

General Committee Meeting Minutes



Wednesday 25th April 2007 – 7.30pm - SSAC HQ

GC Members Present

Jack Morrison (Chairperson), Jim Anderson (Treasurer), Kevin Miller (NDO), Charlie McGurk, Graeme Clark, Douglas Foreman

Apologies

Andrew Murray (Secretary), Archie Gillies

Previous Minutes

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

Proposed: Jim Anderson

Seconded: Kevin Miller

Action and Update	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	Complete
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	Complete
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

Member Reports:

Secretary's Report

- A lengthy discussion was held on the "promoting your club" document, Douglas Foreman and Graeme Clark agreed to look at Marketing SSAC.

Treasurer

- Based on previously circulated reports on membership numbers it was decided to deal with branches with low numbers on a branch to branch basis. He presented a proposal based on a report from GS Roberts & Co Chartered Accountants appointed by sportscotland to purchase a more appropriate version of Sage and provide training for the staff in the use of sage, this was agreed.

NDO's Report

The NDO advised the committee that the River Festival was being held again in Glasgow and that we should consider having our try-dive pool at this event. The NDC will undertake a review of the training schedule. The venue for the DO's conference will be Oban rather than Aberdeen as accommodation in Aberdeen is too expensive. He has contacted ITDA about the nitrox cards with expiry dates, candidates who have these cards will have them replaced. Due to some irregularity we cannot at present deliver RYA boathandling courses negotiations with RYA are ongoing and it is hoped we will be running courses again soon.

AOCB

Graeme Clark said he was proposing to attend a meeting on "Sport and Business" at Stirling University.

A further discussion on our possible involvement at the River Festival and the insurance implications of charging for try-dives ended with the chairman agreeing to check with Divemaster.

Jim Anderson raised the question of the status of the branches, their equipment and resources within the company, it was agreed we would ask Alan Grosset at the next meeting for clarification.

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
Combination lock waiting to be fitted.	KW	Ongoing
Review "Promoting your sport" document	DF/GC	Ongoing
Prepare sample membership cards and RC ID cards	JA	Ongoing
Review administration membership process	JA	Ongoing
H&S HQ	AM	
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 21.30hrs.

Future meetings:

Wednesday 30th May 2007

Wednesday 20th June 2007

Wednesday 18th July 2007

Wednesday 15th August 2007

Wednesday 19th September 2007

Wednesday 17th October 2007

Wednesday 14th November 2007

Wednesday 12th December 2007