

General Committee Meeting Minutes



Wednesday 15th November 2006 - 7.30 PM - SSAC HQ

GC Members Present

Jack Morrison (Chairperson), Robert Burgess (Member), Jim Anderson (Treasurer), Graeme Clark (Member), Kevin Miller (NDO), James Hamilton (Vice-Chair), also present Sharon MacDonald SportsScotland

Apologies

Andrew Murray (Secretary) Alison Fish (Editor), Jan Crawford (CVA Officer),

Previous Minutes

The minutes of the previous GC meeting on 11th October 2006 were reviewed.

Proposed: Jim Anderson

Seconded: Graeme Clark

Review of actions

Action & Update	Actionee	Status
Publish guidance on funding opportunities on SSAC website.	AM/AF	Ongoing
DDRC flowchart in Scottish Diver –	AF	Due Jan/Feb
Recruitment of additional HQ administrator	AM/JA	Ongoing
JC to attend CVA training course	JC	Complete
GC to review Job descriptions and approve at next meeting.	All	Complete
Try dive guidance and disclaimer form to be reviewed and re-issued.	KM	Ongoing
Planning/budget meeting	All	Dec 6 th
Contact insurers re visiting divers.	JM	Will attend do's conf
Marketing leaflet		Ongoing
CVA Workshop	JC	Jan/Feb
Publish member survey results. Appoint sub-committee to review.	AM/JM	Complete
Policy development	AM/JM	Ongoing
IT infrastructure upgrade.	AM/GC	Part complete
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	Part complete
Review 'Promoting Your Sport' document.	All	Ongoing
Arrange printing of M&As and Byelaws	AM	Complete
Fire safety risk assessment for HQ	JA	Ongoing
Prepare sample membership cards and RC ID cards.	JA	Ongoing
Review administration membership process.	JA	Ongoing
Junior Snorkeller manual print	AM	Await delivery

Sharon MacDonald presented grant acceptance forms JM and JA to complete and sign, investment for 2007 had been agreed on an historical basis at £17,000 however she asked if we could submit our 2008 application by the end of January 2007, JM,JA,KM,and AM will try to achieve this deadline. Sharon also reminded us to submit an invoice for the costs of incorporation up to £2,500 and that it might be a good idea to have a meeting with Alan Grosset and Sports Scotlands financial advisor.

Member Reports:

Secretary

Correspondence: The club has been invited to contribute to consultation on a Coastal and Marine National Park, this has been distributed to branches and committee members, he asked for these to be returned to him and he will compile a report for discussion at the December meeting. EGM notice has been sent out with voting forms to be returned by 17th November.

Treasurer

- The treasurer's report was previously distributed and there were areas where expenditure was up on last year.

National Diving Officer

- Log books an order for 200 of the old log book to be placed.
- Agenda for the DO's conference sent to DO's
- The NDO was asked to prepare a report on the process following a fatal accident.

AOCB

- NDO proposed the 13th December meeting be a joint GC/NDC one and take the form of a social evening with partners, this was agreed
- JA asked if there had been any outcome from the complaint received from a PADI school, the NDO reported he had sent a letter to the person concerned but as yet had received no answer.
- JA proposed that JA, JM, AM and KM should meet on 6th December to agree a draft budget for 2007 agreed.
- JA raised concerns about who had authorised printing and distribution of the letter to members regarding changes to resuscitation. The Chairman and NDO accepted responsibility for these decisions and were made aware that they should have been approved by GC and should have been checked as they now turn out to be incomplete and will have to be withdrawn. The incorrect document will be removed from the website and a corrected version sent out after it has been approved.
- Robert Burgess asked if there was any way we could determine how many of the members who leave each year do so because they don't get training and how we could help if this were the case. The NDO pointed out that we rely on branches to carry out training and we need to be careful not to undermine this by taking training out of branches
- The committee discussed a letter from Jim Scobie, DO of Ayr branch, the NDO said he was dealing with the matter.

Summary of Actions

Action	Actionee	Date Due
Publish guidance on funding opportunities on SSAC website	AM/AF	Ongoing
DDRC flowchart in SD	AF	Jan/Feb
Recruitment of additional HQ administrator	JM/JA	Interviews 22 nd Nov
Try-dive guidance and disclaimer form to be reviewed and updated	KM	ongoing
Budget meeting	JA, JM, AM, KM	6 th Dec
Contact insurers re visiting divers	JM	ongoing
Marketing leaflet		ongoing
CVA workshop	JC	Jan/Feb
Policy development	JM/AM	ongoing
IT infrastructure upgrade	AM/GC	ongoing
Door locks repaired replaced	JM	ongoing
Synopsis of insurance for web	AM	ongoing
Review "Promoting your sport" document	all	ongoing
Fire safety risk assessment for HQ	JA	ongoing
Prepare sample membership cards and RC ID cards	JA	ongoing
Review administration membership process	JA	Ongoing
Junior snorkel manual print	AM/JM	ongoing

Meeting Closed at 10pm.

Calendar of future meetings: Next meeting 13th December start for GC 6.30pm prior to social meeting.