

Board Meeting Minutes



Wednesday 16th July 2008 – 1900hrs - SSAC HQ

Board Members Present

Andrew Murray (Chairperson), Jim Anderson (Treasurer), Jack Morrison, Archie Gillies, Iain Graham, Douglas Forman
Also present – Adrian Thomas

Apologies

Nigel Spike (National Diving Officer)

Previous Minutes

The minutes of the previous Board meeting on 4th June 2008 were reviewed.

Proposed: Jack Morrison

Seconded: Iain Graham

Action and Update	Actionee	Status
NDC to consider CDA course via BSAC	NDC	Due December
Regional Coaches to consider membership information requirements to fulfil their role. – <i>database now configured to send RC reports containing summary information for Branch members.</i>	Regional Coaches	Complete
Volunteer policy and strategy	AM & JA	August
Paper on figures for variations in membership categories etc – <i>awaiting insurance clarification before compiling.</i>	JA	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. – <i>discussed at NDC meeting. AM to liaise with NS.</i>	NDC	Ongoing
New Website – <i>Adrian Thomas is now appointed as new Webmaster and has technical expertise in web design. He will complete the site and aim to launch in August / September.</i>	AM/JA	Ongoing
Obtain a quote for fulfilment of the magazine – <i>difficulty in obtaining a quote from our current printers. An alternative fulfilment company has been recommended and a quote requested.</i>	JM	Ongoing
VAT reclaims – <i>no response from solicitors.</i>	JA	Ongoing
Progress with implementation of Equity Standard – <i>see below</i>	AM	Ongoing

Vacant Director Role

AM welcomed Adrian Thomas, Limerick University branch, who volunteered for the role of Director in May. Adrian has a range of skills in management and sport and is a former chairman of a sports governing body. The Board discussed the role with Adrian and co-opted him to the Board as a Director until the AGM in 2009.

Member Reports:

Chairman's Report

- Nigel Spike has been formally appointed as National Diving Officer.
- 3 SSAC Direct applications received; one from a member who has moved away. The other 2 were letters from Branches reporting members who have failed to pay branch levies despite several letters. Agreed to transfer those members to SSAC Direct. AM to draft letter advising of transfer and outlining responsibilities to dive within SSAC guidelines.
- A feature to be included in next Scottish Diver on skills based Board.
- AM and Marion Brown met with Child Protection in Sport service to discuss our draft action plan which is on track for completion in August.
- A quarter page advert was placed in the Scotsman newspaper on 27th June
- Attended recent dinner with sportscotland, where they announced details of the relocation to Glasgow and restructuring. A copy of the presentation was circulated to the Board.

- AM and NDO invited to meeting on 28th July with NAS (Nautical Archaeology Society) to discuss a project on engaging the diving community in conserving and recording of Scotland's marine historic environment.
- Invitation to attend a meeting on HMS Campania survey project on 29th July.
- New Branch details document now online, extracted monthly from the membership database to ensure data online is up to date.
- Hazel and Sharon have been continuing to contact Branches for which we have no BDO or Secretary listed, or where the name we have listed is no longer a member to obtain up to date information.

Treasurer's Report

- The Treasurers report was circulated and reviewed. Income and Expenditure are on track.
- Membership remains steady with last month. Membership numbers of some branches has dropped.
- Progress to be made with new bank account with RBS.

National Diving Officers report

- Nigel was unable to attend due to holidays, but reported that details of an Examiners course and RI course were now available online.

Director Posts

- IG previously circulated an updated synopsis of insurance, received from Divemaster. The document was approved by the Board.
- Divemaster suggested we update out policy for guests diving. Guests who are certified divers are permitted on a limited basis as shown in the insurance synopsis providing a disclaimer is signed and returned to HQ. JM to create form and circulate.
- Car insurance query being progressed with insurers.
- Adrian discussed a previously circulated paper regarding online payments. The Board agreed to pilot online payments for the conference tickets. Cost to be absorbed and budgeted in ticket price.

Equity

- The Board discussed and approved the previously circulated draft policy, and appointed AM as responsibly for the implementation of the Equity Standard based on AM his previous experience of implementation in other sport governing bodies
- Article in next Scottish Diver inviting input to policy and raising awareness of Equity.
- A copy of the equity action plan was also circulated.

AOCB

- Branch Development breakout session to be included in conference programme
- Look at options for liaising with partnership manager network and local Branches.
- A Board / NDC Development day to take place in the autumn – AM to co-ordinate dates with sportscotland.
- Discussion on SSAC marketing and a requirement to develop a strategy. DF agreed to draft a marketing policy for discussion.

Summary of Actions

Action	Actionee	Date Due
Draft marketing policy	DF	Next meeting
Organise Board / NDC development day	AM	October / November
NDC to consider CDA course via BSAC	NDC	Due December
Volunteer policy and strategy	AM & JA	August
Paper on figures for variations in membership categories etc	JA	Next 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	AT	Ongoing
Obtain a quote for fulfilment of the magazine	JM	Ongoing
VAT reclaims	JA	Ongoing
Progress with implementation of Equity Standard	AM	Ongoing
New bank accounts	JA	September
Insurance queries	IG	Ongoing
Online payments for conference tickets	AT	September

Meeting Closed at 10pm.

Dates of future meetings, all at 1900 hrs

- Wed 13th August 2008
- Wed 17th September 2008
- Wed 15th October 2008
- Wed 12th November 2008
- Wed 10th December 2008