

# Board Meeting Minutes

Wednesday 12th November 2009–1900hrs

ScotSAC HQ, Edinburgh



## ***Board Members Present***

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

Also present: Kate Jenkins (KJ), Sandy McPherson (SM)

## ***Apologies:***

None received.

## ***Previous Minutes***

The minutes of the previous Board meeting on 16<sup>th</sup> September 2009 were reviewed. Proposed by DF and seconded by NS.

## ***Review of Actions***

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

## **Annual Plan Update, Annual Plan and targets for 2010**

- ScotSAC to submit at least 3 key targets to **sportscotland** by 3<sup>rd</sup> December 2009.
- Targets for 2010 to include:
  1. 20 x BI's
  2. 5 x RI's
  3. 50 Sport Divers
  4. 20 Master Divers
  5. Increase membership by 5%
  6. Achieve the foundation level of the equity standard by end of 2010.

## **Chairman's Report**

- Future Jobs Fund – this project went live on 1st October, and the 500 jobs in sport are being advertised in phases over the next 6 months. None of our 3 jobs are due before Jan 2010. In order to proceed, we need to finalise the job descriptions, and the supervision of the posts. (refer to Board email of 8th Oct).
- Relocation – the Glasgow office has been cleaned, vacated and surplus furniture disposed of.
- Staffing – Kate Jenkins commenced on 5th October at the new office. Huw Thomas left on 9th October, 2 weeks prior to the end of his contract due to a new role elsewhere.
- Audit – we are due to receive a governance audit by AHL Ltd, the sportscotland auditors. This will take place on 2nd and 3rd December and will require time from Chairman, Treasurer and Administrator.
- sportscotland – further restructuring has taken place following the move to Glasgow. We are being allocated a new Partnership Manager: Barry Fleeting. Our investment for 2010 is now in place with payment due in January. We must submit a list of key targets by 1st December 2009. The annual sportscotland Partners meeting takes place next Tuesday 17th at Hampden. AM to attend.
- Caledonia House – the new office is now established in Caledonia House, Edinburgh. We experienced a short delay in the postal redirection, which is now resolved. We are still awaiting the installation of the new fixed phone line, and are utilising a mobile number as a short term measure. We are advised that the new building wide NTL phone system has been installed we will be connected shortly. We have now

received 2 computers from sportscotland to upgrade our current computers. (see agenda item)

- Pool lets – Grampian branch has requested some assistance with letting a pool from the local authority following difficulties. Guidance has been requested from the facilities department at sportscotland.
- Suunto Award – winners now chosen and to be announced at the conference. Suunto have offered to sponsor the award again in 2010. The Board agreed.
- **[Private Minute]**

## **NDO's Report**

- RI course – 7 candidates successful, 1 candidate withdrew due to an injury.
- Fiona Watson appointed as new RC for Orkney and Shetland.
- One incident reported this month. A night dive involving 3 divers was done within the safety limits. One diver treated for decompression illness and recovered successfully.
- BSAC informed of 3 incident reports missing. This has been successfully rectified.
- Nitrox course provider relocated to Malaysia, providing logistical and economical barriers. Possibility of using BSAC Nitrox course - NDC to sound out BSAC route to determine proposals and provide recommendations progress.
- Revised training programme – updated version to be produced and reviewed at next NDC meeting
- NS put forward wording the recommendation of the NDC on the minimum air requirements in pools. Following a minor amendment, the Board approved the following recommendation to instructors *"Before taking a trainee into a pool for aqualung training, the instructor must ensure that the air supply carried is sufficient for the intended activity; subject to ending the session with a minimum of 50 bar"*. NS to put forward at next NDC meeting.

## **Treasurer's Report**

- JA provided current Branch Statistics – branch analysis needed in order to invest in success; the possibility of targeting potential branches that can accommodate growth was discussed.
- JA to send monthly treasurer report to AT
- New bank account details provided for the board to consider. Problems and/or questions to be raised at next meeting.

## **Dive Conference**

- Sandy McPherson joined the meeting to update on the forthcoming Scottish Dive Conference.

## **NDC Try Dive Documentation**

- This would be carried forward to the next meeting due to restrictions in timing.

## **Audit Preparation**

- AHL auditors due on 2/3 December to carry out a governance audit.

## **Applications for New Branches**

- Enquiry from a BSAC branch thinking of transferring to ScotSAC.
- Formal transfer request from West Lothian branch for 3 members to be transferred to ScotSAC Direct. Vote to decide took place: For = 3, Against = 2, Abstained: JA and DF. Motion Carried. Subsequent discussion on the possibility of reviewing the transfer policy at a future date.

## **AOB**

- Following the recent advert for the role of Company Secretary, the Board agreed to co-opt Sandy McPherson to join the board as Secretary until the next AGM.

- Secondary consultation for the new Protecting Vulnerable Groups legislation was launched on 10<sup>th</sup> November. Marion Brown to review on our behalf and draft response.
- Date of next meeting – Wed 16<sup>th</sup> December 18.00hrs. Joint social meeting from 19.00hrs with NDC.

### **Actions Record**

<b>Action and Update</b>	<b>Actionee</b>	<b>Status / Due</b>
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
Progress with implementation of Equity Standard	AM	Complete
New bank accounts – <i>progress underway.</i>	JA	Ongoing
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	Complete
Design and order pop up banners, and a flag	JM/JA	Complete
Developments in first aid / O2 Admin	NDC	Ongoing
ID badges / RC cards	JA	On Hold
Create new expenses form	JA	On Hold
Medical forms – await new form from UKSDMC	NS	Ongoing
Create a corporate risk register - <i>see agenda</i>	AM, DF	Complete
Draft single membership form – <i>circulated and feedback given. To be incorporated and re-circulated</i>	AT	Ongoing
Make a recommendation for after stock of Sport Diver manuals	NDC	December
Review insurance provision – <i>discussion took place on the current and potential provision. IG to ask insurance company for further information.</i>	IG	Ongoing
Type up current rules as they are and circulate at next meeting	AT	Ongoing
Develop communication processes and methods between Branches, RCs, NDC and Board	DF/NS	Ongoing
Progress with relocation – <i>see agenda.</i>	AM	Complete
Check insurance provision for pool in Ireland -	IG	Complete
Advertise for Secretary position – <i>now advertised. No responses to date.</i>	AM	Ongoing
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	Ongoing (Monitor)
Write article for Scottish Diver on Suunto nominations	JM	December
Update membership renewal process and circulate	JM	Complete
Update HQ procedures document for records management and extraction of forms following incidents	AM/HT	Complete
Records management policy progress	AT	Ongoing
Review communications plan and send input to DF	All	Ongoing
NDC to make a recommendation on the minimum air requirements for pool training – NS to present boards recommendation at next NDC meeting – <i>see above</i>	NDC	Complete
Invitations to the social meeting on Dec 6th be sent out to members of NDC	AM/KJ	20 <sup>th</sup> Nov
Follow through with decision on branch transfers – send relevant documentation to members	AM/KJ	30 <sup>th</sup> Nov
Review proposals for new bank account in time for next meeting	All	December

Meeting Closed at 9.45pm

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

- Wednesday 16th December (Edinburgh), 1800hrs.