

**Board Meeting Minutes**  
**Wednesday 17<sup>th</sup> October 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

**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 22<sup>nd</sup> August 2012 were reviewed. Proposed by Sandy McPherson and seconded by Edna Ewan.

**Review of Actions**

- Follow up with lapsed BDO/Sec through RC in writing – this is to be written into the procedures manual, and monitored on a monthly basis by HQ.
- Jack Morrison is to meet with Lawson Wood in the next few weeks to discuss ScotSAC's requirements for the new Training Schedule – Lawson has been busy over the last few weeks, but it is hoped a suitable meeting can be set up soon.

**Chairman's Report**

- Election of office bearers – all Directors were happy to continue in their relevant posts, and as there were no objections noted this is with immediate effect.

**Secretary's report**

- Most of the preparation for the Annual Conference has been done.
- The draft budget was approved, based on 120 ticket sales.
- Kate will send out the newsletter in the next few days.

**NDO's Report**

- In Gordon Yong's absence, there was nothing to report.

**Treasurer's Report**

- Membership figures have remained stable this month.
- The Bank Account is in credit, and all and outgoings are being met.
- Jim Anderson proposed the new membership fees for the coming year. The fees have not been increased significantly. The joining fee has now been removed, but the fees were never adjusted to reflect the loss of that income.
- There is also the possibility that the membership fees will increase with the new Training Schedule, but this is dependent on the cost of the membership pack. Once the NDC has produced final costs for the new membership packs, this will be considered in greater depth.
- All Directors agreed that the increase in membership fee was not unreasonable, and the change is to take effect from 1<sup>st</sup> December 2012. This gives enough time to notify the membership.
- Jim Anderson has set up the new online PayPal system for membership subscriptions. The only information now required for existing members is their Name and ScotSAC Branch. They must also remember to submit their medical forms. There are two options: 1 – members can "buy" their membership for one year only, 2 – members can "subscribe" which allows their payment to be taken at the same time each year until they notify us to cease taking payments.

- The process will need to be tested, and Iain Graham agreed to pay for his membership using the new system.
- Jim Anderson also produced new electronic versions of the ScotSAC membership and medical forms. All members are still required to submit their medical forms on an annual basis. Memberships will not be processed until these have been received as their insurance will not be valid.
- The “Branch approval” section of the new member form has been removed from the electronic version. It was felt that this box was no longer relevant, and that Branches have the opportunity to contact us if they have members who they do not wish to accept.
- The current renewal procedure was discussed. Currently, members receive hard copies of their forms in the post one month before their renewal is due. With the new online system, it was suggested that we only send hard copies out to those members without e-mail addresses, and to those whose renewals have become overdue. It is hoped that this will reduce our postage costs significantly.
- There was a discussion on the current medical process and the current medical form. Dr Wilmot’s approval of the online form is to be sought before the system goes live. It is thought that the current procedure, whereby all members need to submit an annual medical declaration, puts an administrative burden on the Organisation, and that the long term responsibility of a members medical declaration should lie with the members, and not with HQ. It is hoped that this can be discussed again in greater depth at a later date.
- Thanks were expressed to Jim Anderson for his work in implementing the new system.

### **Director of Communications’ Report**

- Jack Morrison is attending the Dive Show in Birmingham alongside the Freetime Initiative (Scottish Diver Publishers). They will 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.
- An e-mail has been received by **sportscotland** enquiring about the sinking of a ship - The project is the purchase of a destroyer (£400k – 700K) the remaining part of the project is the cleaning and sinking of the ship and then use it as a dive venue. **sportscotland** are enquiring as to whether or not we have been approached by any of the groups involved in the project. More information is to be sought from **sportscotland**.

### **AOB**

- There are still 2 vacant positions on the Board of Directors, which the other Directors would like to see filled. It is hoped that by filling these two positions, the work done by the Board can be improved, as currently it is restricted by numbers.
- The possibility of creating a ScotSAC Underwater Photography course is being considered. Jack Morrison will speak to one of the exhibitors at the conference to discuss this further.
- ScotSAC have been asked for its input to the proposed Pinkston Basin in Glasgow. Unfortunately, ScotSAC is unable to commit to its use, but is able to endorse its use. It is hoped that the facility will be useful to be used as safe, confined open water. The NDC are to be tasked with developing a definition of safe, confined open water, and also to look into the feasibility of using the facility for regional training events.

Meeting Closed at 2130hrs