

British Sub Aqua Club

65th Annual General Meeting

Jessop Suite, Holiday Inn, Ellesmere Port

11th May 2019

In attendance:

Council members

Alex Warzynski (Woz)	Chair
Maria Harwood (MH)	Vice Chair
Rachel Sharp (RS)	Hon Secretary
Louise Whitehouse (LW)	Hon Treasurer
Dai Atkins (DA)	NDO
Claire Howard (CH)	
Clare Pooley (CHP)	
Dave Bell (DB)	
David Brander (Davs)	
Geoff Hide (GH)	
Janos Suto (JS)	
Brian Cumming (BC)	Vice President
Jane Maddocks (JM)	Vice President
Tony Marshall (TM)	Vice President

HQ representatives

Mary Tetley (MT)	Chief Executive Officer
Wendy Meadows (WM)	Chief Operating Officer

SCUBA

Kristina Pedder (KP)	(Sub Editor)
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Council Members (at end of AGM)

Karen McKnight (KM)
Andrew Shenstone (AS)
Gerry Anderson (GA)

BSAC Members

Membership no

Jen Scarsbrook	A158862
Richard Scarsbrook	A158863
Geoff Oldfield	A142856
Damian Wozniak	A084285

Minute Taker

Pam Parr

Meeting opened 12.10

1) Opening address and Apologies:

- a) Apologies had been received from the following members:
 - Mark Lovesey - Council
 - John Rice - BSAC Member
 - Harry Gould - Vice President
 - Phil Harrison - Vice President

- b) The Chair thanked everyone for attending and asked attendees to state their names when speaking, for the minutes.

2) Presentation of the minutes of the 64th AGM and any EGMs held since

Woz directed members' attention to the minutes of last year's AGM, and asked for approval from members who were present.

Proposal: Richard Scarsbrook proposed; Geoff Oldfield seconded: That the minutes of the 2018 (64th) Annual General Meeting be signed off as a true record of the last AGM. 10 For, 0 against, 7 Abstentions. Passed.

3) Appointment of Tellers:

CH and DB volunteered to be tellers for any poll or show of hands.

4) Chair's Report:

- a) Woz outlined the role of BSAC as an NGB, including its work in heritage, the environment, and lobbying for the diving sector. He explained that the club had managed to grow for the first time since 2001, which was the realisation of strategy implemented in 2016-17. He touched on the investment in the club's digital platform, and its focus on recruitment and retention of members, which has included growing and supporting clubs. He showed a graph of growth trends, and said the club needs to continue to focus on growing.
- b) Woz explained there were plans to reboot BSAC Commercial, which has been neglected but is a big source of income and member generation. He said there was a need to get more clubs to work with BSAC centres, and to address the bottleneck in instructors.
- c) Woz briefly explained the role of the BSAC council and what it is responsible for.
- d) He spoke about the club's position in the marketplace, and said it was essential to look at ways of engaging different markets, such as those who only dive once or those who are active in other sports, such as cycling.
- e) The Chair then thanked the club's volunteers, and issued a big thank you to the hard-working HQ staff.
- f) He welcomed the new council members, all of whom were attending the AGM, and thanked LW for her hard work as Honorary Treasurer, presenting her with a certificate of thanks and a farewell gift. Goodbyes were also said to Mark Allen and Michelle Kim, who were not present, who are also leaving council.

- g) MH who is the new Chair after the meeting, thanked Woz for his work as Chair, and presented him with a certificate of thanks and a farewell gift
- h) Woz asked if there were any questions.
 - (1) Damyan Wozniak asked for clarification on why the membership increased in November. Woz explained this was related to the student intake.
 - (2) Damyan Wozniak then raised the issue that he has found some clubs are limiting membership, and some are not welcoming. There was no specific answer to this
 - (3) Kristina Pedder asked exactly what BSAC Commercial is. Woz explained it is the business side of the organization, e.g. shops.

