

General Committee Meeting Minutes



Wednesday 21st February 2007 – 7.30pm - SSAC HQ

GC Members Present

Jack Morrison (Chairperson), Jim Anderson (Treasurer), Andrew Murray (Secretary), Graeme Clark (Member), Kevin Miller (NDO)

Incoming Board Member - Archie Gillies

Apologies

Alison Fish (Editor), Jan Crawford (CVA Officer), Charlie McGurk, Douglas Foreman

Previous Minutes

The minutes of the previous GC meeting on 24th January 2007 were reviewed.

Proposed: Jim Anderson

Seconded: Graeme Clark

Action and Update	Actionee	Date Due
Member survey analysis – <i>article being drafted for next issue of Scottish Diver</i>	JM/AM	April
Publish guidance on funding opportunities on SSAC website		TBR
Try-dive guidance and disclaimer form to be reviewed and updated	KM	Ongoing
Marketing leaflet		TBR
CVA workshop - <i>Letter drafted to send to all Branches to hold a course at HQ on Saturday</i>	JC	Ongoing
Door locks repaired replaced – <i>combination lock waiting to be fitted.</i>	KW	Ongoing
Synopsis of insurance for web – <i>updated on website following agreement of insurance brokers</i>	AM	Complete
Review "Promoting your sport" document	All	April meeting
Fire safety risk assessment for HQ – see below	JA	See below
Prepare sample membership cards and RC ID cards	JA	Ongoing
Review administration membership process	JA	Ongoing
H&S HQ Review - <i>A selection of local H&S companies have been contacted to discuss our requirements. Meeting taking place on Friday with one company to provide quote, whilst other quotations have been received by telephone. Quotes to be circulated and approved via email. .</i>	AM	Ongoing
Sportscotland profile	JA	Complete

Member Reports:

NDO's Report

- KM circulated a draft calendar of events and NDC actions for the forthcoming year, assigned to individuals. Events include Sport and Master Diver training weekends, Boat Handling Courses, Examiner and RI courses. This was discussed and it was suggested that the training weekends could be spaced throughout the year.
- KM expressed concern at the number of active Examiners. After discussion it was agreed that a letter would be issued to all current Examiners to update on their availability to assist. When this exercise is complete, it was suggested we may consider performing an audit of other qualifications held within SSAC.
- Junior Snorkel Manual has been launched and issued to all BDOs.
- Some other highlights include :
 - RI course planned for September; to be held in Cumbrae.
 - Diving Officers Conference in November (Aberdeen)
- Nitrox course held previous weekend.
- KM to confirm with Steven Murray regarding the removal of date on the cards already issued.
- Letter received from RYA conducting an routine audit of our training centre.
- The BDO Handbook has been prepared using lever arch files and a contents list. A letter to be issued to all BDOs with the new handbook was agreed.

- Invitation to Combined Diving Agencies meeting at the London Dive show on 10th March – KM to attend.

