



## Board Meeting Minutes

Friday 19<sup>th</sup> June 2009 – 1900hrs – ScotSAC HQ

### ***Board Members Present***

Andrew Murray (Chairperson), Nigel Spike (National Diving Officer), Jack Morrison, Adrian Thomas (via Skype), Archie Gillies

### ***Apologies:***

Jim Anderson (Treasurer), Douglas Forman, Iain Graham

### ***Previous Minutes***

The minutes of the previous Board meeting on 27<sup>th</sup> May 2009 were reviewed. Proposed by NS and seconded by JM.

### ***Review of Actions***

The actions were reviewed and are noted at the end of the minutes.

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

- It was noted that a bid had been made to the Future Jobs Fund, a government initiative to create 75,000 jobs across Scotland, as part of an overall bid by Scottish Sports Association. ScotSAC has bid for 3 posts, each of the maximum 6 months, so a total of 9 x 6 month appointments. The posts are provisionally called Volunteer Support and Events Officer, Communications and Administration Assistant, and Junior Development Officer. Outline job specifications have been submitted to SSA. The cost of employing are covered in full by the Future Jobs Fund.
- Hazel McBride has resigned due to a forthcoming move to England. The Board noted thanks to Hazel for her work over the last 2.5 years.
- Communication received from SAA Chair regarding a liaison for issues of common interest. AM to reply.
- AM and Marion Brown met with CRBS to discuss a pilot project which we have been invited to take part in. The Disclosure Administration Service is provided by CRBS and will carry out the administration of disclosures on our behalf, including the decision making and following up references. Given the forthcoming departure of our current lead signatory, it was agreed that we should take part in the pilot.
- The Board agreed that Marion Brown be appointed as Lead Signatory for disclosure checks

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

- NDC meeting in June focused on the changes to the diving rules following our submission of FAI response.
- RI being appointed as RC for Midlothian
- Volunteer agreements are now being issued.
- The Board approved a document detailing the changes to Training and Diving Rules and its contents. The document is to be issued to all members with the July issue of Scottish Diver. Copy to go on website and be emailed to all members.
- A letter to be issued to all members with the above document was also approved following review by our Solicitor.

### ***Dive Slate***

- The NDC approved the final version of the dive slate and risk assessment at their June meeting and the Board accepted it.
- The Board agreed to a print run of 500 slates at a cost of £1495 with 2 to be issued to each Branch and the remaining to be kept in stock for sale and ongoing issue.
- Thanks to the NDC for their work in producing the new slate. AT to liaise with printers

## Staffing and Headquarters

- As a result of staffing changes, consideration was given to the relocation of HQ to Caledonia House, Edinburgh. This is the former headquarters of sportsScotland, and is now a 'house for sport' with over a dozen governing bodies of sport. AM met with Martin Bowie, Relocation Project Manager from sportsScotland, to discuss our requirements. In summary, a space is available to meet our needs at a competitive rate. Full details and costs need to be prepared.
- Feedback from current and previous staff was that the location and condition of HQ are factors in their decision to source other employment.
- The Board gave outline agreement to progress with a relocation plan and AM was tasked with negotiating with our current landlord and sportsScotland.
- It was noted that JA and DF, although not in attendance, had spoken to AM and gave their full support to the relocation of HQ to Edinburgh.
- The Board also agreed to the recruitment of temporary staffing as required during the relocation period.

## Master Diver Lecture Materials

- A draft of the Master Diver lecture materials produced by members of the NDC were circulated and adopted by the Board as recommended training materials. It was agreed to have 100 copies created with 1 CD to be issued to each branch.
- AT will design the cover for the issue version.
- Thanks to all those involved in the development and review of the materials.
- The stock level of Sport Diver manuals is running low and expected to run out in approx 12 months. NS to discuss options with the NDC, and to make recommendation to the Board

## Dive Conference

- An update on the organisation of the dive conference was given. Sandy McPherson is making good progress and has a number of speakers lined up. Provisional date is 14<sup>th</sup> November at Eyemouth High School and positive meetings have taken place with BDTA and Scottish Enterprise.

## AOB

- Summer solstice dive on Sunday

## Actions Record

Action and Update	Actionee	Status / Due
Risk assessment / dive log slates – NDC output complete.	NDC	Complete – new action
Stage 2 of marketing policy, and costs for notice boards for clubs. – <i>mailing issued to Branches requesting photos with some replies received to date..</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	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
Developments in first aid / O2 Admin	NDC	Ongoing
ID badges / RC cards	JA	Ongoing
Create new expenses form	JA	Ongoing
Medical forms – await new form from UKSDMC	NS	On Hold
Clarify situation with Neptune branch – <i>Branch now has no members after last remaining member transferred to another branch. Branch now closed</i>	HQ staff	Complete
Working party to clear cupboard at HQ. – <i>half day spent this week to clear some space and old material.</i>	JM	Ongoing

Create a corporate risk register	AM, DF	August
Update asset register		June
Reserves policy	JA	June
Submit FAI Response to Solicitor for onward submission	AM	Thurs 28 <sup>th</sup> June – complete
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 – Complete
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 – Complete
Obtain final accounts from Accountants. Printing ready for Scottish Diver inclusion	JA, AM, JM	Mid-June - Complete
Draft single membership form	AT	Ongoing
Staff handbook implementation – <i>now in place</i>	AM	June – Complete
DAN Conference liaison – <i>conference now taking place in London</i>	AM / DW	August – Complete
CRBS Disclosure Administration Service – <i>register and establish arrangements.</i>	AM/MA	Ongoing
Production of dive slates	AT	August
Make a recommendation for after stock of Sport Diver manuals	NDC	October
Issue of Master Diver materials.		
Liaise with landlord and sportscotland regarding relocation and staffing	AM	Ongoing

Meeting Closed at 8.30 pm

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

1900hrs at HQ unless otherwise advised.

- Wednesday 19th August
- Saturday 5th Sept - full day meeting / development day
- Wednesday 21st October
- Friday 20th November
- Wednesday 16th December