

# General Committee Meeting Minutes



Wednesday 11<sup>th</sup> October 2006 - 7.30 PM - SSAC HQ

## GC Members Present

Jack Morrison (Chairperson), Andrew Murray (Secretary), Robert Burgess (Member), Jim Anderson (Treasurer), Graeme Clark (Member)

## Apologies

Alison Fish (Editor), Jan Crawford (CVA Officer), Kevin Miller (NDO), Kevin Watson (Assistant NDO), James Hamilton (Vice-Chair),

## Previous Minutes

The minutes of the previous GC meeting on 13<sup>th</sup> September 2006 were reviewed.

Proposed: Jim Anderson

Seconded: Graeme Clark

## Review of actions

| Action & Update  | Actionee | Status                |
|--|----------|-----------------------|
| Agree posts for election and length of term in first post. <i>See below</i>  | All      | Complete              |
| Identify sources of funding for individuals, branches and governing body level, to include sample application forms. – <i>Information circulated to GC in advance of meeting. Information to be made available online.</i>   | AM       | Complete – new action |
| DDRC flowchart on website and in Scottish Diver – <i>Updated on website. Still to be included in Scottish Diver</i>  | AF       | Part completed        |
| Recruitment of additional HQ administrator – <i>see below</i>  | JM       | Ongoing               |
| JC to attend CVA training course – <i>meeting held with SportsScotland CVA advisor. Plans to attend next CVA training course.</i>  | JC       | Ongoing               |
| Jo Thyer to develop next draft of job descriptions for GC posts, and Nomination form. – <i>circulated in advance of meeting and reviewed by GC members. Each named post should now complete the relevant section of job description and circulate in advance of next meeting. Return comments within 2 weeks to Graeme for approval next meeting and issue to members with nomination forms.</i> | JT/GC    | Ongoing               |
| Try dive guidance and disclaimer form to be reviewed and re-issued.  | KM       | Ongoing               |
| Planning/budget meeting – <i>planned for November meeting</i>  | All      | Next meeting          |
| Contact insurers re visiting divers.   | JM       | Ongoing               |
| Marketing leaflet  |          | Ongoing               |
| CVA Workshop to be developed. – <i>see above. Workshop has been planned, and tutor identified. Letter to be sent inviting members.</i>   | JC       | Ongoing               |
| Member survey results – <i>The member survey closed on 1<sup>st</sup> October and received almost 200 responses. The results were circulated by AM in advance of the meeting. The GC approved issuing of the results on SSAC website, and thanked all members who contributed. A sub-committee to be appointed to consider the responses and help shape plans for 2007.</i>                      | AM/JM    | Complete – new action |
| Policy development   | AM/JM    | Ongoing               |
| IT infrastructure upgrade.<br><i>A volunteer member has offered to provide IT support and perform the necessary upgrades to HQ IT equipment. ICT support is not currently available from the SportsScotland programme. AM to arrange access to HQ for member.</i>  | JM/GC    | Next meeting          |
| Door locks to be repaired/replaced at HQ – <i>JM has spoken with Joiner to arrange.</i>  | JM       | Ongoing               |
| Financial Consultancy support from SportsScotland  | JA       | Dismissed             |
| Insurance synopsis to be verified<br><i>Still awaiting response from insurers. AM to chase. A request also to be made to publish insurance online. The NDC have also asked for Insurer to be invited to DO conference.</i>   | AM       | Next meeting          |
| AM/RB to provide report to GC on recent funding/marketing course.<br><i>Reports had been circulated by AM/RB in advance of meeting. GC to review information, and agree next action.</i>   | All      | Next meeting          |

|  |    |                       |
|--|----|-----------------------|
| Contact Alan Grosset to draft proposals for incorporation – <i>draft letter circulated prior to meeting and approved by GC.</i>  | AM | Complete              |
| Incorporate changes to M&As/Bye-laws – <i>Changes incorporated</i>   | AM | Complete, new action  |
| Contact Stirling University to confirm venue for EGM/DO conference, including quotes for catering. <i>Rooms booked.</i>  | AM | Complete              |
| Quotes from printers for printing of M&As/Bye-laws<br><i>Quotes for printing circulated. Cost approximately £600, which will be covered by Sportscotland. AM to arrange printing.</i>  | JM | Complete              |
| Review new fire safety guidance<br><i>Reviewed and JM will now implement.</i>  | AM | Complete, new action  |
| Follow-up with Sportscotland, the recent application for additional funding<br><i>JM reported that we have successfully been awarded £1,000 towards. The GC thanked Sportscotland for their continued support.</i>   | JM | Complete – new action |
| Circulate quotes for CDs/ink etc, followed by issue of Sport Diver materials to all BDOs and Regional Coaches.<br><i>CDs were issued to all RCs and BDOs. Total cost to SSAC of £56</i>  | AM | Complete              |
| Consider requirements and design of ID/membership cards.<br><i>Logo has been updated with Sportscotland new logo. JA has received training from machine suppliers to design new cards. Samples of new membership cards, and RC ID cards to be prepared for next meeting.</i> | JA | Ongoing               |

## Nomination process

The General Committee agreed the following programme of nominations following successful incorporation.

