



Board Meeting Minutes
Wednesday 14th December 2011 1930hrs
ScotSAC HQ, Edinburgh

Board Members Present

Iain Graham (chairman), Jim Anderson (Treasurer), Sandy McPherson (Secretary), Jack Morrison (Director of Communications), Gordon Young (National Diving Officer), Andrew MacRae (Director), Edna Ewan (Director)

Also present:
Kate Jenkins.

Apologies:

- No apologies received

Conflicts of Interest

- No conflicts of interest were declared by the Board members present.

Previous Minutes

The minutes of the previous Board meeting on 16th November 2011 were reviewed. Proposed by Jim Anderson and seconded by Jack Morrison subject to minor emendations.

Chairman's Report

- After consulting with Dr Wilmot, it was stated that the intention of the new medical form currently under discussion is to have one form that is standard across all organisations accredited to the UKSDMC. As there is no mention of specific fees on the form, it was agreed that this form should be accepted, with the addition of the guidelines produced by UKSDMC.
- There was a discussion on the procedure of medical referrals. It was reiterated that all forms should be sent initially to HQ who will deal with those needing referral.

Secretary's report

- An e-mail was received from Matt Baron in Dumfries about forming a new ScotSAC Branch. Iain Graham and Kate Jenkins responded initially to let him know that this would be discussed at tonight's meeting, and included a set of the ScotSAC Byelaws and Articles of Association.
- There was much discussion about the processes involved in forming a new Branch, and the resources needed.
- Gordon Young volunteered to contact him again to run through everything with him.
- Communication has been received regarding sponsorship of a Diving event at Lochaline. ScotSAC is unable to sponsor the event, but can publicise in the magazine and on the website.

NDO's Report

- A BI Course is planned for 18th February in Grampian, with Graeme Forsyth, Ronnie Scrymgeour, and two others from Grampian Branch assisting.
- Another course is being planned at HQ for some time after this course for those who are on the waiting list but can't make it to Aberdeen.
- Gordon Young raised the question of which members will be given the new Training Schedule when it is released. This is one of the questions that is being considered, and will only be known once costs have been obtained.

- There was a discussion about introducing endorsement cards. Any information regarding Qualifications is available in the Qualification Record. There is also a cost involved in the production of these cards. It was agreed that a £10 charge per card must be in place if we are to go ahead with this.
- Communication has been received from IDEST regarding computer testing. After speaking with the MD, it was apparent that they were interested in including an article in Scottish Diver Magazine.
- The ScotSAC First Class Award was discussed. Gordon Young suggested contacting Tony Carter to see if he's still in a position to deliver the course. The Board were unanimous in their proposition that Gordon Young and the NDC be tasked with revising the whole course to make it more accessible to the entire membership. It was proposed that the current course tutors be removed, and that Gordon Young appoint a sub-committee to prepare a revised, modular content.

Treasurer's Report

- At present, ScotSAC has 1228 Current Members.
- This number has reduced due to the loss of the University of Limerick Branch. However, other Branches are experiencing an increase in membership which is a positive sign.
- The application for Electronic Banking has been submitted and we are waiting for formal confirmation. Once this is underway, there will be a change in HQ procedures to facilitate the new system.

Director of Communications' Report

- The new issue of Scottish Diver Magazine is ready to go to press.
- The website is being updated with Regional Coach Information.
- There was a discussion about the number of Branches being taken on by Graeme Forsyth. It was thought that it was a great deal of responsibility for one person to take. Gordon Young is meeting with Graeme in the new year and will discuss this.

AOB

- The Regional Coach Job Description has been approved subject to minor emendations. All Regional Coaches are to be e-mailed the amendments (p.10).
- The Fatality Plan was agreed. It was also decided to review it in 6 months time. Gordon Young abstained from this vote as he did not write the document. This information is to be put on the website and in the magazine.
- The NDC and Board minutes have been put up onto the website. It was proposed that all Branch Diving Officers and Secretaries be informed when the latest set of minutes have been approved and put up onto the website. It was decided that this information be sent to all members.
- There was a discussion about having a DO's Conference. It was suggested that it be tied in with the annual Conference in a breakout session. It was decided that an e-mail should be sent round to the BDO's to ask if they would like one, in what form, and what kind of agenda they would like to see.

Meeting Closed at 21.30hrs