

MINUTES OF THE GENERAL COMMITTEE HELD ON

Wednesday 24th November 2004

6.00 PM

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

Sportscotland: Gavin Lightwood

Staff: Alicia and Ann Marie present for pre-meeting.

NDC Members Present: George McBurns, Peter Courtier, Kevin Miller, Nigel Spike, Drew Stevenson, Bert Smith and Joe Campbell.

Apologies: Murray MacCallum and David Fuller Shapcott.

Previous Minutes: 22nd September 2004 GC minutes.

Proposed: Andrew Murray

Seconded: Jack Morrison

Matters Arising: None.

Ken Smith:

The first part of this meeting is about our proposed move to limited liability status (ScotSAC Ltd)

It is particularly appropriate to have Alicia and Ann Marie here to keep them involved in the process as they have a vested interest in ScotSAC as employees.

We had originally planned to have our Sportscotland appointed solicitor Peter Bennett present to explain the reasons for these changes, unfortunately this has proved to be cost prohibitive.

It is important to stress that ScotSAC is not being forced to become a limited company and that there is no hidden agenda.

Gavin Lightwood at this point gave an overview of the reasons for this and the process for the benefit of Alicia and Ann Marie.

Main Meeting 7.30pm - GC and NDC Members Present

Ken Smith welcomed all to the meeting and introduced our Sportscotland partnership manager Gavin Lightwood.

Sportscotland (Gavin Lightwood)

“UK Sport” has recognised that sports governing bodies need assistance with their management structure and governance in the 21st century. One of the main issues being the rise of the “claims” culture and increased risk of litigation within sport. Money has been allocated to Sportscotland to implement its “Modern Sport Program”

SportScotland recommends ScotSAC make the move towards limited company status. Our corporate lawyer, David Bennett has already helped another 10 other governing bodies incorporate. We have allocated a grant of 2.5K for the process.

There then followed a general discussion about the move.

- No real changes for ordinary members.
- Protection from personal liability to committee and ordinary members.
- We shall become “The Scottish Sub-Aqua Club Limited”
- Our aims shall remain the same.
- Each member will have 1 vote at an AGM or EGM.
- The pros and cons of incorporation to be fully explained to the membership in the magazine and web-site.
- Our grant funding will not be affected whether we incorporate or not.

The process for this will be as follows:

1. Jan – Feb “fit for purpose” audit of ScotSAC procedures by a third party selected by Sportscotland.
2. A report will be produced from this, followed by a consultation period.
3. Points raised to be discussed at the Sportscotland Modern Sport “Springboard” weekend in April. A diagnostic report to be produced.
4. Action Points raised from this and a time-scale to implement the changes.
5. Incorporation of ScotSAC Limited.

Sportscotland will assist with any HR, financial and ICT support issues.

Jack Morrison reported of meeting he and Ken Smith had with Gavin Lightwood of Sportscotland and David Bennett (Lawyer) 16th September. The following points being made:

- The time-scale for the transfer would be subject to a vote at the AGM.

- An EGM would have to be held for the foundation of the new company.
- A Memorandum of Articles and Articles of Association (rules) to be produced and presented to the membership 21 days before the AGM. A vote of two thirds being required to pass or oppose them at the AGM.
- It is proposed that after incorporation the new board (committee) would be formed of 9 directors each with a 3-year term. Each year only 3 would stand down, ensuring the continuity of the board and running of the club.
- The only additional costs for ScotSAC Limited would be with the auditing of accounts.

Jack Morrison thanked Gavin Lightwood for all his help.

National Diving Officer's Report (Kevin Webb)

- The new issue of the "Buhlmann" tables (Plastic Card) have no date of issue number on them. Future copies to be colour coded.
- Dr Stephen Glen has stood down as our medical referee. Ken Smith to send him a letter of thanks.
- Dr Dave Wilmot is our new medical referee. It was proposed and approved that self-assessment medicals forms should be submitted yearly for all members.
- There are only 37 copies of the training book left. Details need to be changed for the examiners course.
- All future courses should be directed through the appropriate Course Director.
- The CDA (Combined Diving Agencies) have launched an MCA (Maritime & Coastguard Agency) approved "Diver Coxswain" Award. Thanks to Tony Carter for his work on it.
- ScotSAC attended a meeting with the SAA and BSAC at the dive show.
- BSAC are having their Diving Officers conference on the 4th of December. Kevin Webb and Ken Smith will attend on ScotSAC's behalf.

ScotSAC Nitrox Award:

- Further to discussions with Dave Crockford of "TDI" at the Dive Show it was agreed for the cost of £250 we could train 12 new "nitrox" instructors and complete the training for the 2 already started.
- Extended / Advanced Nitrox courses could also be made available later.
- Each certificate will carry the NDO's name.

- Course literature will cost £25 per pack that can be copied. The cost of manuals can be reduced with quantity.

Ken Smith thanked Kevin for attending the “Dive Show” on ScotSAC’s behalf.

Deep Diving Award:

- The course booklet is now complete and has been issued for proof reading. Kevin Miller has agreed to produce these with a colour cover.
- The course will cost applicant’s £70. The format will be 1-day classroom followed by the practical, 2 dives the next day. Details available on the web-site.
- There will be a course co-ordinator in 4 areas, plus 3 instructors per area.

Thanks to Andy Parks, Jim Guild and Graeme for all their efforts.

SAA Diving Officers Conference at Hartlepool

Attended by Kevin Miller on the behalf of the NDO.

The morning session was about risk assessment and was attended by the HSE chief executive. A report on a diving incident in the Oban area last March was discussed. This highlighted the importance of carrying out a proper risk assessment prior to diving. The SAA want their members to produce incident reports.

The afternoon session was an excellent presentation of their “Advanced Nitrox” course, which is TDI based.

Dave McKay will be the SAA National Diving Officer for another year.

Thanks to Kevin for attending.

ScotSAC Policies (Norman Mitchell)

- The Marketing and Equal opportunity policies are now available in draft form.
- Our Disciplinary and Data protection policies need some more work.
- Could he be sent a pdf of our Child Protection and Vulnerable Adult Policy?

There then followed a general discussion about the need to have a Branch opening and closing policy.

A. O. C. B.

- Bert Smith mentioned that the “First Aid” course had not been advertised. It was agreed that it and other course details should be featured in the magazine.

- Tony Carter noted that, “Euro Norms” is emerging as the new European standards for recreational diving.
- A date for the Diving Officers conference in February 2005 to be confirmed.
- The NDC need to make a decision to the changes to the “Training Schedule”
- The “Sportscotland” grant application is now due.
- East Kibride club’s link to be removed from ScotSAC’s Web-site.
- We were unable to get a space for the “try-a-dive” pool at the forthcoming “Afloat” boat show at the SSEC. Andrew Murray and Kevin Webb will approach the organisers for the next time
- We need to make a selection of representatives for the “Springboard” weekend organised by Sportscotland. This is part of their “Modern Sport” program for the development of governing bodies.

Correspondence:

- General Branch Applications reviewed.
- Andy MacLeod’s letter about scallop dredging reviewed.
- BSAC letter for assistance reviewed.

The meeting closed at 10.45pm.

Proposed Calendar of 2005 General Committee Meetings:
Start time 7.00pm-9.30pm

Weds 16th February 2005