

Board Meeting Minutes

Wednesday 23th February 2011 1900hrs
ScotSAC HQ, Edinburgh



Board Members Present

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

Also present:

Apologies:

Kate Jenkins (KJ), Douglas Forman

Conflicts of Interest:

No conflicts of interest were declared by board members present

Previous Minutes

The minutes of the previous Board meeting on 19th January 2011 were reviewed. Proposed by Iain Graham and seconded by Jim Anderson.

Chairman's Report

- Website-Jim Anderson looking after the website until a new administrator is appointed Alan Purcell and Alex Hewitt will be given access to the website and will be invited to come back with proposals. Will not be administered by Kate.
- Board agreed that all passwords be held and issued as required by the Chairperson and back copies be kept at HQ.

Secretary's report

- To e-mail Limerick branch regarding an individual membership issue.
- To write to Solway regarding their branch closing.
- Send e-mail reply regarding access advising that Douglas will return next month

NDO's Report

- Depth and safety recommendations to go back to NDC for discussion.
- New application forms for the BI and RI courses are under consideration
- Tony Carter is to take on the First Class Award. A new set of applicants sitting a theory paper this summer
- Joe Campbell is liaising with BSAC regarding the arrangements to train our Nitrox Instructors
- Graham F is arranging a training weekend for 12th and 13th March at the Tearoom on Loch Fyne

AOB

Actions Record

	Action and Update	Actionee	Status / Due
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	Note in Scottish Diver about us achieving Equity Policy	JM	Ongoing
9	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	
10	Monthly newsletter-sample to be presented	SMc	
11	New website administrator to be appointed	Board	
12	Articles of Association of the Scottish Sub Aqua Club to be converted to pdf format and posted on the Website	SMc/JA	

Meeting Closed at 21.30hrs

Dates of future meetings:

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