



# Board Meeting Minutes

Tuesday 27<sup>th</sup> May 2009 – 1900hrs – ScotSAC HQ

## ***Board Members Present***

Andrew Murray (Chairperson), Iain Graham, Nigel Spike (National Diving Officer), Jack Morrison, Douglas Forman, Jim Anderson (Treasurer), Adrian Thomas (via Skype), Archie Gillies

## ***Apologies:***

None

## ***Previous Minutes***

The minutes of the previous Board meeting on 20<sup>th</sup> March, 2<sup>nd</sup> April and 14<sup>th</sup> April 2009 were reviewed. Proposed by NS and seconded by JM.

## ***Review of Actions***

The actions from meetings on 20<sup>th</sup> March, 2<sup>nd</sup> April and 14<sup>th</sup> April were reviewed and are noted at the end of the minutes.

## ***FAI Response***

- Following the approval of the draft at our last meeting, the document was reviewed by our Solicitor and some feedback provided. The FAI Determination Panel met to review this feedback and prepared a second draft. This new draft was reviewed by the Board, and subject to the changes documented in the tracked change version, the response was approved. This review included a review of additional feedback from our Solicitor.
- AM authorised by Board to issue this updated document to BTO for onward transmission to the Procurator Fiscal and Sheriff.

Update on Meeting with Midlothian Branch

- NS provided a summary of the recent meeting he and DF had with members of Midlothian branch.
- 3 BI candidates ready to progress. NS to appoint RCs to visit and support the BIs through their training.

The Board also agreed the next steps now that the document and action plan is approved. This will include the circulation of the response to NDC on Friday 29<sup>th</sup> May. The June NDC meeting will be focused on communicating the message to the NDC. The Board approved the changes listed in the action plan under Byelaw 7.4.3.

## ***Chairman's Report***

- Communication from Edinburgh Tollcross branch to advise that the Branch has now been disbanded due to lack of access to facilities and the small number of members remaining. Two members (BDO and Secretary) have applied for membership of ScotSAC Direct due to their relocation. Applications approved.

## ***NDO's Report***

- NS reported the sad loss of Mike Pye of West Lakes Branch on the wreck of the Thesis on 1st May whilst diving on a BSAC expedition. Support has been offered to the Branch and AM has spoken his Widow. AM, NS and AG to attend funeral.
- Training review progressing through NDC meetings.
- Risk assessment and dive slate has been agreed and will be piloted shortly before print.
- RC volunteer agreements to be rolled out shortly.

## Treasurer's Report

- Membership report to be circulated with draft minutes. Membership down since beginning of 2008, but year on year, membership is slightly up.
- Finances for year to date are in order, with an increase in expenditure to link with the increase in mileage rates.

## Accounts

- A draft of unaudited 2008 accounts was circulated in advance.
- JA recommended the approval of the accounts, seconded by JM.
- JA to obtain final copy for signing.
- Circulate with July issue of Scottish Diver.
- Board authorised the payment of interim invoice for accountants.

## Staff handbook

- The Board approved the draft staff handbook, provided by sportscotland HR expert and adapted for ScotSAC purposes.

## Membership Forms

- The Board reviewed a draft disclaimer prepared using generic advice from sportscotland legal advisors for all governing bodies. This wording was approved for immediate inclusion in the membership and renewal forms.
- In the meantime, AT is developing a new single form to cover new joiners and renewals and is also considering the options of online payment for membership.

## Annual report

- The circulated draft annual report document was approved and will be included within Scottish Diver and circulated to our other partners/stakeholders.

## Draft AGM Minutes

- AM proposed that the draft AGM 2009 minutes be published on the website subject to approval at the 2010 AGM. This was approved.

## AOB

- The organisers of the DAN Conference and AGM, (taking place alongside the European Undersea Biomedical Society annual conference) and Phil Bryson, Chair of the UK Sport Diving Medical Committee have asked if we would like to be involved in the event. The Board agreed to participate by having a stand, and including literature in the delegate packs. This will help promote Scotland as a diving destination and ScotSAC as an organisation. AM to report back to Dr Wilmot.

## Actions Record

Action and Update	Actionee	Status / Due
Risk assessment / dive log slates – NDC have approved the final content and it has now been formatted by AT. make some minor amendments first and will prepare a final version for approval prior to printing. The quantity to be printed deferred until next month.	NDC	Ongoing
Stage 2 of marketing policy, and costs for notice boards for clubs. <i>Next mailing to BDOs and Secretaries to request local photos for marketing posters. Sample of a frame suitable for marketing poster circulated for demonstration.</i>	DF & AG	Ongoing
Membership analysis by branch.	AT	Ongoing
Regularly update information onto HQ computer	All	Ongoing
Membership card upgrade	JA	On hold

Fulfilment quotes for Scottish Diver	JM	Ongoing
Progress with implementation of Equity Standard – <i>the recording of equity information has now commenced.</i>	AM	Ongoing
New bank accounts	JA	On Hold
Access issues at Furnace – <i>no progress</i>	AM	Ongoing
Design and order pop up banners, and a flag	JM/JA	Ongoing (latest by Mid August)
Developments in first aid / O2 Admin	NDC	Ongoing
Follow up lease extension with landlord – <i>lease now in place</i>	JA	Complete
ID badges / RC cards	JA	Ongoing
Create new expenses form	JA	Ongoing
Clarify with Dr Wilmot the process for medicals validated beyond 1 year. – <i>Dr Wilmot has advised that the UKSDMC are reviewing the form so we will await their outcome.</i>	NS	Ongoing
Clarify situation with Neptune branch – <i>HQ staff have followed up – update to be requested from staff.</i>	HQ staff	Ongoing
Update RC role description and 'volunteer agreement' – <i>now approved and to be implemented</i>	NS	Complete
FAI Panel to meet and finalise documents for circulation to Board.	AM, NS, GY, IN, JM	Complete
Working party to clear cupboard at HQ.	JM	May
Staff handbook / HR policies update – <i>see agenda item.</i>	AM	May
Create a corporate risk register	AM, DF	August
Update asset register		June
Reserves policy	JA	June
Update Membership form to record equity information – <i>now in place</i>	AM	Complete
NS and DF to visit Midlothian Branch – <i>visit completed</i>	NS / DF	Complete
<b>New Actions</b>		
Submit FAI Response to Solicitor for onward submission	AM	Thurs 28 <sup>th</sup> June
Circulate FAI Response to NDC in advance of meeting on 2 <sup>nd</sup> June and hold joint meeting to inform NDC of the implications.	AM/NS	Fri 29 May/Tues 2 June
Draft communication to all members re changes to training and diving rules for inclusion in Scottish Diver	AM/NS	3 <sup>rd</sup> week June
Obtain final accounts from Accountants. Printing ready for Scottish Diver inclusion	JA, AM, JM	Mid-June
Draft single membership form	AT	June
Staff handbook implementation	AM	June
DAN Conference liaison	AM / DW	August

Meeting Closed at 9.15pm

### **Dates of future meetings:**

1900hrs at HQ unless otherwise advised.

- Friday 19th June (Summer solstice event on 21st June)
- Wednesday 19th August
- Saturday 5th Sept - full day meeting / development day
- Wednesday 21st October
- Friday 20th November
- Wednesday 16th December