

# General Committee Meeting Minutes



Wednesday 13<sup>th</sup> September 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)

## Apologies

Alison Fish, Jan Crawford

## Previous Minutes

The minutes of the previous GC meeting on 16<sup>th</sup> August 2006 were reviewed.

Proposed: Jim Anderson

Seconded: Kevin Miller

## Review of actions

Action & Update	Actionee	Status
Sub-committee to consider future staffing requirements. – <i>meeting complete. Outcomes ongoing to update staff contracts and recruit additional staff.</i>	JM	Ongoing
JC to attend CVA training course – <i>unable to attend due to illness. Further arrangements being made.</i>	JC	Ongoing
Jo Thyer to develop job descriptions for GC posts – <i>see later in the meeting</i>	JT/GC	Ongoing
Try dive guidance and disclaimer form to be reviewed and re-issued.	KM	Ongoing
Planning meeting	All	Ongoing
Contact insurers re visiting divers – <i>request outstanding with insurers.</i>	JM	Ongoing
Marketing leaflet		Ongoing
CVA Workshop to be developed and letter to branch secretaries. – <i>letter issued to members. Names being received for workshop.</i>	JC	Ongoing
Member survey – <i>ongoing</i>	AM/JM	Ongoing
Policy development	AM/JM	Ongoing
IT support for office. – <i>Member with IT expertise has visited the office prior to meeting. New broadband modem required. Computers to be networked.</i>	JM/GC	Ongoing
Door locks to be repaired/replaced at HQ – <i>permission from landlord granted. Awaiting joiner.</i>	JM	Ongoing
Financial Consultancy support from Sportscotland – <i>JA awaiting contact from Sportscotland.</i>	JA	Ongoing
Insurance synopsis to be verified – <i>AM spoke with insurers who had failed to receive previous emails due to technical issues. Request has now been lodged and awaiting response.</i>	AM	Ongoing
Information on runningsport courses to be issued online – <i>Information issued online and in letter to branch secretaries. AM and RB attended first course in series.</i>	AM	Complete
Letter to rescue mannequin suppliers	KM	Ongoing
Launch of SSAC clothing range – <i>First orders received. Two logos have been approved, one for white/light coloured clothing, a reversed logo for dark clothing. Order form has been issued to all branch secretaries. Online shop still being finalised by suppliers.</i>	AM	Complete

## Member Reports:

### Job Descriptions

Jo Thyer joined the meeting to present the draft job descriptions for future GC and NDC posts. The GC agreed that this was a significant step forward, although some work is still required to fine tune the documents. An additional role job description is required for elected NDC member post. Jo will incorporate

changes discussed at meeting before issuing a further draft in advance of next meeting with the aim of approving at October meeting.

Options for nominations process were also discussed. Jo presented a sample nomination form, including a greater volume of information such as educational and professional background. This form would be used by all members wishing to stand for a post, and would still require a proposer and seconder. The forms would be reviewed by an independent nominations committee for suitability, comparing with the job descriptions. Those members deemed suitable by the independent nominations committee would then be offered for ballot by the members prior to appointment. This process works well with several other governing bodies, with the nominations committee consisting of other sports professionals, senior members from other governing bodies and Sportscotland staff or representatives.

However the GC felt that this process was a fundamental change in the process and one which SSAC was not yet ready to implement. Jo will develop a new 1 page nomination form to include details of the nominee, proposer, seconder, post and 150 word personal statement and functional skill sets. This form will be circulated prior to next meeting.

The named posts in the proposed M&As/Bye Laws are Chairman, National Diving Officer, Secretary and Treasurer. There will be a further 5 posts, which will have job descriptions, but the nominations process will not require specific nomination for these posts. Roles shall be appointed after the GC/board are in post, based on functional skill sets.

## **Incorporation**

The GC discussed the output of the open forum consultation meeting in August. The following amendments were identified as output of the meeting:

1. In the definition of the 'Sport' in Article 1(e) delete the word 'underwater';
2. Alter Article 11(a) to read 'The Company shall have a maximum of nine Directors, namely the Chairman, Vice-Chairman, Treasurer, National Diving Officer, Secretary and up to 4 other Directors'.

The following amendments to the Bye-laws are also proposed.

3. There shall be an addition to Bye-law 2.2.5 to the effect of removing the full stop at the end of that bye-law, substituting a comma and adding the words 'but no Branch shall be allowed to borrow money without the express prior written permission of the Directors.';
4. Bye-law 3.1.5 (h) shall be altered to read 'The Bye-laws Review'.
5. In Bye-law 7.1.2, consider whether the 'may' should become a 'shall' in the second line.
6. There shall be inserted into Bye-law 7.4.1 the words 'and in SSAC Direct' after the word 'Company'.

- The GC discussed the above issues, and accepted points 1 and 4. The areas indicated in 2,3 and 5 shall remain as printed in the draft M&As/Bye-laws. 7.4.1 will be edited to read 'Training and diving in the Company'.
- In addition to the outputs from the above, email/phone queries were received from two other branches. One has been dealt with by Alan, relating to a branch outside of the UK. The other related to the minimum number of members required for a branch meeting (3.2.1). After further discussion and legal advice, it was agreed to leave the numbers as is in order not to restrict some branches. However, branch constitutions may incorporate a higher requirement for quorum.
- Further guidance to be requested from Legal Advisor on the area of borrowing powers of branches.
- Subject to the changes agreed, the GC plan to issue two documents to all members along with notification of the EGM. The documents shall be printed in A5 format. The first will contain the M&As and Table A, the other only the Bye-Laws. 3 quotes for printing are to be requested before going to print.
- AM to contact Alan Grossert, Legal Advisor for guidance on the wording of the proposals. AM to make the above changes to the draft documents and circulate for proof reading.
- EGM now planned for 5pm on 26<sup>th</sup> November, after the Diving Officers Conference. Venue provisionally agreed as Stirling University.

