

Board Meeting Minutes

Wednesday 11th May 2011 1900hrs
ScotSAC HQ, Edinburgh



Board Members Present

Douglas Forman (Acting Chairman), Nigel Spike (National Diving Officer), Sandy McPherson (Secretary), Jim Anderson (Treasurer), Jack Morrison

Also present:
Kate Jenkins

Apologies:

Iain Graham

Conflicts of Interest

- No conflicts of interest were declared by the Board members present.

Previous Minutes

The minutes of the previous Board meeting on 22nd April 2011 were reviewed. Proposed by DF and seconded by SM

- A discussion took place on the format of future Board meetings. As stated under item 11.1 in the Company's approved Articles of Association, the Directors are required to hold a minimum of 4 Board Meetings in each year. It was agreed that the Directors meetings be restricted to actions specifically relating to the running of the Company. It was also agreed that a number of Directors meetings be organised to consider general day to day business.
- It was therefore agreed that future meetings take the form of a two part meeting; the initial Board meeting, followed by the Directors meeting, with the former consisting of confidential matters, and those not pertaining to the running of the company.
- It was also agreed that a permanent agenda item be allocated to the Director of Communications Report.

Chairman's Report

- A response has been received from Argyll & Bute Council and residents at Loch Fyne, whose position on the access issues has not altered, and is not deemed likely to do so.
- A formal response has been sent to Grampian Branch in response to their complaint. It is hoped that this issue will be resolved satisfactorily.

Secretary's report

- April's Newsletter was sent successfully, and progress is being made on the next issue.
- The 2011 AGM was set at Wednesday 7th September, 1900hrs, HQ Edinburgh.

NDO's Report

- There has been concern over the future use of The Tea Rooms at Loch Fyne. The owner of the establishment is to be contacted to see if the situation can be resolved.
- 3 members of Stirling University Branch were recently involved in a serious car crash. The Boards best wishes were sent to all involved, and thanks sent to those Members helping out at this time.



- There was an update on the progress of the new Training Awards Scheme. It was suggested that both terms “Rules” and “Recommendations” should be further clarified and considered for inclusion.

Treasurers Report

- The missing bank statement has now been received at HQ. The backlog is being dealt with, and accurate membership figures will be generated for the next meeting.
- Regular quarterly reports on the Company’s finances and budgeting are to be prepared for future Board meetings.

AOB

- Contact is to be made with Suunto regarding this year’s award.
- The current process for medical referrals was discussed. It was agreed that a new electronic process be put in place to facilitate a more efficient turn around.
- Jack Morrison has been appointed as the Director of Communications. As a part of his duties, a minuted report is to be submitted to the Directors on a monthly basis.
- The current office requirements were discussed. On relocation to Edinburgh, it was anticipated that extra staff were to be recruited. As circumstances have now changed, it was agreed that there is a great deal of equipment and stock that are surplus to requirements. All items not required to be kept by law are to be disposed of in the correct and appropriate manner.
- ScotSAC currently has an extensive library with no inventory. It was agreed to advertise for a volunteer, through the newsletter, who would be willing to catalogue this.

Actions Record

	Action and Update	Actionee	Status / Due
1	Develop communication processes and methods between Branches, RCs, NDC and Board	JM	Ongoing
2	Follow up with lapsed BDO/Sec through RC in writing.	NS	Ongoing (Monitor)
3	Note in Scottish Diver about us achieving Equity Policy	JM	Complete
4	Need to find out from branches if there is a need for a separate Dive Officers conference	Newsletter	June
5	Meeting to discuss managed access to Shore Road and Furnace	DF	Complete
6	Training Awards Scheme to be completed by 11 th May. Roll out plan to be submitted.	NS	Ongoing

Meeting Closed at 21.30hrs

Dates of future meetings:

- 22nd of June
- 13th of July
- 17th of August
- 14th of September
- 12th of October
- 9th of November
- 7th of December