

GDPR statement

This meeting is being recorded

Please be aware that your name will be recorded

The legal basis for using your personal information is to comply with legislation (GDPR Article 6.1.c)

Welcome

British Sub-Aqua Club
67th Annual General Meeting
2021



Introductions

Speakers & moderator

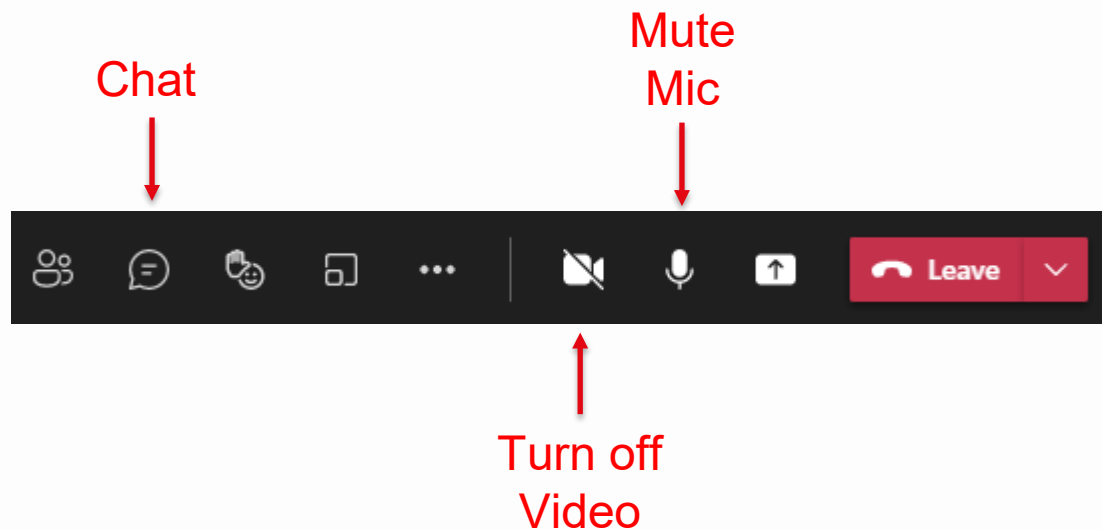
How the meeting will work:

- **Mute microphones & turn off video**
- **Asking questions**
 - Q&A in advance (on website)
 - Please use chat, even if just to say you want to speak
 - Will pause for questions at the end of each presentation
- **Voting via Civica website (closes at 10:30) if you haven't already nominated a proxy**
- **Ad-hoc polls via forms**

Teams controls

Using Teams

- Please mute your microphone and turn off your video
- Questions via chat only



Agenda

Time	Topic	Presenter
10:00	Welcome & agenda. Voting opens	Maria Harwood (Chair)
10:05	Honorary Secretary report	Rachel Sharp (Hon Sec)
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10:40	2020 Annual Report & questions	Janos Suto (Hon Treasurer)
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Honorary Secretary Rachel Sharp

Annual General
Meeting 2021



Content

1. Apologies and quorum
2. Approval of the Minutes of the previous AGM
3. Ordinary and Special Resolutions
4. Report of meetings / member changes / re-appointments
5. Election results

Apologies & quorum

Apologies

- Harry Gould and Clare Peddie

Quorum

- The number required is 15, I confirm we are quorate for the meeting today

Minutes of 66th AGM

The minutes have been checked by Council.

Anyone who attended last year's AGM has the opportunity to raise any issues or amendments using the chat log now.

ISSUES / AMENDMENTS?

If there are no further amendments I declare that the minutes of the 66th BSAC Annual General Meeting will stand as an accurate record of the meeting.

Ordinary Resolution to appoint auditors

- 1. To appoint Azets Audit Services Ltd (formally Gardners Accountants Ltd) as the Company's auditors to hold office from the conclusion of the Annual General Meeting until the conclusion of the next general meeting of the Company at which the Company's annual accounts and reports are laid before the meeting*
- 2. To authorise BSAC Council to set the remuneration of the auditors*

Questions?

Special Resolutions

There were no Special Resolutions.

Secretary report

Meetings

Council meetings were held every other month from July 2020 until this AGM with three extra meeting as needs arose due to COVID.

Usual disciplines in place, with meetings minuted, and accurate records held on Team Drive.

Sub-committees / groups protocols and TORs agreed.

Actions noted and updated regularly.

Synopsis' have been uploaded for meetings.

Secretary report - Housekeeping

The new articles, directors and 2019 accounts were registered with Companies house fulfilling our legal obligations

Gardners were appointed as auditors and their remuneration set.

As required by the articles:

1. All groups and sub-committees were re-appointed and TORs agreed
2. Vice Presidents were re-appointed until the next AGM

Secretary Report - Council Members

There were a couple of changes to Council members leaving so we followed due process:

Brian Cumming (Vice President) was co-opted as a Council Member since we were not quorate as a Council after the 2020 AGM.

James Mudge was then co-opted as a Council member.

On 11th December 2020, Janos Suto was appointed as BSAC Honorary Treasurer until BSAC's 67th AGM.

AGM 2021 Council Election Results

2021 Voting Process

- Election administered by Civica as usual
- Nominees sent in their nomination which they checked before going live on Civica
- Any BSAC members entitled to vote were sent codes to vote on Civica
- One person requested and was given a paper vote
- Members were reminded by email to vote
- Publicity for the election was via normal channels (SCUBA magazine, BSAC Spirit, blog, social media etc)

AGM 2021 Council Election Results

Nominations

National Diving Officer

One nomination

Dai Atkins elected unopposed

Honorary Treasurer

One nomination

Janos Suto elected unopposed

Honorary Secretary

Two nominations

Council Members

Six nominations for four available Council seats

AGM 2021 Council Election Results

Voting: Honorary Secretary

Edward Haynes - 717 votes - **Elected**

Rachel Sharp - 610 votes

Number of eligible voters:	18,630
Total number of votes cast:	1,485
Turnout:	8.0%
Number of blank votes	158
Total number of valid votes counted:	1,327



AGM 2021 Council Election Results

Voting: Council Members

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Total number of votes cast:		1,485
Turnout:		8.0%
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AGM 2021 Council Election Results

Voting: Council Members

David Brander	-	1041 votes Elected
James Mudge	-	1010 votes Elected
Paul Tarn	-	944 votes Elected
Geoffrey Duggan	-	542 votes Elected
Mark Allen	-	523 votes
John Gill	-	348 votes

