

Board Meeting Minutes

Wednesday 15th December 2010 1930hrs
ScotSAC HQ, Edinburgh



Board Members Present

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

Also present: Kate Jenkins (KJ)

Apologies:

Adrian Thomas (unable to connect via Skype)

Previous Minutes

The minutes of the previous Board meeting on 10th November 2010 were reviewed. Proposed by Nigel Spike and seconded by Iain Graham.

Chairman's Report

- There was an update on the situation regarding the alleged incident at Loch Fyne. The member involved has been contacted by post and e-mail. All mail has been returned to us undelivered. Copies of correspondence have been sent to the BDO and a request has been made to confirm contact details.
- Argyll and Bute Council have been contacted to arrange a meeting to discuss access issues at Furnace. No reply has been received to date, and a reminder e-mail has been sent.
- An e-mail was received at HQ from Barry Fleeting regarding ScotSAC's Equity Policy. Minor emendations are to be made and the substance of the policy was approved by the Board subject to these changes being made.
- After receiving an e-mail from Grampian branch regarding the procedure for making a complaint against the Board, a response was sent explaining the process. To date, no further correspondence has been received from the branch.

Secretary's report/Conference Update

- Thanks were sent to Suunto for sponsoring the Suunto/ScotSAC Diver Award 2010.
- Possible dates for the 2011 Annual conference were discussed, and it was suggested that the conference should take place a week later than previous conferences in order to prevent clashing with other events. This was approved by the Board, and the budget was set at the same level as 2010.

NDO's Report

- Thanks were sent to SMC for a very successful conference.
- The RI course that took place in November was successful and provided 5 passes. Numbers were smaller than expected due to the severe weather conditions which could not be avoided. Thanks were sent to Graeme Forsyth and all those who helped run the course.
- Progress is underway for the new Training Schedule and Awards Scheme. New NDC member Alastair McCulloch is cross referencing both documents to ensure there are no clashes. Once this process has been finished the documents will be circulated to the board.
- Progress on the new Nitrox course was discussed. Further details need to be in place and finalised before going ahead. Documents needed were discussed as:
 - Job description for course co-ordinator
 - Course costs
 - Pre-requisites/person specification
 - Equity and Discrimination
 - Structure of course

- NS to ask Joe Campbell if he would be able to create a document giving Instructor course details.
- It was agreed that other aspects of the courses (how to get onto a course, how to instruct, how to qualify, what to charge etc) is to be discussed via e-mail and at the next meeting.

Treasurers Report

- ScotSAC's financial status remains the same as last month.
- Membership numbers seem to be improving, with 1332 current members this month.

AOB

- A sub-committee is to be set up to review the details of the fatality. This group is to include Nigel Spike, Iain Graham, Graeme Forsyth (National Coach) and Gordon Young (Incident co-ordinator). A letter is to be written to the Procurator Fiscal to inform them of this.
- Sandy will set dates for next year's meetings and circulate.

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 samples for USB memory sticks for lecture materials	KJ	Ongoing
9	Type up current rules as they are and circulate at next meeting – ask AM for details.	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/SMc	Completed
17	Continue to monitor the financial cash flow situation	JA/KJ	Ongoing
18	Circulate Incident Reports received for fatality to all Board members	KJ	January
19	Set dates for 2011 meetings	SMc	January
20	Arrange date for Incident review panel	NS/IG	Ongoing
21	Write letter to Procurator Fiscal to update them on the fatality sub-committee	IG/SMc	January

Meeting Closed at 21.30hrs

Dates of future meetings:

- Wednesday 19th January 2011 (Edinburgh), 1930hrs.