

General Committee Meeting Minutes



Wednesday 11th July 2007 – 1930hrs - SSAC HQ

GC Members Present

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

Apologies

Jim Anderson (Treasurer)

Previous Minutes

The minutes of the previous GC meeting on 30th May 2007 were reviewed.

Proposed: Kevin Miller

Seconded: Douglas Foreman

Action and Update	Actionee	Date Due
Letterbox to be fitted – <i>thanks to Archie Gillies</i>	AG	Complete
GC to look at options for graduate support part funded	GC	Ongoing
Publish guidance on funding opportunities on SSAC website	HM/AG	Ongoing
Combination lock waiting to be fitted.	KW	Ongoing
Marketing sub-committee		Ongoing
Prepare sample membership cards and RC ID cards	JA	Ongoing
Review administration membership process	JA	Ongoing
H&S HQ – <i>Alison Pithie, our HR advisor has referred a local consultant. JM has called and awaiting an appointment. KM passed on that Tony Carter had asked why we were spending money on H&S. The Board noted that the current documentation does not comply and meet our requirements as a Company.</i>	AM/JM	Ongoing
Consider arrangements for re-joining and late renewal	JA	Ongoing
NDC to review Sport Diver Training Schedule -	NDC	Ongoing
All Directors to provide backups of information held on personal computers.	All	Ongoing (JM)
Arrange date for planning workshop	AM	Complete
Employment sub-committee to continue recruitment process	JM/AM/KM/JA	Ongoing
Advertise for webmaster – one note of interest so far.	AM	

Member Reports:

The GC meeting was kept very brief in order to progress to the Board Planning meeting.

Secretary's Report

- Declaration of Interests form – approved and to be circulated by AM.
- General Branch application - approved
- Letter received from Tony Dorrington to confirm he has handed over the role of Lead Signatory to Hazel McBride. AM to send letter of thanks to Tony for his effort over several years.

AOCB

- Child Protection Policy review – a draft model policy is available from Child Protection in Sport and should be formed into our new draft policy for consideration of the Board. CVA Officer to write draft, KM to assist.
- 2006 Accord for the protection of Children in Scottish Sport – this is something we should be considering subscribing to. CVA Officer to review and present to Board on the requirements of the Accord. Also invite Donna Martin from Child Protection in Sport to next meeting
- CVA Job Description
- CRBS have contacted HQ to advise that some individual Branches are performing Disclosure checks. Any new SSAC appointment requiring a Disclosure has been checked directly by SSAC. However, Branches must be performed via SSAC HQ. Meeting to be arranged with CRBS to investigate and inform Branches.

Summary of Actions

Action	Actionee	Date Due
Invite Donna Martin to next meeting.	AM	Next meeting
Review the 2006 Accord and present to the Board	CVA Officer	Next meeting
Draft of new SSAC Child Protection Policy	CVA Officer and KM	Next meeting.
CVA job description		Next meeting
GC to look at options for graduate support part funded	GC	Next meeting
Publish guidance on funding opportunities on SSAC website	HM/AG	Next meeting
Combination lock waiting to be fitted.	KW	Next meeting
Prepare sample membership cards and RC ID cards	JA	Next meeting
Review administration membership process	JA	Next meeting
H&S HQ	AM/JM	Next meeting
Consider arrangements for re-joining and late renewal	JA	Next meeting
NDC to review Sport Diver Training Schedule -	NDC	Ongoing
Provide backups of information held on personal computers.	JM	Next meeting
HQ Recruitment	JM/AM/KM/JA	Next meeting
Webmaster recruitment	AM/JM	Next meeting
Declaration of Interests form	All	Next meeting
CRBS meeting	HM/CVA Officer	Next meeting
Letter to Tony Dorrington	AM	Next meeting

Meeting Closed at 2200hrs.

Future meetings:

Wednesday 22nd August 2007

Wednesday 19th September 2007

Wednesday 17th October 2007

Wednesday 14th November 2007

Wednesday 12th December 2007