Treasurer

- JA circulated the finance report via email prior to meeting.
- JA also presented the audited year end financial statement and on behalf of the Board, signed the relevant paperwork.
- First payment of SportScotland grant has been received.
- Budget for 2008 shows an increase in our reserves of £20,500. That is after our budgeted expenditure of £5,000 on upgrading the office and £1,800 for a RI course in Sept. While SportScotland are supportive of us having a surplus, and it is prudent to do so, we need to plan for a sustainable increase in expenditure (or decline in income) or we will continue to amass significant surpluses year on year. Looking further ahead there are a number of projects that we may consider to 'Budget' our surplus against and a timescale:-
 - Renewal of lease, due May 2008
 - Participation in National events (1 year)
 - Increase Regional Coach services to outlying Branches (1 year)
These would add to our annual budget
 - Redesign of our publications (1 year)
This would be a one-off and not be necessary again for 10 years
 - Updating and replacement of Training material. (2 years)
This would be a one-off and not be necessary for 5 years.
- Clearly then there is plenty of positives for the new Board to consider and develop strategies around. Funds are available to finance growth in our services to the members and with prudent management this growth should be sustainable.
- JA has contacted our magazine publishers to update the contract in place and formalise the financial arrangements of cost and income that Jack successfully re-negotiated last year and to include a timed get-out notice or both parties eg. 6 months/3 issues should either party wish to extract from the deal. This should be available by end March for consideration by the GC/Board.
- JA has also asked Freetime to consider the options and business model for day to day running of the website leaving us to manage the content as we do with the magazine. This may include the introduction of advertising to the web site to off set costs. A further invite has been made to consider how, and how much it would cost, for Freetime to re-design and publish our Log books, training logs and other training materials. Both of these areas could form the basis of a tender exercise should we decide to move in either of these directions.
- JA proposed a change for accountancy services following receipt of two tender quotes. Our current accountant (**Milne Craig**) quoted £ 1,950.00 plus VAT whilst an alternative (**Scott-Moncrieff**) quoted £ 1,350 plus VAT. JA recommended that Scott-Moncrieff be appointed and this was agreed by the GC. Copy of tender replies placed on file.
- Sage training is also available via Scott-Moncrieff.
- Before proceeding with any plans for refurbishment of HQ, it was agreed that JA would write to our Landlord to bring the process of extending our lease which expires early in 2008.
- Annual analysis of membership numbers and demographics has been performed for AGM and included in the membership profile for SportScotland. JA suggested we analyse the information frequently and the GC approved that JA to be provided with raw data monthly, with names and address removed to protect identify.
- We have a requirement under the Companies Act to hold a Register of Members, consisting of Names, Addresses and date of joining for all current members of the Company. In our case, this Register is an extract of our database. The Company Secretary has notified Companies house of the location of this register.
- GC to consider rejoining / late renewal arrangements.

Secretary's Report

- A letter from Alan Grosset, legal advisor to congratulate us on Incorporation.
- Invite to Glasgow 2014 briefing – declined.
- Information on staff training from Learn Direct – passed to JM
- SportScotland Lottery Consultation received and response from Scottish Sports Association.

- We assisted with a recent study to consider the economic benefits of diving in the St Abbs and Eyemouth areas. The project was commissioned on behalf of Scottish Borders Council and Scottish Enterprise.
- A request was made by a member to view membership list. The request was declined as it does not meet the requirements of the Companies act.
- A number of Have Your Say queries received relating to expenditure, where the enquirer did not have sufficient information.
- The Company Secretary now has online access to our Companies house records which speeds up the process of filing our accounts, changes of Directors etc.
- AGM Notice has been printed and will be issued later this week.
- It was agreed that a letter will be sent to all BDOs and Secretaries to update email address and we should therefore aim to communicate more by email in favour of monthly mailings.

AOCB

- Tony Dorrington will no longer be able to act as Lead Signatory due to new overseas work commitments. It was agreed that KM will cover in interim period as he holds a similar role through work. It is suggested that Hazel be considered for the role upon successful completion of probation.
- AGM preparation – speakers to prepare presentations in advance of the March meeting for agreement of the GC.
- Sportscotland Volunteer management course cancelled. Graeme Clark to find out more and rebook.
- A discussion took place regarding proposals received for AGM. It was agreed that proposals for the AGM are for matters in the M&As or Byelaws. Changes to the training schedule must be proposed through the proper channels i.e. the NDC, Diving Officers Conference, Board and not proposed by two individual members.

Summary of Actions

Action	Actionee	Date Due
Request Branch email addresses – AM to draft letter.	AM	Next meeting
Business Cards	KM/AM	
Email 288 form to incoming Board Members	AM	Next meeting
Member survey analysis	JM/AM	April
Publish guidance on funding opportunities on SSAC website		TBR
Try-dive guidance and disclaimer form to be reviewed and updated	KM	Ongoing
Marketing leaflet		TBR
CVA workshop	JC	Ongoing
Combination lock waiting to be fitted.	KW	Ongoing
Review "Promoting your sport" document	All	April meeting
Prepare sample membership cards and RC ID cards	JA	Ongoing
Review administration membership process	JA	Ongoing
H&S HQ	AM	Ongoing
Update NDC calendar of events	KM	
Letter to Examiners	AM/KM	Next meeting
Reply to RYA Audit	KM	Next meeting
Attend CDA meeting at London Dive Show	KM	10 th March
Contact landlord to extend lease for HQ	JA	Ongoing
Consider arrangements for re-joining and late renewal	All	Ongoing
AGM presentations		Next meeting

Meeting Closed at 8.15 pm to commence the Board Meeting.

Wednesday 21st March 2007

Thursday 5th April 2007