

Board Meeting Minutes



Wednesday 15th October 2008 – 1900hrs – Baird Hall, Linlithgow

Board Members Present

Andrew Murray (Chairperson), Jim Anderson (Treasurer), Jack Morrison, Iain Graham, Douglas Forman, Adrian Thomas (via Skype), Nigel Spike (National Diving Officer), Sam Paske (Training Review Project Manager)

Apologies:

Archie Gillies

Previous Minutes

The minutes of the previous Board meeting on 17th September 2008 were reviewed and approved.

Proposed: Nigel Spike

Seconded: Jim Anderson

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" - <i>ongoing due to holiday commitments</i>	DF & AG	Ongoing
Items for Board / NDC Development Day – <i>to be completed in November meeting. Sharon Macdonald, sportscotland will attend meeting to discuss agenda.</i>	All	November
Membership analysis by branch. - <i>on hold until new website launched</i>	AT	On hold
Regularly update information onto HQ computer	All	Ongoing
Rejoining arrangements statement for magazine and website.	IG	November
Membership card upgrade	JA	On hold
New Website – <i>progressing and partially signed off.</i>	AT	Ongoing
Fulfilment quotes for Scottish Diver	JM	November
Progress with implementation of Equity Standard	AM	Ongoing
New bank accounts – <i>on hold due to current global banking situation</i>	JA	On Hold
Insurance queries – <i>AM discussed this at British Diving Safety Group and further communication to take place</i>	IG	Ongoing
Consultations on Marine Bill. – <i>submitted</i>	JM	Complete
Sportscotland 2009 investment application and detailed budget – <i>see below</i>	AM, JM	Complete
Review of SSAC Direct	AG	Ongoing
Draft of branch role descriptions – <i>draft template role descriptions for Branch Chairperson, Training Officer, Secretary and Equipment officer were approved, with a note to be added that these were templates for guidance and not necessarily all compulsory roles in every Branch. (e.g. not every Branch will have a Training Officer or Equipment Officer as others may cover the tasks).</i>	AM	Complete
Follow up on access issues at Furnace – <i>see below</i>	AM	Ongoing
Letter to new branch with template constitution	AM	Complete
Letter to course directors re course administration	AM/NS	Complete
Order t-shirts for conference – <i>ordered and proof approved.</i>	AM	Complete
Design and order pop up banners – <i>A flag also to be ordered</i>	JM/JA	Before conference
Detailed proposal on volunteer rewards	JA	Ongoing
Publish new policies	AM	Complete

Member Reports:

Chairman's Report

- We have been invited by Scottish Government to provide evidence for the Pathways into sport inquiry. AM will respond.
- AM to meet with Alison Pithie, HR Expert Resource.

- NDO and Chairman Invited to meeting at Birmingham Dive Show. Neither is able to attend. NS to
- Suunto award nominations now closed with 10 nominations. Panel will judge and results announced at conference
- Correspondence from Clydebank branch re non active member transfer to SSAC Direct. JM to clarify if the Branch has sent communication to member to remind that branch levies were due.

Treasurer's Report

- Membership report reviewed and accepted – membership numbers are up by 42 this month and the number of Branch memberships are more positive
- Finance report reviewed and accepted as on track.

National Diving Officers report

- NDC Mailing list being set up for members to subscribe and correspond between meetings.
- Joe Campbell has been appointed as Nitrox Course Director
- New risk assessment template recommended by NDC and approved by Board
- New instructor assessment templates have also been adopted and will be used for next RI and BI course onwards.

2008 Annual Plan Update and 2009 Annual Plan & Budget

- The update 2008 plan was reviewed and accepted. Many projects are on track, with some to be carried over to next year.
- The draft 2009 annual plan and budget was presented by AM and approved by the Board. We have budgeted an overspend for 2009 which consists of one off projects (e.g. relocation, training review), anticipated increase in HQ rental costs, and additional support for volunteers. Some of these activities can be supported from our current reserves and surplus from 2008. For other projects, specifically junior development we seek additional investment from **sportscotland**.
- Included in the 2009 budget is provision to provide Branch Instructor, Heartstart, Diver First Aid and Oxygen Administration courses at no cost to candidates (in addition to RI courses). This is part of our commitment to supporting volunteers and ensuring they have the appropriate training and skills to fulfil their roles and is partially supported against the **sportscotland** coaching investment. In addition, the Board agreed to commence this arrangement with immediate effect. The aim is to up-skill our volunteer instructors and ensure all members are equipped with appropriate safety knowledge. Plans still to be developed on the most appropriate means to deliver an increased number of courses.
- Our investment application will be considered by sportscotland at their November panel. Sharon Macdonald, our Partnership Manager will attend November meeting to discuss out plan.