Thank you

Any questions



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Chair Report Maria Harwood

Annual General
Meeting 2021



Content

1. Thanks
2. Review of 2020
3. Strategy
4. 2021

Thank you



Karen McKnight
Hon Treasurer



Rachel Sharp
Hon Secretary



Mark Lovesey
Council

Welcome



Dai Atkins
NDO



Janos Suto
Hon Treasurer



Edward Haynes
Hon Secretary



Geoffrey Duggan
Council member



David Brander
Council member

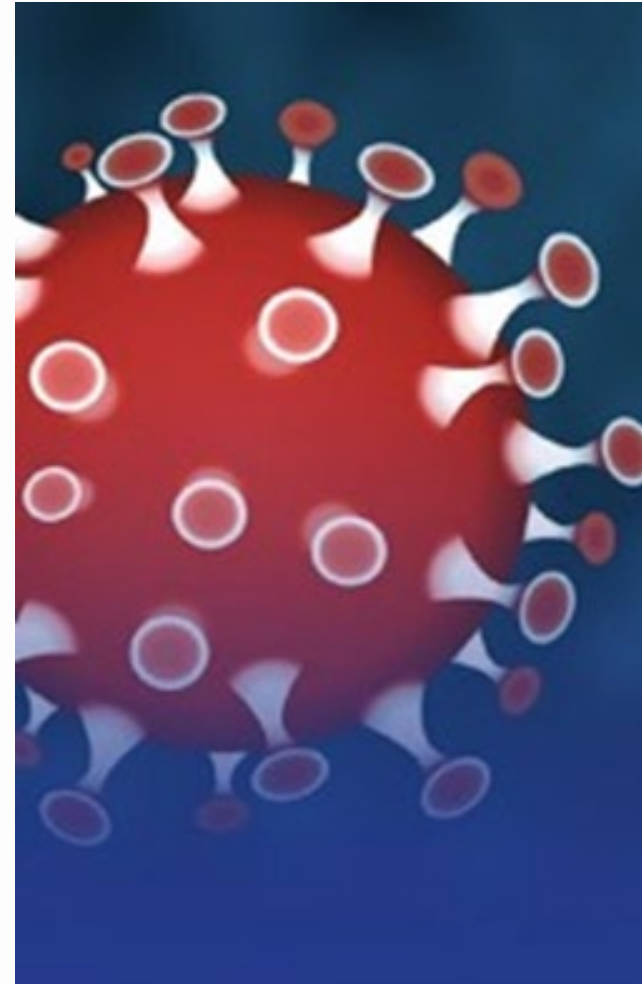
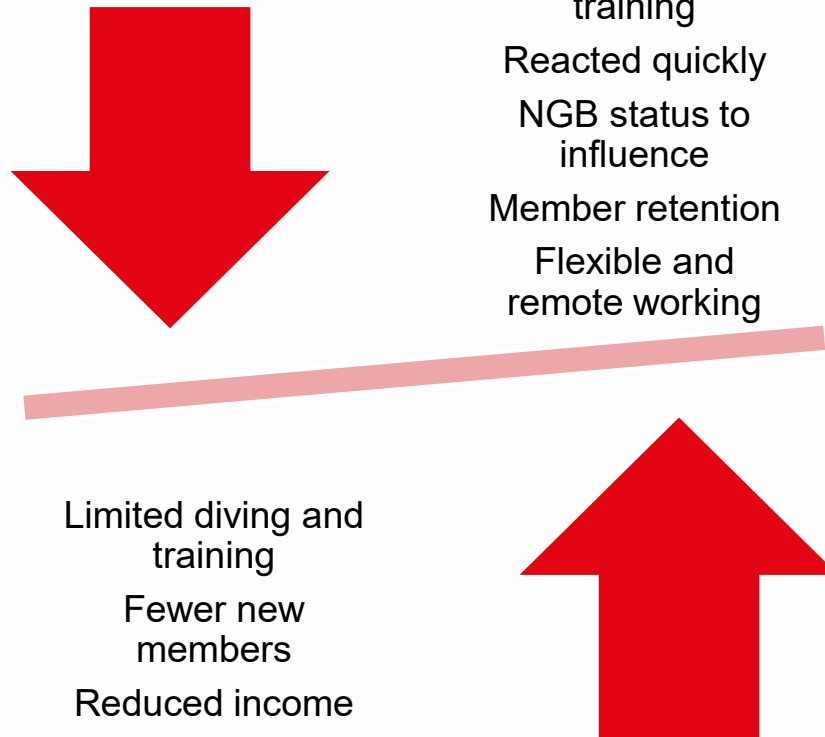


James Mudge
Council member

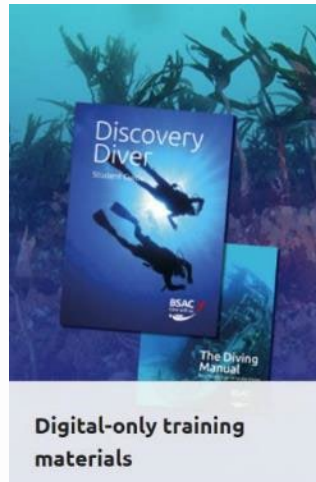


Paul Tarn
Council member

COVID a major factor in 2020



2020 – what else?



BSAC Strategic Plan 2020–2023

COVID brought new challenges, and also new practices.

Team reviewed external environment as well as looking inwards.

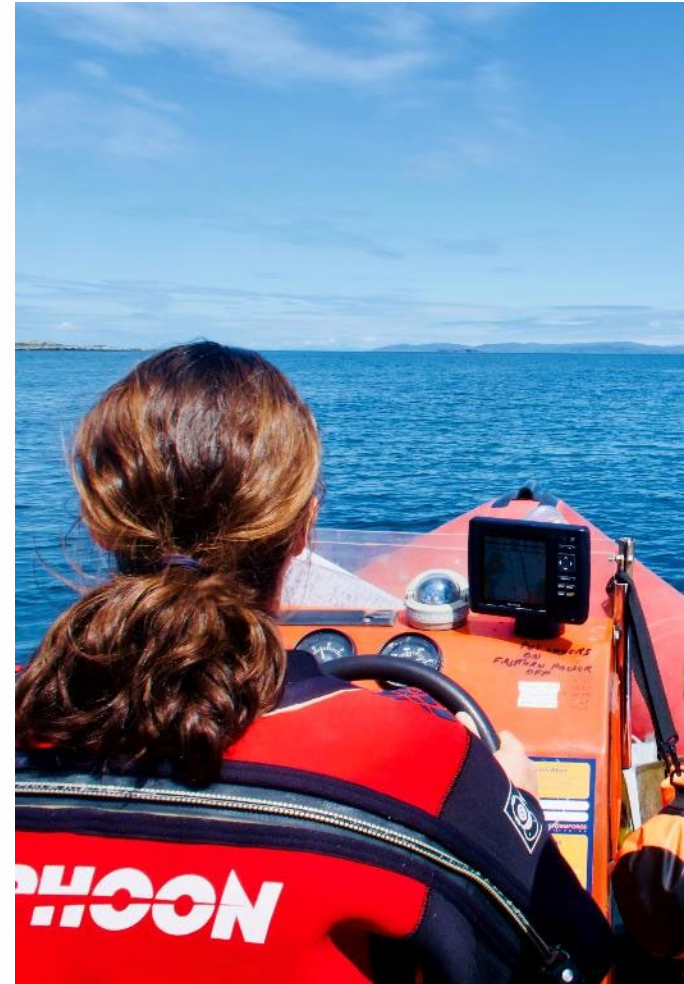
Consulted with 11 focus groups, over 100 members and wider diving community, refined our thinking.