## **Treasurer**

- Jim Anderson presented the latest breakdown of income and expenditure.
- JA presented a briefing to the NDC meeting at previous meeting. This included a discussion on coaching expenses.

## Secretary

Correspondence:

- Application to Awards for All has been rejected.
- Information on new fire safety changes
- Letter from Aberdeenshire Council relating to pool hire.
  
- Funding for Club / Promoting Your Club workshop information. AM/RB to provide report to GC on course – and complete grant application
- Member survey replies are being received. Initial results are planned for October meeting.

## National Diving Officer

- Regional Coach workshop planned for October to discuss a range of specific issues. £5 per RC requested to cover lunch during workshop. This was approved by GC.
- Rescue Mannequin – NDO asked if purchase of Rescue Mannequin may go ahead, now that Awards for All application has been rejected. However, it was agreed that further funding routes should still be pursued, including those suggested from the recent 'Funding for All' course. JM also advised of a recent application to SportsScotland for funding to purchase mannequin. No response has been received yet. JM to follow-up.
- Sport Diver lecture materials – the Powerpoint lectures are now complete and ready for issue. The accompanying lectures notes have been reviewed and changes incorporated. NDO advised that approximately £50 of funding would be required to purchase printable CDs, cases and ink prior to issuing the materials to all BDOs and RCs. 3 quotes for above to be circulated after meeting for immediate approval by email. A sample copy of the CD case was distributed. SSAC logo to be added to the cover.
- The planned Regional Instructor course has been cancelled due to lack of interest. Only 2 names were confirmed.
- Diving Officers conference planned for 26<sup>th</sup> November. It is likely a small fee will be charged to cover lunch. Quotes for catering to be obtained from Stirling University.
- An updated DDRC accident management flowchart was circulated, after approval at the NDC. The GC adopted the new flowchart, incorporating the SSAC logo. Permission has been granted from DDRC to the use of the flowchart with our logo. Copy to be included in next issue of Scottish Diver, and a PDF copy issued online using artwork from magazine version if possible.
- Diving Officers handbook – draft contents developed and distributed at NDC meeting. Discussion took place on the format of the manual, and it was felt that an online handbook is more manageable and usable for Diving Officers. Hard Copy folders issued centrally are costly, and have not been passed on to subsequent BDOs. The contents developed so far should still form the basis of the online manual. Individual BDOs may choose to print their own copy of the manual and store in a folder.
- A proposal from the NDC to produce ID cards for Regional Coaches was discussed. Overall, the concept is favoured, although it was agreed that all ID/membership cards should be reviewed to ensure consistency of brand and identity. The new card machine should now allow an increased range of designs. JM to consider.

## AOCB

- None

## Summary of Actions

Action	Actionee	Date Due
Agree posts for election and length of term in first post.	All	Next meeting
Identify sources of funding for individuals, branches and governing body level, to include sample application forms.	JA/RB	Ongoing
DDRC flowchart on website and in Scottish Diver	AF	Next meeting
Recruitment of additional HQ administrator	JM	Ongoing
JC to attend CVA training course	JC	Ongoing
Jo Thyer to develop next draft of job descriptions for GC posts, and Nomination form.	JT/GC	Next meeting

Try dive guidance and disclaimer form to be reviewed and re-issued.	KM	Ongoing
Planning/budget meeting	All	Ongoing
Contact insurers re visiting divers.	JM	Ongoing
Marketing leaflet		Ongoing
CVA Workshop to be developed.	JC	Ongoing
Member survey results	AM/JM	Ongoing
Policy development	AM/JM	Ongoing
IT infrastructure upgrade.	JM/GC	Ongoing
Door locks to be repaired/replaced at HQ	JM	Ongoing
Financial Consultancy support from Sportscotland	JA	Ongoing
Insurance synopsis to be verified	AM	Ongoing
Letter to rescue mannequin suppliers	KM	Ongoing
AM/RB to provide report to GC on recent funding/marketing course.	AM/RB	Next meeting
Contact Alan Grosset to draft proposals for incorporation	AM	Next meeting
Incorporate changes to M&As/Bye-laws	AM	Next meeting
Contact Stirling University to confirm venue for EGM/DO conference, including quotes for catering	AM	Next meeting
Quotes from printers for printing of M&As/Bye-laws	JM	Next meeting
Review new fire safety guidance	AM	Next meeting
Followup with Sportscotland, the recent application for additional funding	JM	Next meeting
Circulate quotes for CDs/ink etc, followed by issue of Sport Diver materials to all BDOs and Regional Coaches.	AM	Next meeting
Consider requirements and design of ID/membership cards.	JM	Next meeting

Meeting Closed at 10pm.

Calendar of future meetings:

All meetings commence at 7.30pm.

Wednesday 11<sup>th</sup> October

Wednesday 15<sup>th</sup> November

Wednesday 13<sup>th</sup> December