Training Review Update

- Sam Paske was welcomed to the meeting in her role as Project Manager of the Training Review and asked to provide an update on the review. A feature in Scottish Diver is included in the Nov/Dec issue of Scottish Diver, outlining the high level outline. This opens the consultation on the review with members. We will await on outcome of consultation before determining the format of further consultation.
- The Board also asked Sam to consider options for performing independent risk assessment on the proposed training schedule.

Conference Update

- AM provided an update on the conference :
 - Press release issued to diving press and others.
 - Invite to all BSAC branches sent
 - Some additional sponsorship received
 - Online ticket sales progressing well

Access to Loch Fyne Dive Sites

- Locked access gates have been erected on both ends of the shore road between Furnace quarry and Argyll caravan park. Following a large number of enquiries from members of the diving community, the council have asked for a meeting with the Factor for Argyll Estates as the first stage of a process which they hope will lead to a negotiated solution to this issue. AM has already been in discussion with the council and we have agreed to represent the diving community's interests in any negotiations and the solution will if possible recognise that access should be available to divers who are not members of ScotSAC or other recognised clubs.
- A statement has been placed on SSAC website with our current position and advising members to avoid travelling to the area expecting to gain access.

- It was agreed that we should develop access guidance for divers, responding to feedback received from the council and highlighting the our responsibilities under access legislation. The following is some initial guidance, which we will include in the website:
- *Wherever we are diving in Scotland, the Land Reform (Scotland) Act 2003 provides us with the right of responsible, non-motorised, access to land and water for recreation and passage. The rights of responsible access do not extend to motor vehicles which should be driven only on the public road and parked responsibly in recognised parking areas. Although access rights to land and water are extensive, private gardens and the areas within the curtilage of a building are among the areas excluded. Where an access taker acts in a manner that is illegal, including littering, they lose their right of responsible access. For more information visit www.outdooraccess-scotland.com. Most complaints about diving in Argyll & Bute relate to irresponsible parking often in passing places on single track roads, litter and human excrement. The council hope to run a public consultation in the future which will identify popular diving and sea kayaking sites and where parking facilities in particular are required. In the meantime, we ask divers to park so that you do not block local residents and business and do not leave any litter.*

AOCB

- We have received correspondence from our Landlord to indicate they are now considering a 2 year renewal to our lease which expires in May 2009. We currently have a notice to quit and expect to relocate prior to May 09. The Board agreed to accept a 2 year lease if available on favourable terms.
- Nomination papers to go out with Nov/ December magazine. AM will draft letter. Positions available for nomination are:
 - National Diving Officer (1 year) 2010
 - Secretary (3 years) 2012
 - Director (1 x 2 year post and 2 x 3 year posts)
- The Board are also to review the Byelaws and consider any requirement for amendments for the next meeting.
- Identification badges / cards for course directors

Summary of Actions

Action	Actionee	Date Due
Risk assessment / dive log slates		
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	
Items for Board / NDC Development Day –.	All	November
Membership analysis by branch.	AT	On hold until new website in place
Regularly update information onto HQ computer	All	Ongoing
Rejoining arrangements statement for magazine and website.	IG	November
Membership card upgrade	JA	On hold
New Website	AT	Ongoing
Fulfilment quotes for Scottish Diver	JM	November
Progress with implementation of Equity Standard	AM	Ongoing
New bank accounts	JA	On Hold
Insurance queries - BDSG and	IG	Ongoing
Review of SSAC Direct	AG	Ongoing
Follow up on access issues at Furnace	AM	Ongoing
Design and order pop up banners, and a flag	JM/JA	Before conference
Detailed proposal on volunteer rewards	JA	Ongoing
Contact Clydebank branch re non-active member	JM	November
Develop plans for increased delivery of courses	NDC	December/January
Follow up lease extension with landlord	AM/JA	November/December
ID badges / RC cards	JA	December
Review of byelaws	All	November
Letter for Board and NDC nominations	AM	18 th October

Meeting Closed at 9.15pm.

Dates of future meetings, all at 1900 hrs

- Wed 12th November 2008 – **sportscotland** HQ, Edinburgh
- Sunday 23rd November 2008 – Board & NDC Development Day
- Wed 17th December 2008 – Board / NDC Christmas get together