Rapid change – continually review strategy.



Strategic plan - objectives

- To better meet the **changing demands** of the scuba diver
- To **improve individual members' experience** and support member retention by providing enhanced and accelerated access to training, diving and specialist interest groups
- To be **data savvy** - supporting more intelligent decision making
- To make a tangible contribution to **environmental protection**, conservation and carbon reduction



Strategic plan



Diving & Training

Quality and consistency.

Relevance.

Appeal to “social” irregular divers.

Access & training opportunities.

Leadership role in underwater sport.



Environment

Strengthen our leadership in protecting and conserving the underwater environment.

Reduce our impact as an organisation and as a sport.

Environment to be more strongly reflected in everything we do.



Community

Build on branch strength.

Connect beyond branch – pursue special interests, feel part of wider community.

Diversity and inclusivity.



Delivery

Increase capacity and capability.

Broader, skills-based governance.

Technology to improve member experience.

Data-driven decision-making.

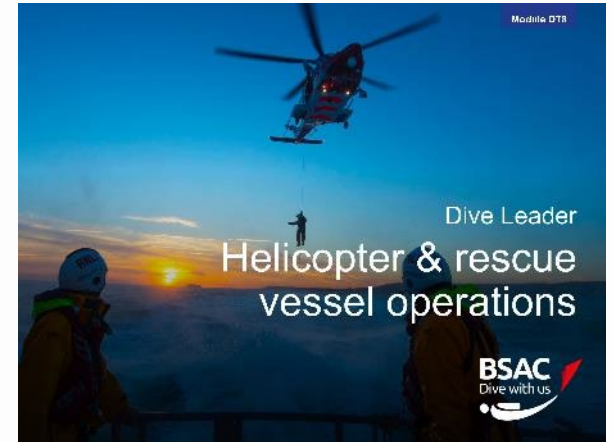
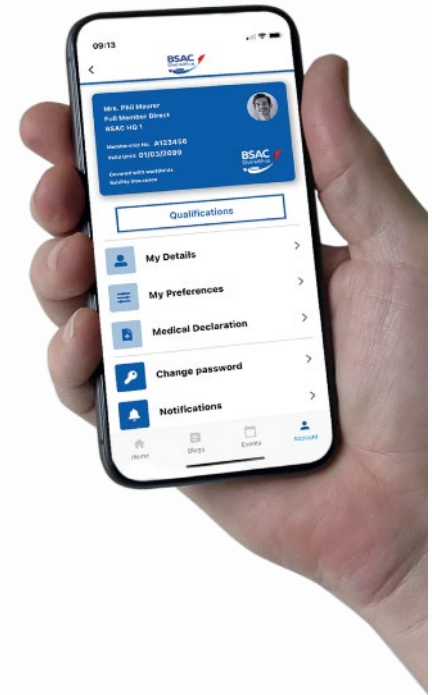
Regular member consultation.



2021 – so far....



2021 – what next?



Can you help?

Can you offer expertise in any of these areas?

- Legal and commercial
- Business development, marketing and funding
- Project management
- IT solution architecture and implementation
- Community platforms
- Organisation development
- Centres
- Data analysis

Please email chair@bsac.com

Thank you

To all volunteers, and HQ team – we wouldn't be here without you.

All of you for sticking with us during difficult period.



Thank you

Any questions



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Annual Report 2020

Annual General Meeting 2021



Key messages of 2020

Membership

- New members down from 4,383 in 2019 to 1,976
- Fully paid members down from 24,859 in to 21,549

Operating Income

- Membership fall contributed to reduced operating income. Down 28% from £1.9m to £1.4m

Expenditure

- We reacted by cutting expenditure from £1.9m to £1.6m, and as well as non-financial activities

