

General Committee Meeting Minutes



Wednesday 22nd August 2007 – 1930hrs - SSAC HQ

GC Members Present

Jack Morrison (Chairperson), Jim Anderson (Treasurer), Douglas Forman, Andrew Murray (Secretary), Kevin Miller (NDO), Archie Gillies

Apologies

Charlie McGurk, Graeme Clark

Child Protection in Sport

Donna Martin from Child Protection in Sport joined the meeting to discuss the 2006 Accord for the protection of Children in Scottish Sport. SportsScotland have stated that all governing bodies must sign up to the Accord by end of December 2007 in order to receive continued funding and support.

In summary, signing the Accord is a commitment that within 12 months, we will identify current practice, review current policies and procedures, write a plan for the protection children in the sport. Child Protection in Sport are in place to provide some assistance to governing bodies. This includes a policy writing workshop.

It was acknowledged that although the SSAC CVA policy was of high standard, it does not require updating with new legislation and guidance. To this end, SSAC will be attending the next policy writing workshop on 6th September.

Other training is available, including a 'Safeguarding and Protecting Children' workshop and 'In safe hands', already conducted within SSAC earlier this year.

Previous Minutes

The minutes of the previous GC meeting on 11th July 2007 were reviewed.

Proposed: Douglas Foreman

Seconded: Kevin Miller

Action and Update	Actionee	Date Due
Invite Donna Martin to next meeting.	AM	Complete
Review the 2006 Accord and present to the Board – <i>see above</i>	CVA Officer	Complete
Draft of new SSAC Child Protection Policy – Jan Crawford is unavailable due to illness. AM will attend next policy writing workshop and present draft policy to GC	AM	Next meeting
CVA job description – <i>a job description is available in the existing policy, but requires updating along with the policy and to update terminology to represent SSAC new status as company limited by guarantee.</i>	AM	Next meeting
GC to look at options for graduate support part funded	GC	Ongoing
Publish guidance on funding opportunities on SSAC website	HM/AG	Ongoing
Combination lock waiting to be fitted.	KW	Ongoing
Prepare sample membership cards and RC ID cards	JA	Ongoing
H&S HQ – <i>A new H&S advisor has been appointed and is visiting office on 23rd August to perform the necessary risk assessments and provide a SSAC H&S policy for HQ.</i>	AM/JM	Ongoing
NDC to propose to Board a 3 year plan for the review and development of training.	NDC	Ongoing
Provide backups of information held on personal computers.	JM	Ongoing
HQ Recruitment – <i>No successful candidates from previous interviews. Post has been readvertised with a closing date of 24th Aug. Interviews scheduled for 29th. In the event that no successful candidate is identified, the employment sub-committee are empowered by the GC to appoint temporary staffing to cover Hazel's forthcoming leave and any other immediate requirements.</i>	JM/AM/KM/JA	Ongoing
Webmaster recruitment – <i>JA has agreed to handle some areas of the website.</i>	AM/JM	Ongoing
Declaration of Interests form – <i>2 outstanding</i>	All	Ongoing
CRBS meeting – <i>A date is now arranged for 30th August</i>	HM/CVA Officer	Ongoing

Letter to Tony Dorrington	AM	Complete
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Member Reports:

Secretary's Report

- Child protection lead officer meeting – 12th Sept. AM to attend if available.
- A consultation was circulated during the month on a Single Equity Bill (Westminster). SSAC have provided feedback to Scottish Sports Association stating that we have no objection to the Bill.
- Request for donations to sponsored ball – declined.

Treasurer's Report

- Jim circulated membership and financial reports in advance of the meeting.
- Income and expenditure are on target
- The Board approved the reports.
- Financial advisor will attend next meeting.

National Diving Officer's Report

- Diving Conference now being advertised, Max 200 delegates, £6 per delegate
- Total cost of conference ~£900, Overspend of £300, to be offset by raffle tickets
- The Board agreed that expenditure / income from conference to be set against the Development/Events budget.
- 8 breakout rooms available
- Nitrox course issues were raised following issues with the previous courses run for us by a third party. The owner of the company has offered to deliver the next course. Consideration to be given to this. In the meantime, the NDO advised that a draft copy of a new nitrox course and nitrox instructor course is expected soon and SSAC will own copyright.
- Boat handling course issues have been raised and RYA have currently suspended SSAC as a training agency for courses following an apparent failure to implement recommendations. NDO has previously written to the former course director but not received a response. Requests have also been made to RYA for copies of correspondence but this has been refused. Chairman to write to RYA.
- Note to be added to website signposting enquiries for boat handling courses to RYA.

Chairman's Report

- Chairman circulated a report from Hazel on progress at HQ. The upgrading of the SAGE system is taking shape and final training taking place on 5th Sept.

Planning

The GC discussed the circulated draft papers relating to the development plan and were asked to review them after the meeting. JM and AM will compile the sections into a draft plan for consideration and consultation with Branches.

AOCB

- NDC are considering lowering the minimum age for aqualung training, having sought advice of medical referee and insurance company. Proposal to be written and brought to Board for consideration and presentation to AGM.

Summary of Actions

Action	Actionee	Date Due
Draft of new SSAC Child Protection Policy	AM	Next meeting
CVA job description	AM	Next meeting
GC to look at options for graduate support part funded	GC	Ongoing
Publish guidance on funding opportunities on SSAC website	HM/AG	Ongoing
Combination lock waiting to be fitted.	KW	Ongoing
Prepare sample membership cards and RC ID cards	JA	Ongoing
H&S HQ	AM/JM	Ongoing
NDC to propose to Board a 3 year plan for the review and development of training.	NDC	Ongoing

Provide backups of information held on personal computers.	JM	Ongoing
HQ Recruitment	JM/AM/KM/JA	Ongoing
Webmaster recruitment	AM/JM/JA	Ongoing
Declaration of Interests form	All	Ongoing
CRBS meeting	HM/CVA Officer	Ongoing
Letter to RYA	JM	Next meeting
Development Plan	AM/JM	Ongoing
Training and Coaching paper	KM / AG	Next meeting

Meeting Closed at 2200hrs.

Future meetings:

Wednesday 19th September 2007

Wednesday 17th October 2007

Wednesday 14th November 2007

Wednesday 12th December 2007