

**Board Meeting Minutes**  
**Wednesday 9<sup>th</sup> May 2012 1930hrs**  
**ScotSAC HQ, Edinburgh**



**Board Members Present**

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

Also present:  
Kate Jenkins.

**Apologies:**

- None

**Conflicts of Interest**

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

**Previous Minutes**

The minutes of the previous Board meeting on 14<sup>th</sup> March 2012 were reviewed. Proposed by Sandy McPherson and seconded by Edna Ewan subject to one emendation.

**Review of Actions**

- All ScotSAC Insurance Policies are in place. DiveMaster had not provided us with a quote 1 week prior to the renewal date and the decision was made to approach Perkins Slade, who are underwritten by Zurich and also provide Liability Insurance for BSAC. The Perkins Slade Policy was more cost effective than the previous Policy with DiveMaster, and was also deemed to be more robust, and provided better cover. As such the decision was taken to accept the terms proposed.
- There was a discussion on Incident Reporting. It was agreed that we should make a request for a written procedure from Perkins Slade that we should implement. In the interim, it was agreed that all Incident Reports should be sent to Perkins Slade.

**Chairman's Report**

- Iain received an e-mail from a ScotSAC member in relation to printing depth limits onto ScotSAC membership cards to allow members to prove their qualifications to dive organisations at home and abroad. The benefits, implications, and drawbacks were discussed, and it was decided that Kate should make an enquiry to our software providers as to whether or not it would be a physical possibility before the Board can make a decision.
- During discussions, the Board became aware that the database for the card maker software is separate to the main database that contains membership details. Jim Anderson asked Kate to look into the possibility of combining these.

**Secretary's report**

- Progress is being made in organising the Annual Conference. The venue has been provisionally booked, and Sandy has contacted speakers to attend.
- Jim Anderson made a request for Bob Whorton to be removed from the possible list due to poor reliability in the past. Jim will try and get a replacement photographer to attend in his place.

**NDO's Report**

- One Incident Report has been received.
- The next NDC Meeting is to take place on Monday 14<sup>th</sup> May 2012.
- The scheduled Nitrox course has been cancelled due to lack of interest. Joe Campbell has re-scheduled the course for June 23<sup>rd</sup> and 9 candidates are needed for the course to take place.
- A BI course will be organised for mid to late June, as we now have sufficient numbers waiting.

- Gordon Young sent an e-mail to all current 1<sup>st</sup> Class Divers to ask for their support with the new 1<sup>st</sup> Class Award. From those that responded, the general consensus was one of acceptance and support. Gordon is to ask one of the NDC members (Hugh Fraser) if he can produce a document detailing the criteria for all optional modules, and also look into logistics of getting the modules signed off.
- Gordon hopes to have the Instructor guidelines for the new Training Schedule by the next Board meeting.
- The Board wished to express their sincere gratitude to the NDC and all those who have worked on the new 1<sup>st</sup> Class Award, and hope to have it implemented and ratified at the next AGM.
- The prototype ScotSAC folders were presented and discussed. It was agreed that a thorough comparison of all options was needed, with written quotations based on the minimum quantities, and also quotes for all printed materials to be included in the folders. All this information is needed before any money is spent.
- A Deep Diving Instructor course was held with 6 Instructors successfully completing the course. ScotSAC now have a total of 10 Deep Diving Instructors, which means that the course can be run regionally.
- ScotSAC Rescue Refreshers will be discussed at the next NDC meeting, due to some confusion over newly qualified BI's.

### **Treasurer's Report**

- We have made progress with accepting online payments. A number of options have been considered, and Jim Anderson will convene with Kate Jenkins to come up with the most cost effective, efficient procedure that will be of most benefit to the membership and Organisation as a whole, and how to implement it. It was noted that this is not a re-introduction of the old Direct Debit Scheme that used to be employed by ScotSAC.
- Membership figures are still in decline. April figures for ScotSAC membership stood at a little over 1100. This figure has reduced by 150 in the last 12 months. This is a significant loss, and as a Board we need to think of ways to help Branches recruit new members.
- Kate is to make an enquiry to **sportscotland** expert resource about Sage advice.
- ScotSAC funds remain steady.

### **Director of Communications' Report**

- Due to a shortage of time, the Director of Communications' Report was postponed to the next meeting.

### **AOB**

- Due to a shortage of time, no other business was discussed.

Meeting Closed at 21.00hrs

Next meeting was set at Wednesday 20<sup>th</sup> June 1930hrs at ScotSAC HQ.