



# **Board Meeting Minutes**

## **Wednesday 13<sup>th</sup> October 2010 1930hrs**

### **ScotSAC HQ, Edinburgh**

#### ***Board Members Present***

Nigel Spike (National Diving Officer), Jim Anderson (Treasurer), Sandy McPherson (Secretary), Jack Morrison, Iain Graham, Douglas Forman,

Also present: Kate Jenkins (KJ)

#### ***Apologies:***

Adrian Thomas

Douglas Forman was appointed as the Chair for the meeting.

#### ***Previous Minutes***

The minutes of the previous Board meeting on 18<sup>th</sup> August 2010 were reviewed. Proposed by Nigel Spike and seconded by Jack Morrison, subject to minor emendations.

#### **Appointment of a Chairman**

- There was a discussion on who to appoint as the next Chairman.
- It was suggested that each Board member take on the role for 2 months on a rotational basis until a suitable replacement can be found.
- It was decided that for legal issues regarding Company's House, DF was to be appointed as interim chair for the meeting only.

#### **Chairman's Report**

- In the absence of a formal Chairman there was nothing to report.

#### **Review of draft Audit Management Report**

- The review of the draft Audit Management Report is to be carried over to the next meeting once full details have been obtained.

#### **Secretary's report**

- Preparation for the ScotSAC Conference is underway. The venue, speakers, catering, and program, have all been finalised and booked. Tickets are now on sale via paypal, and thanks were given to AT for setting this up.
- The possibility of sending a bulk e-mail to all members regarding the conference was discussed. It was agreed that SM create a newsletter and send to HQ for circulation ASAP.
- There was a discussion on the raffle. It was decided that one single strip of tickets is to be sold for £1. The strips are to remain intact, and not split into separate tickets.
- A ScotSAC member (Alex Hewitt) has shown an interest in joining the Board. SM to invite him to the next Board meeting.
- An e-mail has been received from a powerboat training centre regarding the charging of fees to non-members on dive club boat trips. It was understood that the fees charged club in question are to cover maintenance, fuel, and transport costs, and that the club are not making a profit out of charging these fees. A response is to be sent.

#### **New sportscotland logo**

- The new sportscotland logo was discussed. It is to be downloaded and a master copy kept at HQ for use with all documents.

#### **Suunto Diver Award**

- The nomination process for the Suunto Diver Award was discussed. It was decided that the deadline be officially extended to 8<sup>th</sup> November 2010, and for an e-mail to be sent to all members informing them of the new date.

## **NDO's Report**

- A written report was submitted by NS
- The deadline for the Rescue Refreshers is not to be extended. A discussion took place on whether or not to send out a letter to encourage those who have not yet completed their Rescue Refresher to do so. A letter is to be written to remind all those who have not yet completed their Rescue Refresher that they will not be able to conduct any training until they have sent their paperwork to HQ.
- After communications with the SAA and BSAC regarding Junior Diver Policy, Joe Campbell is to meet with the two clubs at the Dive Show in Birmingham later this month. Details of the meeting will be provided next month.
- Two new NDC members have been appointed – Alastair McCulloch and Dorothy Kisielewski.

## **Treasurers Report**

- An update on the Bank Account was provided. JA will review the current status and all outstanding invoices and deposits due. It was decided that if the number of payments exceeds the number of deposits, money will be temporarily transferred from the Savings Account to cover the amount.
- The **sportscotland** grant has been appointed for next year. The amount will be received in Feb 2011.

## **Update on Fatality**

- Two incident reports have now been received from ScotSAC members.
- An e-mail was received from the Police enquiring about diving qualifications and Instructor responsibilities. IG and JM had a meeting with the Loss Adjuster to discuss the current situation and provide an answer.
- A number of other people were identified as being present, who have not been confirmed as ScotSAC divers.

## **New Membership Form**

- The new Common Application Form was reviewed and was approved via e-mail prior to the meeting.

## **AOB**

- The new Pool Management document was reviewed and approved by the Board. This document is designed to be given to pool/facility managers.
- A discussion took place to provide recognition to Andy Murray for his contribution as Chairman. It was proposed that he be offered Honorary Life membership to ScotSAC, and be presented with it at the Conference with a certificate in recognition of his outstanding service as Secretary and Chairman.
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## **Actions Record**

	<b>Action and Update</b>	<b>Actionee</b>	<b>Status / Due</b>
1	Stage 2 of marketing policy, and costs for notice boards for clubs.	DF & AG	Deferred
2	Membership card upgrade	JA	On hold
3	New bank accounts – <i>progress underway.</i>	JA	Ongoing
4	ID badges / RC cards	JA	On Hold
5	Create new expenses form	JA	On Hold
6	Medical forms – await new form from UKSDMC	NS	Ongoing
7	Draft single membership form – <i>circulated and feedback given. To be incorporated and re-circulated. Progress underway</i>	AT	Ongoing
8	Make a recommendation for after stock of Sport Diver manuals.	NDC	Complete
9	Obtain quotes for USB memory sticks for SD lecture materials	KJ	Ongoing
10	Type up current rules as they are and circulate at next meeting	KJ	Ongoing
11	Develop communication processes and methods between Branches, RCs, NDC and Board	DF/NS	Ongoing
12	Follow up with lapsed BDO/Sec through RC in writing.	NS	Ongoing (Monitor)
13	Records management policy progress	AT	Ongoing
14	Create provisional report for fatality once details have been confirmed and e-mail to IG	NS	Ongoing
15	Consider Fatality Plan – what information needs to be gained from Incident Report	All	Ongoing
16	Forms for new bank account to be completed and sent	JA/SMc/AM	Ongoing
17	Obtain and circulate copies of the Audit Management Report and Development Plan	KJ	November
18	Send e-mail re conference tickets to all members (inc. Newsletter)	SM/KJ	November
19	Send e-mail re Suunto Award deadline extension to all members (inc. Nomination form)	KJ	November
20	Create draft letter to all Instructors who have not completed their Rescue Refresher	DF/KJ	November
21	Continue to monitor the financial cash flow situation	JA/KJ	Ongoing

Meeting Closed at 21.30hrs

### **Dates of future meetings:**

- Wednesday 15<sup>th</sup> September (Edinburgh), 1930hrs.
- Wednesday 13<sup>th</sup> October (Edinburgh), 1930hrs.
- Wednesday 10<sup>th</sup> November (Edinburgh), 1930hrs.
- Wednesday 8<sup>th</sup> December (Edinburgh), 1930hrs.