

Board Meeting Minutes

Wednesday 10th November 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

Previous Minutes

The minutes of the previous Board meeting on 13th October 2010 were reviewed. Proposed by Jim Anderson and seconded by Nigel Spike.

Chairman's Report

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

Suunto Diver Award

- 6 successful applicants are due to receive their awards at the Annual Conference. Applications were considered from those candidates who had completed their Rescue Refreshers.
- A vote of thanks was made to the Judging Panel consisting of Douglas Forman, Nigel Spike, and Ryan Crawford from Suunto.

Stage 1 Complaint Reply

- DF has been in communications with Jolyon Griffin to arrange a meeting to discuss managed access.

Management Audit Report

- The Management Report has been returned and it has been confirmed that ScotSAC has achieved Reasonable Assurance

Secretary's report/Conference Update

- All preparations have been made for the Conference.
- 64 tickets have been pre-booked for the conference, 24 for the ceilidh, with more expected on the door.

Minch Divers e-mail

- An e-mail has been received from Minch Active Divers. The club has not got enough members to sustain it and is therefore to be closed.
- A letter is to be sent from the ScotSAC Secretary explaining that all outstanding equipment and/or funds are now the property of ScotSAC, whilst inviting the remaining members to join ScotSAC Direct.

Hyperbaric Provision Survey

- An online survey is to be completed and returned in agreement with Andy Murray.

NDO's Report

- A written report was submitted by NS
- The Rescue Refresher reminders are ready to be sent. A number of queries have been received from branches who were unaware of the Rescue Refreshers, and replies have been sent.

- 7 candidates are to be put through their RI course in November. Thanks were extended to Graeme Forsyth and everyone for their help.
- We have received a response from BSAC regarding supplying Nitrox courses. BSAC are willing to train up to 6 ScotSAC Instructors to become Nitrox Instructors for £600 (including travel and other costs). These details along with job descriptions are to be clarified before candidates are selected, and all questions are to be answered before given the go ahead.
- A draft plan of a fatality report was given out. Minor emendations are to be made and the document is to be approved at the next meeting.

Treasurers Report

- Membership has increased this month, resulting in the overall membership remaining stable at around 1200-1300.
- Minch Active Divers branch has no more members, and other small branches are proving difficult to contact. These branches are to be reviewed and recommendations to be made on a case by case basis. NS is to get information on branch circumstances with less than 4 members for the January meeting.
- A report needs to be created on the database to monitor Instructors Rescue Refreshers.
- The cash flow situation has sorted itself out after careful monitoring. Cash flow reports are to be created for each monthly meeting from now on to monitor club funds.

AOB

- Andrew Murray is to be offered Honorary Life Membership, with a certificate to be presented at the Conference.
- The date for the Xmas get together has been set to 15th Dec 2010 at 1930hrs. An invitation will be sent out to all Board and NDC/Ex Officio members.

- Actions Record

	Action and Update	Actionee	Status / Due
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	Obtain quotes for USB memory sticks for SD lecture materials	KJ	Ongoing
9	Type up current rules as they are and circulate at next meeting	KJ	Ongoing
10	Develop communication processes and methods between Branches, RCs, NDC and Board	DF/NS	Ongoing
11	Follow up with lapsed BDO/Sec through RC in writing.	NS	Ongoing (Monitor)
12	Records management policy progress	AT	Ongoing
13	Create provisional report for fatality once details have been confirmed and e-mail to IG	NS	Ongoing
14	Consider Fatality Plan – what information needs to be gained from Incident Report	All	Ongoing
15	Forms for new bank account to be completed and sent	JA/SMc/AM	Ongoing
16	Obtain and circulate copies of the Audit Management Report and Development Plan	KJ	November
17	Send e-mail re conference tickets to all members (inc. Newsletter)	SM/KJ	Complete
18	Send e-mail re Suunto Award deadline extension to all members (inc. Nomination form)	KJ	Complete
19	Create draft letter to all Instructors who have not completed their Rescue Refresher	DF/KJ	Complete
20	Continue to monitor the financial cash flow situation	JA/KJ	Ongoing

Meeting Closed at 21.30hrs

Dates of future meetings:

- Wednesday 8th December (Edinburgh), 1930hrs.