

National Diving Council and Board

Joint Meeting Minutes

Tuesday 6th May 2008 - 7.30 PM - SSAC HQ



NDC Members Present

Marion Brown (MB), Gordon Young (GY), Graeme Forsyth (GF)

Ex-Officio Members Present

Tony Carter (TC), Don Lees (DL), Billy Symington (BS), Nigel Spike (NS)

Board members Present

Jack Morrison (JM), Andy Murray (AM), Iain Graham (IG), Douglas Forman (DG)

Apologies

Joe Campbell, Bert Smith, Sam Paske, David Caruthers, Kevin Watson, Archie Gillies, Jim Anderson

Previous Actions and Minutes:

The meeting was held separate to the planned NDC meeting calendar, and as such any minutes and actions from previous meetings will be carried until the next NDC meeting on 3rd June 2008.

Meeting

The meeting was called by the Chairman as a joint meeting of members of the Board and NDC to report of the recent resignation of Kevin Miller from his post as National Diving Officer and Director of SSAC. AM chaired the meeting.

The aims of the meeting were to clarify some of the changes which have resulted in the new Byelaws, in place since January 2007 and in particular the areas of work between the Board and NDC; finalising the communication for buddy breathing changes and outlining the process for appointing a new NDO.

The role of the Board includes corporate governance, strategy, finance, marketing, planning, staffing, development, communication, administration, whilst the role of the NDC is defined in the Byelaws as: "advisory body responsible for assisting the NDO with diving and training activities. The NDC shall maintain standardisation and high standards of training throughout the Company and shall provide information on all questions concerning diving and training".

In relation to the work of the NDC being reported to the Board, the following sections of the Byelaws were clarified:

- 7.2.5 – "All recommendations made at NDC meetings shall be reported to the Directors for approval"
- 7.4.2 – "Any proposed changes to the Training and Diving rules shall be presented to the AGM of the Company in the form of a proposal. Alterations must be published to the membership before they come into force."
- 7.4.3 – "In emergency the National Diving Council may make proposals for alterations in rules directly to the Directors, but such proposals, if agreed by the Directors, must be ratified by the next AGM of the Company."

An example of good practice would include the NDC presenting a paper detailing the review process, how they reached any recommendation, what the proposed changes are, impact of those changes on members, finances, etc with a clearly thought out process.

It was suggested that a flowchart be created to outline the above process, and this will be taken forward by AM.

Buddy Breathing

The last NDC meeting resulted in a proposal paper being presented to the Board at their last meeting. The proposal to cease buddy breathing shared ascent training, and introduce mandatory alternate air source (e.g. octopus) was approved by Board. In the absence of an NDO, two members of the NDC were asked to draft the communication paperwork which would be sent to Members and Branches. This was conducted in consultation with other members of the NDC. Discussion took place regarding the implementation date of the mandatory carrying of an alternate air source (octopus) and it was agreed by all those at the meeting that this

implementation date would be the AGM in spring 2009. In terms of the Byelaws, the proposal from the NDC was considered an emergency change as described in 7.4.3.

Communications

Discussion took place on how we might optimise communication between NDC and Board. It was agreed to consider joint meetings / workshops where annual planning is required, or to discuss larger projects.

Annual Plan

The current annual plan was circulated, and some NDC projects highlighted awaiting on volunteers to lead and deliver. GF agreed to organise the RI course for October. AM to speak to Drew Stevenson re First Class and Examiner courses; TC and NS volunteering to assist. Volunteers are also sought to organise the dive conference.

General Updates

AM updated on some news from the Board, including the addition of Sharon McKenzie to HQ staff, implementation of a new membership database, the planned relocation of HQ in 2009, and a new website.

NDO

AM presented the process for identifying and appointing a new NDO, following guidance from **sportscotland**, and our legal and HR advisors. The Board has the option to co-opt an individual to the Board until the next AGM nomination process outlined in the Byelaws. Vacant posts on the Board are NDO, Secretary and one Ordinary Director, and all three roles will be advertised openly. Notes of interest are requested by the end of May, after which the Board will review volunteers with against the skills required for the role and the job description.

The role of the NDO is specifically defined in the Byelaws as:

5.4.1 The National Diving Officer (NDO) shall report to the Directors on all aspects of diving and shall be responsible for all diving arrangements in connection with Company activities.

5.4.2 He shall preside at meetings of the National Diving Council.

5.4.2 He shall prepare diving regulations for the approval of and publication by the Directors, in which shall be laid down the standards of training, experience and theoretical knowledge required for the purpose of the Company Diving Certificate.

Discussion regarding the skills took place, with key themes on leadership, management, communication and diving knowledge.

Summary of Actions

Number	Action and Update	Actionee	Date Due
1	Prepare a flowchart to illustrate the role of NDC & Board in preparing recommendations.	AM	August meeting
2	Chair June NDC meeting	Nigel Spike	3 rd June
3	Contact Drew Stevenson re First Class and Examiner		Next meeting
4	Advertise NDO role and other vacant Director roles	AM	ASAP, responses due 30 th May.
5	Consider joint meetings or workshops	AM + NDO	When new NDO in post
6	Regional Instructor Course	GF	October
7	Communicate buddy breathing ascent training changes via letter and website	AM / HQ staff	ASAP

Future meetings:

(All at 7.30pm)

The next NDC meeting will take place on Tuesday 3rd June 08, chaired by Nigel Spike.