- In March 2007, all posts will be open for nomination.
- The posts of Chairman, Treasurer, and Member 3 will be 1 Year appointments
- The posts of Secretary, Member 1 and Member 4 will be 2 Year appointments
- The posts of National Diving Officer, Member 2 and Member 5 will be 3 year appointments.

Following this first cycle, all posts will have a rolling 3 year appointment. This format has been suggested to us by our legal advisors in the interests of development and continuity. Nomination forms will not be issued until after the result of the EGM is known.

## HQ Recruitment

- A job description, application form and associated paperwork was circulated for review and approved by the GC.
- AM will liaise with HR consultant to finalise paperwork and advertise on SSAC website, Sportscotland website and Job Centre Plus network.
- The vacancy will be part time, working Wed-Fri.

## Member Reports:

### Secretary

Correspondence:

- General branch application – approved
- Letter regarding medical referee discussed and draft reply approved.
- Sportscotland briefing – Expertise Resourcing Team, including HR, Finance, Legal and ICT contract is ending in March 07. Options to access similar services are being considered by Sportscotland.

### Treasurer

- The Treasurers report to Sept 30<sup>th</sup> was circulated in advance of meeting and approved by GC.
- Following the purchase of 10 membership receipt books, a review will take place to identify a more streamlined administrative procedure of membership.

### National Diving Officer

- AM provided the NDOs report in absence of KM and KW.
- Quotes for the printing of the Junior Snorkel manual were circulated and approved by GC. The GC encourage the NDC to widen the scope of the award and commence discussions with other interested parties (e.g. local authorities) on the delivery options.

- Invitation received to attend Recreational Diving Industry Committee meeting in London. The NDC supported attendance and Don Lees was nominated to attend. The GC supported this recommendation and established a budget of £200. DL to confirm travel quotes to AM prior to booking.
- A member of the NDC is considering options for a memorial trust/foundation in memory of John Arrowsmith. Some pledges have already been made.

## AOCB

- JM reported that SportsScotland have confirmed our funding for 2007 as £17,500. Our Partnership Manager is planning to attend the November meeting to commence discussions for the 2008 application.
- JM also reported that approx £1,000 has been granted by SportsScotland to purchase a rescue mannequin. Order to be placed when forms arrive.

## Summary of Actions

| Action   | Actionee | Date Due     |
|--|----------|--------------|
| Publish guidance on funding opportunities on SSAC website.   | AM/AF    | Next meeting |
| DDRC flowchart in Scottish Diver –   | AF       |              |
| Recruitment of additional HQ administrator   | AM/JA    | Next meeting |
| JC to attend CVA training course   | JC       | Ongoing      |
| GC to review Job descriptions and approve at next meeting.   | All      | Next meeting |
| Try dive guidance and disclaimer form to be reviewed and re-issued.  | KM       | Ongoing      |
| Planning/budget meeting – <i>planned for November meeting</i>  | All      | Next meeting |
| Contact insurers re visiting divers.   | JM       | Ongoing      |
| Marketing leaflet  |          | Ongoing      |
| CVA Workshop   | JC       | Ongoing      |
| Publish member survey results. Appoint sub-committee to review.  | AM/JM    |              |
| Policy development   | AM/JM    | Ongoing      |
| IT infrastructure upgrade.   | AM/GC    |              |
| Door locks to be repaired/replaced at HQ .   | JM       | Ongoing      |
| Contact Insurance company to confirm synopsis and seek permission to publish online. Also to invite to DO conference . | AM       | Next meeting |
| Review 'Promoting Your Sport' document.  | All      | Next meeting |
| Arrange printing of M&As and Byelaws   | AM       | Next meeting |
| Fire safety risk assessment for HQ   | JA       | Next meeting |
| Prepare sample membership cards and RC ID cards.   | JA       | Ongoing      |
| Review administration membership process.  | JA       | Ongoing      |
| Junior Snorkeller manual print   | AM       | Next meeting |

Meeting Closed at 9.20pm.  
 Calendar of future meetings:  
 All meetings commence at 7.30pm.  
 Wednesday 15<sup>th</sup> November  
 Wednesday 13<sup>th</sup> December