



Board Meeting Minutes
Wednesday 27th February 2013 1930hrs
ScotSAC HQ, Edinburgh

Board Members Present

Iain Graham (Chairman), Jim Anderson (Treasurer), Jack Morrison (Director of Communications), Edna Ewan (Director), Andrew MacRae (Director).

Also present:

Kate Jenkins, Claire McMurdo (Musselburgh Sub Aqua Club)

Apologies:

- Gordon Young (National Diving Officer), Sandy McPherson (Secretary)

Conflicts of Interest

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

Previous Minutes

The minutes of the previous Board meeting on 27th February 2013 were reviewed.

Emendations are to be made and the minutes circulated prior to the next Board meeting for approval.

Co-option of Additional Board Member

- It was proposed that Claire McMurdo be officially co-opted to the Board of Directors. All were in agreement. Claire was asked for a photograph of herself along with some information for the Board section of the website.

sportscotland Update

- ScotSAC's partnership manager, Susan Menzies, is due to go off on maternity leave at the end of March 2013. Our new partnership manager will be Penelope Peacock, and Susan will pass on all contact details.
- The Investment for 2013 has been approved and has gone through. Our current business plan comes to an end in December 2013, and a new one will have to be developed.
- **sportscotland** have reviewed the way in which they fund organisations, and have decided that they will be switching to a four year period of investment. The date of the funding period will also move from Jan - December, to April – March, to fall in line with the **sportscotland** financial year end. This format will take effect from 1st April 2015. The options offered to carry us over the transition period were;
- It was requested if ScotSAC could have a one off payment of the full amount for the period Jan 2014 – March 2015. This is to cover Insurance payments that will be due to commence in April 2015. Susan Menzies will try and get this authorised.
- Thanks were expressed to Susan for her work with the Organisation, and we look forward to seeing her on her return.

Chairman's Report

- **sportscotland** have appointed KPMG to undertake audits of the Scottish Governing Bodies. An associate from the company came in to the office for half a day and went through the self-assessment we were given.
- Initial feedback has been good, with KPMG even asking to use some of our policies as examples of best practice.
- One action that was recommended was that ScotSAC create a Risk Register, and monitor on a quarterly basis. Kate will make enquires to the Scottish Sports Association to ask for a template risk register that we can use.
- Unfortunately, there has been another break in to the office petty cash, this time with an amount of money being stolen from the fireproof safe. The fireproof safe had been locked and the key was not on the premises. It was forced open and broken in the process. Again, this happened to a number of other Governing Bodies in the building over the time period, and the incident has been reported to the police.

- Kate and Andrew will check the Office Insurance policy to check if we are covered for theft of money.
- The use of the fireproof safe was discussed. It was used for storing backups on a USB stick. Kate will look into other options for data backup, including the cloud.
- It was also agreed that at some point in the future, members will be able to pay for all courses and events using our online system.

Secretary's report

- A request has been received to move a member of one of our Branches to ScotSAC Direct. The Board are unable to transfer a membership without due process, so it was agreed that Jack would speak to the Branch Chairperson to determine the reasons behind the request.

NDO's Report

- Following the last Board meeting, Alan Purcell contacted Northern Diver with the agreed queries. He also forwarded an update of the remaining actions, most of which are ongoing.
- The minimum order quantity is 1000.
- Gordon Young offered to store any extra if the decision was made to order a larger quantity.
- It was agreed that a final prototype will be ordered before completing any final order.
- Once all further information has been received, it will be circulated round the Board loop.

New PVG Scheme

- Marion Brown contacted Children 1st with the Board's enquiries from the last meeting.
- It was re-iterated that the Organisation should have 3 groups of Branches. This falls in line with current legislation.
- Only Regional Instructors from a group 2 Branch will need to have the full disclosure check.
- It was suggested that we obtain a definition of "Incidental" from Children 1st.
- On this basis, a number of alterations will need to be made to the database and membership cards, including a separate section for a disclosure check and Branch type.
- Also, a number of documents and policies will have to be altered to fall in line.
- Iain Graham will contact Marion to ask when the deadline is for the changes to be made by.

Treasurer's Report

- The **sportscotland** annual investment of £15,000 will be in the bank shortly.
- Another small decline in membership figures was seen.

Director of Communications' Report

- A request was made to put all contact details for the DC into Scottish Diver Magazine.

ScotSAC Development Plan

- Edna will begin work on the new 4 year plan. It was suggested that a meeting be set aside specifically for this purpose, or to call an additional meeting.
- In the meantime, it was also suggested that we use Scottish Diver magazine to ask our members for any ideas on the future.

AOB

- The Third Party Liability Insurance renewal is due at the start of April. Andrew is obtaining quotes from Perkins Slade (our current Insurers) and Divemaster. It was requested that the quotes be based on the membership figure of 1100 as seen in the Treasurers membership figures. The Board was in agreement that no claims had been made in the last 5 years, and that changes have been implemented in the current process for incident reporting. This was minuted in previous Board minutes.
- A request has been made to change the tab titled "Events" to "Courses" on the website. All were in agreement that this was reasonable.

- Kate was asked to static copy of the database to Clare McMurdo, along with a list of changes to be made.
- HQ has received a request for further information from the "Clyde Valley Divers" regarding the set up of their new Branch. Kate will a andy McPherson to contact the Branch to discuss this.

Next Meeting was set for Wednesday 27th March 2013

Meeting Closed at 2130hrs