



## Board Meeting Minutes

Wednesday 19<sup>th</sup> August 2009 – 1900hrs – ScotSAC HQ

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

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

### ***Apologies:***

Jack Morrison

### ***Previous Minutes***

The minutes of the previous Board meeting on 19<sup>th</sup> June 2009 were reviewed. Proposed by NS and seconded by AT.

### **Review of Actions**

The actions were reviewed and are noted at the end of the minutes.

### **Chairman's Report**

- (Private minute)
- Future Jobs Fund – positive feedback and it is looking likely that we will have funding for the 3 roles bid for during the first 6 months (Oct 2009 - March 2010). Further details to be circulated when available, with expected timescale for advertising in late September.
- **sportscotland** audit now expected in late November, although date to be confirmed.
- DiveFest 2010 – AM attended a recent meeting with Circle publishing, BSAC, Eyemouth Harbour Trust, local councillor, Scottish Enterprise and BDTA to discuss plans for a diving festival in October 2010. No actions at present, and more information to follow in due course.
- Complaint from Branch about internal issues. AM to reply to both individual and Branch.
- Attending a seminar on Companies Act 2006 on 20<sup>th</sup> August.

### **NDO's Report**

- Last NDC meeting reviewed the documents drafted following the June joint meeting actions. These are being updated and expect to be presented to the Board in September.
- Lapsed BDOs – the database is currently reporting there to be 4 lapsed BDOs and 5 lapsed Secretaries. The Board felt this was an urgent issue requiring attention as it has serious insurance implications for those branches concerned, and those branches will also not receive any communications, information or support from ScotSAC centrally. HQ staff to follow up with the branches and individuals and report back.
- 5 confirmed candidates for RI course with 5 further possible candidates
- Murray MacCallum has resigned as BI Course Director. Gordon Young has volunteered to fulfil the role.
- Midlothian Branch visit with SM and RS to assist with the development of 3 new BIs. SM and RS will continue with this support
- An audit of publications was circulated, auditing the recent changes to training and diving rules and any conflicts with existing ScotSAC documents. Actions noted below.

### **Treasurer's Report**

- Financial report not available due to staff vacancy during July.
- Income and expenditure are in line with budget for the year.

- £102 donated to RNLI through donations at Solstice. It was noted that future charitable donations must be approved by the Board to meet our governance obligations.
- Reserves policy discussed and the Board agreed the policy to be 50% of turnover.
- Membership report – membership is down over the 12 month period. A number of branches have membership below 10. JA to continue to monitor.

## **Staffing and Headquarters**

AM provided an update on the relocation plans including:

- Temporary staffing now in place on a 12 week full time contract to back-fill Hazel's role, but also to update our administration activities, records, and co-ordinate the relocation. Further SAGE/book-keeper support available from a contact in Caledonia House, should we require it before new staffing in place.
- Redundancy notice now issued to remaining member of staff, who will depart on 25<sup>th</sup> September. Adjustment to hours until this date to accommodate commencement of studies at college.
- It was proposed that we recruit one full time role in Edinburgh to meet our future staffing needs. This is on the basis that some activities will be outsourced; principally the fulfilment of the magazine. This was agreed.
- Relocation business case paper circulated to allow the Board to consider the options, ensure the business needs are met and make an informed decision on the relocation.
- The relocation to Edinburgh was unanimously approved, and adequate budget provision was already in place for the year.
- AM has met with sportscotland again to discuss the relocation. Space planning being conducted by sportscotland and furniture and IT will be provided. Lease offer expected later this week. The Board agreed delegated authority to AM to sign lease.
- AM attended a tenants meeting at Caledonia house and updated on the planned developments to the building and provision of services to tenants as part of the 'house of sport' concept.

## **Policy Development**

- DF discussed the draft Risk Management policy and policy statement documents circulated and these were approved by the Board
- Records management – an initial draft policy was circulated and input gathered. This lists the variety of records held by ScotSAC, and details the duration and format of storage. AM to update and re-circulate.

## **Board Induction Process**

- A process for induction of future Directors was reviewed and approved.

## **sportscotland Investment application**

- Due to the timing of the sportscotland panel meetings, our investment application for 2010 will be considered in September. AM has met with our Lorna Callana, Partnership Manager to discuss our plans and associated targets.

## **Dive Conference**

- Sandy McPherson joined the meeting to update on the dive conference plans.
- Similar format to last year, with an evening ceilidh. A number of excellent speakers have been confirmed with more in process.
- Eyemouth High School now booked. Support and input being received from Berwickshire Dive Tourism Association (BDTA), Scottish Enterprise.
- Further communications to be issued in September with tickets on sale shortly after.

## **AOB**

- Suunto Diver award – deadline extended to 30<sup>th</sup> September
- PAT Electrical testing due in September. HT to arrange.
- Try dive pool being taken to Limerick, and it was agreed it could be stored at Limerick for a period of time until the next opportunity for it to be returned.
- Board to consider the AGM 2010 date at next meeting.

## Actions Record

| Action and Update   | Actionee | Status / Due |
|---|----------|--------------|
| Stage 2 of marketing policy, and costs for notice boards for clubs. – <i>progressing</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 – <i>now to progress with this action to coincide with the relocation</i> .                                 | JA       | October      |
| Access issues at Furnace  | AM       | Ongoing      |
| Design and order pop up banners, and a flag   | JM/JA    | Ongoing      |
| Developments in first aid / O2 Admin  | NDC      | Ongoing      |
| ID badges / RC cards  | JA       | Ongoing      |
| Create new expenses form  | JA       | Ongoing      |
| Medical forms – await new form from UKSDMC  | NS       | On Hold      |
| Create a corporate risk register - <i>see agenda</i>  | AM, DF   | October      |
| Update asset register – <i>HT has drafted and is continuing work</i>  | HT       | September    |
| Reserves policy – <i>see agenda item</i>  | JA       | Complete     |
| Draft single membership form  | AT       | Ongoing      |
| CRBS Disclosure Administration Service – <i>now registered</i>  | AM/MA    | Ongoing      |
| Production of dive slates – <i>proof samples received and successfully tested. Full print run now ordered</i> .               | AT       | Complete     |
| Make a recommendation for after stock of Sport Diver manuals  | NDC      | October      |
| Issue of Master Diver materials. – <i>CDs ready to be issued this week</i>  | HT       | Complete     |
| Liaise with landlord and sportscotland regarding relocation and staffing – <i>termination of lease agreed</i>                 | AM       | Complete     |
| New Actions   |          |              |
| Review insurance provision  | IG       |              |
| HQ to follow up with lapsed post holders and report for next meeting  | HT       | September    |
| Add current rules to website  | AT       |              |
| Develop communication processes and methods between Branches, RCs, NDC and Board  | DF/NS    | September    |
| Progress with relocation  | AM       | Ongoing      |
| Check insurance provision for pool in Ireland   | IG       | September    |
| Advertise for Secretary position  | AM       | September    |
| Consider date of AGM in 2010.   | All      | September    |
| PAT testing   | HT       | September    |
| NDO to contact BI Course Director to request that changes and the implications of new rules are included in future BI courses | NS       | October      |
| Review byelaw 7.3.3 in the future review of byelaws   | AM       | Spring 2010  |

Meeting Closed at 10pm

### Dates of future meetings:

- Wednesday 16th September (Glasgow), 1900hrs
- Wednesday 21st October (Edinburgh), 1900hrs
- Friday 20th November (Edinburgh), 1900hrs
- Wednesday 16th December (Edinburgh), 1900hrs