

BSAC Public Synopsis
The Jessop Suite, Holiday Inn, Ellesmere Port
21st January 2017

In attendance:

Council members

Alex Warzynski (AW)	Chair
David Brander (Davs)	Vice Chair
Sophie Heptonstall (SH)	National Dive Officer
Edward Haynes (EH)	Hon Secretary
Louise Whitehouse (LW)	Hon Treasurer
Andrew Shipley (AS)	
Ben Panter (BP)	
Claire Howard (CH)	
Dave Lock (Dave)	
Geoff Hide (GH)	
Ian Furness (IF)	
Janos Suto (JS)	
Michelle Kim (MK)	

Vice Presidents

Brian Cumming (BC)
Jane Maddocks (JM)
Phil Harrison (PH)

HQ representatives

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

Minute Taker

Pam Parr

Apologies:

Rachel Sharp (RS)	
Clare Peddie (CP)	Vice President
Harry Gould (HG)	Vice President
Tony Marshall (TM)	Vice President

Meeting opened 09:00

- 1. Acknowledgement of apologies.**
- 2. Opening address from the Chair:**
 - 2.1. The Chair asked for declarations of interest on any item on the agenda.
 - 2.2. Approval of November minutes - put off until later in the meeting to

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ease scheduling.

- 2.3. Matters arising from November minutes - put off until later in the meeting to ease scheduling.

3. NDO Report (placed in Google Drive before meeting):

- 3.1. SH updated members on progress of the DTP.

3.2. EH asked for clarification on the release date. SH said early summer is a realistic time. The pilots are finished, and proofreading is taking place.

3.3. EH asked SH if she has too much work to cope with. SH replied that projects are stacking up, but HQ is aware of the issue and is helping. BP pointed out that the workload for every NDO in his time on Council has been unsustainable, and queried as to whether there were enough resources available. Discussion held about whether the current model of using only volunteers could be augmented if required. .

3.3.1. AW said he, MT and WM are to meet in February to discuss the whole NDO pressure issue, and asked Dave and PH to join the group. They agreed if they were able.

3.3.2. ACTION: Delivery group to be set up

3.4. SH pointed out the importance of the Google Drive, so documents are held centrally and therefore available to everyone.

3.5. AW asked about the progress of the environmental policy. SH said she has approached a candidate who she believes will help.

3.5.1. MT and JS congratulated SH on her work as NDO. MT spoke about increased engagement with clubs. SH pointed out it was more important to contact those clubs which are not currently engaged. GH asked if it was possible to team up Council Members with local coaches to give them more support.

3.5.2. ACTION: Council to contact their regional coach to offer support

4. Malta update (documents placed in Google Drive before meeting)

4.1. Council were updated on a constitutional case in Malta.

5. Approval of Minutes:

5.1. EH asked if there were any amendments to the November Council Minutes; none were raised. He mentioned a post meeting note had been added in paragraph 3.1.

