

**Board Meeting Minutes**  
**Wednesday 27<sup>th</sup> March 2013 1930hrs**  
**ScotSAC HQ, Edinburgh**

**Board Members Present**

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

Also present:  
Kate Jenkins

**Apologies:**

- Jim Anderson (Treasurer), Claire McMurdo (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 30<sup>th</sup> January 2013 were reviewed. Proposed by Sandy McPherson, seconded by Edna Ewan.  
The minutes of the previous Board meeting on 27<sup>th</sup> February 2013 were reviewed. Proposed by Edna Ewan, seconded by Jack Morrison.

**Chairman's Report**

- Iain Graham has been in contact with Northern Diver, and the prototype has been ordered. It should arrive in time for the next Board meeting.
- The Annual Plan is to be included on the agenda for March meeting. It was suggested to hold a joint development meeting with the NDC. Iain will contact Andy Murray to see if he will be able to facilitate the meeting.
- The date for the AGM was set for September 25<sup>th</sup> 2013.

**Secretary's report**

- A request has been received from a member to join ScotSAC Direct due to relocating abroad. This request was agreed by the Board.
- Sandy MacPherson is attending the next conference meeting with Stirling Branch, and will provide an update at the next Board meeting.

**NDO's Report**

- The Master Diver lectures held at HQ through Feb and March have been successfully attended. Gordon Young gave thanks to Hugh Fraser and all those involved in organising these.
- The Nitrox course held at HQ on 10<sup>th</sup> Feb successfully passed 13 candidates. Gordon Young gave his thanks to Joe Campbell and all those involved in helping out on this course.
- Iain Graham is in contact with HeartStart UK to get details of validity of the HeartStart aspect of the proposed procedures to become an Oxygen Administration/HeartStart/Diver First Aid presenter.
- The ScotSAC Instructor form is currently being looked at by the NDC. It was deemed to be too complicated, and as such is frequently completed incorrectly. Gordon will present the proposed document at the next board meeting.

**Treasurer's Report**

- In Jim Anderson's absence there was nothing to report.

**Director of Communications' Report**

- There was no business to report.

## **ScotSAC Development Plan**

- The development plan is to be put on the agenda for May's meeting.

## **AOB**

- Andrew MacRae presented information on the Third Party Liability Insurance renewal quotes obtained.
- These quotes and cover were reviewed by the board, and it was agreed that Perkins Slade provided the more robust policy of the quotes obtained. Perkins Slade are underwritten by Zurich, and the policy also includes Directors and Officers Insurance. Perkins Slade has also been informative and supportive.
- It was agreed to remain with Perkins Slade based on the information given.
- Andrew MacRae also reviewed the Office Insurance Policy. The most robust, and best value for money quote was received from Munro Insurance Consultants.
- The Board agreed to renew this policy.
- Iain Graham suggested the board start looking at the process of adding additional signatures to the Bank Account, as Jack Morrison will be retiring at the AGM in September.
- An updated Equality Policy was presented to the Board. Amendments were made in line with new legislation. The document was approved.
- One of the suggestions following immediate feedback from the recent audit was to create a Risk Register, and to monitor this on a regular basis. Work began on this, and will be finalised.

Next Meeting was set for Wednesday 8<sup>th</sup> May 2013

Meeting Closed at 2130hrs