

Board Meeting Minutes
Wednesday 9th November 2011 1930hrs
ScotSAC HQ, Edinburgh



Board Members Present

Iain Graham (chairman), Jim Anderson (Treasurer), Sandy McPherson (Secretary), Jack Morrison (Director of Communications), Gordon Young (National Diving Officer), Andrew MacRae (Director), Edna Ewan (Director)

Also present:
Kate Jenkins.

Apologies:

- No apologies received

Conflicts of Interest

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

Previous Minutes

The minutes of the previous Board meeting on 12th October 2011 were reviewed. Proposed by Jack Morrison and seconded by Sandy McPherson.

Chairman's Report

- There have been ongoing problems with the e-mail system. After some careful investigation, it was found that e-mails sent on the Board loop need to be approved by a moderator. It was agreed to get rid of this in order to facilitate the e-mail process.
- The Suunto Dive Computers have arrived at HQ. Nominators have been contacted to encourage winners to attend the Annual Conference so that they may be presented with their awards.

Secretary's report

- A total of 46 tickets for the Annual Conference have been bought online in advance. A number are expected to be sold on the door, with an estimated 100 tickets in total being sold.
- A report is to be created after this year's event so that an accurate budget can be allocated for next year.
- Thanks were given to Sandy McPherson and his team of volunteers for their organisation again this year.
- There was a discussion on the location of the 2012 Annual Conference. A number of locations were discussed, and it was agreed to return to Eyemouth. It was agreed that this should be announced at this year's Conference. Alternative venues will be pursued for 2013.

NDO's Report

- See written report submitted.
- Highlights from the last NDC meeting were:
 - In addition to the elected members of the NDC, Hugh Fraser (Peebles) and Alan Purcell (Stirling) have been co-opted onto the NDC and we hope to make best use of their skills.
 - Graeme Forsyth was re-appointed as National Coach, with Ronnie Scrymgeour as Assistant National Coach.

- The Regional Coach list on the website is now out of date. Gordon is working with Graeme to update this.
- The issue of a Regional Coach presiding over their own Branch has now resolved.
- It was proposed that authority should be given to the NDO to be able to put this into writing. It was agreed that it should be incorporated into the Regional Coach Job Description, which will be updated on the website once GY has circulated the document for approval.
- There was a discussion about Branches with no members who are still on the database. As a result, these Branches are also listed on the website, which could potentially cause problems for divers wishing to join these Branches. Time scales were discussed, and it was agreed that Branches without members for a period of 3 months were to be removed, as this is the period allowed for a membership to lapse before their membership is no longer current.
 - The first ScotSAC Nitrox course took place on October 30th at HQ where 11 candidates successfully completed the course.
 - The next course is being planned for 9 candidates in Feb/March 2012 at HQ with 3 Instructors in attendance. This was based on the number of Nitrox course packs available.
 - A BI course is being planned for Feb/March 2012.
 - Bert Smith is making a welcome return to Instruct the ScotSAC First Aid courses after a period of ill health. Courses are to be held at HQ. Any expressions of interest are to be sent to HQ or directly to Bert Smith.
 - The Instructor Guidelines for the New Training Schedule have been completed, but are yet to be presented to the Board. Alistair McCulloch and Alan Purcell have been tasked with this.
- There was further discussion on the format of the Training Schedule, and of the Training Materials to accompany this. It was agreed that a technical writer should be involved in drafting up the documents.
- The document explaining the new ScotSAC Safety Recommendations was discussed. It was reiterated that this document makes recommendations as a result of Instructions from the Procurator Fiscal following the Fatal Accident Inquiry. It was agreed that the wording and terminology needs to be altered in order for the document to be more straight forward and to the point, and also to ensure that the document is valid for both shore and boat dives. Edna Ewan agreed to take on responsibility for this task.
- The Divers and Decompression document was discussed. As there is so much conflicting medical opinion regarding treatment for decompression sickness, it was agreed that as an organisation, ScotSAC could not refer to Dr Wilmot for generalised advice, as every case is different. However, it was agreed to ask Dr Wilmot for an article for Scottish Diver Magazine, and to ask that divers take advice from those who are treating them.
- The UKSDMC medical form was further discussed. Amendments were thought to be needed before the form could be used as an official ScotSAC document. Iain Graham is to contact Dr Wilmot to put forward the suggestions.

Treasurers Report

- At present, ScotSAC has 1266 Current Members.
- The ScotSAC Annual Plan has been submitted to **sportscotland**. Discussion on the responsibility for the next Annual plan was discussed, and Edna Ewan agreed to take this on. It was also agreed that an agenda item be created for this every other month.
- The Expenses process was discussed. A new electronic banking system is underway which should hopefully facilitate a more efficient process.

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- Future plans for each Board member to take on a number of Branches as a mentor were discussed, with Andrew MacRae planning on visiting Shetland Branch in the next few weeks.
- A list of answers to questions that ScotSAC Branches might ask is being compiled.

Meeting Closed at 21.30hrs

Dates of future meetings:

- 14th of December