5.1.1. November minutes approved.

5.2. EH asked if there were any amendments to the Public Synopsis for September's meeting; none were raised.

5.2.1. Public Synopsis for September approved.

6. Matters arising (November meeting):

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- 6.1. Item 7.2.1 BSAC Thailand – AW to visit Japan in February.
 - 6.1.1. Action: AW to report about Japan visit at the March meeting.**
 - 6.2. Item 8.3.1 Direct Debit (DD) – JS happy with response from MT.
 - 6.2.1. Closed.**
 - 6.3. Item 10.3.1 2017 Budget – see Item 11.1.
 - 6.4. Item 11.4.1 Minutes – see Item 13.2.
 - 6.5. Item 12.2.1 Articles amendment – see Item 8.
- 7. Update on Cylinder Testing:**
- 7.1. AW updated council members on the latest developments in the new cylinder testing regulations: The draft ISO standard was discussed further in December; The HSE has called BSAC for advice; BSAC has been in touch with the DfT to clarify the legal position; possibility of a new British Standard; South Africa meeting in February.
 - 7.2. Brief discussion about whether BSAC should offer cylinder testing course. Generally agreed this not a good idea as although the techniques required were not particularly complex for a suitably qualified diver, the robust quality assurance monitoring scheme to enable fill stations to accept BSAC inspected cylinders would be difficult to manage and insure.
- 8. Articles Discussion:**
- 8.1. AS updated members on the progress of the group looking at a revision of the articles. He said the current articles need revising. Articles are crucial, setting out who is accountable, providing checks and balances, establishing lines of communication and giving an organization the structure it needs to function, as well as determining how members' money is spent. The current articles don't do that well enough, and sorting them out will be a long and complex process.
 - 8.2. Mind mapping exercise: PH put council members into small groups, with each given an area of BSAC to look at – Volunteers, Members, NGB/Non-Members, Commercial, and Government/HSE. The groups were to work out what it consists of and who is responsible for each area. After some discussion the groups then produced a comprehensive mind map on the wall of all BSAC's areas and functions.
 - 8.2.1. PH asked the groups to examine the mind map and think of anything they were surprised at. Apart from its complexity, issues raised included the fact there are certain areas for which it is not clear who is ultimately responsible.
 - 8.3. AW asked the groups to examine the mind map and come up with some ideas about what could be done away with or done differently.
 - 8.3.1. Suggestions arising from this exercise included better management

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overall of different areas; communicating better with members; making more informed decisions about which campaigns to take on; looking at the commercial areas in more detail. General consensus was that BSAC needs an improved governance structure.

- 8.4. In the third stage of the Articles Discussion, BP posed questions to council and short discussions were held around them.
- 8.4.1. BP asked council if it is valid to have a distinction between NDC and Council. There was general agreement this was correct, as they were two distinct entities, and each good at their separate jobs. JS emphasised that council should be kept informed about major changes or problems. GH also asked for increased communication.
- 8.4.2. BP asked Council if there is a need for a larger consultative body, and if so, how this can be achieved. There was a general feeling that it would be difficult to get more people involved, due to a lack of willingness in the wider membership to be involved. AS pointed out that if only the active branches were involved, this would be a huge resource. Everyone agreed more engagement of members is something to be aimed for, but all thought it would be difficult to achieve.
- 8.4.3. BP asked if Council wanted to formalise this desire for increased engagement. JS said it is only meaningful engagement if members can actually bring about change. PH pointed out that models exist in other organisations about members making nonbinding votes on issues. EH said the AGM is already an opportunity for members to engage, and they don't attend. Questions were raised about whether the election of council members should change. GH said members join because they want to go diving, not because they want to change things. BP raised the possibility of having regional council members, or student members. It was generally agreed this was impractical.
- 8.4.4. BP asked Council if there was a desire to change the methods of co-opting members. Davs said it was a sensible way of finding people with specific areas of knowledge. Generally agreed Council should be aware of its own limits, and look to appoint members into the roles applicable to their skills. Question was also raised about whether the NDO should be a paid role. There were concerns raised about the practicality and cost of doing this.
- 8.4.5. Council members were asked one by one to give a short answer to the question: What needs to be done to the articles?
- 8.4.6. Answers:
- JM: Make sure they're workable for the next 2-3 years.
 - Dave: Accountability/responsibility of Council members.
 - BC: Concerned about the difficulty of getting it through the AGM.

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- AS: Making quick good decisions.
- CH: Concerned about limiting inclusivity through requirements/skills sets for positions.
- IF: Simplify the articles.
- Davs: Clarity, simplify, workable.
- MT: Responsibility/accountability needs clarifying.
- AW: The selection of officers/way we train and evaluate board members.
- EH: Clarity of terms/consistency.
- WM: Give co-opted directors a vote.
- LW: The structure of the organisation needs to be clearer.
- GH: Maintaining membership involvement. Better communication between Council and NDC.
- BP: Guarding against electing incapable officers.
- MK: Protecting against malicious intent.
- JS: What could go wrong?
- PH: Understanding what is happening more; better promotion of NDC/Council volunteer jobs.

8.4.7. BP concluded the articles group now had plenty to think about, and that they would go away and discuss it further.

