

Board Meeting Minutes



Wednesday 23rd April 2008 – 1900hrs - SSAC HQ

GC Members Present

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

Apologies

Iain Graham

Previous Minutes

The minutes of the previous GC meeting on 12th March 2008 were reviewed.

Proposed: Douglas Forman

Seconded: Jack Morrison

Action and Update	Actionee	Status
AGM report from magazine to include details of directors and NDC. – <i>article complete and included in May/June issue.</i>	JM	Complete
Contact Tony Carter re RYA queries. – <i>letter drafted</i>	Chairman	Ongoing
Draft response to Solicitor in response to submission. – <i>letter drafted and discussed further. JM to add and circulate.</i>	DF	Ongoing
Regularly update information onto HQ computer	All	Ongoing
Rejoining arrangements	IG	Ongoing
Membership card upgrade	JA	Ongoing
Actions from Asbestos survey. – <i>Landlord has now made necessary changes.</i>	JM / Landlord	Complete
NDC to propose to Board a 3 year plan for the review and development of training. -	NDC	Ongoing
New Website	AM/JA	Ongoing
Obtain a quote for fulfilment of the magazine, - <i>2 quotes received, awaiting a third.</i>	JM	Next meeting
Write a programme and budget for training schedule review	KM	Ongoing
Retrieve missing sportscotland funds – <i>sportscotland have received correspondence from Eastwood Branch to confirm they have the funds and will return them to sportscotland, to pass onto SSAC.</i>	JA	Ongoing
Refurbishment discussions with landlord – <i>architects drawings and estimates for the refurbishment of HQ to spit the large space into office and storage for SSAC and allowing for a large meeting room for our Landlord, with SSAC access were prepared and submitted to BadmintonScotland. However, their Board have since decided that they will infact require the full space and are unable to offer an alternative compromise for the space. However, we have been offered a one year extension to our current lease (until May 2009), allowing time for alternative premises to be sought.</i>	JM	Complete
Recruitment – <i>Sharon MacKenzie joined on 31st March and has received staff induction. Thank you to all involved in the recruitment process and to sportscotland for their support.</i>	AM	Complete
Sale of training radios – <i>The radios were offered to interested party, but has since changed his mind.</i>	KM	Complete
VAT reclaims – <i>letter now sent by our financial advisor to solicitors to confirm our VAT status.</i>	JM	Ongoing
Database project – <i>New database in final testing. Migration of data due for 3/4th May, with staff training taking place on 5th May.</i>	AM	5 th May

Equity Training

Prior to the meeting, Sharon MacDonald our partnership manager from **sportscotland** attended to deliver an introduction to equity and the equity standard. (www.equalitystandard.org). The equity standard, launched in 2004 is being applied across all sports, and it will be a requirement of our funding from 2011 that we achieve the initial level (foundation) of the equity standard.

Member Reports:

Chairman's Report

- As this was his first meeting as Chairman, AM took the opportunity to thank JM as previous Chairman for all his work during his 2 years in post.
- The Board appoint JM to the post of Magazine Editor for 2 years, in addition to his position on the Board.
- The AGM went well, and a report is featured in the next magazine. The proposal for lowering the age for training to 14 was successfully adopted and the byelaws have been updated online and in our records.

National Diving Officer's Report

- NDC continuing to work through Training Schedule review.
- Current discussions are taking place on a new Branch Diver Award and Sport Diver level.
- Master Diver training event had a disappointing turnout. One Branch arrived at 11am after which time the group of RIs and Examiners had left. KM suggested future master diver events will be organised at request of Branch only and suggested to the Branch who turned up to liaise with their RC to arrange training.
- Regional Instructor candidates – 2 of the 8 on course in October are nearing completion.
- Branch Instructor and First aid course dates are now available.
- ITDA have appointed a new instructor to deliver the Nitrox course for us.

Treasurer's Report

- Membership figures issued – membership down.
- Income and expenditure are both behind budget.
- **sportscotland** are obtaining the return of the £7,000 paid in error to Eastwood Branch.
- Gill Roberts has drafted a letter for solicitors regarding the VAT issue. £~7,900 of VAT, awaiting response.
- Gill has offered support for our next VAT return (3 months), and thereafter suggests engaging with an accountant or other financial expertise to support the quarterly VAT return.

Director Posts

- The Term of Directors listed was incorrectly in previous minutes, and was therefore clarified as follows:

Chairperson	Andrew Murray	2008-2011
Treasurer	Jim Anderson	2008-2011
National Diving Officer	Kevin Miller	2007-2010
Director	Archie Gillies	2007-2010
Director	Douglas Forman	2007-2009
Director	Iain Graham	2008-2009
Director	Jack Morrison	2008 -2010
- This leaves 3 posts vacant; namely the post of Secretary and 2 Directors. Since AM is now the Chairman, he can no longer hold the post of Secretary. In the meantime, he will continue as Company Secretary, as required by our M&As/Companies Act.
- It was agreed that we should advertise for suitable volunteers for the 3 vacant posts.

Buddy Breathing

- A paper from the NDC on buddy breathing was circulated in advance of the meeting and robust discussion took place regarding how best to implement the proposal.
- The Board recognised and thanked the NDC for their work in preparing the paper and unanimously supported the removal of buddy breathing ascents from sport and master diver training, and the introduction of the mandatory carrying of an alternative air source.
- The Board now asks the NDC for the detail on how this change will be communicated and implemented to Members through the Branches in a suitable timescale to allow effective implementation.

Annual Plan

Due to timing, this area has been carried over to a future meeting

Summary of Actions

Action	Actionee	Date Due
Paper on figures for variations in membership categories etc	JM	June Meeting
Lease extension with landlord	AM	June
Advertise for volunteers for 3 Board positions	AM	May meeting
Contact Tony Carter re RYA queries. – <i>letter drafted</i>	Chairman	Ongoing
Draft response to Solicitor in response to submission.	JM	ASAP
Regularly update information onto HQ computer	All	Ongoing
Rejoining arrangements	IG	June Meeting
Membership card upgrade	JA	June Meeting
NDC to propose to Board a 3 year plan for the review and development of training. -	NDC	Ongoing
New Website	AM/JA	Ongoing
Obtain a quote for fulfilment of the magazine,	JM	Next meeting
Write a programme and budget for training schedule review	KM	Ongoing
Retrieve missing sportscotland funds	JA	Ongoing
VAT reclaims	JM	Ongoing
Database project	AM	5 th May
Proposal on implementation communication for changes to buddy breathing ascent training	NDC	ASAP

Meeting Closed at 10.15pm.