

# General Committee Meeting Minutes



Wednesday 16th August 2006 - 7.30 PM - SSAC HQ

## GC Members Present

Jack Morrison (Chairperson), James Hamilton (Vice-Chair), Andrew Murray (Secretary), Robert Burgess (Member), Kevin Miller (National Diving Officer), Jim Anderson (Treasurer), Graeme Clark (Member)

## Other Guests

Jo Thyer (HR Consultant), Sharon McDonald (Sportscotland)

## Apologies

Alison Fish, Jan Crawford

## Previous Minutes

The minutes of the previous GC meeting on 12<sup>th</sup> July 2006 were reviewed.

Proposed: Robert Burgess

Seconded: Jack Morrison

## Review of actions

Action & Update	Actionee	Status
Sub-committee to consider future staffing requirements. – <i>Sub-Committee met to discuss options. Same committee to meet again on 23<sup>rd</sup> August</i>	JM	Ongoing
JC to attend CVA training course – <i>course booked for September.</i>	JC	Ongoing
CVA Workshop to be developed and letter to branch secretaries.	JC	Ongoing
Member survey – <i>Prepared, ready for sending with next magazine</i>	AM/JM	Ongoing
Change in CVA policy to be advised to branches and in SD – <i>letter ready to send to all members with next magazine.</i>	JC	Complete
Try dive guidance and disclaimer form to be reviewed and re-issued. -	KM	Ongoing
Develop job descriptions for all GC, NDC and other national roles – <i>See below</i>	GC	Ongoing
Policy development	AM/JM	Ongoing
Planning meeting – <i>September meeting to be focused on planning and budgeting</i>	All	Next meeting
Draft Incorporation documents to be issued to members – <i>complete – issued in July</i>	JM	Complete
JM to contact Sportscotland to request support from IT support company.- <i>Support no longer available. Other options available and to be considered.</i>	JM	Ongoing
Contact insurers re visiting divers	JM	Ongoing
Door locks to be repaired/replaced at HQ	JM	Ongoing

## Member Reports:

The meeting began with a presentation from Graham Clark and Jo Thyer on changes required during the transition to SSAC Ltd. This included discussion on Functional skill sets such as events, legal, marketing, strategy etc. Job descriptions are being developed for future GC posts.

It is proposed that future nominations for posts to be opened only in presence of independent person (e.g. Sportscotland).

A distinction between operational and strategic GC meetings are required.

Jo will create job descriptions for 5 named posts plus skills required for the other 4 posts. A job description for NDC members will also be created. It was suggested that after incorporation, one elected member of NDC to be invited to GC meetings.

## Sportscotland

Sharon Macdonald joined the meeting to discuss interaction with Sportscotland. The current development plan was reviewed and in particular the targets of the current one year grant application.

Sharon offered support from finance consultant to look at our financial systems and procedures. JM to arrange.

## Secretary

Correspondence:

- Request from a branch for support in securing pool – letter to be sent.
- Request from branch to obtain copy of insurance synopsis – previous synopsis to be sent to Insurers to ensure it is still current.
- Information on Club and Volunteer development courses – AM to circulate information for GC members and publish on website for branches.
- MCA Minutes of Highland and Moray Firth Meeting – reply to change contact details.
- CRBS meeting to take place on 22<sup>nd</sup> August on changes to disclosure process.

The Member Survey is now ready for launch. Paper copy to be included with Scottish Diver, and Webmaster to create an online survey. Responses due by 1<sup>st</sup> October.

## Treasurer

- Report will be issued to Secretary to be distributed with minutes.
- 6 monthly review to be performed and reported at next meeting.
- Pre-paid envelopes have arrived, but are incorrect. Further batch to be supplied free of charge.

## National Diving Officer

- Don Lees will be attending the BDSG meeting in London (September)
- Rescue mannequin – letter of acknowledgement from Awards for All but no decision. Letter to suppliers to be sent.
- Deep diving course and boat handling course postponed until September
- Course dates are available for all courses.
- RI course – only 2 confirmed places so far. RCs have been asked to identify further candidates.
- DO conference to be held in November.
- Nitrox course is now running. First course held in Aug, run by Steven Murray, director of International Technical Diving Association. (ITDA). [www.itdagroup.co.uk/Ntech.htm](http://www.itdagroup.co.uk/Ntech.htm)
- BI course with 18 members held in July. 4 more courses planned.

## AOCB

- It was with regret that the GC learned of the recent passing of John Arrowsmith, Club Examiner. A letter of appreciation to be published in a forthcoming issue of Scottish Diver. SSAC will be represented at John's funeral service. The GC formally recognised John Arrowsmiths outstanding effort to SSAC over a very long period.
- Request for insert to magazine for Firth of Lorne Special Area of Conservation. Approved.
- Planning for M&A meeting on Saturday 19<sup>th</sup> meeting discussed.
- AM advised that the new range of clothing will be launched in September. Samples of the clothing were available to view during the meeting.

## Summary of Actions

Action	Actionee	Date Due
Sub-committee to consider future staffing requirements.	JM	Ongoing
JC to attend CVA training course	JC	Ongoing
Jo Thyer to develop job descriptions for GC posts	JT/GC	Next meeting
Try dive guidance and disclaimer form to be reviewed and re-issued.	KM	Next meeting
Planning meeting	All	Ongoing
Contact insurers re visiting divers	JM	Next meeting
Marketing leaflet		
CVA Workshop to be developed and letter to branch secretaries.	JC	Ongoing
Member survey	AM/JM	Ongoing
Policy development	AM/JM	Ongoing
IT support for office.	JM/GC	Next

		meeting
Contact insurers re visiting divers	JM	Ongoing
Door locks to be repaired/replaced at HQ	JM	Ongoing
Financial Consultancy support from Sportscotland	JA	Next meeting
Insurance synopsis to be verified	JA/AM	Next meeting
Information on runningsport courses to be issued online	AM	Next meeting
Letter to rescue mannequin suppliers	KM	Next meeting
Launch of SSAC clothing range	AM	Next meeting

Meeting Closed at 10pm.

Calendar of future meetings:

All meetings commence at 7.30pm.

Wednesday 13<sup>th</sup> September

Wednesday 11<sup>th</sup> October

Wednesday 15<sup>th</sup> November

Wednesday 13<sup>th</sup> December