

# Board Meeting Minutes

Wednesday 16<sup>th</sup> September 2009–1900hrs –ScotSAC HQ



## ***Board Members Present***

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

## ***Apologies:***

None received.

## ***Previous Minutes***

The minutes of the previous Board meeting on 19<sup>th</sup> August 2009 were reviewed. Proposed by DF and seconded by JA.

## **Review of Actions**

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

## **Chairman's Report**

- It was agreed that Byelaw 3.1.3, which requires nominations for the AGM to be submitted prior to 30<sup>th</sup> November is to be suspended for this year due to the change of date for the AGM, The 2010 AGM is now planned for September.
- sportsotland investment application – received and outline allocation of £17,000 has been made subject to submission of budget by 21<sup>st</sup>. JA to prepare budget and submit.

## **NDO's Report**

- DL has been appointed as Assistant National Coach.
- An article on guidance for weight systems has been written by NDO and will be published in the next Scottish Diver. This is his views and not ScotSAC policy.
- Dive slates now issued. It was agreed they could be sold for £5 each in P&P.
- BI course took place on 12<sup>th</sup> September.
- RI course now full and taking place in October
- NS raised a concern about the difficulties in some Branches, and the communications. It was also agreed to include a Branch profile in the next issue of Scottish Diver.
- Clarification of minimum air requirements for pool training. NDC to make a recommendation on the minimum air requirements

## **Treasurer's Report**

- No report available.
- Query raised about renewal paperwork process, and it was clarified that membership should be receiving paper copies of renewal forms, but that it would appear this has not been happening for some time due to an administration error.
- Letter from Clydesdale Bank to notify of a membership cheque which has bounced. JA to write back.
- Cheque received reimbursing for participation in a Royal Mail survey. It was agreed to cease participation.
- JA raised the question of adding refundable deposits to courses, to deal with 'no-shows'. It was agreed to monitor the situation

## **Review of Policies**

- The following policies were reviewed:
- Equity Policy – agreed.
- Purchasing policy – agreed and to be reviewed in 3 years time.

- It was clarified and agreed that the Finance committee consists of the Chairman, Treasurer and one other Director.
- Records policy – the draft policy was agreed in order for the destruction of records to take place prior to the move to Edinburgh.

[AT left the meeting at this point.]

## Rescue Refresher for Instructors

- Recommendation from NDC approved.

## Communications Plan

- DF outlined the draft communications plan showing interactions between the various areas of ScotSAC. All asked to provide feedback to DF for next meeting.

## Risk Register

- Discussion took place on the structure of a risk register, but it was agreed that this task will be put on hold until we have the audit complete and resource able to progress.

## Relocation and staffing update

- AM updated on the relocation plans which are progressing to plan. Draft lease now received for comment. Final offer expected shortly. New office has been decorated and new carpet in preparation for our arrival.
- A significant number of applications received for the post, and shortlisting conducted by AM, NS and JM. Interviews to take place on 21<sup>st</sup> in Edinburgh by AM, MB and the sportscotland HR expert.
- AM and HT met with sportscotland to discuss IT and telephony options. In the short term we will be provided with access to the sportscotland wireless network until the new building wide infrastructure is installed. It was agreed by the Board that we would link to the sportscotland phone network at a cost of £12 / month for line rental.

## Future Jobs Fund

- AM attended a briefing on 16<sup>th</sup> September on the implementation of the Future Jobs Fund posts.
- The Job Centre Plus will begin referring candidates in October, and we are required to create person specs and detailed job descriptions. AM raised a concern about who would supervise the 3 additional employees and the Board, so it was agreed this should be factored into the job descriptions for each post.

## AOB

- JA raised a concern about the number of actions ongoing and the capacity of current volunteers to complete them. He suggested we limit the action list and keep it to a more manageable list.
- October meeting to be cancelled.

## Actions Record

Action and Update	Actionee	Status / Due
Stage 2 of marketing policy, and costs for notice boards for clubs.	DF & AG	Ongoing
Membership analysis by branch	AT	Ongoing
Membership card upgrade	JA	On hold
Fulfilment quotes for Scottish Diver – <i>three quotes now received based on 1400 distribution. JM recommends Advanced Mailing Solutions based on price – agreed by Board.</i>	JM	Complete
Progress with implementation of Equity Standard	AM	Ongoing

New bank accounts – <i>progress underway.</i>	JA	October
Access issues at Furnace – <i>feedback from the council is that legal advice shows it is not possible to prove the area is a public right of way.</i>	AM	Ongoing
Design and order pop up banners, and a flag	JM/JA	End of October
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
Create a corporate risk register - <i>see agenda</i>	AM, DF	October
Update asset register – <i>HT has drafted and is continuing work</i>	HT	Complete
Draft single membership form – <i>circulated and feedback given. To be incorporated and re-circulated</i>	AT	Early October
CRBS Disclosure Administration Service – <i>new process now underway.</i>	AM/MA	Complete
Make a recommendation for after stock of Sport Diver manuals	NDC	October
Review insurance provision – <i>discussion took place on the current and potential provision. IG to ask insurance company for further information.</i>	IG	October
HQ to follow up with lapsed post holders and report for next meeting - <i>some have now renewed.</i>	HT	Complete, new action.
Add current rules to website	AT	October
Develop communication processes and methods between Branches, RCs, NDC and Board	DF/NS	October
Progress with relocation – <i>see agenda.</i>	AM	Ongoing
Check insurance provision for pool in Ireland -	IG	September
Advertise for Secretary position – <i>now advertised. No responses to date.</i>	AM	September
Consider date of AGM in 2010 – <i>aiming for September 2010.</i>	All	Complete
PAT testing – <i>items now all tested.</i>	HT	Complete
NDO to contact BI Course Director to request that changes and the implications of new rules are included in future BI courses	NS	Complete
Review byelaw 7.3.3 in the future review of byelaws	AM	Spring 2010
Follow up with lapsed BDO/Sec through RC in writing.	NS	October
Write article for Scottish Diver on nominations	AM	October
Update membership renewal process and circulate	JM	
Update HQ procedures document for records management and extraction of forms following incidents	AM/HT	October
Records management policy progress	AT	November
Review communications plan and send input to DF	All	October
NDC to make a recommendation on the minimum air requirements for pool training	NDC	November

Meeting Closed at 10pm

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

- Friday 20th November (Edinburgh), 1900hrs
- Wednesday 16th December (Edinburgh), 1900hrs