



Board Meeting Minutes

Wednesday 12th May 2010 1930hrs
ScotSAC HQ, Edinburgh

Board Members Present

Andrew Murray (Chairman), Nigel Spike (National Diving Officer), Sandy McPherson (Secretary), Jack Morrison, Iain Graham, Douglas Forman, Jim Anderson (via Skype)

Also present: Kate Jenkins (KJ)

Apologies:

Adrian Thomas, Archie Gillies

Previous Minutes

The minutes of the previous Board meeting on 14th April 2010 were reviewed. Proposed by Iain Graham and seconded by Jack Morrison subject to minor emendations.

Chairman's Report

- The Board were informed of Edinburgh City Council's decision to provide a 100% rates relief to ScotSAC. This money will be utilised by **sportscotland** and will go back into funding Scottish sports.
- AM sent the ScotSAC Byelaws and Memorandum & Articles of Association (M&A's) to Colin Miller at **sportscotland** for review. The details of this should be available in the next month in time for the Development Day.
- The revised audit findings were discussed, and all Board members were in agreement that all details were an accurate and fair reflection of the Organisation.
- There was a discussion regarding the inclusion of a specified number of meetings in the M&A's. It was decided that although no specific number is required to be clarified, 1 x AGM, and 4 x Board Meetings should be included.
- NS identified that there is no formal procedure to follow in the event that a ScotSAC branch is without a BDO. After a discussion it was decided that this sort of matter should be dealt on a case by case basis with as and when they arise, rather than including a full procedure in the Byelaws.

Secretary's report

- A draft conference budget, based on the use of the Inverclyde Centre as a venue, was provided to the Board. This illustrated that the Inverclyde Centre proved to be a more expensive option than was first expected. It was agreed that the 2010 conference return to Eyemouth as it proved a suitable and popular choice last year.
- 7 responses to confirm attendance at the development session on Wednesday June 16th have been received. SM to liaise with Peter Cartwright to formalise the format of the session.
- There was a discussion regarding the timeline for inviting nominations for the board positions. It was decided that the July/Aug issue of Scottish Diver Magazine should include invitations for nominations. Proxy forms will be issued at the end of August, and will be made available from HQ at request.
- An application from a ScotSAC member to join ScotSAC Direct was received. This application was approved.

NDO's Report

- Due to the absence of Sam McKay at the last NDC meeting, progress with the New Awards Scheme proved somewhat difficult.

- It was suggested that the NAS Maritime Heritage Lecture be included in the ScotSAC training schedule as an endorsement as opposed to it being included as a compulsory lecture. This decision was agreed with by the Board.
- The format of the new documentation was discussed and it was decided that the content should be confirmed before any specific format is decided on. It was agreed that the principle of a modular based format would be beneficial. The possibility of a digital version was also discussed briefly.
- The ScotSAC Fatality Plan was considered by the Board, and is to be revisited at the next meeting.
- Progress is being made regarding the provision of a Nitrox course. BSAC are willing for ScotSAC to create our own qualification cards for their course. Further comprehensive details are currently being obtained which are to be considered by the Board.

Treasurer's Report

- JA to scan copies of the relevant bank forms in order to process the new bank account.
- Membership figures have shown an increase in total members from last month, but on average these are still declining, although fewer branches are losing members that four months previous.
- The ScotSAC annual accounts are to be sent off to the accountants.
- It was disclosed that Gill Roberts is no longer the expert resource in finance at **sportscotland**.

AOB

- A letter was received from the National Park regarding the dangers of Ice Diving. A letter will be written to acknowledge the information.

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	KJ	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	AM	Spring 2010
Follow up with lapsed BDO/Sec through RC in writing.	NS	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	Complete
Make emendations to Try Dive materials and circulate to BDO's & RC's – to complete after obtaining quote	NS/KJ	Ongoing
Liase with Peter Cartwright re Development Session	SMc	Ongoing
Consider Fatality Plan – what information needs to be gained from Incident Report	All	Ongoing

Forms for new bank account to be completed and sent	JA/SMc/AM	Ongoing
Try Dive documents (inc. leaflets) to be sent to ScotSAC branches	KJ	June

Meeting Closed at 21.30hrs

Dates of future meetings:

- Wednesday 16th June (Edinburgh), 1930hrs.
- Wednesday 14th July (Edinburgh), 1930hrs.
- Wednesday 18th August (Edinburgh), 1930hrs.
- Wednesday 15th September (Edinburgh), 1930hrs.
- Wednesday 13th October (Edinburgh), 1930hrs.
- Wednesday 10th November (Edinburgh), 1930hrs.
- Wednesday 8th December (Edinburgh), 1930hrs.