

## **MINUTES OF THE GENERAL COMMITTEE HELD ON**

Wednesday 13<sup>th</sup> April 2005 7.30 PM

**GC Members Present:** Andrew Murray, Bill Beattie, Diana Webb, Iona Anthony Jack Morrison, Ken Smith, Kevin Webb Norman Mitchell and Tony Carter.

**NDC Members Present:** Kevin Miller (Assistant NDO).

**Previous Minutes:** 16<sup>th</sup> March 2005 GC minutes

**Proposed:** Jack Morrison.

**Seconded:** Iona Anthony.

**Matter Arising:** Andrew to make some small spelling corrections.

**Apologies:** None

### **SportScotland's Springboard Weekend**

**Board Mechanisms:** (Jack Morrison & Andrew Murray)

Jack has been tasked with 'adopt and develop working arrangements' focusing on;

- i. Devising strategy & policy.
- ii. Monitoring progress.
- iii. Critical issues.

Some of this work has already been completed and he should have a draft template for the May meeting.

Andrew has been tasked with 'developing reporting templates' and has completed draft versions of the GC Report. After reviewing this forms and subject to some small changes the GC agreed to adopt it.

**Proposed:** Iona Anthony

**Seconded:** Jack Morrison

**Strategic Development Priorities:** (Tony Carter, Norman Mitchell & Iona Anthony)

The group has been tasked with the initial strategic thinking and draft documentation for the GC.

- i Mission / Vision.
- ii Goals for 4 years.
- iii Priorities within that.
- iv Deliverable outcomes.
- v High level budgets.

The group agreed that the documentation will be available in a draft format for the June meeting.

**Communication To The Membership:** (Andrew Murray & others)

Andrew & others are to 'Consult the Membership' regarding the 'Strategic Development Priorities. This may be combination of some of the following;  
A mail shot, article in the magazine, posting on the website and regional road shows. These are only suggestions from Tim and Andrew & others may have other ideas.

**Future GC Meetings:**

It was agreed by the GC that it will adopt the 'board' style of meeting for the next GC meeting on the 18<sup>th</sup> May. Papers must be submitted to Bill seven days before this date the 11<sup>th</sup> May.

**ScotSAC Ltd and Constitution:**

Ken has been in talks with Gavin from SportScotland regarding the review of our solicitor and his work to date. Ken indicated that he should have an update from Gavin by the middle of week commencing 18<sup>th</sup> April.

**Correspondence:**

Invitations to attend Event Scotland at Murrayfield on the 24<sup>th</sup> May, Ken Smith and Bill Beattie will be attending the morning meeting. Andrew Murray will be attending the afternoon meeting.

**A.O.C.B.**

- Kevin Miller raised the plight of the former members of East Kilbride who are trying to restart the branch after it was disbanded last year. There seems to some queries regarding renewal and late joining fees and whither they should be back dated.

After much debate the following 'special arrangement' has been agreed for East Kilbride Pro Divers branch. Any member of the former East Kilbride branch who was a member of this branch from the 1<sup>st</sup> April 2003 shall be able to rejoin the Scottish Sub Aqua Club without paying any renewal or late joining fee. This membership renewal will be back dated to the 1<sup>st</sup> April 2005 and will apply for a further four months to try and encourage other ex-members who fit into the criteria above to rejoin. Further more from the 1<sup>st</sup> August 2005 all normal renewal fees will be enforced.

- It was also agreed by the GC that the Membership Terms & Conditions shall be amended;
  - i The period of lapsed membership to be increased from 2 months to 6 months.
  - ii Membership renewals that fall within this 6 month period will be back dated to the actual renewal date.
  - iii Memberships renewals that fall out with this 6 month period shall be subject to a joining fee.
  - iv The abolishment of late joining fees.

Diana Webb to produce a letter or something to sent to the branches and posted on the web site.

- Kevin Miller pointed out that some of the new log books that have been sent out do not have any Buhlmann tables in them – Ken Smith check with Alicia and organise replacements.
- Iona Anthony has received the Child Protection Guide and Training Pack, from this she will develop and organise a half day training course.
- Kevin Webb has made 3 requests;
  - i. More RC stamps please.
  - ii. More Examiner stamps please.
  - iii. A telephone line to be installed at his home and paid for by ScotSAC.

The GC has agreed to purchase 10 RC stamps and the telephone line for Kevin's home. Ken Smith to check the stationary cupboard for Examiner stamps and order more if required.

- Tony Carter is continuing to review the photographs in the Dive Manual. Tony has asked if ScotSAC should consider the RYA International Powerboat Qualification. Ken has asked for this to be deferred until the next GC meeting to enable clarification on how this relates to the existing Boat Handling Qualification.
- Jack Morrison to put the constitution back on the ScotSAC web site, as usual this should be organised though Alicia.
- Norman Mitchell is to cost conference phones and tariffs etc.
- Ken Smith has received a letter regarding issues about Limerick Branch. Ken is to reply in writing.
- Alicia to talk with the printers to see if there is a compatible electronic version of the Qualifications from the record book that can it be put on the ScotSAC web site.
- Kevin Miler is changing his role from Assistant NDO to National Diving Coach.

Ken and the rest of the GC wish him well in his new role and would like take this opportunity to thank him for all his hard work, help and assistance.

- Andrew has also produced 2 reporting templates and a request form.
  - i Course Director.
  - ii Regional Coaches Report.
  - iii Volunteers Request Forms.

After reviewing the above and subject to some small changes the GC agreed to adopt them.

**Proposed:** Iona Anthony

**Seconded:** Jack Morrison

- Grant Adams to be invited to all future GC meetings.

#### **Calendar of 2005 GC & NDC Meetings:**

##### **NDC - Start Time 7.00pm-8.00pm**

Wednesday 15<sup>th</sup> June

Wednesday 17<sup>th</sup> August

Wednesday 12<sup>th</sup> October

Wednesday 14<sup>th</sup> December

##### **GC - Start Time 8.00pm-10.30pm**

Wednesday 18<sup>th</sup> May

Wednesday 15<sup>th</sup> June

July cancelled due to holiday commitments.

Wednesday 17<sup>th</sup> August

Wednesday 14<sup>th</sup> September

Wednesday 12<sup>th</sup> October

Wednesday 16<sup>th</sup> November

Wednesday 14<sup>th</sup> December