Grant income

- We secured grant income of £250k in 2020 and £107k in 2021

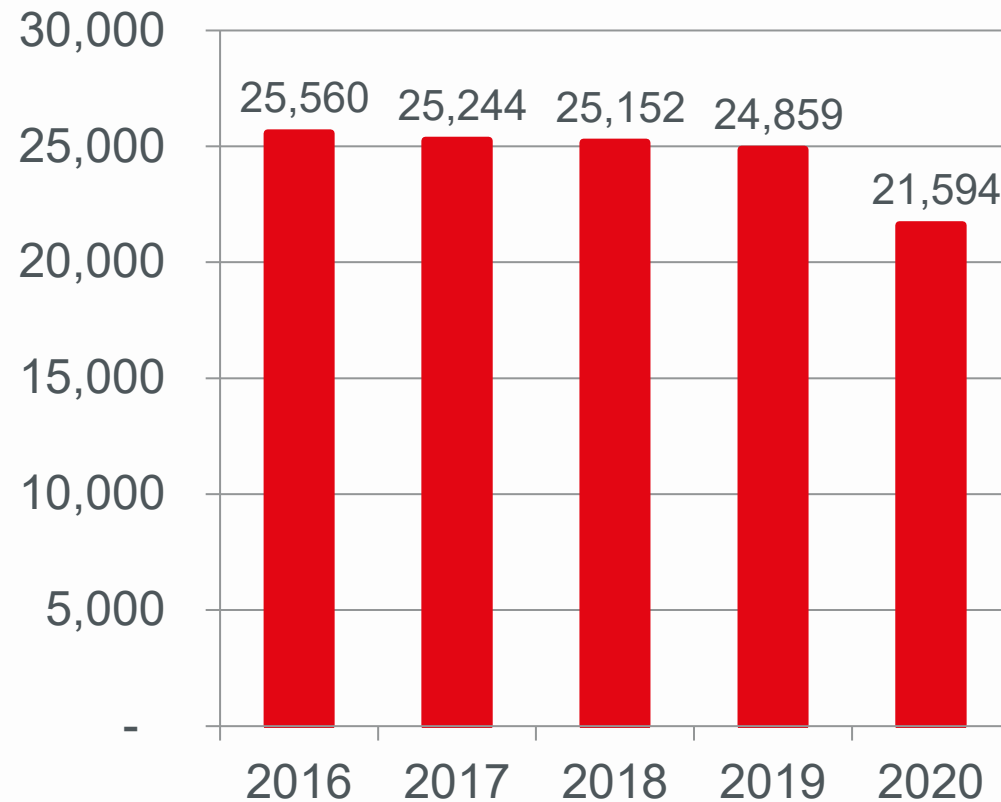
Overall impact

- Including the £250k grant, BSAC made a surplus of £88k

Membership

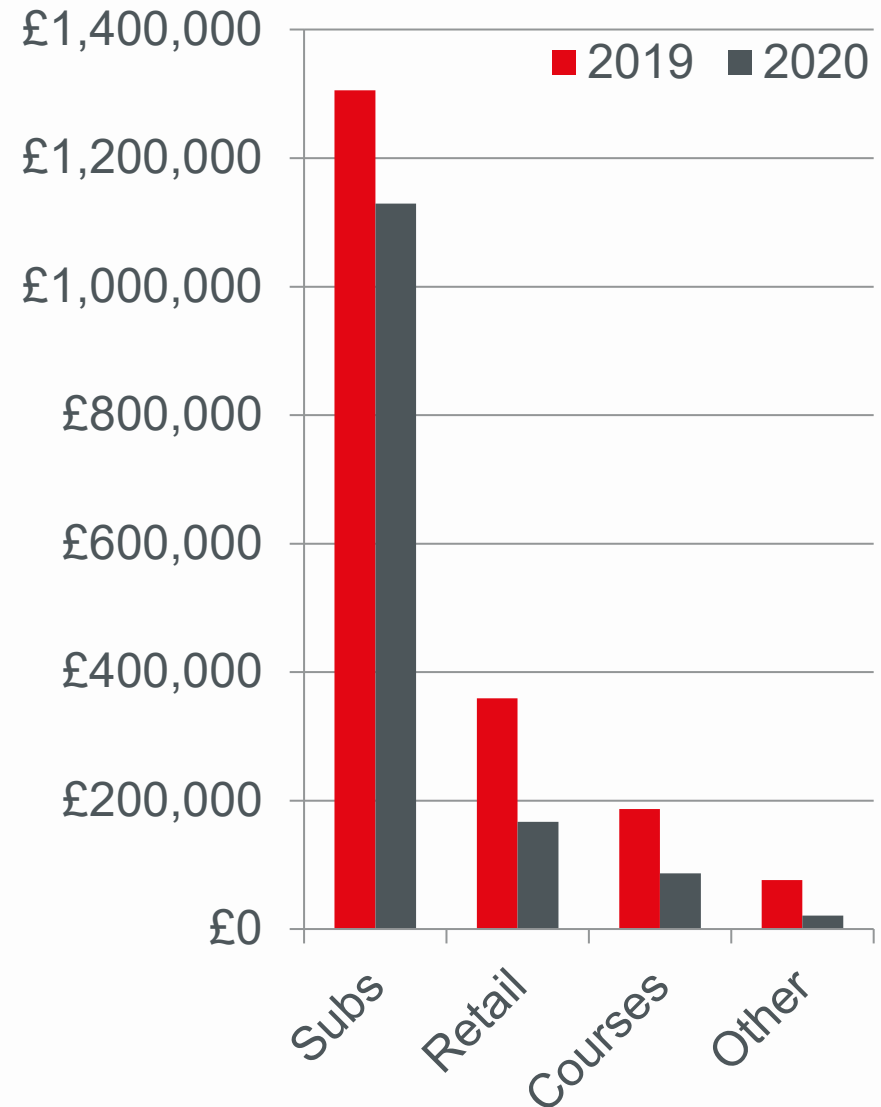
- Fully paid member numbers have fallen by 3,310 for 2020
- Covid restrictions played a large part of this. New members were down from 4,383 to 1,976
- Renewals held up, especially Direct Debits
- A further fall is anticipated for 2021. At April 2021 members are 20,101

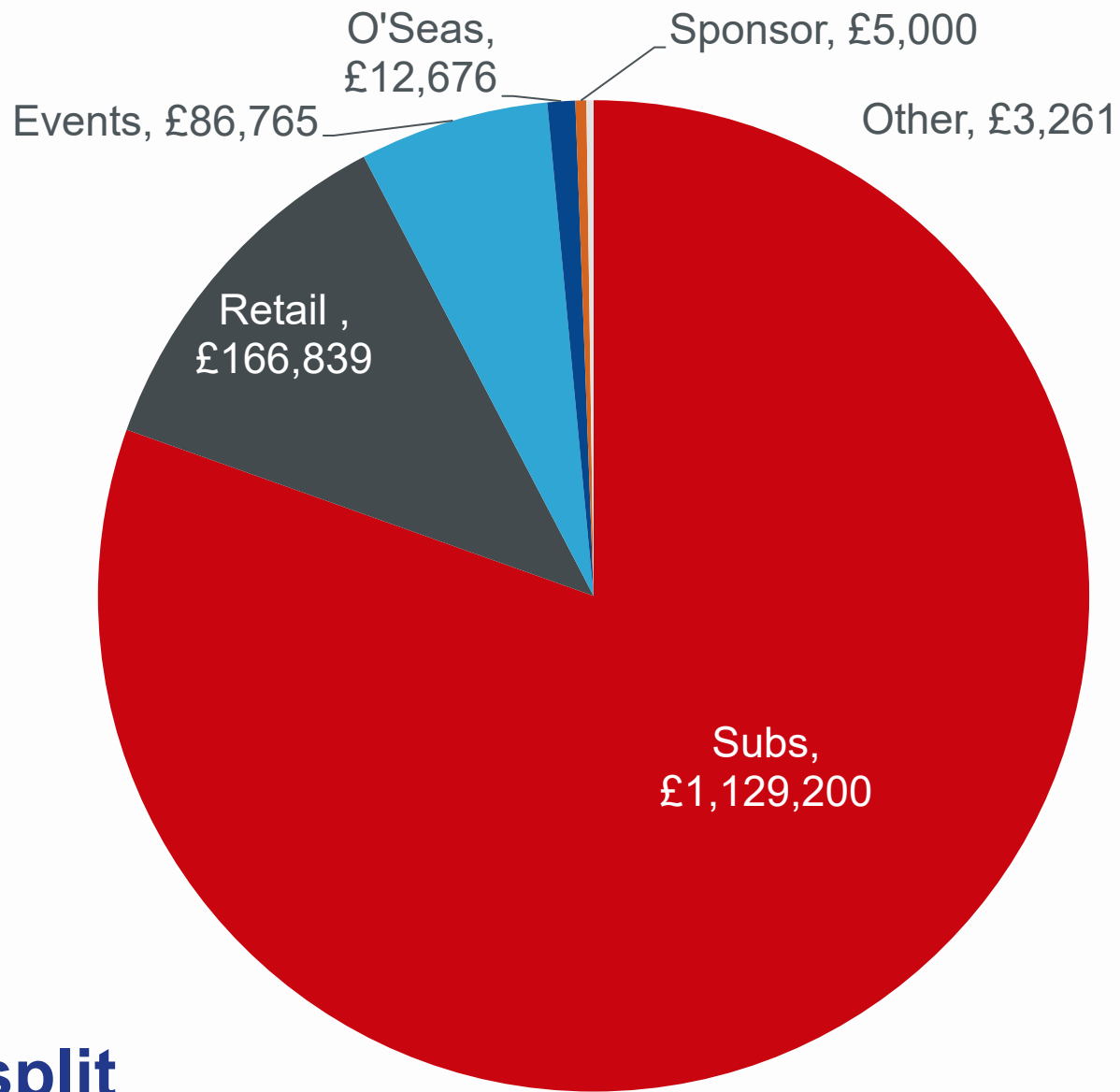
Members 2016-2020



Income

- Income is largely driven by subscriptions. The reduced number of members meant that income from subscriptions fell by £176k
- Training pack and other sales fell by £192k
- Covid meant that we ran fewer events, meaning that course income was down by £100k
- Overall impact was a fall of £524k (27%) from £1.9m to £1.4m



