

General Committee Meeting Minutes



Wednesday 21st March 2007 – 7.30pm - SSAC HQ

GC Members Present

Jack Morrison (Chairperson), Jim Anderson (Treasurer), Andrew Murray (Secretary), Kevin Miller (NDO), Charlie McGurk, Archie Gillies

Apologies

Alison Fish (Editor), Jan Crawford (CVA Officer), Graeme Clark (Member)

Previous Minutes

The minutes of the previous GC meeting on 21st February 2007 were reviewed.

Proposed: Jim Anderson

Seconded: Kevin Miller

Action and Update	Actionee	Date Due
Request Branch email addresses – <i>Letter sent, and responses still being received.</i>	AM	Complete
Business Cards – <i>Cards designed and available to print</i>	KM/AM	Complete
Email 288 form to incoming Board Members	AM	Complete
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 – <i>JA circulated letter to all Branch Secretaries with details of the course on 24th March. The cost of course tutor is £100. The GC approved this expenditure but JA wished it noted that the correct procedures must be followed and expenditure approved before advertising courses to Members.</i>	JC	Complete
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 – <i>AM circulated 3 quotes in advance of the meeting for the provision of appropriate H&S policies and risk assessments for the office and HQ staff. Subject to clarification that the cost includes ongoing support and follow up visits, Safety Direct UK Ltd to be appointed.</i>	AM	Complete
Update NDC calendar of events – <i>calendar updated and approved by GC. To be circulated on website.</i>	KM	Complete
Letter to Examiners – <i>7 responses received so far. Deadline 30th March. Reminder letter to be issued to those who have not yet responded.</i>	AM/KM	Ongoing
Reply to RYA Audit	KM	Complete
Attend CDA meeting at London Dive Show – <i>Don Lees attended at late notice and reported back on latest HSE guidance regarding cylinder maintenance. This guidance is to be included in Scottish Diver</i>	KM	Complete
Contact landlord to extend lease for HQ – <i>holding response received.</i>	JA	Ongoing
Consider arrangements for re-joining and late renewal – <i>JA to prepare information and proposals.</i>	All	Ongoing
AGM presentations – <i>see below</i>		Complete

Member Reports:

Secretary's Report

- SportScotland Annual Networking Session- Tuesday 8th May
- Ross Finnie, Environment Minister has commented on the responses to the Coastal and Marine National Park consultation. Over 70% are in favour, but have some concerns.
- Business Gateway – invitation to participate in a business review.
- NewstartScotland – conference invite
- Information relating to the Department for Culture, Media and Sports plans for Heritage Protection. JM suggested we invite Alison Fuller Shapcott to review for Scottish Diver if relevant.

Treasurer

- JA circulated the finance report via email prior to meeting.
- We have received a further £3,000 payment of our SportsScotland grant.
- Deposit account balance of £42,000
- New RBS account not yet opened – waiting on further ID checks.
- Membership – a monthly membership report was circulated in advance of the meeting and reviewed by the Committee. JA reminded the Committee that the method of recording has changed and should not be compared directly with previous years.
- Some Branches have extremely low number of members and consideration is to be given after 6 months analysis of membership levels.
- Invoice from Kelvin Smith for all risks insurance policy for HQ. Options of legal expenses policy and Claims assistance club £73.50 and £70 respectively. Approved.
- JA is meeting with SportsScotland financial advisor on 28th March.

NDO's Report

- University Training weekend taking place on 31st March / 1st April.
- A revised rescue letter was circulated with updated guidance – approved and to be included in next magazine and issued online.
- It has been raised that the Sport Diver Training Schedule was not previously approved by the Members at an AGM. The proposed training schedule approved by previous NDC and GC. However, in line with the old constitution and the new Byelaws, these changes must be ratified by an AGM. The GC acknowledged this error which was inherited and mis-communicated. It is not possible to have this approved by the 2007 AGM due to notification time required in the byelaws. Therefore, the GC agreed that all Members must revert to the previous Sport Diver Training Schedule, as indicated in the Red Qualification and Record Books. The NDC are tasked with reviewing same and ratifying through the correct process (i.e. NDC, GC, DO Conference, AGM).
- Rescue mannequin has been received, following funding support from SportsScotland.

AOCB

- The SSAC website domain was unavailable for significant time in early March. This was due to an error at our service providers. This raised the issue of data backups. The website was restored by a backup available on the Webmasters personal laptop. The GC agreed that all SSAC related files held by individuals must also be backed up on the HQ IT system. A new file structure is already in place to enable this.

AGM preparation

- The remainder of the meeting focussed on AGM preparation and reviewing the Powerpoint slides being presented by the Directors.
- There are currently 2 vacant posts on the NDC. In the event of late nominations being received in writing prior to the meeting, the Membership will be asked if they are willing to accept a late, but otherwise correct nomination, without being made aware of the Nominee. Alternatively we will open the floor to nominations on the day.

Summary of Actions

Action	Actionee	Date Due
KM to chase ITDA and reissue incorrect Nitrox cards		
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
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	
Letter to Examiners	AM/KM	Ongoing
Consider arrangements for re-joining and late renewal	JA	
NDC to review Sport Diver Training Schedule	NDC	
All Directors to provide backups of information held on personal computers	All	Next meeting

Meeting Closed at 2300hrs.
Wednesday 25th April 2007, 1930hrs
Wednesday 30th May 2007, 1930hrs