



**Board Meeting Minutes**  
**Wednesday 10<sup>th</sup> December 2012 1930hrs**  
**ScotSAC HQ, Edinburgh**

**Board Members Present**

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

Also present:  
Kate Jenkins

**Apologies:**

Jack Morrison (Director of Communications)

**Conflicts of Interest**

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

**Previous Minutes**

The minutes of the previous Board meeting on 17<sup>th</sup> October 2012 were reviewed. Proposed by Jim Anderson 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. It will now be removed from the actions list.
- Jack Morrison will report on his meeting with Lawson wood at the next Board meeting.

**Chairman's Report**

- A number of Child Protection Policy updates are currently being made to fall in line with the new PVG Scheme requirements. It was decided that Marion Brown, the ScotSAC Child Protection Lead Officer, should be invited to attend the next meeting to go over the proposed changes so that the board can make any appropriate decisions.
- A group of divers has applied to become a new Branch of ScotSAC, based in the Clyde Valley. Documents submitted were reviewed, and it was found that certain statements contradict the ScotSAC byelaws.
- The Chair thanked Sandy McPherson for his and his teams' hard work at the 2012 Annual Conference.

**Secretary's report**

- Sandy McPherson announced that he would no longer be organising the Annual Conference due to family and time commitments. A group of people interested in taking on this duty have come forward, and Sandy will be in contact with them in the forthcoming weeks. It is expected that this group will report to Sandy who will report any progress to the Board.
- It was also noted that the 2013 Conference will be ScotSAC's 60<sup>th</sup> Anniversary year, and it is hoped that this can be commemorated somehow.

**NDO's Report**

- At the NDC meeting on 5<sup>th</sup> November, Alan Purcell was co-opted on to the NDC. Graeme Forsyth was appointed National Coach, and Ronnie Scrymgeour was appointed Deputy National Coach. Requests for information and photographs for the website were made to all new NDC members. The Nitrox course planned for 10<sup>th</sup> February can only go ahead if six or more deposits are received. A deadline of 20<sup>th</sup> December has been given for this.
- All documents for the new Training Schedule have been sent to the manufacturing company in China, and they are currently creating a prototype

(minus the Instructor notes which will be quoted separately). Once the prototype has been received, the entire package will need to be proof read for any mistakes or updates, and a volunteer will be needed to do this. There was a discussion on the number of quotes obtained for the new Training Schedule. ScotSAC Purchasing Policy states that 3 quotes should be obtained to ensure we are getting the best value for money, and repeatability. It was agreed that once the prototype has been received, and the format has been agreed, that more quotes be obtained. Iain Graham thanked Gordon Young and the NDC for their work.

### **Treasurer's Report**

- A small increase in membership was seen this month.
- The Bank Account is in credit, and all and outgoings are being met.
- PayPal transfers of all online membership payments will be made to the bank account on a regular weekly basis.

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

- A potential new ScotSAC Photography course is being discussed. Jack/Iain will circulate the e-mail received for all Board members to review.

### **AOB**

- Edna requested information from a number of ScotSAC Branches with regards to how they recruit members, why people leave the Organisation etc. No major patterns emerged from the limited data she received.
- A number of applications have been made for the Community Jobs Scotland post funded by the Scottish Government. Kate will send applications to the Board.

Next Meeting was set for Wednesday 30<sup>th</sup> January 2013

Meeting Closed at 2130hrs