



**Board Meeting Minutes**  
**Wednesday 14<sup>th</sup> March 2012 1930hrs**  
**ScotSAC HQ, Edinburgh**

**Board Members Present**

Iain Graham (chairman), Sandy McPherson (Secretary), Jack Morrison (Director of Communications), Edna Ewan (Director), Andrew MacRae (Director).

Also present:  
Kate Jenkins.

**Apologies:**

Jim Anderson (Treasurer), Gordon Young (National Diving Officer).

**Conflicts of Interest**

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

**Previous Minutes**

The minutes of the previous Board meeting on 25<sup>th</sup> January 2012 were reviewed. Proposed by Jack Morrison and seconded by Sandy McPherson.

**Chairman's Report**

- Concerns have been raised from members of Larkhall Branch regarding the current status of their Branch. ScotSAC originally responded with a letter to all members of the Branch. It was pointed out that the issue lies at a local level, but that the ScotSAC Board would offer any assistance and advice regarding ScotSAC rules and regulations.
- Iain Graham met with Barry Fleeting (**sportscotland** Partnership Manager) to discuss some matters. The rules on auditing have recently been changed, and as a result, our Organisation would now be able to "self-audit". He also suggested that our **sportscotland** funding is to remain as is for the time being.
- Iain conducted Kate's annual appraisal in January. After consulting with Gravitare HR (part of **sportscotland**'s expert resource) it was agreed that she would be placed onto an incremental salary scale. It was also agreed that her salary be raised to an appropriate level and backdated to January when the initial appraisal took place.

**Secretary's report**

- All Conference expenses have now been received and processed. Taking into account ticket sales and other income, there was a total deficit of £1104.
- Ticket sales were not as high as in 2010, which had a knock on effect with regards to raffle tickets sold etc.
- Conference speakers did not take any fees for appearing just travel expenses, which helped to keep costs down.
- It is hoped that the Conference will be organised well in advance this year to allow for advertising in good time.
- A date of Saturday November 10<sup>th</sup> 2012 was set for this year's Conference.

**NDO's Report**

- In Gordon Young's absence, the first Class Diver Award was discussed. The Board approved the structure of the Award, and is looking forward to receiving the guidelines that are to be written to accompany the document.

**Treasurer's Report**

- In Jim Anderson's absence, the Treasurers report was deferred until the next meeting.

**Director of Communications' Report**

- A ScotSAC Newsletter hasn't been produced for some time. Jack Morrison and Sandy McPherson will convene and create the next one.

## **Annual Plan Progress Review**

- The ScotSAC Annual Plan was discussed. Edna Ewan is making good progress with the plan, and Barry Fleeting is looking to support us with the submission to **sportscotland** from the late summer.
- Our current annual Plan is the third one ScotSAC has produced, most of which is currently on track to achieve.
- The next 3 year plan will need to be created for 2013.
- All ScotSAC Diver Training is now offered free of charge, including Instructor training, which is improving as the number of courses is increasing.
- The possibility of offering BI courses on a regional basis was discussed.
- ScotSAC are in the process of introducing the new Branch Diver qualification.
- ScotSAC are in the process of re-writing the First Class Diver Award which will make it more accessible to members.
- ScotSAC endorsements including Deep Diving Award are being developed.

## **AOB**

- The ScotSAC Insurance Policies are in the process of being updated. Andrew MacRae is making good progress with these and intends to do a full review of Insurance Policies later this year.
- There was a discussion on the date for the ScotSAC AGM. The date is based on the Annual Accounts production. Kate has been collating the information for the Accounts and is nearly ready to send it off. Based on this, this year's date was provisionally set at September 26<sup>th</sup> 2012.

Meeting Closed at 21.30hrs

Next meeting was set at Wednesday May 9<sup>th</sup> 1930hrs at ScotSAC HQ.