



Board Meeting Minutes

Wednesday 21st July 2010 1930hrs
ScotSAC HQ, Edinburgh

Board Members Present

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

Apologies:

Jim Anderson (Treasurer), Adrian Thomas, Kate Jenkins (KJ), Archie Gillies,

Previous Minutes

Proposed by SM and seconded by JM

Review of Byelaws and Articles

The Board reviewed the revised Articles of Association and Byelaws which have been updated by the ScotSAC Solicitors after the last Board meeting. The changes to the documents are detailed in a tracked word version of each document.

The disciplinary procedure drafted by the Solicitors was thought to be too detailed for our needs.

Subject to the amendments, the Board approved the documents for finalising and presentation to the AGM. Corrections will be forwarded to Solicitors

Chairman's Report

- We are overdue with our accounts. We need them for the AGM and **sportscotland** need to review them by the end of July.
- ScotSAC has been fined for not paying our corporation tax. Need to establish why this happened and introduce a new procedure to prevent this from happening again.
- Correspondence to be reviewed and update to be requested from panel investigating complaint from St Catherine's dive site.
- 6 Month update on targets to due for **sportscotland**, along with SGB profile detailing number of members etc.

Secretary's report

- Conference venue has been booked and most speakers are confirmed. It is on the 13th of November in Eyemouth High School.

NDO's Report

- New award scheme & training schedule – progress continues
- Douglas to review the new pool training document and this will be discussed at the next meeting
- Nitrox course-Still trying to establish the cost of training ScotSAC instructors to teach this course with BSAC. A question was raised if ScotSAC has the resources to teach this course. Plan required on how this training is organised and we will look at the BSAC procedure.

AOB

- Coast- Aran seabed-Lobby group protesting for the re-introduction of the three mile limit for dredging. ScotSAC are supportive of the Coast approach but Jack will try and find out more information on what kind of dredging is involved.
- Correspondence relating to the January Fatality is to be passed to loss adjuster.

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