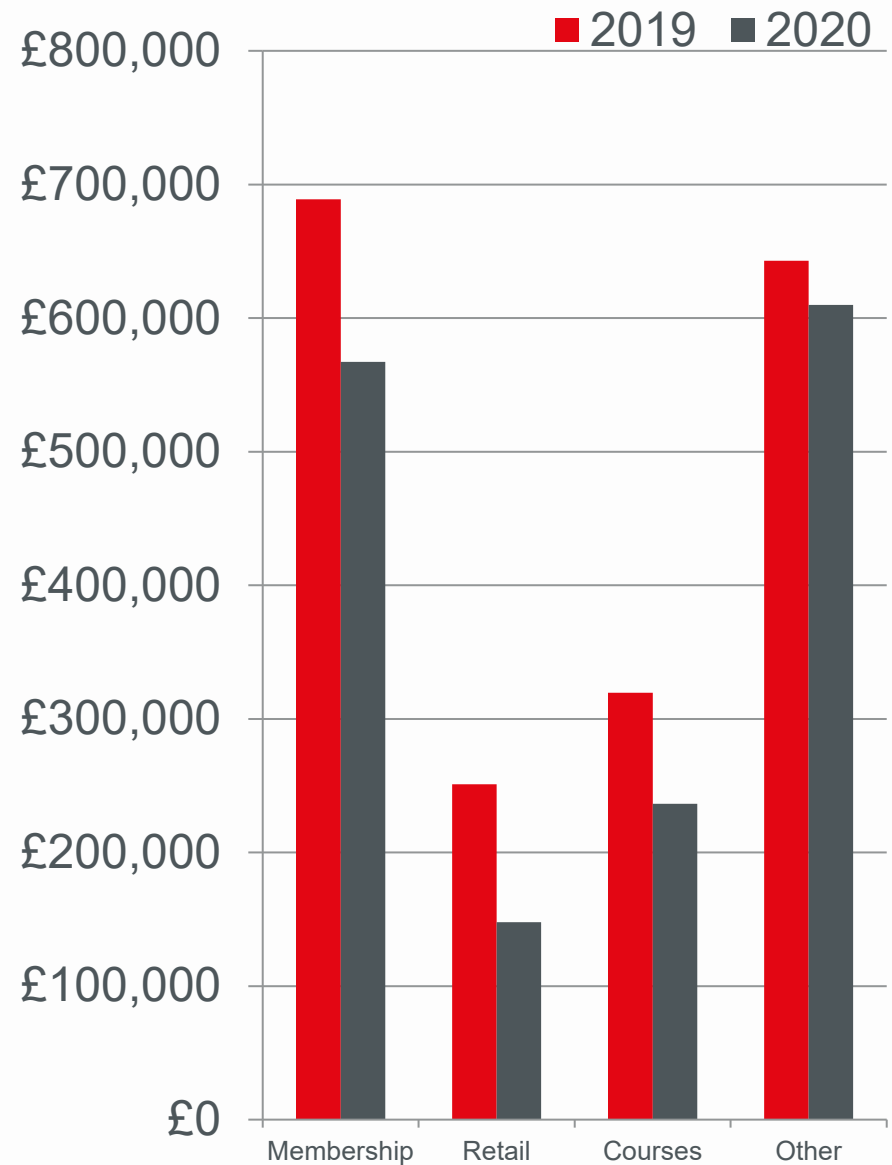


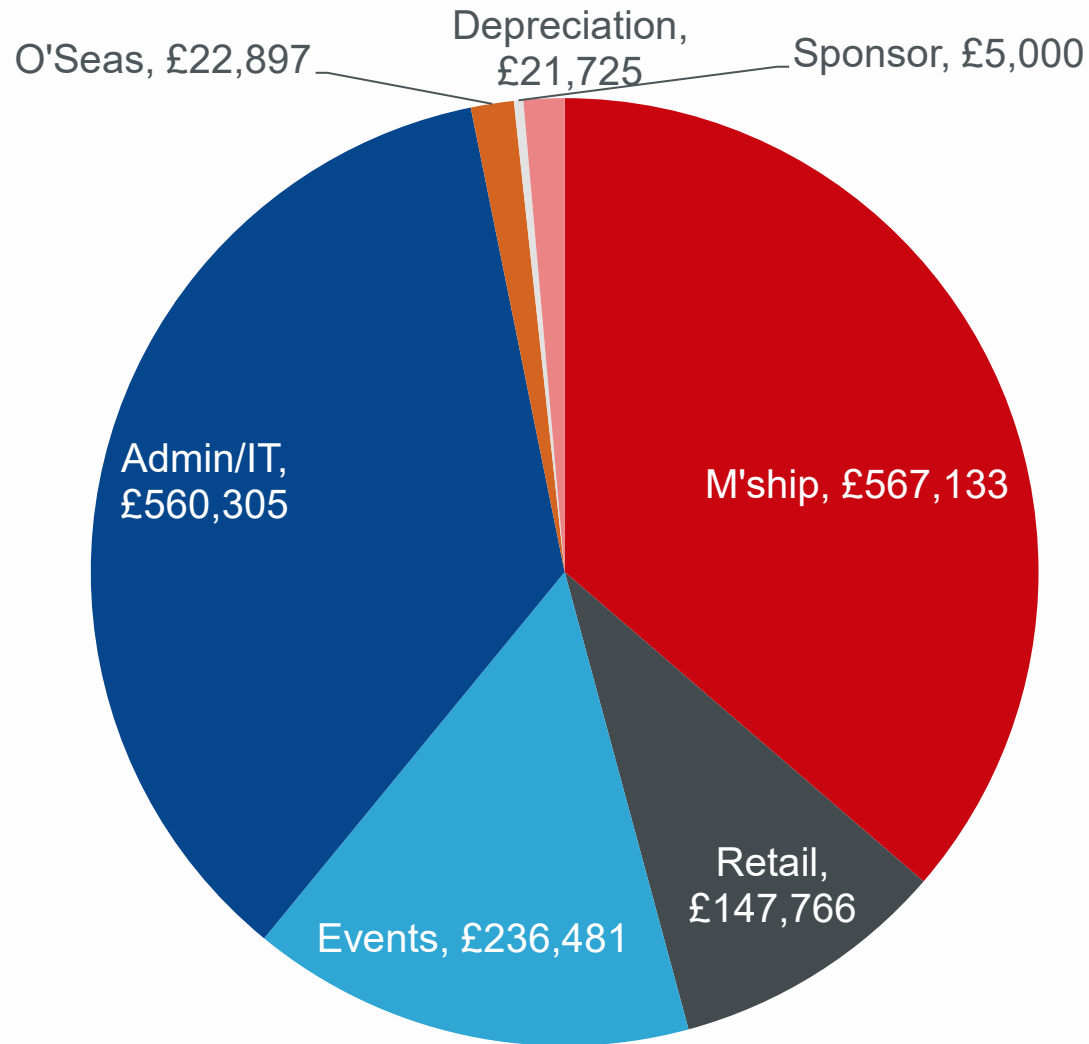
Income split

Costs

We took action to reduce costs including:

