



Board Meeting Minutes

Wednesday 16th June 2010 1930hrs
ScotSAC HQ, Edinburgh

Board Members Present

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

Also present: Kate Jenkins (KJ)

Apologies:

Iain Graham, Douglas Forman

Previous Minutes

The minutes of the previous Board meeting on 12th May 2010 were reviewed. Proposed by Nigel Spike and seconded by Jack Morrison subject to minor emendations.

Review of Actions

- It was decided to investigate the possibility of issuing USB memory sticks to new ScotSAC members after the current stock of the Sport Diver manual has been exhausted. It was decided to liaise with the ScotSAC lawyers as to whether it is legally acceptable to provide members with an electronic copy of published material.
- It was suggested the ScotSAC adopt a separate policy for reporting a fatality as to reporting an incident; one Board member to be appointed to co-ordinate all responses and collate all information in these circumstances, and to manage all communications with Insurers and other relevant bodies.

Chairman's Report

- A complaint has been received at ScotSAC HQ from a resident at Loch Fyne. The local council is investigating the complaint further. The divers involved in the incident have been identified as being ScotSAC members. The decision was taken to ensure that an independent investigation be carried out. AM will liaise with other Governing Bodies within Caledonia House to identify opportunities for assistance in this matter.
- Communications have been received from the Hovercraft Club of Great Britain, concerning the use of dive flags. NS to respond, and suggested a notice be put up on the website to emphasise the ScotSAC rules and recommendations regarding the use of dive and shore flags.
- An invitation has been received to attend the NHS Hyperbaric Review Group 2010. The decision was taken to delegate responsibility to Iain Graham (with his consent) due to his medical knowledge.
- A meeting took place between AM, JM and the ScotSAC Solicitors to identify key changes to the ScotSAC Bylaws and Memorandum & Articles of Association in order to fall in line with current legislation.
- An FAQ is to be produced in order to inform ScotSAC members of the changes, and explain the reasoning behind them. Members will be asked to vote on the changes at the AGM in September.

Secretary's report

- A request to identify the location of the ScotSAC Banners was made. JM to bring the banners to the Solstice Dive on Sunday 20th June 2010.

NDO's Report

- A meeting with an NDC sub-committee has been arranged for Wed 7th July 2010 to go through the Training Schedule.

- A proposal for the Nitrox course has been received by BSAC. Due to the time constraints of this meeting the decision was deferred until the next meeting, subject to obtaining a proposed budget for initial set up costs.

Treasurer's Report

- Due to time constraints this was deferred until the next meeting.

AOB

- Sandy McPherson to circulate possible dates for an additional Board meeting within the next month to discuss meeting points missed this month due to the time constraints.

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. Progress underway</i>	AT	Back Burner
Make a recommendation for after stock of Sport Diver manuals – <i>progress underway</i>	NDC	Ongoing
Obtain quotes for USB memory sticks for SD lecture materials	KJ	July
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	Complete
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	Action closed
Create provisional report for fatality once details have been confirmed and e-mail to IG	NS	Ongoing
Make emendations to Try Dive materials and circulate to BDO's & RC's – to complete after obtaining quote. Send to Branches	NS/KJ	Complete
Liaise 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

Meeting Closed at 21.30hrs

Dates of future meetings:

- 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.