

# Board Meeting Minutes

Wednesday 19<sup>th</sup> January 2011 1900hrs  
ScotSAC HQ, Edinburgh



## ***Board Members Present***

Douglas Forman (Interim Chair), Sandy McPherson (Secretary), Jack Morrison, Iain Graham

Also present:

## ***Apologies:***

Adrian Thomas, Nigel Spike (National Diving Officer) Kate Jenkins (KJ), Jim Anderson (Treasurer),

## ***Previous Minutes***

The minutes of the previous Board meeting on 19<sup>th</sup> January 2011 were reviewed. Proposed by Iain Graham and seconded by Jack Morrison.

## **Chairman's Report**

- Reviewed letter of complaint from Grampian and agreed with communication issue. Will delay response to Grampian branch until the NDC have discussed the matter.
- Board re-affirmed the importance that all BI's do their rescue refresher by the date set by the board previously. NDC to insist on a rescue as part of the BI training.
- Kate out of office for eight weeks. Claire from Sport Scotland to help out with administration duties
- Urgent enquiries to be directed to Sandy
- Douglas will visit remote branches on his return from Holidays
- Agreed to take disciplinary action following recommendation of disciplinary panel. Douglas to follow up on his return

## **Secretary's report/Conference Update**

## **NDO's Report**

- . See attached

## **Treasurers Report**

## **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.

## **Actions Record**

	<b>Action and Update</b>	<b>Actionee</b>	<b>Status / Due</b>
1	Draft single membership form – <i>circulated and feedback given. To be incorporated and re-circulated. Progress underway</i>	AT	Ongoing
2	Obtain samples for USB memory sticks for lecture materials	KJ	Ongoing
3	Type up current rules as they are and circulate at next meeting – ask AM for details.	KJ	Ongoing
4	Develop communication processes and methods between Branches, RCs, NDC and Board	DF/NS	Ongoing
5	Follow up with lapsed BDO/Sec through RC in writing.	NS	Ongoing (Monitor)
6	Forms for new bank account to be completed and sent	JA/SMc/AM	Ongoing
7	Continue to monitor the financial cash flow situation	JA/KJ	Ongoing
8	Arrange date for Incident review panel	NS/IG	Ongoing
9	Note in Scottish Diver about us achieving Equity Policy	JM	
10	Need to find out from branches if there is a need for a separate Dive Officers conference. Will take send out an e-mail asking them	KJ	

Meeting Closed at 21.30hrs

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

- Wednesday 23<sup>th</sup> March 2011 (Edinburgh), 1930hrs.
- Wednesday 20<sup>th</sup> April 2011 (Edinburgh), 1930hrs
- 11<sup>th</sup> of May, 15<sup>th</sup> of June, 13<sup>th</sup> of July, 17<sup>th</sup> of August, 14<sup>th</sup> of September, 12<sup>th</sup> of October, 9<sup>th</sup> of November, 7<sup>th</sup> of December