

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

Wednesday 14th September 2005 7.30 PM

**GC Members Present:** Ken Smith, Bill Beattie, Kevin Webb, Diana Webb, Andrew Murray, Jack Morrison, Tony Carter and Frank Connor

**Other Members:** None.

**Apologies:** Iona Anthony and Norman Mitchell.

Ken Smith welcomed Frank Connor, our new Child Protection and Vulnerable Adult Protection Officer to the other members of the GC.

**Previous Minutes:** June 2005 GC minutes - Matters outstanding.

Joint meeting with BSAC and SAA about boat handling course to be arranged.

Action: Kevin Webb and Tony Carter to arrange a suitable date

Proposed: Jack Morrison.

Seconded: Kevin Webb.

**Previous Minutes:** August 2005 – Matters outstanding.

Tony Dorrington has updated progress with disclosure checks for instructors. From now on all forms will be sent and returned individually from the CRBS.

Due to illness our delegate, Iona Anthony was unable to attend the recent meeting to discuss a Marine National Park for Scotland.

Action: Alicia to send an apology on ScotSAC's behalf.

Kevin Webb as NDO will appoint an NDC member to respond to diving related "have your say" issues on the web-site.

Tony Carter wanted some changes in the minutes about the boat-handling course, changes to be sent to Norman Mitchell.

There was general agreement about the re-wording of the matter relating to the resignation of some GC and NDC members.

Proposed: Diana Webb.

Seconded: Andrew Murray.

### **Child Protection and Vulnerable Adult Protection Officer:**

Ken Smith apologised to Frank Connor that Iona Anthony was unable to attend the meeting. Frank wanted Iona to bring him “up to speed” with the roles and responsibilities of the job.

Action: Frank Connor to be up-graded to be a lead signatory

Kevin Webb raised a question from the NDC, are applicants OK to instruct while they are being checked?

Tony Carter said, “YES” provided that an approved instructor supervises them. He had got the information from the Scottish Executive/Sportscotland web-sites.

There was general approval for Frank Connor taking over this important role.

### **Scottish Diver Magazine:**

Jack Morrison apologised for the lack of a report due to computer problems. He would e-mail it to GC members ASAP.

### **Limited Company:**

Jack Morrison reported that we would be having meeting with Sharon MacDonald of “Sportscotland” next Wednesday to discuss progress, hopefully Alan Grossart their solicitor will attend. He is going to assist with the production of a new set of by-laws.

The M & A’s have been sent out to senior ScotSAC members for review/feedback.

### **National Diving Officer’s Report:**

Kevin Webb reported that last weeks NDC meeting had been very positive. There had been some criticism from members about the delay in getting courses. This was mainly due to the lack of names in the course book. The salient points were as follows:

- All positions in the NDC now filled apart from 2 senior coaches.
- Andy Parks has taken over the “Deep Diving Award”
- The Child and Vulnerable Protection Officer is now Frank Connor.
- New Basic and Advanced Nitrox courses are under review.
- Draft copy of new training schedule for GC/NDC hopefully in October.
- BI course changes to influence modified RI course.
- Joe Campbell (Hamilton Branch) has agreed to take charge of the “try a dive” pool.

Kevin also requested that he would now only deal with telephone / text enquires as problems with e-mail had affected his computer and his business database.

### **Marketing:**

Andrew Murray presented his report.

- The draft copy of the 3-year Strategic Development Plan needs to be reviewed and discussed by members of the GC.

Action: The committee to review it and forward comments to Andrew with a discussion at next months meeting

### **Treasurers Report:**

Diana Webb presented her budget report to the committee.

She commented that our grant application profile had been completed and returned to “SportsScotland” and that a profit/loss account is required within 2 weeks of the year-end.

Ken Smith commented that the “Sport 21” objectives were different and may affect our future “SportsScotland” funding.

Tony Carter suggested that involvement in our sport helped reduce incidents at sea, especially when we were actively engaged with the MCA and the coastguard. Could not this in conjunction with our 3-year plan form the basis for a successful grant application?

### **ScotSAC Policies:**

Ken reported in Norman Mitchell absence that we had produced a draft version of a “Office Procedure and Protocol Policy” which was currently under review.

Bill Beattie added that along with this we have to produce a “Code of Conduct” policy for volunteers and employees. Our employment consultant was critical of us not having one, as they are fundamental for most clubs. The cost of producing one to be investigated.

### **Iona Anthony Report:**

No report available due to absence.

### **MCA - Boat Handling Course / ScotSAC Intellectual Property:**

Tony Carter reported that our course is currently being revised for presentation to the MCA.

He added that he had been considering what constitutes an intellectual asset for ScotSAC some of the points of his report were:

- How do we acquire it?
- What is it our intellectual property?
- How do we update it?
- Where do we store it?

After a general discussion about “intellectual property” it was agreed that Jack Morrison and Bill Beattie should seek the opinion of “SportsScotlands” solicitor Alan Grossart. We

need to determine what this property actually is and confirm that it can be transferred to ScotSAC Limited.

The Scottish Sub-Aqua Club Limited will have to be registered with companies house and "sportscotland" as our <sup>TM</sup> trademark.

### **Secretary's Report / Correspondence:**

Bill Beattie read out the various correspondences received:

- "Sportscotland" newsletter.
- Anti-Doping Conference/workshop.
- "Sportscotland" Annual Partners Meeting 31<sup>st</sup> October at Hamden Park.

Action: Ken Smith and Bill Beattie to attend Annual Partners meeting for ScotSAC.

Other items were two general branch applications and two membership queries.

These were both discussed and processed.

### **Chairperson's Report:**

Ken read out his report for the period:

- We have a draft audit with Sharon MacDonald of "Sportscotland" next Wednesday, Jack Morrison and Bill Beattie will attend.
- Alison Fish needs more web-site material all web-master correspondence must be routed through Alicia.
- To aid processing GC members should comment on amendments to the minutes that are relevant to their remit only.
- Approved version of the minutes to Alicia before posting on web-site.
- "Have your Say" replies to individuals, copied to all GC members.

It was discussed and agreed that we need Directors liability insurance. From Kelvin Smith's quotation it was agreed that the cover should be set a 250K. We also need to confirm that it can be transferred to ScotSAC Limited without penalty.

Action: Jack Morrison to confirm with broker.

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

ScotSAC becomes will have to comply with the Disability Discrimination Act. Information about this to be passed on to branches after incorporation.

Kevin Webb: ScotSAC laptop now returned to HQ.

Tony Carter: We have renewed our RYA affiliation @ £170 / year and now have 3 training sites in Scotland for the boat handling course.

The meeting closed at 10.45pm.

Proposed Calendar of 2005 General Committee Meetings:  
Start time 7.30pm-9.30pm

Weds 12<sup>th</sup> October

Weds 16<sup>th</sup> November

Weds 14<sup>th</sup> December