

Board Meeting Minutes

Wednesday 23th March 2011 1900hrs
ScotSAC HQ, Edinburgh



Board Members Present

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

Also present:

Apologies:

Kate Jenkins (KJ),

Conflicts of Interest:

No conflicts of interest were declared by board members present

Previous Minutes

The minutes of the previous Board meeting on 23rd February 2011 were reviewed and Corrections recommended. Proposed by Jack Morrison and seconded by Jim Anderson.

Chairman's Report

- Director of communications-Board agreed on the appointment of a director of communications to assure that there is a consistency of information between the Newsletter, the Website and the Magazine. A job description will be drawn up and Jack will take on this role.
- Douglas to arrange a meeting with to discuss all the options available for managed access to the shore road at Furnace.

Secretary's report

- Barry Fleeting to be invited to attend next months meeting.
- Conference venue booked. Oban High school on the 19th of November

NDO's Report

- Matrix for depth regulations to be constructed by the NDC.
- Clarification of rules- ScotSAC requires that buddy pairs stick together and surface cover required for training dives
- Forms reviewed and amendments made
- Rescue requirements for 'change over branches to be discussed at a future NDC meeting
- Rebreathers are permitted but not for training dives

Treasurer's report

- ScotSAC has occurred some bank charges because of cheques bouncing.
- Cheques to be paid in weekly in future
- Not received money from Sports Scotland yet
- Barry Fleeting requests completed.
- Annual Insurance Declaration to be filled out stating that there have been no changes in our required cover since last year

AOB

Actions Record

	Action and Update	Actionee	Status / Due
1	Obtain samples for USB memory sticks for lecture	KJ	Ongoing

	materials		
2	Type up current rules as they are and circulate at next meeting – ask AM for details.	KJ	Ongoing
3	Develop communication processes and methods between Branches, RCs, NDC and Board	DF/NS	Ongoing
4	Follow up with lapsed BDO/Sec through RC in writing.	NS	Ongoing (Monitor)
5	Forms for new bank account to be completed and sent	JA/SMc/AM	Ongoing
6	Continue to monitor the financial cash flow situation	JA/KJ	Ongoing
7	Note in Scottish Diver about us achieving Equity Policy	JM	Ongoing
8	Need to find out from branches if there is a need for a separate Dive Officers conference. Kate Jenkins to send out an e-mail asking them	KJ	Ongoing
9	Write job description for new communications director	JM	
10	Meeting to discuss managed access to shore road and Furnace	DF	
11	Matrix for depth regulations to be constructed	NS	
12	Inform insurers of new depth rules	IG	

Meeting Closed at 21.30hrs

Dates of future meetings:

- 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