9. CEO Report (placed in Google Drive before meeting):

- 9.1. Progress on strategy reports: MT updated members on:
 - 9.1.1. SITA and PADI
 - 9.1.2. London Dive Show: Review of information received.
 - 9.1.3. Conference update:
 - 9.1.4. BSAC Facebook page is gaining in popularity – has 30k likes.
 - 9.1.5. Rebranding: Initial consultation with clubs has been mainly positive. Website is on track.
 - 9.1.6. IT support:
 - 9.1.7. MT asked Davs to update members on the DD implementation. He said everything is on course for the pilot in March.

10. Chair's Report (placed in Google Drive before meeting):

- 10.1. Scapa 100 Project: Project has already delivered on a couple of wrecks. JM agreed it would be a good, high profile activity for BSAC to be involved with.
 - 10.1.1. AW proposed, BP seconded, Proposal:
“BSAC go ahead with £1,500 to assist the Scapa 100 project”.
 - 10.1.2. Carried unanimous.**
- 10.2. WM raised the question of whether BSAC can offer a Swimming Membership level, as three clubs have requested. There was a short discussion about the feasibility and impact of this.

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- 10.2.1. BP proposed, Davs seconded, Proposal:
“That there should be a limited trial of three branches to assess the viability and impact of a swimming membership”.
- 10.2.2. For 6, Against 5: Carried.**
- 10.3. ScubaFest Cornwall: MT reported that although BSAC agreed not to support the event this year, the Cornwall clubs have requested a small sum to take it on as a regional event. Council agreed to allow a £500 budget for the local regional team to attend and represent BSAC.
- 10.4. AW asked WM about insurance in the event of cave-diving. MW said the insurance does not cover cave-diving training, but members are covered if they are diving in a cave. A discussion ensued about the limitations of BSAC insurance, and whether it covers being trained by another organisation. JS raised concerns about misconceptions among members. BP asked if something could be put in FAQs, and AW said BSAC need to make members aware they need to be adequately insured in all eventualities.
- 10.4.1. Action: Wendy to check with the insurance company whether BSAC liability insurance covers them while on another agency’s course, and to update the insurance FAQ accordingly.**
- 10.5. Dean Quarry:
- 10.5.1. Short discussion about the problems and implications of Dean Quarry work, and about whether BSAC should raise concerns about it. AW asked if new habitats will be created, and also pointed out it will be good for the local economy. JM said MCZs should be sacrosanct.
- 10.5.2. Action: JM to undertake research on MCZs.**
- 11. Honorary Treasurer’s report:**
- 11.1. 2017 Budget:
- 11.1.1. LW proposed, EH seconded, Proposal:
“The Budget, as presented, be approved”.
- 11.1.2. For 11, Abstained 1, Carried.**
- 11.2. JS raised concerns about the budget setting process for 2017. In particular he felt that Council should be provided with options for the major lines of spend. He asked that the budget setting process for 2018 be reviewed with this in mind..
- 11.2.1. Action: LW and WM to discuss about how to notify Council of changes or options in the Budget.**
- 12. Vice Chair’s report (placed in Google Drive before meeting):**
- 12.1. Davs reported on how HQ are consulting with various companies about the new website. DD pilot covered in 9.1.9.
- 13. Honorary Secretary’s report:**

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- 13.1. EH reported on the progress of AGM and election.
- 13.2. EH asked council members to ensure they respond to the minutes in the 14 days given them.
- 13.3. AS requested that there be a cut-off point by the end of January for putting motions into the AGM.
- 13.3.1. BP proposed, CH seconded, proposal:
“For the sake of good order Council endorses the call for nominations and motions to be heard at the 63rd AGM (to be held on 21st May 2017) to be received by the Honorary Secretary on or before 31st January 2017 and specifies that as the last date on which notice can be given of special business to be brought to that meeting”.
- 13.3.2. **Carried unanimous.**
- 14. **Volunteer Management:**
- 14.1. Dave asked CH for feedback on inductions. Any gaps can be plugged with training once identified.
- 15. **AOB:**
- 15.1. Future meeting dates:
- 15.1.1. July 15th date cannot be met by several members. Decided to move it to August 5th.
- 15.1.2. September two-day meeting a problem because it clashes with Chester Races and all local hotels are booked up. Discussed possibility of moving it to a different date or venue.
- 15.1.3. **Action: MT to undertake research into alternate date and/or venue for the September 17 meeting.**

Meeting ended 5.20pm.