

General Committee Meeting Minutes



Wednesday 12th December– 1830hrs - SSAC HQ

GC Members Present

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

Apologies

Kevin Miller (NDO)

Previous Minutes

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

Proposed: Iain Graham

Seconded: Archie Gillies

Action and Update	Actionee	Status
Schedule of Accommodation and requirements – <i>JA circulated this in advance of the meeting, and was approved by the GC.</i>	JM	Complete
Rejoining arrangements	IG	Due January Meeting
Job descriptions for BI, RI, Examiner – <i>draft descriptions complete, and awaiting confirmation of child protection queries with external advisors.</i>	JM/AM	Ongoing
Submit Proposal to lower age to 14	KM/AM	Complete
Revised draft of new SSAC Child Protection Policy – <i>meeting scheduled with Child Protection in Sport Service to finalise policy</i>	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
RC ID Cards – <i>cards completed and letter prepared to send to all RCs. A notice will also feature in Scottish Diver.</i>	JA	Complete
Membership card upgrade	JM	Ongoing
Asbestos survey – <i>awaiting report from our Landlords</i>	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	Ongoing
Website – <i>Progress being made on new website with planned launch early in 2008.</i>	AM/JA	Ongoing
Letter to RYA – <i>Letter prepared</i>	JM	Complete
Development Plan, including costs – see below	AM/JM/JA	Complete

Member Reports:

Chairman's Report

- We have been invited to advertise in 'sporting scotland', a supplement from the Scotsman newspaper, which will feature diving in the editorial. This was agreed, with a maximum advertising budget of £300. JM/JA to prepare advert.
- The Fatal Accident Inquiry at Oban has now completed and a report is expected within 3 months.

Treasurer's Report

- Membership figures were reviewed, showing a slight decline this month.
- Problems with the new accounting system
- Sportscotland have paid the second instalment of our grant (£7,000) into a bank account registered to SSAC at the Kirkintilloch Road, Bishopsbriggs branch of Bank of Scotland on 2 or 12th February 2007. However, no-one on the Board is aware of such an account existing. We have obtained the sort code and account number.
- Sportscotland recognise the error on their part as the first instalment in January 2007 was paid correctly into our Clydesdale Bank Account.
- JA to write to Bank of Scotland to investigate further

- JA has contacted Divemaster Insurance directly for a renewal quotation.

Secretary's Report

- The following nominations have been received:
Board:

Chairperson	Andrew Murray (Strathclyde University)
Treasurer	Jim Anderson (West Lothian)
Ordinary Board Members	Iain Graham (West Lothian)
	Jack Morrison (Clydebank)

 National Diving Council:

	Graeme Forsyth (Johnstone)
	Marion Brown (Forth Valley)
	Gordon Young (West Lothian)
	Kevin Watson (Pentland)
	Sam Paske (Bo'ness)
- Two proposals for the AGM have been received, one relating to the minimum age, and one relating to membership fees.
- A further resolution was received from a Branch for a change to the training schedule (relating to buddy breathing). However, as this is a proposal to change the training schedule and not to change the byelaws, it does not fall within the requirements of the byelaws. The normal route for changes to the training schedule is for the National Diving Council to prepare the proposal, based on evidence and research and present to the Board and subsequently the AGM. AM will prepare a letter to send to the Branch.
- An application for SSAC Direct (previously known as General Branch) was approved.

Development Plan

- The final draft of the development plan was circulated prior to the meeting and with no further changes it was approved by the Board.
- The plan has been submitted to SportsScotland along with our investment application and governing body profile.
- An article is to be printed in Mar/Apr issue of Scottish Diver, and the plan launched online.

AOCB

- Discussion took place regarding the recent generous offer from Suunto regarding a new award. AM to prepare the award details for consideration at next meeting and invite Suunto General Manager to participate in awards committee.

Summary of Actions

Action	Actionee	Date Due
Explore options for office accommodation at the National Indoor Sports Arena	AM	Ongoing
Identify possible office accommodation locally	AG	Ongoing
Article on Development Plan for magazine / web	AM / JM	End Jan 08
Rejoining arrangements	IG	January meeting
Job descriptions for BI, RI, Examiner	AM	January meeting
Revised draft of new SSAC Child Protection Policy	AM	
Contact existing CVA Officer re future development	JM	
GC to look at options for graduate support part funded	GC	
Publish guidance on funding opportunities on SSAC website	HM/AG	
Membership card upgrade	JA	
Asbestos survey	AM	
NDC to propose to Board a 3 year plan for the review and development of training.	NDC	
Provide backups of information held on personal computer.	JM	
Website	AM/JA	
Sporting Scotland supplement advert	JM	23 rd December
Contact Bank of Scotland re account	JA	Next meeting
Insurance quotation	JA	Next meeting
Prepare AGM paperwork	AM	Next meeting
Obtain a quote for a change in the print run of the magazine, incorporating a wider distribution of 500 copies to non-members	JM	Next meeting

Meeting Closed at 1930hrs for the Christmas gathering.

Future meetings:

Wednesday 16th January 2008

Wednesday 13th February 2008

Wednesday 12th March 2008

AGM Sunday 16th March 2008