

General Committee Meeting Minutes



Wednesday 30th May 2007 – 2030hrs - SSAC HQ

GC Members Present

Jack Morrison (Chairperson), Andrew Murray (Secretary), Kevin Miller (NDO), Charlie McGurk, Graeme Clark, Douglas Forman, Archie Gillies

Apologies

Jim Anderson (Treasurer)

Board Meeting

The GC meeting followed an earlier Board Meeting at which Sharon MacDonald (SportsScotland), and Alan Grosset (Advisor) provided an briefing session to all Board members.

Previous Minutes

The minutes of the previous GC meeting on 25th April 2007 were reviewed.

Proposed: Kevin Miller

Seconded: Douglas Forman

Action and Update	Actionee	Date Due
KM to chase ITDA and reissue incorrect Nitrox cards – <i>cards being reissued on 31st May without expiration date.</i>	KM	Complete
Member survey analysis – <i>following discussion at Board meeting, the member survey results will be incorporated into the forthcoming planning cycle.</i>	JM/AM	Amended
Publish guidance on funding opportunities on SSAC website <i>DF suggested the Directory of grant making trusts and bodies and SCVO as a source of information. Hazel to make contact and AG to compile information</i>	HB/AG	AG
Combination lock waiting to be fitted.	KW	Ongoing
Review “Promoting your sport” document – <i>incorporated into Marketing group report</i>	DF/GC	Complete – new action
Prepare sample membership cards and RC ID cards	JA	Ongoing
Review administration membership process	JA	Ongoing
H&S HQ – a consultant was appointed to write our policy but have since terminated our arrangements due to unsatisfactory service. SportsScotland will provide support and reference to an alternative consultant.	AM	Ongoing
Consider arrangements for re-joining and late renewal	JA	Next meeting
NDC to review Sport Diver Training Schedule -	NDC	Ongoing
All Directors to provide backups of information held on personal computers. <i>Some information has been received, still more outstanding.</i>	All	Next meeting

Member Reports:

Chairman’s Report

- Anmarie Boyle has now left SSAC following many years service. JM had thanked Anmarie for all her efforts over the years and is collecting donations for a leaving gift.
- The Employment sub-committee appointed last year agreed on advertising for a replacement, and 4 applications have been received by the closing date. All 4 applicants will be interviewed by Chairman, Treasurer and our HR Consultant.
- AG declared a conflict of interest in that his daughter is one of the applicants. The decisions relating to recruitment are delegated to the employment sub-committee, on which AG does not sit.
- Hazel McBride has now completed her 6 month probation period and her position confirmed. It was agreed that following the resignation of Tony Dorrington from the lead signatory role, Hazel will take over this role now that her probation is complete.

NDO’s Report

- MD training weekend with several instructors, but only 2 candidates.
- Dive Conference (not DO Conference) planned for November. An advert to go in magazine and website. To be held in Oban. Sam Paske and Gordon Young organising.

- River festival – Richmond Event Management. NDO has made contact and asked to send 14th-15th July. Every volunteer must have CRBS check.

Treasurer's Report

- Although not present, the Treasurer had previously circulated his report and the GC reviewed the information.

Secretary's Report

- Attended Sportscotland networking event to launch corporate plan. Changes in the investment process from Sportscotland impact on our planning process. Sportscotland have offered to facilitate a half day planning workshop.
- Alison Fish has resigned as Director of Communications and Webmaster. It was agreed that an advert be placed on the website for a Webmaster, and that the vacant Director post remain so for the immediate future until further decision is made.
- A reporting template was circulated during the previous month and GC members are requested to submit a written report for circulation in advance of the meeting.
- Invite to attend a marine stakeholder meeting at Historic Scotland to discuss the Marine Bill white paper.

Marketing Sub-Committee Report

- Douglas and Graeme have formed a marketing sub-committee. A paper was circulated in advance of the meeting and presented in more detail.
- Domain www.underwaterscotland.com to be registered.

AOCB

- Some changes may be required to the planned meeting dates.

Summary of Actions

Action	Actionee	Date Due
Letterbox to be fitted	AG	
GC to look at options for graduate support part funded		
Publish guidance on funding opportunities on SSAC website	HB/AG	AG
Combination lock waiting to be fitted.	KW	Ongoing
Marketing sub-committee		
Prepare sample membership cards and RC ID cards	JA	Ongoing
Review administration membership process	JA	Ongoing
H&S HQ	AM/JM	Ongoing
Consider arrangements for re-joining and late renewal	JA	Next meeting
NDC to review Sport Diver Training Schedule -	NDC	Ongoing
All Directors to provide backups of information held on personal computers.	All	Next meeting
Arrange date for planning workshop	AM	
Employment sub-committee to continue recruitment process	JM/AM/KM/JA	Ongoing
Advertise for webmaster	AM	Next meeting

Meeting Closed at 2200hrs.

Future meetings:

Wednesday 27th 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