

General Committee Meeting Minutes



Wednesday 16th January 2008 – 1900hrs - SSAC HQ

GC Members Present

Jack Morrison (Chairperson), Jim Anderson (Treasurer), Andrew Murray (Secretary), Archie Gillies, Iain Graham, Kevin Miller (NDO), Douglas Forman.

Apologies

Graeme Clark

Previous Minutes

The minutes of the previous GC meeting on 12th December 2007 were reviewed.

Proposed: Archie Gillies

Seconded: Iain Graham

Action and Update	Actionee	Status
Explore options for office accommodation at the National Indoor Sports Arena – <i>see below</i>	AM	Ongoing
Identify possible office accommodation locally – <i>see below</i>	AG	Ongoing
Article on Development Plan for magazine / web - next week	AM / JM	Ongoing
Rejoining arrangements – awaiting insurance renewal to	IG	Ongoing
Job descriptions for BI, RI, Examiner – <i>complete and online</i>	AM	Complete
Revised draft of new SSAC Child Protection Policy – <i>see below</i>	AM	Complete
GC to look at options for graduate support part funded – <i>deferred.</i>	GC	Remove
Publish guidance on funding opportunities on SSAC website	HM/AG	On hold
Membership card upgrade	JA	Ongoing
Asbestos survey – <i>Awaiting report from 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	Complete
New Website	AM/JA	Ongoing
Sporting Scotland supplement advert – <i>quarter page advert and editorial included.</i>	JM	Complete
Contact Bank of Scotland re account – <i>see below</i>	JA	Ongoing
Insurance quotation – <i>see below</i>	JA	Ongoing
Prepare AGM paperwork – Draft complete	AM	Complete
Obtain a quote for a change in the print run of the magazine, incorporating a wider distribution of 500 copies to non-members. – <i>awaiting full details.</i>	JM	Ongoing

Member Reports:

Chairman's Report

- Recruitment – Our part time temp staff has now moved on. The various options for gaining additional staffing were discussed, including the impact of a relocation. It was agreed that we should contact a local recruitment agency to hire a temp to cover the immediate requirement and support Hazel. JM instructed to contact agency and make arrangements It was also agreed that we shall re-commence the recruitment process by advertising for the additional part time post. Paid advertising in the press was also approved.
- Communication from Solicitor following FAI with draft recommendations. JM, KM and AM have reviewed and drafted a reply, to be circulated to the Board for approval along with original document. Meeting arranged with Solicitor.

National Diving Officer Report

- No meeting in December.
- The review of training schedule has commenced with various sub-groups being established and allocated appropriate sections of the training.
- Aim to complete the review of training schedule by end of year.
- JA asked KM to write a programme for the training schedule review, and how it will be implemented.

- Diving Conference figures being finalised, but achieved within budget agreed by Board.
- A draft programme of training events was circulated.
- JA suggested budget for training schedule: broken into three phases: Design – (consultation, formulation), Construct – (materials etc), Implement.
- JM congratulated the NDC, particularly Sam Paske for the organisation of a successful event.

Treasurer's Report

- Membership figures were circulated and reviewed.
- Agreed to omit Branches with zero members.
- SportsScotland expert resource Accountant is visiting on 30th January to assist.
- Investment account £43,613.43. Current account £13,981.45.
- Insurance – As instructed at previous Board meeting, JM has terminated our arrangement with Kelvin Smith Insurance Brokers and requested a quotation from Divemaster. Our existing policy has been extended by one month whilst Divemaster Insurance prepare a new quotation.
- Letter has been sent to Bank of Scotland on 17th January regarding the account we have recently been made aware of. No response received. JM to chase and AG to hand deliver another copy of letter to Branch.

Secretary's Report

- SSAC Direct application approved.
- Work has commenced on a new membership database which will include email renewal notification and automatic emailing of Branch Lists.
- Attended a Scottish Government consultation on the Protection of Vulnerable Groups legislation.
- Meeting with Child Protection in Sport service
- Invite to participate in a consultation with Historic Scotland and Nautical Archaeology Society on benchmarking. AM to attend on 24th January.
- AGM paperwork finalised and quotes will be prepared for printing. Deadline for members receiving is 23rd Feb.
- Complaint about a Branch. – send letter to Regional Coach and Branch Secretary to investigate and reply.
- Consultation from Scottish Government on Bathing water

Editors Report

- Balance of income from magazine outstanding, with a payment received for ~£1700. This was discussed and the current invoices will be placed on hold until we receive the outstanding balance. In the longer term, we should aim to reduce the payment from magazine income to 2 issues.

Child Protection

- The new policy was circulated prior to the meeting for consideration and was approved by the Board.
- It was agreed to establish a Child Protection Panel, consisting of the NDO, Chairman and Lead CP Officer. The role of the CP Panel is to consider any
- The new policy separates the appointment of Members to childcare roles from the qualifications.
- A letter to be sent to the Jan Crawford, previous Lead CP Officer thanking her for involvement and concluding her position. AM will continue as Acting Lead CP Officer until a replacement is found. An individual has been identified, and will be approached.

Relocation

- Further options for relocation were discussed including details of local business centres with suitable space.
- JM will also contact out current landlord to check if an extension is still available
- AM has contacted SportsScotland regarding space at the new National Indoor Arena in Glasgow and awaiting a response from Culture and Leisure Glasgow. However, the recent SportsScotland announcement regarding relocation to Glasgow will have resulted in a change to the design.

AOCB

- Details of the new Suunto Diver Award were circulated prior to the meeting and approved.

Summary of Actions

Action	Actionee	Date Due
Regularly update information onto HQ computer	All	Ongoing
Identify possible office accommodation locally	AG	Ongoing
Article on Development Plan for magazine / web	AM / JM	Ongoing
Rejoining arrangements – awaiting insurance renewal to	IG	Ongoing
Membership card upgrade	JA	Ongoing
Asbestos survey	AM	Ongoing
NDC to propose to Board a 3 year plan for the review and development of training. -	NDC	Ongoing
New Website	AM/JA	Ongoing
Contact Bank of Scotland re account	JA	Ongoing
Insurance quotation –	JA	Ongoing
Obtain a quote for a change in the print run of the magazine, incorporating a wider distribution of 500 copies to non-members.	JM	Ongoing
Recruit temp to assist at HQ. Commence recruitment process for part time Administrator	JM	
Meeting with Solicitor	JM/KM	Next meeting
Write a programme and budget for training schedule review	KM	Next meeting
Finalise dates for NDC events in 2008	KM	Next meeting
Remove Branches with zero membership from membership reports and website	JM/AM	Next meeting
Bank of Scotland account issue	JM	Next meeting
Roll out of new Child Protection Policy	AM	Ongoing
Attend consultation meeting with NAS	AM	24 th January
AGM paperwork	AM/JM	Next meeting
Magazine income	JM	Next meeting
Contact Landlords regarding extension of lease	JM	Next meeting

Meeting Closed at

Future meetings:

Wednesday 13th February 2008

Wednesday 12th March 2008

AGM Sunday 16th March 2008