

Board Meeting Minutes

Wednesday 16th December 2009–1800hrs

ScotSAC HQ, Edinburgh



Board Members Present

Andrew Murray (Chairperson), Nigel Spike (National Diving Officer), Jim Anderson (Treasurer), Sandy McPherson (Secretary), Jack Morrison, Iain Graham

Also present: Kate Jenkins (KJ)

Apologies:

Douglas Forman, Adrian Thomas

Previous Minutes

The minutes of the previous Board meeting on 12th November 2009 were reviewed. Proposed by JA and seconded by NS.

Annual Plan and Budget 2010

- The draft annual plan was reviewed.
- One Instructor Development day to be held across 2 days in 2010.
- Future Jobs Fund – still ongoing; need to establish supervisors before moving forward.
- Disability Policy – the possibility of creating an “Adjustment Committee” was discussed, the purpose of which would be to identify and generalise any adjustments that can be made to the training criteria to allow people with different disabilities to progress through the qualifications.
- Treasurer stated proposed budget costs for 2010 of £106,000, with an income of £90,000. JA proposed to fund this shortfall using the reserves.

Chairman’s Report

- Nothing to report

NDO’s Report

- NDC meeting in January 2010 to establish progress on the new training schedule.
- NS reported the bad news about Don Lees standing down as Assistant National Coach, but hopes that he may return in some capacity in the future.
- Coatbridge Branch – Instructors left, leaving the club with insufficient Instructors.
- The progress of the Try Dive brochure was discussed. It was agreed that design consultants are to be drafted in to aid with this. AM to identify a brief in order to attain quotes. JM to publish advert in next Scottish Diver magazine to identify interest from within the membership. NS also to publish advert for 1st Aid volunteers.
- NS confirmed that the NDC approved the wording regarding minimum air requirements in pools; “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 50bar”. This was approved by the Board.

Treasurer’s Report

- JA provided current branch statistics and membership numbers.
- JA to provide 12 month report at next meeting.
- KJ to receive formal training on accounting software.

New Bank Account

- The number, and identity of the new signatories was agreed as the Chairman (AM), Treasurer (JA), and Secretary (SMc). Two out of these three will be required to authorise payments from the new account. JA authorised to proceed with the opening of the new accounts with Bank of Scotland.

NDC Try Dive Documentation

- Sam McKay produced a substantial amount of work to produce the training review document. This will be reviewed at the next NDC meeting before being brought in front of the Board.

Audit Feedback

- This will be discussed at a later date once a draft report has been received.

AOB

- The office Broadband was discussed and the options considered. It was agreed that talktalk (now Opal) provided the most reasonable quote. KJ to liaise with AT and sportscotland IT department to install ASAP.
- Review of actions from previous minutes will be carried forward to the January meeting.

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
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	AM/HT	Complete

management and extraction of forms following incidents		
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 th Nov
Follow through with decision on branch transfers – send relevant documentation to members	AM/KJ	30 th Nov
Review proposals for new bank account in time for next meeting	All	December
Create a design brief for materials and obtain quotes	AM	February
Publish advert for first aid volunteers	NS/AT	February

Meeting Closed at 1900hrs

Dates of future meetings:

- Wednesday 13th January (Edinburgh), 1930hrs.