

# General Committee Meeting Minutes



Wednesday 12<sup>th</sup> March 2008 – 1900hrs - SSAC HQ

## ***GC Members Present***

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

## ***Apologies***

Archie Gillies

## ***Previous Minutes***

The minutes of the previous GC meeting on 13<sup>th</sup> February 2008 were reviewed.

Proposed: Douglas Forman

Seconded: Jim Anderson

<b>Action and Update</b>	<b>Actionee</b>	<b>Status</b>
Regularly update information onto HQ computer	All	Ongoing
Rejoining arrangements – see insurance note below.	IG	Ongoing
Membership card upgrade	JA	Ongoing
Actions from Asbestos survey.	JM / Landlord	Ongoing
NDC to propose to Board a 3 year plan for the review and development of training. -	NDC	Ongoing
New Website	AM/JA	Ongoing
Pursue outstanding funds at Bank of Scotland – see Treasurer's Report	JA	Ongoing
Obtain a quote for fulfilment of the magazine,	JM	Next meeting
Write a programme and budget for training schedule review	KM	Ongoing
Finalise dates for NDC events in 2008 – see NDO report.	KM	Complete
Remove Branches with zero membership from membership reports and website	JM/AM	Complete
Contact Landlords regarding extension of lease	JM	Complete
Retrieve missing sportscotland funds	JA	Ongoing
Refurbishment discussions with landlord	JM	
Recruitment	JM/AM	See below

## ***Member Reports:***

Discussed record keeping

## ***Chairman's Report***

- Premises – JM updated on the positive discussions with Landlord re refurbishments. Landlord has requested a proposal, drawings and estimate costings.
- Copy of submission to Sherrif received from Solicitors and discussed by the Board. DF to draft a letter to respond to Solicitor.

## ***National Diving Officer's Report***

- Training schedule review well underway, aiming for completion in November.
- Training weekend took place last weekend at Tearooms, Loch Fyne. Lack of Instructors.
- Correspondence received requesting clarification of the role of the NDC. The Board responded that the National Diving Council consists of 6 elected Members, and Ex-Officio Members which includes Regional Coaches and Examiners. The role of the NDC is to make recommendations to the Board. Any recommendations from the NDC will be made by consensus of the elected NDC members and proposed to the Board by the NDO, following discussion and input from all Members (including ex-officio Members). The Board lead on the strategy and development of SSAC whilst the NDC provide the expert knowledge on diving and training matters.
- A further query was raised as to why no proposal was made at the AGM for changes to Buddy Breathing. The view of the Board last spring was that rather than taking a 'piecemeal' approach to training updates, it would task the NDC with a wider review of the training schedule, which is now well underway. When complete, the recommendations from this review will be presented to the Board.

- This review is obviously not prepared in time for the 2008 AGM. A proposal relating to buddy breathing was made directly by a Member, the letter to Members in October invited proposals for changes to the Bye-laws, not proposals for changes of the training schedule. Changes to the Training Schedule must also be made to the AGM, as indicated in byelaw 7.4.2 and the normal route for this to happen is for the National Diving Council to prepare the proposal, based on evidence and research.
- Request for sale or loan of training radios. Agreed in principle
- Dates for events agreed.

### Treasurer's Report

- Treasurer presented his draft budget for 2008, not including an increase in membership fees. The Board approved the draft budget.
- £7,000 missing payment from **sportscotland** in 2007. Investigations have revealed the account belongs to Eastwood Branch. JA has requested the return of the funds and will send Eastwood a copy of the letter from **sportscotland** advising of their error and requesting their cooperation to return the funds.
- £17,000 investment received in January from **sportscotland**, completing our 2008 grant.
- VAT bills for legal fees were paid, with the intention of reclaiming the VAT (i.e. with no overall cost to SSAC). However, we have been unable to recover the VAT in the same financial year and further correspondence is taking place with Solicitors and Financial Advisor to recover payment.
- Draft accounts received from our Accountants. JA has some queries and will raise with them tomorrow.

### Secretary's Report

- Recruitment – AM reported on the recent recruitment process, resulting in 28 completed applications. Interviews were held on 12<sup>th</sup> March with 6 candidates invited to interview. A verbal offer has now been made to the most suitable candidate and references and formal offer will follow. It is envisaged that the new member of staff will have temporary working days for the first week to receive training from Hazel.
- New Child Protection Officer – Marion Brown was appointed by the Board as Lead Child Protection Officer. Marion has already attended 2 training courses for this role, and a further course on 'Supporting Sports Clubs in Child Protection' is booked for May.
- Consultations have been received on Marine Spatial Plan for Shetland and the Scottish Historic Environment Policy. Shetland Branch to be invited to contribute.
- Database project – the new database is taking shape with initial testing taking place.
- AM and KM reported on a meeting with BSAC, PADI, SAA at the recent dive show in London.
- The membership form will soon require revision.

### AGM Preparation

- The Board reviewed the AGM presentation.

### AOCB

- The Board appointed IG as Director with lead responsibility for Insurance. The insurance section of webpage to be updated with contact details and all insurance queries directed to IG. Job description for insurance to be created.
- A vote of thanks was made by Members of the Board to the outgoing Chairman, Jack Morrison.

### Summary of Actions

Action	Actionee	Date Due
AGM report from magazine to include details of directors and NDC.	JM	May/June issue
Contact Tony Carter re RYA queries.	Chairman	Next Meeting
Draft response to Solicitor in response to submission.	DF	ASAP
Regularly update information onto HQ computer	All	Ongoing
Rejoining arrangements	IG	
Membership card upgrade	JA	
Actions from Asbestos survey.	JM / Landlord	
NDC to propose to Board a 3 year plan for the review and development of training. -	NDC	
New Website	AM/JA	

Pursue outstanding funds at Bank of Scotland – see Treasurer's Report	JA	
Obtain a quote for fulfilment of the magazine,	JM	Next meeting
Write a programme and budget for training schedule review	KM	
Retrieve missing sportscotland funds	JA	
Refurbishment discussions with landlord	JM	
Recruitment	JM/AM	
Sale of training radios	KM	
VAT reclaim for Legal Fees	JA	
Database project	AM	

Meeting Closed at 10pm.