 as previously circulated, he pointed out an anomaly in the figures which dated to before he was co-opted and reassured the committee he was confident the accounts were fine. He went on to state that as the clubs finances were in such good health he did not intend to recommend any increase in subscriptions for the coming year.

Editors Report

The editor reported that the next magazine was almost complete and that she intended to reinstate the Walt and Jean Deas photographic competition this year and would liaise with Walt as soon as she had her email back online. She also suggested it may be possible to use the winning entries to produce a calendar financed by advertising through Freetime.

NDO's Report

The assistant NDO outlined the main points of NDC activity for 2007, an RI course, examiners course, making Master Diver a modular qualification and perhaps incorporating O2/heartstart into Sport Diver training.

AOCB

- A Minute of Agreement drawn up on behalf of Scottish Sub Aqua Club by David Bennet was completed and is attached to the file copy of these minutes.
- This would be the final meeting of the existing GC as the new Board was now in place. All outstanding actions below will be carried over to the new Board.

Summary of Actions

Action	Actionee	Date Due
Member survey analysis	JM/AM	Ongoing
Publish guidance on funding opportunities on SSAC website	AM/AF	Ongoing
Try-dive guidance and disclaimer form to be reviewed and updated	KM	Ongoing
Marketing leaflet		Ongoing
CVA workshop	JC	Ongoing
Door locks repaired replaced	JM/KW	Ongoing
Synopsis of insurance for web	AM	Ongoing
Review "Promoting your sport" document	All	Ongoing
Fire safety risk assessment for HQ	JA	Ongoing
Prepare sample membership cards and RC ID cards	JA	Ongoing
Review administration membership process	JA	Ongoing
H&S HQ Review	AM	Ongoing
Sportscotland profile	JA	Ongoing

Meeting Closed at 8.15 pm to commence the Board Meeting.