

# Board Meeting Minutes



Wednesday 4<sup>th</sup> June 2008 – 1900hrs - SSAC HQ

## Board Members Present

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

## Apologies

Douglas Forman

## Previous Minutes

The minutes of the previous Board meeting on 23<sup>rd</sup> April 2008 were reviewed.

Proposed: Jack Morrison

Seconded: Jim Anderson

The minutes of a joint meeting between the Board and NDC on 6<sup>th</sup> May were also noted having been approved at the NDC meeting on 3<sup>rd</sup> June.

| Action and Update   | Actionee | Status                |
|---|----------|-----------------------|
| Paper on figures for variations in membership categories etc  | JA       | Next meeting          |
| Lease extension with landlord – <i>Our lease is confirmed until May 2009 and we have received a formal notice to quit from landlord.</i>  | AM       | Complete              |
| Advertise for volunteers for 3 Board positions – <i>see below</i>   | AM       | Complete              |
| Contact Tony Carter re RYA queries. – <i>letter sent to TC to ask explanation of the situation which led to our suspension. Chairman has also discussed with TC and noted the 'lessons learned'. It was suggested that the NDC consider options for delivering the Combined Diving Agencies boat handling course.</i>   | Chairman | Complete – new action |
| Draft response to Solicitor in response to submission. – <i>Letter previously drafted and approved by Board</i>   | JM       | Complete              |
| Regularly update information onto HQ computer   | All      | Ongoing               |
| Rejoining arrangements - <i>IG has spoken with our insurers, who are able to confirm liability insurance continues for a 28 day period following membership renewal date. IG to prepare proposal on membership rejoining arrangements for next meeting.</i>   | IG       | Complete. New action  |
| Membership card upgrade – <i>JA has investigated, and aims to have membership cards with photo and all personal information on one side, with a generic reverse containing photo and qualification title. Current card printer is only able to print colour on one side. JA to continue with this action.</i>   | JA       | Ongoing               |
| NDC to propose to Board a 3 year plan for the review and development of training. - <i>This action was clarified and a written action to be submitted to the next NDC meeting. The Board seek a proposal from the NDC on their approach to the training review; to include how the review will be undertaken, how any changes will be implemented, what new training materials will be required, training of instructors, costs. I.e. the full package with timescales. The final decision on changes to training and diving are presented at an AGM, but the Board are anxious to move this forward.</i> | NDC      | Ongoing               |
| New Website – <i>a new hosting package has been established with 'One and One' and final details are being made to the new website before going live.</i>   | AM/JA    | End of June           |
| Obtain a quote for fulfilment of the magazine – <i>provisional quotes obtained, but July / August issue of SD to be sent using existing process.</i>  | JM       | Ongoing               |
| Write a programme and budget for training schedule review – <i>see above</i>  | KM       | Superseded            |
| Retrieve missing sportscotland funds - £7,000 – <i>sportscotland have now made payment after retrieving the funds from Eastwood Sub Aqua Club</i>   | JA       | Complete              |
| VAT reclaims – <i>further correspondence with solicitors to confirm our VAT registration.</i>   | JA       | Ongoing               |
| Database project – <i>new membership database is now in place. Over</i>   | AM       | Complete              |

|  |            |                 |
|--|------------|-----------------|
| <p>700 members have validated their email address. New features include automatic membership renewals, branch lists, overdue reminders, and a wide variety of reports. A copy of the database user manual will be circulated to the Board for information. The Board wished to record thanks to the team who developed the database.</p> |            |                 |
| <p>Proposal on implementation communication for changes to buddy breathing ascent training – <i>this action was completed and discussed at the joint Board / NDC meeting on 6<sup>th</sup> May.</i></p>  | <p>NDC</p> | <p>Complete</p> |

