

General Committee Meeting Minutes



Wednesday 21st November 2007 – 1900hrs - SSAC HQ

GC Members Present

Jack Morrison (Chairperson), Jim Anderson (Treasurer), Andrew Murray (Secretary), Archie Gillies, Iain Graham

Apologies

Kevin Miller (NDO), Graeme Clark, Charlie McGurk, Douglas Foreman

Previous Minutes

The minutes of the previous GC meeting on 24th October 2007 were reviewed.

Proposed: Archie Gillies

Seconded: Jim Anderson

Action and Update	Actionee	Date Due
Job descriptions for BI, RI, Examiner – <i>draft job descriptions have been circulated for comment. Additions to be made and approved via email.</i>	JM	Ongoing
Letter to Dr Wilmot re proposal to lower age to 14 - <i>Dr Wilmot has replied and is happy to second the proposal.</i>	AM	Complete
Revised draft of new SSAC Child Protection Policy	AM	Ongoing
Contact existing CVA Officer re future development	JM	Ongoing
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	Removed
RC ID Cards – <i>JA has completed a template after speaking with the support company. He will produce the cards for all current RCs</i>	JA	Ongoing
Membership card upgrade	JM	Ongoing
Liaise with Landlord to assess asbestos and implement fire alarm test – <i>letter sent and our Landlord has appointed a contractor to inspect asbestos, and has begun regular fire alarm testing.</i>	AM	Part complete 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	Ongoing
Website	AM/JA	Ongoing
Letter to RYA	JM	Ongoing
Development Plan – see below	AM/JM/JA	Ongoing
Training and Coaching paper – <i>Incorporated in plan</i>	KM / AG	

Sportscotland Update

- Sharon MacDonald, Partnership Manager joined the meeting and updated on the Scottish Government review of Sportscotland. A decision is expected in December. Jack Morrison attended a workshop, hosted by Scottish Sports Association on the future of Sportscotland.
- Sportscotland investment in SSAC for 2008 has been awarded at the same level as 2007 : £17,000.
- Sportscotland key aims related to Increasing membership and participation in sport.
- If we want longer term in-principal funding, our development plan needs to be costed for the same period.
- Sharon also discussed the options for future premises and advised the expressions of interest were invited for offices at the new National Indoor Sports Arena in Glasgow. This was discussed by the Board and agreed that we are provisionally interested and AM would speak to the contact at Sportscotland to register our interest. It is anticipated that the facility will be completed in 2010-11.
- Sharon also offered a workshop / training session following the AGM for the new Board.
- Chairman thanked Sharon for attending and for the continued investment and support we receive from Sportscotland.
- Finance Sub-committee will complete the investment application and prepare a budget for 2008.

Member Reports:

Chairman's Report

- Jack attended Irvine Branch 30th anniversary celebrations and congratulated them on their success.
- Recruitment is on hold until we have a clearer picture on the future location of HQ.

Editor's Report

- Discussion took place on the option for fulfilment of magazine, i.e. the addressing, and posting of the magazine and an outline costing was circulated in email.
- Jack was requested to obtain a formal quote and T&Cs and circulate for approval.
- Jack will also obtain a quote for a change in the print run of the magazine, incorporating a wider distribution of 500 copies to non-members.

Treasurer's Report

- JA presented the latest accounts and budget update. We are currently on budget, with a significant surplus.

Secretary's Report

- AM reminded the GC that the closing date for nominations was Friday 30th November.
- Charles McGurk has now resigned as a Director of SSAC owing to relocation overseas. The Board wish him well in his new career and thanked him for his contribution to SSAC.
- Following implementation of fulfilment of the magazine, renewals will not be included in the magazine. The options for a replacement scheme were discussed, and must be decided by our January meeting. Consideration to be given by the GC on the options.

Development Plan

- The draft development plan was previously circulated to the Board and received support from all. The draft was also circulated to Members via the website and to some Branches for which we held an email address, due to the limitations of time. The sub-committee are tasked with finalising the plan, including costs for 3 years and presenting it to the Board for final approval in December. The plan is also required by Sportscotland by the end of 2007.

HQ Premises

- Extensive discussion took place regarding the future of HQ. Our current lease expires in May and a number of options are available to us. A recent letter to all Members resulted in a number of valuable comments being received with those Members indicating Glasgow or central Scotland as the preferred areas. JM is tasked with preparing a schedule of accommodation, specifying our requirements and we can then progress with the options. AM is tasked with registering our interest in the new National Indoor Sports Arena.

AOCB

- Brief discussion took place on the arrangements for membership renewals and IG was tasked with reviewing these arrangements and presenting to the Board.
- It was agreed to hold a brief meeting at 1830hrs on Wed 12th December, followed by a social evening. Invites to be sent to Board, NDC, Staff and Regional Coaches and to include Partners.
- The AGM date was set for Sunday 12th March 2008, location to be decided.

Summary of Actions

Action	Actionee	Date Due
Schedule of Accommodation and requirements	JM	Next meeting
Rejoining arrangements	IG	January meeting
Job descriptions for BI, RI, Examiner	JM	Next meeting
Submit Proposal to lower age to 14	KM/AM	30 th Nov
Revised draft of new SSAC Child Protection Policy	AM	
Contact existing CVA Officer re future development	JM	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	
RC ID Cards	JA	Next meeting

Membership card upgrade	JM	Ongoing
Asbestos survey	AM	
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	Ongoing
Website	AM/JA	Ongoing
Letter to RYA	JM	Ongoing
Development Plan, including costs	AM/JM/JA	Ongoing

Meeting Closed at 2200hrs.

Future meetings:

Wednesday 12th December 2007

Wednesday 16th January 2008

Wednesday 13th February 2008

Wednesday 12th March 2008

AGM Sunday 16th March 2008