

Board Meeting Minutes

Wednesday 22nd April 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,

Also present:

Apologies:

Kate Jenkins (KJ), Iain Graham

Conflicts of Interest:

No conflicts of interest were declared by board members present

Previous Minutes

The minutes of the previous Board meeting on 20th March 2011 were reviewed
Proposed by Nigel Spike and seconded by Jack Morrison.

Chairman's Report

- Current Rules and regulations need to be obtained. Kate to request them from Andy Murray. They will be made ready for printing and quotations for printing will be obtained.
- Following discussions with Sport Scotland the board needs to write a four year plan of how ScotSAC will make up the shortfall in funding. They did note that they are very happy with the ScotSAC and how it was organised and run.
- There will be quarterly meetings with partnership managers with the first being on the 15th of June
- D.F to write to Grampian Branch regarding their complaint.
- D.F met with representatives at Furnace regarding the issue of diver's access to Kenmore point and we have not been successful in achieving this.
- D.F to write to Limerick Branch member regarding Board decision

Secretary's report

- First Newsletter ready and approved for issue
- Dean Clyden applied for transfer to ScotSAC direct and Board approved this.

NDO's Report

- Matrix for depth regulations to be constructed by the NDC keen to leave it as one assessment. In the "Crossover Branch" document it was also suggested that the "instructor" status of crossed-over individuals cannot be ratified until completion of a Rescue Refresher at the appropriate level.
- Suggested depth matrix submitted for comment
- Following discussions with Bill Spiers regarding a recent incident report NS suggested that a couple of items are included /reinforced in the BI course
- Nigel to check on wording that other organisations use for 'rules and regulations'
- Discussions followed regarding how to deal with mistakes in lecture materials. It was decided to appoint someone to review the lectures and lecture notes
- Rebreather diver members are covered by ScotSAC insurance provided they dive within their training qualifications and rebreather suppliers recommendations
- We have an appeal for help with a "limbs with attitude" organisation to help run a tester for amputees in Glasgow in June
- Marion Brown has agreed to run a Solstice Dive on Sunday 19th However due to lack of a suitable venue the board decided to cancel this year's Solstice event
- Training Awards Scheme is almost complete and Nigel to target the 11th of May for this. Roll out plan to be submitted

Treasurer's report

- Bank statement has got lost in the post
- Grant from Sport Scotland now received

AOB

- Board seeking to receive new directions from the Branches. Appeal to be included in Newsletter

Actions Record

	Action and Update	Actionee	Status / Due
1	Obtain samples for USB memory sticks for lecture materials	KJ	On hold
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	JM	Ongoing
4	Follow up with lapsed BDO/Sec through RC in writing.	NS	Ongoing (Monitor)
5	Note in Scottish Diver about us achieving Equity Policy	JM	Ongoing
6	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	Newsletter	Ongoing
7	Meeting to discuss managed access to shore road and Furnace	DF	
8	Inform insurers of new depth rules	IG	
9	Current Rules and regulations need to be obtained	KJ	
10	Write a four year plan of how ScotSAC will make up the shortfall in Sports Scotland funding	Board	
11	Training Awards Scheme completion by the 11 th of May for this. Roll out plan to be submitted	NS	
12	Find out if members want a separate diving officers conference with Newsletter	SM	

Meeting Closed at 21.30hrs

Dates of future meetings:

- (Edinburgh), 19.00hrs
- 11th of May, 15th of June, 13th of July, 17th of August, 14th of September, 12th of October, 9th of November, 7th of December