



Board Meeting Minutes

Wednesday 17th February 1930hrs
ScotSAC HQ, Edinburgh

Board Members Present

Nigel Spike (National Diving Officer), Sandy McPherson (Secretary), Jack Morrison, Iain Graham, Archie Gillies

Also present: Kate Jenkins (KJ)

Apologies:

Douglas Forman, Andrew Murray, Jim Anderson, Adrian Thomas (due to technical difficulties Skype was unavailable)

Jack Morrison chaired the meeting in the absence of the Chairman.

Previous Minutes

The minutes of the previous Board meeting on 16th December 2009 were reviewed. Proposed by NS and seconded by SM.

Annual Plan and Budget 2010

- Deferred.

Chairman's Report

- Deferred.

Secretary's report

- SM to organise ScotSAC Development day for Board and N members to discuss future strategies and development within the organisation. SM to ask around membership for ideas of what items they would like to see brought up. Also to enquire with Sport Scotland with regards to a facilitator.

NDO's Report

- NS reported a recent fatality for which details are yet undisclosed. Once details have been released, NS to create provisional report and e-mail to IG.
- **Try Dive material** – NS presented:
 - Letter to BDO's
 - Try Dive Certificate
 - Guidelines for running a try dive
 - Try Dive Brochure
 - Understanding of Risk form
- There was a discussion about wording of documents and order of paragraphs. All documents were approved subject to a few minor emendations.
- JM to add photograph to brochure, and get quote for printing.
- Once documents have been finalised, they will be sent to all BDO's and RC's via e-mail and post, and will be uploaded to the website.
- **Rescue Refresher Stickers** – NS presented stickers to be sent out to BDO's. Stickers approved subject to a few minor emendations.
- Stickers, Letter to BDO's, and Return Postcards to be sent out ASAP following confirmation of new freepost address.
- **Pool Management Policy** – document to be produced for branches to access on the website. Aimed at pool managers, local authorities etc to provide information with

regards to issues such as 3rd party insurance, surface cover etc. IG to check on insurance details for next meeting.

- **Nitrox Course** – ITDA relocation. NS wished to thank Joe Campbell who is currently pursuing other avenues.
- **BI Courses** – NS wished to thank Gordon Young and all those involved in organisation and delivery of courses.
- **Instructor Development Weekend** – NS wished to thank Graeme Forsyth, Ronnie Scrymgeour, and all those involved in organising and running the coming weekend.
- **Revision of Awards** – the syllabus has now been agreed. The focus from now on will be on ancillary matters, ratification of details, and roll out. There was a discussion about the time scale involved in this process. Membership is to be updated on progress through Scottish Diver and the website.
- **Regional Coach page** – a request for information has been sent out to all RC's to include on a web page dedicated to providing branches with information about their RC.
- **First Aid** – advert for O2/Heartstart/Diver First Aid has been placed in Scottish Diver magazine, and placed on the website.
- **New Regional Coach** – Ronnie Scrymgeour has been appointed as the new RC for Midlothian branch, who have 3 BI candidates in training.

Treasurer's Report

- Deferred.

Snorkel Members Fees

- Deferred.

AOB

- NS request for transparent car stickers to be looked into.
- IG insurance of Directors and Officers – two quotes currently received. IG awaiting policy details before a decision is made. If both quotes offer the same cover, it was agreed that the less expensive option should be taken.
- NS – NDC meetings now start at 19.00hrs.
- IG proposed that all board meetings commence at 19.30hrs. This was agreed.
- JM to include branch profile in each issue of Scottish Diver magazine. To include information such as training, recruitment, favourite dive sites, pool nights, contact details, equipment etc.

Actions Record

Action and Update	Actionee	Status / Due
Stage 2 of marketing policy, and costs for notice boards for clubs.	DF & AG	Ongoing
Membership analysis by branch	AT	Ongoing
Membership card upgrade	JA	On hold
New bank accounts – <i>progress underway.</i>	JA	Ongoing
Developments in first aid / O2 Admin	NDC	On Agenda
ID badges / RC cards	JA	On Hold
Create new expenses form	JA	On Hold
Medical forms – await new form from UKSDMC	NS	Ongoing
Draft single membership form – <i>circulated and feedback given. To be incorporated and re-circulated</i>	AT	Ongoing
Make a recommendation for after stock of Sport Diver manuals	NDC	Ongoing
Review insurance provision	IG	Complete
Type up current rules as they are and circulate at next meeting	AT	Ongoing
Develop communication processes and methods between Branches, RCs, NDC and Board	DF/NS	Ongoing
Advertise for Secretary position – <i>now advertised. No responses to date.</i>	AM	Complete

Review byelaw 7.3.3 in the future review of byelaws	AM	Spring 2010
Follow up with lapsed BDO/Sec through RC in writing.	NS	Ongoing (Monitor)
Write article for Scottish Diver on Suunto nominations	JM	Complete
Records management policy progress	AT	Ongoing
Review communications plan and send input to DF	All	Ongoing
Invitations to the social meeting on Dec 6th be sent out to members of NDC	AM/KJ	Complete
Follow through with decision on branch transfers – send relevant documentation to members	AM/KJ	Complete
Review proposals for new bank account in time for next meeting	All	Complete
Create a design brief for materials and obtain quotes	AM	Ongoing
Publish advert for first aid volunteers	NS/AT	Complete
Create provisional report for fatality once details have been confirmed and e-mail to IG	NS	Ongoing
Obtain quote for printing of Try Dive brochure	JM	Ongoing
Make emendations to Try Dive materials and circulate to BDO's & RC's	NS/KJ	Ongoing
Print rescue Refresher stickers and send with return post cards – awaiting freepost address	KJ	Ongoing
Insurance of Directors and Officers	IG	February

Meeting Closed at 21.30hrs

Dates of future meetings:

- Wednesday 17th March (Edinburgh), 1930hrs.