- £40k from reduced staffing costs, which were a combination of redundancies and furlough
- £102k from switching to a digital version of SCUBA for six months
- £199k from cost of sales savings
- Overall impact was a fall of £341k (18%) from £1.9m to £1.6m



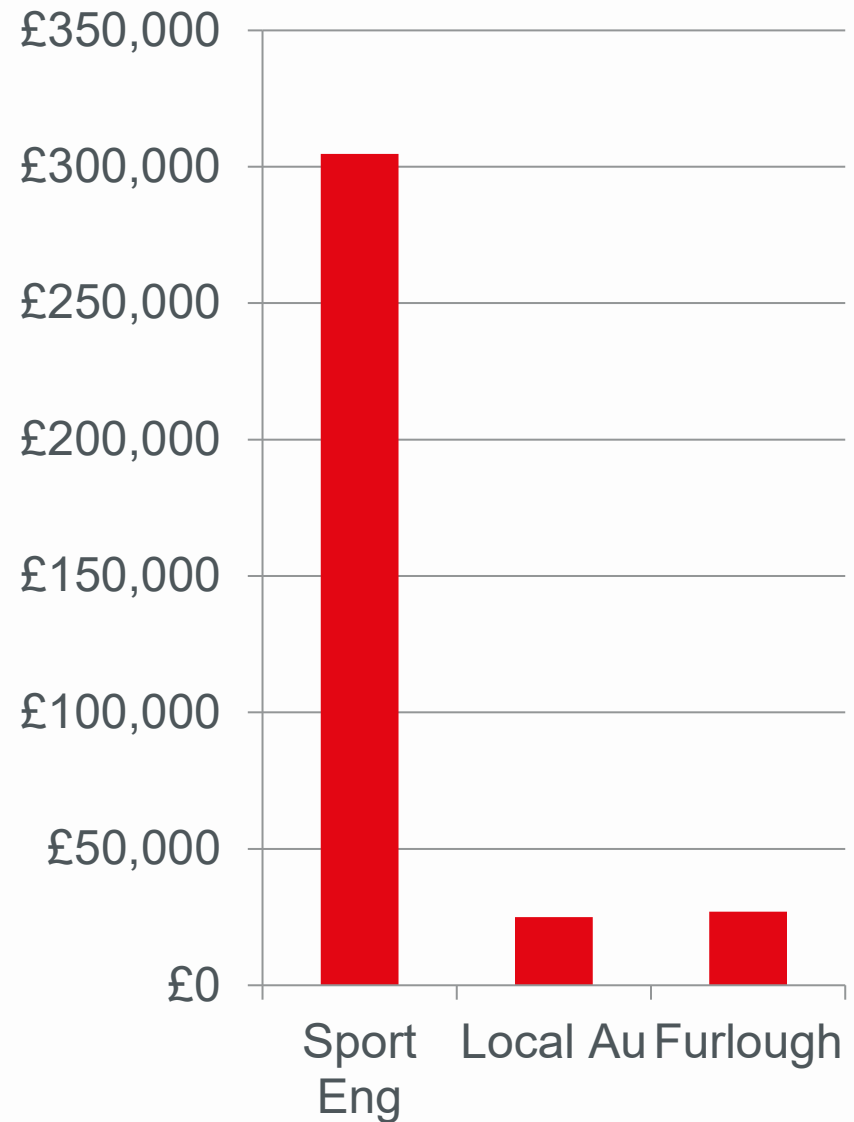


Costs split

Government support

We successfully applied for additional income from a range of sources:

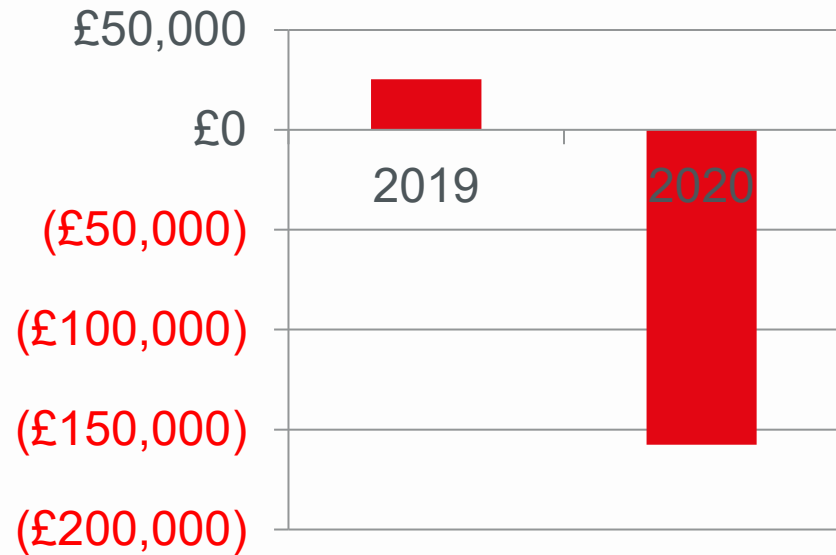
- £305k from a Sport England Grant, split £197k in 2020 and £108k in 2021
- £25k Local Authority Grant
- £27k support from HMRC



Overall Performance

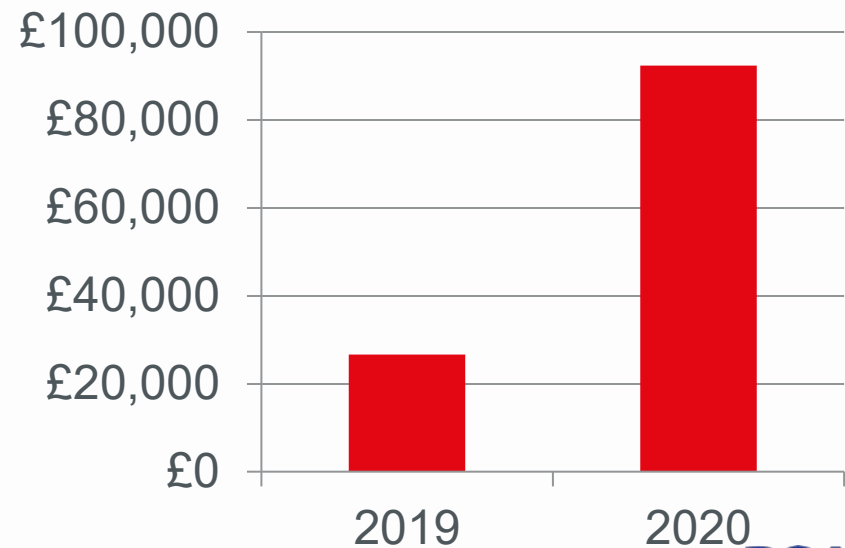
Operating (Deficit)/surplus before Taxation excluding Government support

