

Board Meeting Minutes



Wednesday 13th August 2008 – 1900hrs - SSAC HQ

Board Members Present

Andrew Murray (Chairperson), Jim Anderson (Treasurer), Jack Morrison, Archie Gillies, Iain Graham, Douglas Forman, Adrian Thomas (via Skype) Nigel Spike (National Diving Officer)

Previous Minutes

The minutes of the previous Board meeting on 16th July 2008 were reviewed.

Proposed: Douglas Forman

Seconded: Jim Anderson

Action and Update	Actionee	Status
Draft marketing policy – A draft paper was circulated by DF shortly after the last Board meeting. See below	DF	Complete
Organise Board / NDC development day – now taking place on Sunday 23 rd November. Invites have been issued to all Board and NDC members.	AM	Complete
NDC to consider CDA course via BSAC – it is the view of the NDC that the requirements for the course are prohibitive to the deliver within SSAC. Full details in NDC minutes.	NDC	Complete
Volunteer policy and strategy – policy drafted and to be circulated for next meeting	AM & JA	Ongoing
Paper on figures for variations in membership categories etc – discussion took place on an analysis of membership numbers circulated by JA and AT. DF and AF to liaise and produce further analysis by Branch.	JA	Ongoing
Regularly update information onto HQ computer	All	Ongoing
Rejoining arrangements - IG previously circulated a proposal on renewing membership following a lapse. See below.	IG	Complete
Membership card upgrade – underway	JA	Ongoing
NDC to propose to Board a 3 year plan for the review and development of training.	NDC	Ongoing
New Website – AT provided an update on the new website which is on track to be launched in September. The	AT	Ongoing
Obtain a quote for fulfilment of the magazine – still awaiting the final quote	JM	Ongoing
VAT reclaims – letter from BTO with latest update. JA to forward to our financial advisor.	JA	Ongoing
Progress with implementation of Equity Standard – action plan underway; feature in next issue of Scottish Diver	AM	Ongoing
New bank accounts – paperwork has now arrived. JA attending a seminar at sportscotland in September.	JA	September
Insurance queries – no issue with carrying compressed gas by recreational divers in private cars, providing insurance company is notified in writing to an underwriting manager. Divemaster liaising with Association of British Insurers regarding the issues and will update us.	IG	Ongoing
Online payments for conference tickets – Paypal account now setup and integration with new website underway.	AT	September

AM welcomed all to the meeting and noted that Adrian Thomas joined via Skype video conference.

Member Reports:

Chairman's Report

- AM to take part in "Action Learning" – a 6 week mentoring and training course via sportscotland specifically for Chairs of governing bodies.
- AM to meet with Claire Peddie, BSAC Chair next week

- Invitation to respond to consultation on the Scottish Marine Bill, and a government consultation on spending £40m of funds currently in dormant bank accounts, to be spent on the voluntary sector. JM to draft marine bill response, AM to draft bank account response.
- **sportscotland** have offered up to 3 free workshops for governing bodies from the list below:
 - Action Planning for your Club:
 - A Club for All
 - Developing Partnerships with Clubs and Schools
 - Funding for your club
 - Valuing Your Sports Volunteers
- **sportscotland** have agreed to attend our dive conference to deliver at least one of the workshops.
- Further upgrades have been made to the membership database to record additional training other than core diver training and instructor training. Members will receive a training record snapshot at the time of renewal. It also records BI/RI/Examiner course attendees and will assist with tracking of assessments.
- **sportscotland** have requested a 2009 governing body profile and outline investment application for 2009. In addition, an accounts analysis for 2007 is to be completed. AM, JM and NS to meet to complete documents.

Treasurer's Report

- Reports reviewed showing a positive financial position.
- Membership report shows an increase in membership during July. NS to pass monthly Branch statistics to National Coach for review and action by Regional Coaches.

