

General Committee Meeting Minutes



Wednesday 13th February 2008 – 1900hrs - SSAC HQ

GC Members Present

Jack Morrison (Chairperson), Jim Anderson (Treasurer), Archie Gillies, Douglas Forman.

Apologies

Andrew Murray, Iain Graham, Kevin Miller (NDO),

Previous Minutes

The minutes of the previous GC meeting on 16th January 2008 were reviewed.

Proposed: Douglas Forman

Seconded: Archie Gillies

Action and Update	Actionee	Status
Regularly update information onto HQ computer	All	ongoing
Identify possible office accommodation locally	AG	N/A
Article on Development Plan for magazine / web	AM / JM	Complete
Rejoining arrangements – awaiting insurance renewal	IG	ongoing
Membership card upgrade	JA	ongoing
Asbestos survey, carried out low risk landlord advised to paint with UPVC or enclose they plan to do both.	AM	Complete 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	complete
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	complete
Meeting with Solicitor,	JM/KM	complete
Write a programme and budget for training schedule review	KM	ongoing
Finalise dates for NDC events in 2008	KM	ongoing
Remove Branches with zero membership from membership reports and website	JM/AM	ongoing
Roll out of new Child Protection Policy	AM	complete
Attend consultation meeting with NAS	AM	complete
AGM paperwork	AM/JM	complete
Magazine income	JM	complete
Contact Landlords regarding extension of lease	JM	Next meeting

Member Reports:

Chairman's Report

- Followed up letter to RYA with phone call to RYA who faxed action plan issued to the then SSAC principal Tony Carter after an inspection. Letters were sent from RYA and since there was no answer they suspended SSAC licence. Will now write to TC asking for explanation of why he failed to answer RYA letters.
- Job advert placed in paper and on S1jobs interviews March 12th. Temp hired through agency working Wed and Friday 10.00am-4.00pm at £10.25 per hour.
- Kevin and I met with Bill Spiers and provided input to his proposed recommendations in line with Board discussion.

Treasurer's Report

- Treasurer presented his reports, budgets for coming year discussed, the renewal quotation for third party liability insurance had been received. Initially it was £30,000 however Divemaster negotiated this down to £22,500 plus tax. This had already been circulated and accepted by the Board by email and given this was a major increase the board agreed to propose a £2.00 per capita increase in

subscription this year rather than a percentage increase as this insurance covered all members. The remainder will be funded from reserves.

- Through diligent detective work the Treasurer has traced the missing grant from last year and will get in touch with the SSAC branch whose account it was mistakenly paid into, he will contact them to arrange repayment.

Editors Report

- Freetime have paid the outstanding rebates.
- There was a disappointing number of entries for the Walt and Jean Deas photo competition but Walt thought they were of a high quality results will be announced and shown at the AGM.
- The Editor proposed some ideas for new features for the magazine which he hopes to introduce over the coming months.
- As reported at the last meeting there will be no saving for reduced print run, still to receive quotation for fulfilment from County Press.

Relocation

- Chairman contacted Anne Smillie, Badminton Scotland (BS) and BS are happy if we can come to some agreement over premises. What they need is a meeting room and storage space. After some discussion a plan to divide the room and put in a separate door to allow access, it was agreed the Chairman would take this proposal to Anne for further development based on shared costs etc.

AOCB

- There being no other business the meeting closed at 9.00PM.

Summary of Actions

Action	Actionee	Date Due
Regularly update information onto HQ computer	All	
Rejoining arrangements – awaiting insurance renewal	IG	
Membership card upgrade	JA	
Actions from Asbestos survey.	AM / Landlord	
NDC to propose to Board a 3 year plan for the review and development of training. -	NDC	
New Website	AM/JA	
Contact Bank of Scotland re account	JA	
Obtain a quote for fulfilment of the magazine, incorporating a wider distribution of 500 copies to non-members.	JM	
Write a programme and budget for training schedule review	KM	
Finalise dates for NDC events in 2008	KM	
Remove Branches with zero membership from membership reports and website	JM/AM	
Contact Landlords regarding extension of lease	JM	
Retrieve missing sportscotland funds	JA	
Refurbishment discussions with landlord	JM	
Recruitment	JM/AM	

Meeting Closed at

Future meetings:

Wednesday 12th March 2008

AGM Sunday 16th March 2008