- 2020 (£157,566)
- 2019 £26,632



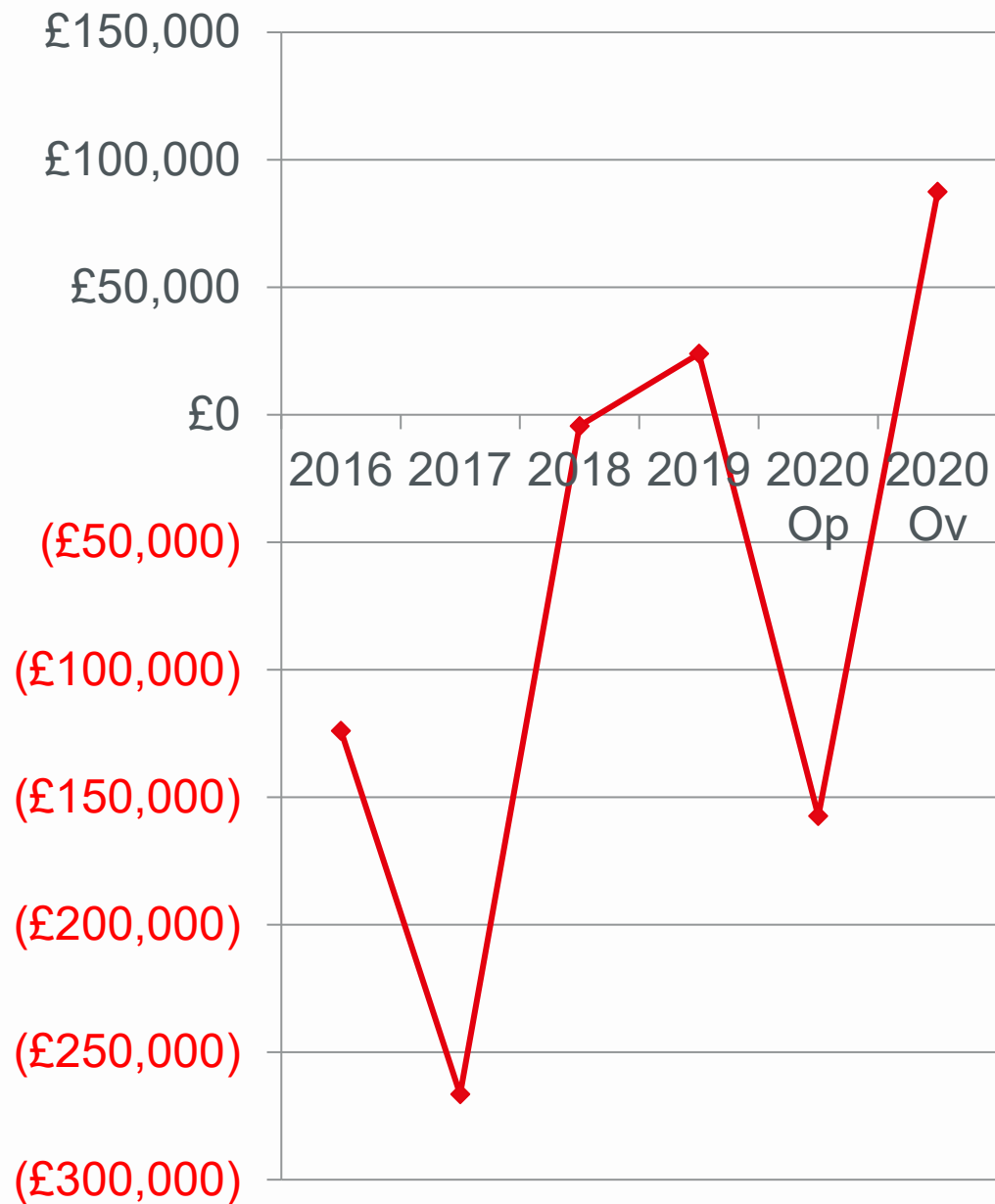
Surplus before Taxation including government support

