

Board Meeting Minutes



Wednesday 17th September 2008 – 1900hrs - SSAC HQ

Board Members Present

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

Apologies: Sam Paske (Training Review Project Manager)

Previous Minutes

The minutes of the previous Board meeting on 13th August 2008 were reviewed and approved.

Proposed: Jim Anderson

Seconded: Nigel Spike

Action and Update	Actionee	Status
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 – <i>some ideas compiled and more welcome</i>	All	September meeting
Volunteer policy and strategy – <i>see below.</i>	AM & JA	Ongoing
Membership analysis by branch. – <i>Adrian circulated a paper for consideration and is continuing work on the analysis</i>	AT	Ongoing
Regularly update information onto HQ computer	All	Ongoing
Rejoining arrangements statement for magazine and website.	IG	Ongoing
Membership card upgrade	JA	Ongoing
New Website – <i>work still in progress and hoping for a launch soon.</i>	AT	Ongoing
Obtain a quote for fulfilment of the magazine – <i>Final quotes have just been obtained JM to outline existing Scottish Diver costs and project new costs against most competitive quote.</i>	JM	Ongoing
VAT reclaims – <i>Cheque now received</i>	JA	Complete
Progress with implementation of Equity Standard – <i>Feature in Scottish Diver and work continuing on action plan.</i>	AM	Ongoing
New bank accounts – <i>JM attended a sportscotland banking seminar for governing bodies and is developing a recommendation on internet banking with multiple authorisation. However, a watchful eye will be kept on the latest changes at HBOS before we proceed.</i>	JA	Ongoing
Insurance queries - <i>it was reported at the NDC meeting that the member who had his insurance cancelled has since had a letter of apology from the insurer and his insurance reinstated. This will be passed back to our Insurers to assist with their enquiries</i>	IG	Ongoing
Online payments for conference tickets – <i>system now setup and tickets for sale</i>	AT	Complete
Consultations on Marine Bill and Dormant accounts. <i>Dormant accounts consultation complete. Marine Bill one being drafted. sportscotland have also asked for our comments.</i>	JM	6 th October
Sportscotland 2009 investment application – <i>an outline was circulated previously and discussed. The Board support the plans for the 2009 projects and the outline budget. JM and AM to develop further shape the 2009 plan and investment application</i>	AM, JA, NS	Ongoing
Appoint SP as Project Manager of Training Review	AM/NS	Complete
Review of SSAC Direct	AG	Ongoing
Draft of branch role descriptions - <i>mostly complete and drafts expected shortly</i>	AM	Ongoing

Member Reports:

Chairman's Report

- Application for new branch discussed and approved subject to verification of qualifications and membership of the 7 individuals. AM to write and welcome the new branch, and advise of the requirements of the byelaws to hold a full general meeting within 3 months to appoint a committee and approve a constitution. Template constitution to be provided.
- NAS proposal now finalised which includes SSAC activities. Proposal circulated to Board. Result not expected until spring 2009.
- Consultation from Scottish Sports Association on music licensing – we have responded supporting the views of SSA, in trying to avoid new rules which may mean sports clubs would be required to pay substantial licences to play any music/radio during training sessions or in club houses etc.
- Scottish Sports Association AGM next week. AM to attend.
- Request from sportscotland for our views on octopush governing body status – circulated to the board last month and we responded that it was not our intention to include octopush in our governing activities in the future and would not be against a governing body being appointed for this purpose.
- Sportscotland have also asked about our connections with BSAC, and AM is liaising with sportscotland on this.
- Requests from Branches asking for members to be removed from lists. The Board agreed that members cannot simply be removed from lists, but the Branch must show just cause in contacting the members to remind them to pay branch fees or otherwise fulfil branch membership requirements and then may ask for them to be transferred. NS to inform Regional Coaches of this requirement

Treasurer's Report

- Membership figures and finance report reviewed and accepted.
- The Board authorised JM to transfer surplus funds from the current account to the savings account.
- Approved costs for Dr Wilmot to attend UK Sport Diving Medical Committee.

National Diving Officers report

- Training Review progressing to plan. The Board asked that the NDC include risk assessment of each training activity.
- Examiners course took place in August with 6 candidates
- Reports received on recent training day – NS to follow up.
- Some minor issues on course administration from recent courses mainly candidates attending who hadn't booked via HQ, or late notice to HQ of courses taking place resulting in difficulty producing course materials. Course Directors to be reminded to direct all bookings via HQ
- The NDC in principle support the concept that all instructors should hold a valid first aid certificate to remain active, and are working on a more detailed recommendation and implementation plan

Annual Plan Update and 2009 Investment Application

- The latest version of the 2008 plan was reviewed and will be colour coded for next meeting
- An outline of the 2009 projects was circulated along with an outline budget and the Board approved. AM and JM to develop further.
- AM prepared a discussion paper on junior development outwith Branches including employing a development officer to take forward the new ideas. The Board agreed with the principles and to develop a more detailed plan and liaise with sportscotland on the funding and with potential other parties on the delivery. .

Conference Update

- Latest budget circulated for information and an update on the speakers. Claire Peddie is no longer able to attend, but a replacement, Andy Jackson has been secured. Dr Wilmot can now attend also.
- Tickets are now for sale on the website and a conference information page is also live on the website.
- A proposal was made to purchase branded merchandise in the form of embroidered t-shirts and pens for issue to all conference delegates and any surplus for other use. The Board approved this spending. In addition, the board approved the purchase of 2 pop up banners suitable for the conference and other promotional purposes.

Policies

- A new volunteering policy was approved which recognises the role of volunteers, procedures for the recruitment and support to be offered.
- JM had also circulated a paper on rewarding our volunteers with details of increased mileage rates and other expenses provision. JM to provide further details on this for next meeting
- NDC to work up proposals on expenses etc.

- A Conflict of Interests policy, drafted by our legal adviser was circulated and also approved.
- A new privacy policy approved subject to inclusion of the statement that we are registered with data protection controller
- Copies of the above policies to be placed on the website.

Child Protection

- Action plan now approved and submitted to Child Protection in Sport Service within the one year deadline. Marion Brown will now continue work on further implementation of the action plan.

AOCB

- We have received reports that gates have been erected on the access road between Argyll Caravan Park and Furnace quarry, restricting all access to members of the public and to all dive sites along this road. We will make appropriate representation in the best interests of the diving community

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	Ongoing
Membership analysis by branch.	AT	Ongoing
Regularly update information onto HQ computer	All	Ongoing
Rejoining arrangements statement for magazine and website.	IG	Ongoing
Membership card upgrade	JA	Ongoing
New Website	AT	Ongoing
Fulfilment quotes for Scottish Diver	JM	Ongoing
Progress with implementation of Equity Standard	AM	Ongoing
New bank accounts	JA	Ongoing
Insurance queries	IG	Ongoing
Consultations on Marine Bill.	JM	6 th October
Sportscotland 2009 investment application and detailed budget	AM, JM	September
Review of SSAC Direct	AG	Ongoing
Draft of branch role descriptions -	AM	Ongoing
Follow up on access issues at Furnace	AM	ASAP
Letter to new branch with template constitution	AM	End Sept
Letter to course directors re course administration	AM/NS	End Sept
Order t-shirts for conference	AM	October
Design and order pop up banners	JM/JA	October
Detailed proposal on volunteer rewards	JA	October
Publish new policies	AM	October

Meeting Closed at 10.15pm.

Dates of future meetings, all at 1900 hrs

- Wed 15th October 2008
- Wed 12th November 2008
- Wed 17th December 2008 – Board / NDC Christmas get together