



## **Board Meeting Minutes**

**Friday 20<sup>th</sup> March 2009 – 1900hrs – ScotSAC HQ**

### ***Board Members Present***

Andrew Murray (Chairperson), Iain Graham, Nigel Spike (National Diving Officer), Archie Gillies, Jack Morrison, Douglas Forman,

### ***Apologies:***

Jim Anderson (Treasurer), Adrian Thomas

### ***Previous Minutes***

The minutes of the previous Board meetings on 19<sup>th</sup> February 2009 were reviewed and approved.

Proposed: NS    Seconded: IG

### ***Member Reports:***

#### **Chairman's Report**

- Met with new Partnership Manager, Lorna Callan, who will attend our April meeting.
- We have received notification of the Core Paths Plan consultation for Argyll and Bute. Notice to be posted on the website and a response prepared.

#### **National Diving Officer Report**

- Instructor Development Weekend in February went extremely well with all bookings handled via HQ. The Board notes thanks to the organisers, particularly Murray McCallum and Don Lees.
- Training review update – progressing with further documentation being developed.
- Risk assessment template – further developments are ongoing and expect a further draft to the Board next month.
- A number of crossovers enquiries beyond the normal crossovers. NS to talk with NDC on improved means of reviewing.

#### **Membership Subscriptions 2009-10**

- A proposal was submitted by JA eliminate the joining fee in the longer term. The Board approved to increase of ordinary membership subscriptions by £2, joining fee down by £9. Other subscription levels to be adjusted accordingly.

#### **Annual Plan**

- The annual plan was reviewed with no immediate action.

#### **Fatal Accident Inquiry Consideration**

- The FAI panel met again recently and reviewed their recommendations in light of the BDSG outputs.
- AM, DF and JM met with our solicitor on 18<sup>th</sup> March. DF updated the Board on the detail of the meeting.
- Full board meeting to be arranged for immediate future.

#### **AGM Preparation**

- The Board reviewed the arrangements for tomorrow's AGM.

#### **Byelaws Guide for Branches**

- The Board reviewed a guidance document for Branches on understanding and implementing the byelaws. This was approved for issue.

## ScotSAC Direct

- A paper prepared by AG was previously circulated, reviewing the arrangements for ScotSAC Direct.
- Currently membership of ScotSAC Direct is around 35 and has remained so and includes many overseas members.
- The options were discussed and the board agreed to maintain the status quo with all applications being reviewed by the board.

## Access Guidance

- AM prepared land access guidance, adapted with kind permission of the Scottish Canoe Association
- The board approved this document for issue.

## Polices Review

- AM conducted a governance review, based on criteria for audit from sportscotland's auditors. Overall, we appear to have most areas covered. A number of minor actions will be added to the actions record as a result.

## AOCB

- Insurance renewal for office policy and employers liability and an all risk policy. IG given authority to accept best quote and renew.

## 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.	NDC	Complete, new action on NDC
Stage 2 of marketing policy, and costs for notice boards for clubs. <i>Sample marketing posters produced by AG. Some additional images</i> <i>Suggestions that <a href="http://www.underwaterscotland.com">www.underwaterscotland.com</a> page directs to a gallery.</i> <i>Next mailing to BDOs and Secretaries to request local photos for marketing posters. Board approved print run of 100 posters based on best quote of 3 already obtained.</i>	DF & AG	Ongoing
Membership analysis by branch.	AT	Ongoing
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
Review of ScotSAC Direct –	AG	Ongoing
Follow up on access issues at Furnace – <i>no progress</i>	AM	Ongoing
Design and order pop up banners, and a flag -	JM/JA	Ongoing
Developments in first aid / O2 Admin	NDC	Progressing – new actions
Follow up lease extension with landlord – lease has now been offered	JA	Ongoing
ID badges / RC cards	JA	Ongoing
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. – <i>letter sent</i>	AM	Complete

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	Complete
Working party to clear cupboard at HQ.	JM	May
Staff handbook / HR policies update	AM	May
Create a corporate risk register	AM, DF	August
Update asset register		June
Reserves policy	JA	June
Update Membership form to record equity information	AM	April

Meeting Closed at. 10pm

### **Dates of future meetings:**

1900hrs at HQ unless otherwise advised.

- 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