



Board Meeting Minutes

Thursday 19th February 2009 – 1900hrs – ScotSAC HQ.

Board Members Present

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

Apologies:

None

Previous Minutes

The minutes of the previous Board meetings on 17th December 2008 were reviewed and approved.

Proposed: NS Seconded: IG

The meeting planned for 14th January was cancelled.

Member Reports:

Chairman's Report

Items noted from written report submitted in place of the cancelled January meeting:

- Staff reviews – new process now in place following advice from our **sportscotland** HR Advisor
- Access issues at Loch Fyne – negotiations proceeding and an update on the situation has been posted on the website and in *Scottish Diver*.
- Consultation response submitted for Loch Fyne Integrated Coastal Zone. Management Plan submitted in January.
- NAS Project – we have been successful in securing funding from Historic Scotland for a project to raise awareness of the marine historic environment. Further details in *Scottish Diver*.
- Suunto Diver Award for volunteering – Suunto have confirmed their wish to sponsor the award again in 2009. Details will be included in the March issue of *Scottish Diver*.

New items

- Equity – we will commence recording of equity information upon update of the membership form
- Investment agreement from **sportscotland** now signed, with the level of investment remaining same as 2008 (£17,000).
- Dr Wilmot has now commenced validating referred medicals for up to 3 years, subject to no changes. Members must still complete a self cert each year, and will be required to confirm no changes since the previous medical was validated by Dr Wilmot. Within the lifespan of the dispensation, submit the same form, with covering letter confirming no change. Standard form to be drafted.
- Reports have been received that Neptune branch has disbanded. Hq to investigate.
- Attending a 'Pathways into Sport' inquiry at the Scottish Parliament on 25th February.
- Attended Glasgow 2014 Legacy meeting for non commonwealth sports to represent our views.
- Lorna Callan is our new **sportscotland** Partnership Manager following Sharon Macdonald's departure.

National Diving Officer Report

- Training review progressing.
- Feedback received from members on the proposed changes to training, and discussed by NDC.
- Graeme Forsyth has now been appointed as an Examiner
- No new incidents report. Gordon Young will be handling incidents in future.
- Sam Paske has been appointed as Assistant NDO.

- Instructor Development Weekend taking place on 21/22 Feb organised by Murray McCallum and Don Lees.
- Mentoring system for new RI candidates appears to be progressing well.
- JM attended the British Diving Safety Group meeting in London

Treasurers Report

- No financial report received this month due to delays at HQ.
- Invoices for insurance to be paid now that new insurance is in place.
- Membership report discussed with no actions at present.
- Eric Rigg has submitted a draft report, having compiled a range of funding sources. The board acknowledge the work to date and agreed to have the data prepared for the website. .

Fatal Accident Inquiry Consideration

- AM updated the Board on the consideration of the FAI determination. The FAI Determination Panel have met and considered the determination, produced a minute and a first draft response.
- In addition, JM attended the British Diving Safety Group in London on 25th January, and asked the group members to consider the recommendations and make comments. A copy of the minutes and the FAI panel current draft response had been circulated to the Board for information at this stage.
- The FAI panel are to meet again shortly and review their current draft response in light of the BDSG comments and prepare a final draft for presentation to the Board. A special board meeting will then be arranged for the board to consider this response and any required next steps.
- A letter has been received from the sister of the deceased. AM to reply following guidance from our solicitors.
- AM to arrange further meeting with our Solicitor, and DF to attend.

RC Agreements

- NS had previously circulated a draft RC volunteer agreement, and expenses compensation for the cost of RC activities. This consists of a maximum of £250 per RC, where the fulfil the requirements of the agreement. This agreement will be offered to new and existing RCs as required.
- A query came from the NDC on implications of tax to which the response is that the payment is direct compensation for the cost of activities undertaken and individuals would need to declare in tax return where applicable / required.
- Subject to an updating of the job description to include the items on the volunteer agreement, the Board agreed to the new process

AOCB

- The Board agreed the new rate for mileage shall be 40p/mile for volunteers on approved activity, effective from 1st January 09.

Actions Record

Action and Update	Actionee	Status / Due
Risk assessment / dive log slates – quotes received and circulated. NS advised that the NDC are to make some minor amendments first and will prepare a final version for approval prior to printing. The quantity to be printed deferred until next month.	HQ staff	Complete, new action on NDC
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>Discussed potential for notice board/posters for branches and leaflets. DF to develop and prepare designs and costs.</i>	DF & AG	April
Membership analysis by branch.	AT	April

Regularly update information onto HQ computer	All	Ongoing
Membership card upgrade	JA	On hold
Fulfilment quotes for Scottish Diver - <i>still being developed.</i>	JM	Ongoing
Progress with implementation of Equity Standard – <i>article submitted for March issue of Scottish Diver and a short briefing planned at the AGM.</i>	AM	Ongoing
New bank accounts	JA	On Hold
Insurance queries - BDSG and Divemaster	IG	Complete
Review of ScotSAC Direct – <i>AG compiled a paper which was not considered at this meeting due to time limitations.</i>	AG	Ongoing
Follow up on access issues at Furnace – <i>a feature in March issue of Scottish Diver. Negotiations ongoing.</i>	AM	Ongoing
Design and order pop up banners, and a flag	JM/JA	Ongoing
Detailed proposal on volunteer rewards – <i>see agenda item.</i>	JA / NS	Complete
Contact Clydebank branch re non-active member	JM	Complete
Develop plans for increased delivery of courses – BS happy to continue delivering the courses. The NDC would like to more formally recognise and record external first aid qualifications held by instructors. NS(NDC) to consider other providers of O2 admin course. AM to send list of recognised first aid courses in other sports	NDC	Progressing – new actions
Follow up lease extension with landlord – <i>JA has been in consultation with Landlord and an extension looks promising. Negotiations to continue.</i>	JA	Ongoing
ID badges / RC cards	JA	Ongoing
Write letter on proposals for changes to byelaws & AGM notice – <i>this is now complete and ballot papers will be issued in late February to all members</i>	AM	Complete
Insurance renewal – <i>liability insurance renewed in January following multiple quotations. Directors insurance due 20/2/09 - 2 quotes received from Kelvin Smith, Munro & Sons, with further quotes requested by not obtained in time. Board agreed to proceed with insurance cover from Munro & Sons</i>	IG	Complete
Create new expenses form	JA	April
Clarify with Dr Wilmot the process for medicals validated beyond 1 year.	NS	March
Clarify situation with Neptune branch	HQ staff	March
Letter to Bill Spiers updating on current progress.	AM	ASAP
Update RC role description and 'volunteer agreement'	NS	March
FAI Panel to meet and finalise documents for circulation to Board.	AM, NS, GY, IN, JM	March

Meeting Closed at. 10pm

Dates of future meetings:

1900hrs at HQ unless otherwise advised.

- Friday 20th March (AGM on Sat 21st March at 3pm)
- Wednesday 15th April
- Wednesday 20th May
- Friday 19th June (Summer solstice event on 21st June)
- Wednesday 19th August
- Saturday 5th Sept - full day meeting / development day
- Wednesday 21st October
- Friday 20th November
- Wednesday 16th December