



Board Meeting Minutes

Wednesday 14th April 2010 1930hrs

ScotSAC HQ, Edinburgh

Board Members Present

Andrew Murray (Chairman), Nigel Spike (National Diving Officer), Sandy McPherson (Secretary), Jim Anderson, Jack Morrison, Iain Graham, Archie Gillies, Adrian Thomas (via Skype)

Also present: Kate Jenkins (KJ)

Apologies:

Douglas Forman

Previous Minutes

The minutes of the previous Board meeting on 24th March 2010 were reviewed. Proposed by NS and seconded by SM.

Chairman's Report

- The Scottish Sub Aqua Club, with guidance from **sportscotland**, has applied for rates relief from the Edinburgh City Council
- It is planned that the ScotSAC Memorandum and Articles of Association are to be reviewed by the **sportscotland** legal advisors.
- There was a discussion about the timing of the ScotSAC AGM. JA proposed September 22nd, at 7.00pm for a 7.30pm start.
- An announcement is to be included in the July issue of Scottish Diver magazine, inviting nominations for Board positions.

Secretary's report

- Feedback on availability for the ScotSAC Development Day suggest that 11th and 12th June are favourable.
- There was a discussion on the possibility of holding the development session on a weeknight.
- It was decided that the June meeting on the 16th is to be set aside for the Development Day, to start at 7.00pm. It is the intention to cover the Scottish Sub Aqua Club's Development Plan for 2011-2013.
- Quotes for hosting ScotSAC's annual conference have been received for the **sportscotland** National Centre at Inverclyde.

NDO's Report

- Attendance at the NDC meeting on April 6th was low. However, a large proportion of work was completed.
- Joe Campbell is being tasked with facilitating the joint venture between ScotSAC and BSAC to provide Nitrox courses.
- The Solstice Dive has been proposed for Sunday 20th June 2010 at the Tea Rooms at Loch Fyne.
- There was a discussion on the possibility of including a donation to a charity in the ticket price for the Solstice Dive. It was decided that because ScotSAC does not have a policy on charitable donations, that the organisation was not able to make any such donations.
- It was suggested that at some point in the future an action should be made to develop a policy on charitable donations.

- An action plan to be used in the event of a fatality is currently being constructed. It is to include extra information in the BDO manual.
- ScotSAC members who have volunteered to train as Instructors in O2, HeartStart, and Diver First Aid courses are to be matched up with future courses in order to begin their training.
- 6 responses from RC's have been received by HQ providing information for the RC section of the website. Remaining RC's will be contacted again to request information.
- The format of the new training scheme is yet to be decided. Materials from other dive organisations are being sourced to compare.
- The timeline for the new training scheme was discussed, and the possibility of forming a small sub-committee to meet in the summer was suggested in order to speed the process up.
- It was suggested that the Scottish Diver magazine should contain regular updates on the progress of the new awards scheme to keep all Scot SAC members up to date. This has already been implemented for the forthcoming issue.
- It was recommended that the NDC produce a timeline to adhere to.

Treasurer's Report

- A provisional treasurer's report for the ScotSAC Annual Conference is being processed.
- The report will be described at the AGM.
- The cost of the new training scheme is to be identified with regards to production and design. Funds will need to be earmarked for this once the information is available.
- JA is to circulate recommendations regarding the new bank account.
- Membership numbers have been decreasing over the last 12 months. This needs to be targeted, to include branch initiatives, advertising and strategies.

AOB

- IG – ScotSAC Office Insurance policy has been renewed.

Actions Record

Action and Update	Actionee	Status / Due
Stage 2 of marketing policy, and costs for notice boards for clubs.	DF & AG	Deferred
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	On Hold
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 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	Complete
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Meeting Closed at 21.30hrs

Dates of future meetings:

- Wednesday 12th May (Edinburgh), 1930hrs.