

# Board Meeting Minutes



Wednesday 17<sup>th</sup> December 2008 – 1900hrs – ScotSAC HQ.

## ***Board Members Present***

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

## ***Apologies:***

Jack Morrison, Douglas Forman

## ***Previous Minutes***

The minutes of the previous Board meetings on 12<sup>th</sup> November and 23<sup>rd</sup> November 2008 were reviewed and approved.

Proposed: Nigel Spike

Seconded: Jim Anderson

As this was a brief meeting prior to the Board and NDC Christmas party, all actions from the previous minutes will carry forward.

## ***Member Reports:***

### **Chairman's Report**

- **sportscotland** have confirmed our investment for 2009 at the same as 2008. AM/JA to sign investment agreement.
- Nominations for Board and NDC posts closed on 30<sup>th</sup> November. No new nominations and those on the board have been re-elected. One vacant post on Board.
- AGM paperwork is being prepared and will be circulated as a draft in January
- Sharon Macdonald, our Partnership Manager from **sportscotland** is due to leave on Friday 19<sup>th</sup>. Our thanks have been passed onto Sharon for her support to ScotSAC over many years.
- An update on the access negotiations at Loch Fyne was circulated to the board by email. Work is ongoing, the council have had meetings with relevant land owners/managers.
- Meeting with Martin Bowie of **sportscotland** re National Sports Centre complex in Glasgow. A number of governing bodies are in discussions about leasing space in the new centre from 2012. The Board agreed for us to explore the options and be part of the working group. In the meantime, JA to contact landlord and negotiate a lease extension until May 2012.
- Still seeking a volunteer to manage the 2009 conference – a note has been placed on the website and will be included in the new year newsletter.
- A successful Board/NDC Development day took place on 23<sup>rd</sup> November, and a summary of the actions and notes produced by sportscotland have been circulated.
- Application to join ScotSAC Direct accepted by the board.
- AM to meet with Alison Pithie, sportscotland HR Expert Resource to discuss staff reviews.
- Eric Rigg has been appointed to lead a project on researching available funding for our Branches and producing a magazine article and online resource area to assist our Branches access funding.

### **National Diving Officer Report**

- Developing the volunteer policy arrangements.
- We are now listed as part of the National Water Safety Forum
- NDO has been invited to be part of the International Standards - UK Mirror Committee Representation and has agreed.
- Kevin Miller has been tasked with taking forward the Junior snorkel instructor project.

### **Insurance**

- Estimated quotes were circulated following discussions with alternative insurance provider. The Board agreed to now ask for a firm quote from Divemaster for a 13 month policy to move the renewal date into February 2010.
- A request was circulated for the activities of Borders Underwater Search team to be included as an endorsement on our insurance. BU - happy to proceed.

## AOCB

- Enquiry from a dive club with potential interest to crossover the whole club. NS/IG exploring further.

## Summary of Actions

Action and Update	Actionee	Status / 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
Regularly update information onto HQ computer	All	Ongoing
Membership card upgrade	JA	On hold
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	AG	Ongoing
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
Insurance renewal	IG	January

Meeting Closed at 7.30pm.

Dates of future meetings, - tbc