National Diving Officers report

- The contents of the recent NDC minutes were noted.
- NDO reported positive enthusiasm from NDC and the current progress of the training review.
- The Board thanked the NDC, and particularly Sam Paske for compiling the current scoping document. The Board seek to appoint SP as Project Manager for the review of the training schedule and is invited to attend future Board meetings. AM/NS to write to SP.
- SP to write article for Scottish Diver (Nov/Dec issue) on the project.
- Nitrox course dates now arranged for October and December.
- Examiners course taking place on 23rd August, RI course in October. A sub-group are meeting to updating the RI course materials.
- British Diving Safety Group meeting in September. NS has asked AM to attend on his behalf.

Annual Plan Update

- The latest copy of the annual plan was reviewed. A number of targets have already been met, with others on track. A small number of projects still to commence.
- AG to commence review of SSAC Direct.
- Item 27 from Annual plan relates to template role descriptions at Branch level. AM to draft.

Conference Update

- Plan on track and in budget so far. Posters have been printed and will be distributed to a number of outlets. Press release being drafted for circulation. Advertising also in Scottish Diver.
- Accommodation and flights organised for main speakers.
- **sportscotland** are supporting by providing materials and possibly a speaker to deliver one of the break-out sessions on club funding.

Marketing

- The Board approved the Marketing Policy statement below, proposed by DF in his paper.

“The Board of the SSAC is committed in its business plan to growing the number of members in its branches and to supporting these branches in their efforts to do so. The Board will therefore commit resources to marketing efforts that will assist in this and that will at the same time promote the sport of diving to the public and stakeholders”
- DF and AG to develop the second stage for October meeting.

Rejoining Arrangements

- IG circulated a paper on arrangements for re-joining SSAC following a lapse of membership. It was agreed, with immediate effect that any member with overdue members by up to 6 months, would rejoin at no extra charge, with a renewal date one year from their original date. Members who are more than 6 months lapsed will rejoin with a renewal date 12 months from the date of rejoining. No rejoining fee will be charged, i.e. the Board has agreed to set the joining fee indicated in byelaw 6.5.2 to zero.

- Members are reminded that they are not insured outwith their membership period and insurance cover is not backdated.
- IG will draft a statement for the magazine and website.

Equity

- The draft equity plan and a feature on our commitment to equity has been posted on the website, inviting comment from members.
- A new email address (equity@scotsac.com) established, directing to Chairman.

Child Protection

- Marion Brown is finalising the Child Protection action plan to meet the requirement of the '*Accord for the Protection of Children in Scottish Sport*'. A draft will be circulated later this week for ratification by the Board.
- It was also reported that recent research on the effects of child protection in volunteering found that the volunteers in sport overall support the implementation of child protection, and obtaining a disclosure check did not deter volunteers. Further details of the findings have been posted on our website. Congratulations to Cumbernauld Branch who were the successful winners of the prize draw, receiving £200 towards from **sportscotland** for equipment.

AOCB

- None.

Summary of Actions

Action	Actionee	Date Due
Stage 2 of marketing policy "to identify where the activity is to be focussed to achieve maximum impact in terms of achieving the business plan targets"	DF & AG	October meeting
Items for Board / NDC Development Day	All	September meeting
Volunteer policy and strategy	AM & JA	Ongoing
Membership analysis by branch.	AT	September
Regularly update information onto HQ computer	All	Ongoing
Rejoining arrangements statement for magazine and website.	IG	September
Membership card upgrade	JA	Ongoing
New Website	AT	September launch
Obtain a quote for fulfilment of the magazine	JM	Ongoing
VAT reclaims – letter to Gill Roberts	JA	Ongoing
Progress with implementation of Equity Standard	AM	Ongoing
New bank accounts	JA	Ongoing
Insurance queries	IG	Ongoing
Online payments for conference tickets	AT	September
Consultations on Marine Bill and Dormant accounts	JM/AM	Oct/Sept
Sportscotland 2009 investment application	AM, JM, NS	September
Appoint SP as Project Manager of Training Review	AM/NS	ASAP
Review of SSAC Direct	AG	Ongoing
Draft of branch role descriptions	AM	September

Meeting Closed at 9.30pm.

Dates of future meetings, all at 1900 hrs

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