## **Member Reports:**

### **Chairman's Report**

- The resignation of Kevin Miller shortly after the April meeting was noted. Chairman has written to Kevin to thank him for his involvement.
- A joint meeting of the Board and NDC took place on 6<sup>th</sup> May to bring all members up to speed with the Byelaws, finalise the buddy breathing changes and confirm the process for identifying new Directors.
- In light of the new database, discussion took place regarding the sharing of members information. It was agreed that Branch Secretaries and BDOs should receive full Branch lists in order to perform their roles. Included in the RC role description is to monitor the training and diving standards and verify training records. RCs to be asked what information they feel they require to fulfil the duties of the role and report back.
- Buddy breathing changes were communicated to all Branch Secretaries, BDOs and all Instructors. It will also be included in the July / August issue of Scottish Diver.
- AM has been invited to a **sportscotland** briefing and dinner on 17<sup>th</sup> June to update governing bodies and introduce Louise Martin as the new Chair.
- One SSAC Direct application discussed and approved.
- Since the previous meeting we have responded to the following consultations: Lamlash no take zone, Glasgow 2014 legacy, Historic Scotland Marine Historic Environment and Shetland SSMEI.
- A sub-committee has been formed to organise this year's dive conference. AM previously circulated conference plan, budget and sponsorship prospectus which were approved by the Board. The conference will take place on Sat 15<sup>th</sup> November in Oban.
- Discussion took place on the junior snorkel membership structure following discussion with a branch. The current structure consists of a £5 joining fee and annual membership fee of £7.25. Overall, we feel £12.25 in the first year represents excellent value for money and is competitive with other activities for this age group in sport. There is therefore no plan to change this structure.
- It was reported that Walt Deas, Honorary Vice Chairman of SSAC sadly passed away recently. AM to send letter to his widow Jean and make a contribution / flowers on behalf of SSAC. JM has placed an obituary in Scottish Diver.
- Request from Scottish Sports Association to provide input to a review of the **sportscotland** Expert Resource programme. We currently receive support from Alison Pithie and Gill Roberts as HR and Finance experts respectively. We have been delighted with the service received at no cost to SSAC, and will respond to SSA accordingly.

### **Treasurer's Report**

- JA discussed the accounts previously circulated. Income is down against budget whilst expenditure is up but overall the figures are in line with the budget for the year.
- Previously circulated membership statistics were reviewed and discussed. Membership has risen positively this month following a drop in March. North Durham has had no members for 3 months and will be removed from reports and branch lists.
- A follow up report from Gill Roberts following her initial review in early 2007. We have completed virtually all of the suggested actions to modernise our financial procedures and systems.
- The draft accounts, circulated in March were approved by Directors and to be issued with next Scottish Diver.

### **Director Posts**

- Following the resignation of Kevin Miller, and the two other vacant director posts, it was agreed previously to advertise for the roles. AM sought guidance from **sportscotland**, and our HR and legal advisors in order to comply with company law and best practice. Details were available online, and sent to all Branches with a closing date of 30<sup>th</sup> May.

- No notes of interest were received for the NDO role. Two notes of interest received for the role of Director. Forms were circulated and discussed and the Board agreed to invite one candidate, with skills well suited to the role to the next meeting to discuss with a view to co-opting. This is in line with the recommendations of our advisors. AM to write to other candidate expressing thanks and suggesting other volunteering opportunities where they could be involved.
- In the absence of an NDO, Nigel Spike very kindly chaired the NDC meeting on 3<sup>rd</sup> June and has agreed to chair the next meeting on 2<sup>nd</sup> July. The Board discussed the NDO role, and agreed to speak with NS regarding the role with a view to co-opting him. AM liaise with NS.

## Annual Plan

- The annual plan, containing details of all our activities for 2008 was previously circulated and discussed, and the plan will be reviewed at each meeting.

## AOCB

- Discussion took place on the role of volunteering in SSAC, and the importance of volunteers in the delivery of training, organisation of branches, trips and so on. The Scottish Government strategy *Reaching Higher* also recommends governing bodies to develop a volunteering strategy and policy. In view of this, AM and JA are to draft the above for consideration. This will provide the opportunity to review our volunteer benefits.
- At the previous meeting the Board received an equity awareness session from **sportscotland**. The topic of equity was discussed and the Board agreed to progress with the implementation of the Equity standard. This is also a requirement of our funding from **sportscotland** and included in the Scottish Government *Reaching Higher* strategy. AM will lead on the implementation of the Equity Standard given his experience of implementation in other governing bodies.

## Summary of Actions

| Action   | Actionee         | Date Due       |
|--|------------------|----------------|
| NDC to consider CDA course via BSAC  | NDC              | December       |
| Regional Coaches to consider membership information requirements to fulfil their role. | Regional Coaches | July meeting   |
| Volunteer policy and strategy  | AM & JA          | August         |
| Paper on figures for variations in membership categories etc                           | JM               | July meeting   |
| Regularly update information onto HQ computer  | All              | Ongoing        |
| Rejoining arrangements   | IG               | August meeting |
| Membership card upgrade  | JA               | Ongoing        |
| NDC to propose to Board a 3 year plan for the review and development of training.      | NDC              | Ongoing        |
| New Website  | AM/JA            | End of June    |
| Obtain a quote for fulfilment of the magazine  | JM               | Ongoing        |
| VAT reclaims   | JM               | Ongoing        |
| Progress with implementation of Equity Standard  | AM               | Ongoing        |

Meeting Closed at 10.15pm.

Date of next meeting :

Wednesday 16<sup>th</sup> July 2008 at 1900 hrs