

**Board Meeting Minutes**  
**Wednesday 22<sup>nd</sup> August 2012 1930hrs**  
**ScotSAC HQ, Edinburgh**



**Board Members Present**

Iain Graham (Chairman), Jim Anderson (Treasurer), Sandy McPherson (Secretary), Jack Morrison (Director of Communications), Edna Ewan (Director).

Also present:

Kate Jenkins, Susan Menzies (**sportscotland**)

**Apologies:**

Gordon Young (National Diving Officer), Andrew MacRae (Director).

**Conflicts of Interest**

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

**Previous Minutes**

The minutes of the previous Board meeting on 20<sup>th</sup> June 2012 were reviewed. Proposed by Edna Ewan and seconded by Jim Anderson.

**Review of Actions**

- Lapsed BDO's have been contacted. All lapsed BDO's have now renewed their membership. This will continue to be monitored on a monthly basis.
- Jack Morrison is to meet with Lawson Wood in the next few weeks to discuss ScotSAC's requirements for the new Training Schedule.

**Chairman's Report**

- The updated First Class Award has now been introduced, and HQ has received application requests from 21 members to date, with more expected in the next few weeks. One complaint from a member was received about the Award, and Iain Graham responded.
- The current Community Jobs Scotland post, funded by the Scottish Government, is coming to the end of its term. An application has been made for the next rotation of the scheme, and we are waiting to hear back from the Scottish Council for Voluntary Organisations (SCVO) as to whether we have been awarded another placement or not.

**Secretary's report**

- The conference venue (Eyemouth High School) has now been booked.
- A number of speakers have been booked, and Sandy is still waiting to hear back from a couple more.
- Online ticket sales will be available in plenty of time for the event, and a newsletter is to be sent out with details once the schedule has been firmed up.
- A suitable photo is to be obtained for the schedule poster on the day.
- Ticket prices are to be set based on the cost of the conference, including venue hire, speaker expenses, and catering costs.
- The venue has a maximum capacity of 180 people.

**NDO's Report**

- In Gordon Yong's absence, a written report was issued.
- Alan Purcell has received costings for the supply of wallets & inserts for the new Training Schedule.
- Alistair McCulloch has been making significant progress with the Branch, Sport & Master Diver lecture overheads.
- There is a deep diving course scheduled for Saturday & Sunday the 25<sup>th</sup>/26<sup>th</sup> August, to which we have 14 candidates.
- There is a Basic Nitrox course scheduled for Saturday the 1<sup>st</sup> of September at ScotSAC HQ.

- The First Class Award is up and running and we have already had numerous applications. Gordon is regularly coming to HQ to deal with applicants forms.
- Gordon is in the process of preparing a full report for the AGM which will include various subjects.

### **Treasurer's Report**

- Jim Anderson is to meet with the Accountants to discuss the Draft Accounts. Once this has been done, they will be discussed at the next meeting before the AGM.
- Membership figures remain to be a concern. This issue needs to be addressed as a matter of priority.
- This month's expenditure figures are higher than the income figure, as a number of high cost services are due, including the last insurance payment and the Accountants fee. Money is to be transferred for this until these figures level out again.
- There was a discussion on the annual subscription fee. It is thought that this will need to be addressed for this year's AGM.
- Progress is being made with the online payment system, and it is hoped that this can be announced at the AGM.

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

- Jack Morrison proposed a joint venture with the Freetime Initiative (Scottish Diver Publishers) to take a space at the Birmingham Dive Show. The Freetime Initiative are keen to promote the magazine to a wider readership, and are contacting other Scottish exhibitors to explore the possibilities of a Scottish Diving Stand which may attract help from Visitscotland for future Dive Shows.
- It was agreed to accept this proposal and offer ScotSAC's full support to promote diving in Scotland.

### **Annual Plan Review**

- Edna Ewan met with Susan Menzies (ScotSAC's new **sportscotland** Partnership Manager) to discuss the Annual Plan.
- The plan's expiry date was determined as December 2013.
- The matrix style document is to be made into a working document that will be easier to use.
- Lead names are to be inserted next to each objective or project, and performance indicators are to be clarified.
- The review process was discussed, and it was thought that the plan should be reviewed on a quarterly basis, with any important issues taking priority.
- Edna Ewan volunteered to take ownership of the key objective of Membership. In doing so, she will establish a sub-group that will be involved in how to achieve the objectives set out in the document. She will also contact Branches who are losing members, and those who are gaining members to research reasons behind membership fluctuations. It is hoped that the introduction of the new Branch Diver Qualification, as part of the new Training Schedule will help lessen the burden on Instructors, as it will allow Branch Divers to dive with a Sport Diver.

### **AOB**

- The Letter, Agenda, and Proxy voting form for the AGM were approved. These are to be sent to Advanced Mailing Solutions for inclusion with the next issue of Scottish Diver magazine.
- Susan Menzies has been approached by Alec Copland (**sportscotland**) about providing ScotSAC with information on a new Sports Administration System that utilises Customer Relationship Management (CRM) systems. It is thought that we currently do not have the resources to deal with this matter, but that ScotSAC will consider it next year.

Meeting Closed at 21.00hrs