5) Honorary Treasurer's Report:

- a) LW gave an overview of the 2018 accounts, explaining that there was a small deficit. She outlined the reasons for the improvement, which includes the increase in membership and reduction in expenditure. She explained the aim of the club is to rebuild cash reserves over the next few years.
- b) She reported that the 2018 audit report was clean, and no issues were raised.
- c) Woz asked if there were any questions.
 - (1) AS asked what the aim was for the reserves. LW explained the aim is to rebuild the cash reserves back to the 500k mark.
 - (2) Damyan Wozniak raised a question about the stock, saying it looks like there is lots of surplus, which could be reduced by offering digital versions. Woz said this is being looked at.
 - (3) Damyan Wozniak also asked about whether part of the accounts were recorded in the correct way – namely, the deferred membership income should not be recorded as liabilities but as reserves. LW explained it is recorded in line with the organization's accounting policy and said the external auditors are happy with the way it is done. JS told Damyan Wozniak that he had raised this issue before, and would be happy to speak to him about it.

6) NDO's Report:

- a) DA outlined some recent events and projects, reporting briefly on their progress. He said the Ocean Diver Review is moving into the next phase, and Sports Diver is moving to a continuous review process, with the first two modules now ready for sign-off. He said new regional coaches had been taken on, and the booking system for events had been centralised. He spoke about upcoming expeditions to Scapa and Normandy. He also told the meeting that there had been a review of the Instructor Training Scheme.
- b) He went on to talk about the new PIE Rescue Assessments, which had had some teething problems but were now doing well, and the successful accreditation of courses.

- c) DA spoke about Diving for All, which has been expanded, and snorkeling, where the course materials had recently been reviewed. On the technical side, he said there were more courses in the pipeline, and new ISO standards being built.
- d) He spoke briefly about the review of reference materials, pointing out that new digital copies can be updated quicker than printed versions.
- e) DA ended by thanking the volunteers, the NDC, HQ staff and the regions, clubs and instructors for their hard work.
- f) He asked if there were any questions.
 - (1) Jen Scarsbrook asked what PIE stood for – DA explained it means Practical Instructor Exam.
 - (2) Jen Scarsbrook also asked how instructors are kept in touch with developments. DA said there was a communications plan in place which includes email, the magazine, social media etc., but there was also a need to improve on this.
 - (3) Damyan Wozniak asked about incidents of immersion pulmonary oedema (IPO), and whether they were linked to the use of rebreathers. DA said they were not. BC explained the phenomena is not new; what is new is our understanding of it.
 - (4) Damyan Wozniak then raised an issue that he has with some instructors using prompt cards when teaching. Short discussion on this. General feeling was that prompt cards are a useful tool, and instructors are taught to use them..
 - (5) Richard Scarsbrook commented that better communication is needed when issuing new guidelines, etc. Andrew Shenstone agreed, but also said instructors need to take responsibility for keeping in touch with new developments.
 - (6) Davs asked DA if council could do anything to make the process of delivering projects any quicker. DA said it was mainly about project management, and knowing where the priorities were.

7) Honorary Secretary's Report:

a) **Election Results:**

RS presented the results of the recent elections, outlining the election process and showing members slides of the full results.

- b) There had been 5 nominations for Chair, and 6 for council members (with 3 positions available). Turnout was 13.2% in voting for the Chair, and 10.7% for council.
- c) Maria Harwood (MH) was elected as Chair, with Claire Howard (CH), Gerry Anderson (GA) and Andrew Shenstone (AS) elected as council members.

8) **Appointment of Auditors:**

Resolution 8: That the AGM grant the council the authority to re-appoint Gardners Accountants Ltd for the ensuing year. The proposal was passed.

9) **Authorisation of Council to set remuneration of auditors**

Resolution 9: That the AGM authorise the council to set the remuneration for the auditors for the ensuing year. The proposal was passed.

10) **Questions and answers to Council**

Woz asked if there were any general questions for the council. There were none.

11) **The consideration of the following motions/ special resolutions of which due notice has been given**

There were no motions or special resolutions received for consideration.

Meeting concluded at 1.30