- 2020 £92,390
- 2019 £26,632



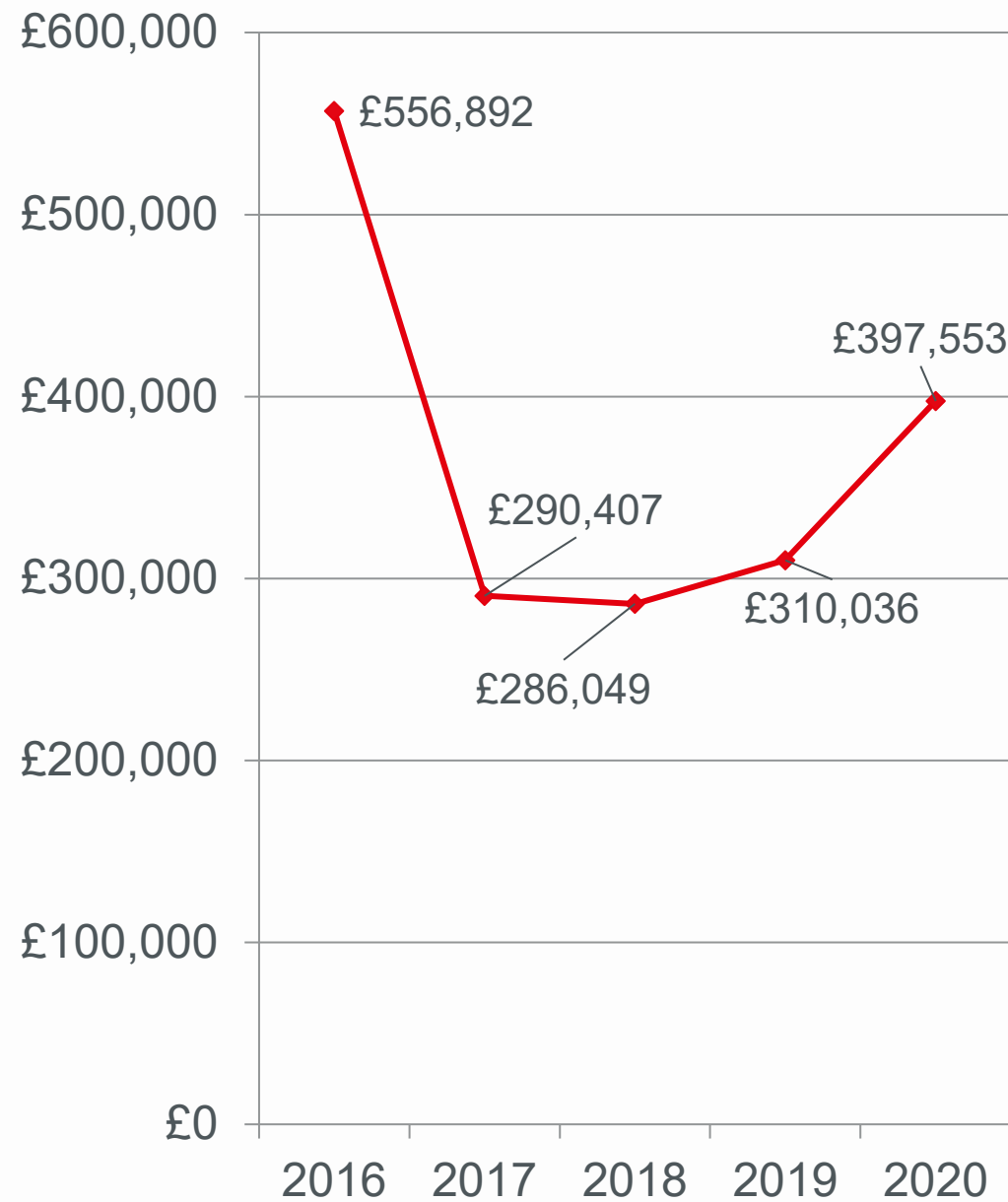
Surplus 2016-2020

- We invested in the website & digital services in 2016-2017
- The operating deficit for 2020 was (£157,566) but after applying the grant income that improves to a surplus of £87,517
- Cash and budget for 2021 remains tight and is being closely monitored



Balance Sheet

- Reserves increased by £88k due to the overall surplus for the year



Audit 2020

Outcome of audit

- Scope of Audit was reviewed to reduce fees
- Auditors report a clean Audit Report with no issues raised at the audit review meeting
- The independent BSAC audit committee are pleased with the auditors findings and with the strength of the financial controls in place
- Management accounts continue to be presented to Council monthly and discussed in detail at board meetings
- Review of Audit process planned for 2021. All views and input welcome

2021 and beyond

- 2021 will also be a tough year
- A significant part of the fall in new members is likely to be structural. While there is some delayed demand there is a risk the fall in membership will be permanent
- Balanced by the deferred part of the Sport England grant of £108k, but this will be a one-off
- New strategy is needed to deliver the step change

Thank you

Any questions



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NDO Report Dai Atkins

Annual General
Meeting 2021



National Diving Committee

Steering Group

- Coaching
- Diving Activity
- Diver Training
- Instructor Training
- Product Development
- Safety
- Technical Training



Coaching

Branch, Regional and National support

- Special interest webinars
 - 220 webinars hosted
 - 8,000 attendees
- Safe operation of future events
- Equality, Diversity and Inclusivity training
- Sport England funded scheme to develop more *Dive Leaders* > *OWIs*



Diving Activity

Diving with a Purpose

- New/reinvigorated group
- Projects
- Expeditions
- Branch & Group activities
- Environmentally aware training module
- Supports community & environmental aspects
- Engaging members at all levels of experience
- Developing links with others to widen opportunities, e.g. NAS, Seasearch



Diver Training

Our Diving Products

- Sports Diver review – complete
- Dive Leader review – underway
 - Emphasis on leadership and management
 - Oxygen Admin, First Aid course materials updated
- eLearning platform
 - AED Awareness
 - SDCs
- Snorkelling review – underway
- Lifesaver and Advanced Lifesaver awards updated (integration of snorkeller and diver)



Instructor Training

Keeping the ITS Active!

- Hybrid online OWIC pilots
- Resumption of ITS activities
- ITS Resource Library updated
- Instructor Crossover process updated
- Sport England project to support instructor development
 - Predominantly OWIs but also engages AIs and higher to support the structure
- Instructor training webinars
 - ITs & Course Senior Instructors & Examiners



Safety

Keeping You Safe

- Return to Diving Guidance
 - Shore and boat diving
 - Pools and clubs
 - Instructing and group operations
- Medical Guidance
- Safety webinar series
- Review of ERC guidance



Technical

Staying at the Forefront

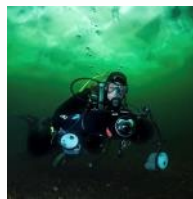
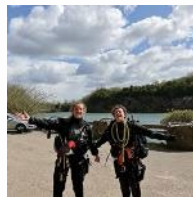
- CCR course review
 - MOD 1 - Complete
 - MOD 1 Top Up - Complete
 - MOD 2 - Underway
- Review of BSAC Technical Standards
- Review of Technical Instructor Course
- Gradient Factor recommendations
- MRS guidance in Safe Diving, SCUBA and associated publicity
- Refresher webinars during lockdown
- Primary Donate Guidance & Workshop



What About Diving?!!

In spite of all odds...

- Some of us managed it!



Awards

First Class Diver

- Lindsey Fell
- Scott Morgan
- John Potten

Wilkinson Sword

- *For Unique Underwater Endeavour*



Special Thanks

Staff and Volunteers

- Diver Resources Team - HQ
 - Jim, Adrian, Geoff, Jenny & Diane
- NDC
 - Coaching – Mark Paisey
 - Activities – Jane Maddocks
 - DTG – Sophie Rennie
 - ITG – Ginge Crook
 - Safety – Jon Parlour
 - Technical – Dom Robinson
- Regional Coaches
- All our volunteers



Thank you

Any questions



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AOB

Opportunity for post-meeting Q&A

Email maryt@bsac.com

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Voting Ordinary Resolution

Annual General Meeting 2021



Ordinary Resolution to appoint auditors

1. *To appoint Azets Audit Services Ltd (formally Gardners Accountants Ltd) as the Company's auditors to hold office from the conclusion of the Annual General Meeting until the conclusion of the next general meeting of the Company at which the Company's annual accounts and reports are laid before the meeting*

2. *To authorise BSAC Council to set the remuneration of the auditors*

Ordinary Resolution to appoint auditors

- 1. To appoint Azets Audit Services Ltd (formally Gardners Accountants Ltd) as the Company's auditors to hold office from the conclusion of the Annual General Meeting until the conclusion of the next general meeting of the Company at which the Company's annual accounts and reports are laid before the meeting*

RESULT	No. votes
For	1301
Against	23

- 2. To authorise BSAC Council to set the remuneration of the auditors*

RESULT	No. votes
For	1307
Against	17

Keep in touch

bsac.com

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(0)151 350 6200 | info@bsac.com

