

General Committee Meeting Minutes



Wednesday 24th October 2007 – 1900hrs - SSAC HQ

GC Members Present

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

Apologies

Graeme Clark

Previous Minutes

The minutes of the previous GC meeting on 22nd August 2007 were reviewed. The meeting in September did not proceed as a GC/Board meeting, but a short meeting note was produced.

Proposed: Jim Anderson

Seconded: Archie Gillies

Action and Update	Actionee	Date Due
Draft of new SSAC Child Protection Policy – see below.	AM	
CVA job description – see below	AM	
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. – AG volunteered to fit this.		Ongoing
Prepare sample membership cards and RC ID cards <i>RC card has been prepared in sample form and submitted to NDC – awaiting approval</i>	JA	Ongoing
H&S HQ – <i>The policies prepared by our H&S consultant have been reviewed and adopted by the Board. The actions and recommendations have been implemented at a cost of £200 agreed by Board. A letter has been sent to our Landlord to request inspection of suspected asbestos.</i>	AM/JM	Complete
NDC to propose to Board a 3 year plan for the review and development of training.	NDC	Ongoing
Provide backups of information held on personal computer.	JM	Outstanding
HQ Recruitment – <i>An interview panel held interviews and appointed a Carolann Stewart. Carolann commenced on 15th October, but failed to return to work thereafter. Her employment has since been formally terminated.</i>	JM/AM/KM/JA	
Website– <i>work has commenced on a new website.</i>	AM/JM/JA	Ongoing
Declaration of Interests form –	All	Complete
CRBS meeting	HM/CVA Officer	Complete
Letter to RYA	JM	
Development Plan – see below	AM/JM	
Training and Coaching paper -	KM / AG	

We currently have a vacancy on the Board due to a Director resigning earlier in the year. JM introduced Dr Iain Graham, West Lothian Branch to the Board and invited him to join as a co-opted Director until the AGM. This was agreed by the Board.

Member Reports:

Chairman's Report

- Hazel has asked to change hours. This was agreed by the Board. Her new working hours shall be Monday, Wednesday, Friday 9am – 5pm.
- As a temporary measure, we have recruited a part time member of staff to provide a few hours of additional effort over the next 2 months.
- JM reported on Hazel's satisfactory performance and that she has now completed the required training to fulfil the role. The Board agreed a 2.5% cost of living increase plus a further 10% comprising 4% for completion of SAGE training and 6% for taking on the additional responsibility increase of CRBS. This was agreed by the Board and will be effective from 1st November.

- Scottish Sports Association (SSA) held a series of workshops as part of the consultation for the future of Sportscotland. Included in the SNP manifesto was a pledge to dissolve Sportscotland. JM attended to provide our input. The outcome of the consultation is expected in December. The purpose of the SSA workshop was to obtain the views and experience of governing bodies.
- JM and KM met with our Lawyer currently handling the FAI and updated and Board.

Treasurer's Report

- Due to an update of SAGE, a financial report is unavailable. The new SAGE system is now fully up to date back to 1st January 2007
- Income and expenditure are on target.

Secretary's Report

- AM will attend Sportscotland Partners meeting on 1st November.
- Nomination papers are being sent to all Members with the November / December magazine.
- The Board reviewed any requirements to propose changes to the byelaws. Our Medical Advisor supports the lowering of our age limit for aqualung training to 14 years (from 15) and the Board would like to propose this change to the Membership. AM to write to Dr Wilmot asking if he will formally support this proposal, retaining the existing depth limits and qualifications.

National Diving Officer's Report

- Dive Conference takes place on Saturday 3rd November in Oban.
- Regional Instructor Course took place in October, 8 candidates, held at the Watersports centre Cumbrae.

Development Plan

A draft of the development plan was circulated to the Board in advance of the meeting. A sub-group of the Board plan to meet next week to make further progress.

Child Protection

- A draft of the new Child Protection policy was circulated in September along with a briefing note. Meetings have taken place with CRBS and the Child Protection in Sport service to discuss our policy and changes to legislation.
- It is the view of the Board that all Branch Instructors must be appointed to Child Care roles upon completion of the award.
- Due to illness, our existing CVA officer has been unable to fulfil the role for some time and we are seeking to identify and appoint an enthusiastic individual to implement the new policy.
- In the meantime, AM will prepare the final draft of the new policy and circulate to the Board for approval. JM will create/update job descriptions for BI/RI/Examiner/ and an other childcare positions.
- BIs are awarded a qualification and then sent a letter of appointment to the role of BI within their own Branch. They are appointed by SSAC HQ to work under the direction

HQ Premises

- Our Landlord has advised that they are they are unable to offer us another 5 year lease following the end of the current lease in May 2007. However, they may be in a position to negotiate a 2 year extension. This is not a sufficient time period to consider making any capital investment in improvements in the property. The Board reviewed the options available and feel that we should seek to identify new premises and aim for relocation at the end of our existing lease. A letter has been issued to all Members to invite comments regarding the location or facilities required. The options available include:
 - Option 1 – relocate to a new office locally, perhaps within a business centre with access to share facilities such as meeting and conference rooms.
 - Option 2 – We are aware of another sports governing body, currently based in the city centre who are seeking to relocate.
 - Option 3 – The new national sports centre and Sportscotland HQ is to be built at Parkhead and is expected to include office space for governing bodies. We are awaiting further details from Sportscotland before considering this option.
- AG has already begun compiling information on Option 1, and AM will contact Business Gateway to ask about support options available.

AOCB

The printer at HQ is broken and out of warranty. We agreed to purchase a replacement at a cost of £35.

Summary of Actions

Action	Actionee	Date Due
Job descriptions for BI, RI, Examiner, BDO, CVA Officer	JM	Next meeting
Letter to Dr Wilmot	AM	Next meeting
Revised draft of new SSAC Child Protection Policy	AM	Next meeting
Contact existing CVA Officer re future development	JM	Next meeting
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..	AG	Next meeting
RC ID Cards	JA	Next meeting
Membership card upgrade	JM	Ongoing
Liaise with Landlord to assess asbestos and implement fire alarm test	AM	Ongoing
NDC to propose to Board a 3 year plan for the review and development of training.	NDC	Ongoing
Provide backups of information held on personal computer.	JM	Outstanding
Website	AM/JA	Ongoing
Letter to RYA	JM	
Development Plan	AM/JM/JA	
Training and Coaching paper -	KM / AG	

Meeting Closed at 2200hrs.

Future meetings:

Wednesday 14th November 2007

Wednesday 12th December 2007