



Board Meeting Minutes

Wednesday 24th March 2010 1930hrs

ScotSAC HQ, Edinburgh

Board Members Present

Andrew Murray (Chairman), Nigel Spike (National Diving Officer), Sandy McPherson (Secretary), Jack Morrison, Iain Graham, Adrian Thomas (via skype)

Also present: Kate Jenkins (KJ)

Apologies:

Douglas Forman, Jim Anderson, Archie Gillies.

Previous Minutes

The minutes of the previous Board meeting on 17th February 2010 were reviewed. Proposed by NS and seconded by IG.

Chairman's Report

- A meeting was held between AM and ScotSAC's partnership manager from Sport Scotland regarding the conduct of the recent audit at HQ.
- The draft audit report was reviewed and discussed, and responses were agreed which are to be submitted to the auditors.

Secretary's report

- The organisation of the next Annual Conference was discussed.
- SM is creating realistic timelines for each aspect of the organisation, including volunteers, venue, dates, and tasks to be completed.
- Feedback from the conference in 2009 has been collected and suggestions for improvement have been taken into account and will be considered when organising this year's conference.
- Provisional dates for the ScotSAC Development Day have been proposed for around May/June 2010.

NDO's Report

- NS provided an update on the progress of the Diver Training Review.
- Version 1 has been provided by Sam MacKay with a log of questions which need to be addressed in order to progress.
- Once items on the log have been agreed on by the NDC, the information will be fed through to the Board for ratification.
- The definition of an Expedition and a Dive Marshall was discussed as previously agreed by the NDC. Clarification was included as to the number of people required to fulfil the roles of a Dive marshal, Safety Officer, and First Aid Officer. It was agreed that all roles can be performed by one person, or up to 3, depending on the size of the dive group. The document was approved subject to amendments.
- Marion Brown is to organise a Solstice Dive, details of which will be made available as known.
- The status of branches without a BDO was discussed, and it was clarified that the RC is allowed to oversee the club for one month before a new BDO must be elected. If a BDO has not been appointed after this time, the club must cease all training.
- A meeting was held between Joe Campbell and BSAC with discussions to Nitrox courses. BSAC are willing to train ScotSAC Instructors to take the BSAC course with possible joint logos. The Board agreed to proceed with this option as long as joint logos are possible.

Treasurer's Report

- Deferred.

Medical Form

- The status of the new medical form was discussed. This is an ongoing agenda item as information is to be collected from all relevant sources.

Membership Analysis

- An illustrative analysis of ScotSAC membership was submitted by AT to be discussed at the ScotSAC Development Day.
- Items to consider include increasing membership, cross rs, and maintaining membership.

AOB

- JM made a request for all RC profiles received by KJ for inclusion in the next issue of Scottish Diver.
- IG suggested ScotSAC members are kept up to date on the progress of the Training Schedule via the website and magazine.

Actions Record

Action and Update	Actionee	Status / Due
Stage 2 of marketing policy, and costs for notice boards for clubs.	DF & AG	Deferred
Membership analysis by branch	AT	Complete
Membership card upgrade	JA	On hold
New bank accounts – <i>progress underway.</i>	JA	Ongoing
Developments in first aid / O2 Admin	NDC	Ongoing
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> Postponed until Summer 2010 – awaiting medical form	AT	Back Burner
Make a recommendation for after stock of Sport Diver manuals	NDC	Ongoing
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
Review byelaw 7.3.3 in the future review of byelaws Follow up with lapsed BDO/Sec through RC in writing.	AM NS	Spring 2010 Ongoing (Monitor)
Records management policy progress	AT	Ongoing
Review communications plan and send input to DF	All	Ongoing
Create a design brief for materials and obtain quotes	AM	Ongoing
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 – to complete after obtaining quote	NS/KJ	Ongoing
Print rescue Refresher stickers and send with return post cards – awaiting freepost address	KJ	Ongoing
Insurance of Directors and Officers	IG	Complete

Meeting Closed at 21.30hrs

Dates of future meetings:

- Wednesday 14th April (Edinburgh), 1930hrs.