

Board Meeting Minutes



Wednesday 12th November 2008 – 1900hrs – sportscotland HQ.

Board Members Present

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

Apologies:

Douglas Forman, Sam Paske (Training Review Project Manager), Sharon Macdonald, sportscotland

Previous Minutes

The minutes of the previous Board meeting on 15th October 2008 were reviewed and approved.

Proposed: Nigel Spike

Seconded: Jack Morrison

Action and Update	Actionee	Status / Due
Risk assessment / dive log slates – quotes <i>Unassigned at last meeting. HQ staff to get quotes for production</i>	HQ staff	Ongoing
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>DF not present</i>	DF & AG	Ongoing
Items for Board / NDC Development Day – <i>a draft agenda was developed and will be passed to sportscotland.</i>	All	Complete
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. – <i>issued to Webmaster and Editor</i>	IG	Complete
Membership card upgrade	JA	On hold
New Website – <i>launch planned for 14th November</i>	AT	Complete
Fulfilment quotes for Scottish Diver	JM	Ongoing
Progress with implementation of Equity Standard	AM	Ongoing
New bank accounts	JA	On Hold
Insurance queries - BDSG and Divemaster	IG	Ongoing
Review of SSAC Direct – <i>to be included in</i>	AG	Ongoing
Follow up on access issues at Furnace – <i>a meeting had been arranged between Argyll Estates and Council but this has been delayed. Further requests for questionnaires issued. Some already received.</i>	AM	Ongoing
Design and order pop up banners, and a flag – <i>supplier let us down at late notice, so will not be ready for conference, but we not have additional time to design more generic and colourful banners.</i>	JM/JA	Ongoing
Detailed proposal on volunteer rewards	JA / NS	Ongoing
Contact Clydebank branch re non-active member – <i>branch are following up.</i>	JM	November
Develop plans for increased delivery of courses	NDC	December/January
Follow up lease extension with landlord – <i>an extension has been offered. The Board agreed to extend the lease subject to time and cost conditions which JM will negotiate with landlord.</i>	AM/JA	Ongoing
ID badges / RC cards	JA	December
Review of byelaws – <i>see below</i>	All	Complete
Letter for Board and NDC nominations – <i>letter issued to all members with Scottish Diver</i>	AM	Complete

Member Reports:

Chairman’s Report

- No items to report.

Treasurer's Report

- Membership figures were reviewed – slightly up this month.
- Detailed discussion took place over the offer of an extension to our lease for headquarters premises. The board balanced up the various options and agreed to renew the lease for a maximum of 3 years, and to make some provision to upgrading of facilities within the ground floor office. JM will liaise with Landlord to negotiate details.

National Diving Officers report

- A proposal has been made from NDC for changes to the byelaws – see below.
- Joe Campbell attended the Dive Show in Birmingham and met with representatives from other diving organisations.
- The NDC are preparing crossover materials for proposed awards, but in the meantime have reinstated the previous crossover guidance.
- NDC queries whether the Safeguarding and Protecting Children course could be provided at no cost to members. This was agreed by the Board. MB to look at delivery options (i.e. SSAC organised or fund members to attend local authority courses).
- Recent Regional Instructor course went well

2008 Annual Plan Update and 2009 Annual Plan & Budget

- An updated version of the 2008 plan had been circulated and was reviewed. No items of specific note.
- The 2009 plan has been submitted to sportscotland but not yet discussed. Apologies had been received from Sharon Macdonald for this meeting.

Conference Update

- Organisation for the event is now in hand. Online ticket sales are up significantly on last year.

Reviews of Byelaws

- The Board reviewed the byelaws and approved the following proposals to the membership:
- Change 3.1.1 to read “The Annual General Meeting of the Company shall be held prior to 31st October each year at which the quorum shall be ten voting Members.”
 - This is proposed to allow additional time for the accounts to be prepared, as the detail involved in increased since incorporation, and preparing and approving accounts by early February is not possible. Further, the rolling cycle of board members now means there
 - The quorum of 10 was originally suggested by our legal advisors, although not included at the time. However, all members have an opportunity to vote on any proposals by postal ballot, reducing the requirement to attend the AGM.
- Change 7.3.2 to read “The Branch Diving Officer shall hold at least the Branch Instructor award.. Exception to this rule may be made with the approval of the NDC and under the guidance of the Regional Coach. Such persons will be recognised as Acting Branch Diving Officers until such time as they attain Branch Instructor Award”.
 - This is proposed following a recommendation from the NDC to include instructor awards in the role requirements. On reviewing the current data, only 5 BDOs are not instructors, but 16 are not Master Divers. This change would therefore recognise the level for many of those individuals.
- In addition, the previously approved proposal for the removal of shared ascents would be put to the membership.

AOCB

- It was agreed to hold the AGM on Saturday 21st at 1500hrs. Venue to be confirmed.

Summary of Actions

Action	Actionee	Date Due
Risk assessment / dive log slates – quotes	HQ staff	January
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	Ongoing
Membership analysis by branch.	AT	On hold until new website in place
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Follow up on access issues at Furnace –	AM	Ongoing
Design and order pop up banners, and a flag –	JM/JA	Ongoing
Detailed proposal on volunteer rewards	JA / NS	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	Ongoing
ID badges / RC cards	JA	December
Write letter on proposals for changes to byelaws & AGM notice	AM	Early February

Meeting Closed at 9.30pm.

Dates of future meetings, all at 1900 hrs

- Sunday 23rd November 2008 – Board & NDC Development Day
- Wed 17th December 2008 – Board / NDC Christmas get together – (Board meeting at 1900)
- Wed 15th January 2009
- Wed 18th February 2009
- Wed 18th March 2009
- Wed 15th April 2009