

BSAC Council Meeting

The Jessop Suite, Holiday Inn, Ellesmere Port
19th November 2016

In attendance:

Council members:

Alex Warzynski (Woz)	Chair
Davs Brander (Davs)	Vice Chair
Edward Haynes (Edward)	Hon Secretary
Louise Whitehouse (Louise)	Hon Treasurer
Rachel Sharp (Rachel)	
Michelle Kim (Michelle)	
Ben Panter (Ben)	
Janos Suto (Janos)	
Brian Cumming (Brian)	
Tony Marshall (Tony)	
Andrew Shipley (Andrew)	
Jane Maddocks (Jane)	
Geoff Hide (Geoff)	
Ian Furness (Ian)	
Phil Harrison (Phil)	

HQ representatives:

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

Apologies:

Claire Howard (Claire)
Sophie Heptonstall (Sophie) National Dive Officer
Clare Peddie (Clare)
Dave Lock (Dave)
Harry Gould (Harry)

Meeting opened 09:00

1. Acknowledgement of apologies.
2. **Opening address from the Chair.**
 - 2.1. The Chair asked for declarations of interest in any item on the agenda. Tony announced a declaration of interest in the agenda as he is also Chairman of IDEST
 - 2.2. Woz introduced an addition to the agenda, granting Life Membership for Mike Rowley in recognition of his services to the club and technical diving over many years.

BSAC Council Meeting

The Jessop Suite, Holiday Inn, Ellesmere Port

19th November 2016

2.2.1. Janos proposed motion, Davs seconded that Mike Rowley be awarded Honorary Life Membership under Article 35.B. Motion approved unanimous.

3. September minutes:

3.1. September minutes approved.

3.2. Synopsis of July meeting: Approved.

4. Matters arising (September Meeting):

- 4.1. 3.2.2 Risk Register: Discussion whether council should be responsible for it. Agreed to establish a central Risk Register.
 - 4.2. 5.4.1 Environmental Policy Statement: Mary reported policy work ongoing.
 - 4.3. 5.14.3 Challenges in implementing strategy - In CEO's report.
 - 4.4. 5.16.7 Relationship with ScotSAC - In CEO's report.
 - 4.5. 5.21.1 Mary/Janos to discuss realistic action plans - Pending.
 - 4.6. 6.2.5 Diving Conference Council candidates - Woz reported that this had produced no candidates.
 - 4.7. 6.8 SCUBA article - Piece in process of being organised/written.
 - 4.8. 6.9 Mary has looked into getting video clips produced for candidates and concluded they are too expensive. Discussion on other ways of encouraging candidates for Council, including through Facebook. Agreed to leave process as it is this year and possibly look at changes next year.
 - 4.9. 7.7.1 NDO report on NDC structure – Sophie not present.
 - 4.10. 10.3.1 Volunteer Management Group report – Dave not present.
 - 4.11. 11.3.2 AofA amendment - In hand. See item 13.
5. Examination/analysis of risks - put off until later in meeting.

CEO Report (placed in Dropbox before meeting):

- 6. Mary updated members on:
 - 6.1. Dive Show: Big success, very useful. Included PADI update on flexibility in medical situations. See HSE discussion later. Statement with all agency logos included is progress.
 - 6.2. British Octopush. Continuing to work with BSAC.
 - 6.3. HSE (in Chairman's report). Brief discussion re proposed changes to annual cylinder tests. Woz reported on details – see item 9.1.
 - 6.4. Electoral Reform Society (ERS): Changes will be looked at for 2018 with due care and attention.
 - 6.5. Amateur Swimming Association (ASA): Meeting held, progress promised. Conference call being held to discuss course promotion.
 - 6.6. Eurotek: Volunteers and staff worked hard at the show, resulting in our objectives being met along with achieving good PR opportunities.

BSAC Council Meeting

The Jessop Suite, Holiday Inn, Ellesmere Port

19th November 2016

- 6.7. DoE Scheme: Went very well. Received praise. Have written to say thank you. Discussion on moves to promote club to more women – articles in Scuba, etc.
- 6.8. Marine heritage: Jane to cover.
- 6.9. Wreck survey: Covered later in the meeting.
- 6.10. The Palace: Already covered
- 6.11. ScotSAC: meeting in London coming week.
- 6.12. SITA: Tony attended and chaired.
- 6.13. RNLI: Safety group meeting attended. Brian will attend in January for update. New safety video due out next year.
- 6.14. Sport and Recreation Alliance: Conference attended in Manchester. Useful networking event.
- 6.15. Marine Conservation Society (MCS): Janos attended launch event. Report submitted to CEO re the event. Some useful contacts made.
- 6.16. Conference Update:
 - 6.16.1. Mary reported on conference success: 275 clubs present; 630 tickets issued Satisfaction rates are up on 2015 and the feedback was amazing. 95% like the fact it runs alongside the Dive Show.
 - 6.17. Mary played a promotional video to illustrate its high quality. This will be going on social media, It is the film from the Conference and is the first time we have filmed the conference. Email will be going out to delegates and non delegates announcing the footage is now available for people to see
 - 6.18. Branding: Wide consultation with branches has indicated that the logo may benefit from some tweaking. Rebranding going well so far. Good response from clubs , more consultation will follow in Jan/Feb
 - 6.19. Instructor CD: Going live 30th November. Issues, including proofing problems, have been resolved. HQ looking at proofing deadlines and dates and who to send to for proofing
 - 6.20. Digital Membership: Davs has taken on IT role. Need to focus on deliverables.

Chairman's Report (placed in Dropbox before meeting):

- 7. The Chairman reported on:
 - 7.1. Raised issue of diving resource at HQ, and project management of courses. Discussion ensued on need for more coordination and resolution of bottlenecks in the process. Concern whether knowledge of diving was required in order to manage projects effectively. Phil suggested Sophie, Woz, Mary and Wendy get together to work out what is required and how best to implement it.
 - 7.2. Raised point that there is a need for an overall strategic diving goal. All agreed.
 - 7.3. Wreck adoption: Members agreed on idea in principle but require more detail.

Break

BSAC Council Meeting

The Jessop Suite, Holiday Inn, Ellesmere Port

19th November 2016

Vice Chairman's Report (placed in Dropbox before meeting):

8. The Vice Chairman reported on:
 - 8.1. Instructional materials have gone through testing and validity check. Short discussion on whether there should be a 'download all' button – agreed to keep it individual. Michelle requested something is put on the website asking people not to print out, for environmental reasons.
 - 8.2. Replacement of Dropbox with Google Drive as it allows more cloud storage space for free and is being used for NDC already.
 - 8.3. Janos enquired about the implementation of Direct Debit (DD). Dava informed the meeting that the issue is currently in testing. Mary informed Council testing will take place in December January, and the DD will go live by spring next year.

8.3.1. Janos to email Mary questions. Mary to confirm back on queries

NDO Report (placed in Dropbox before meeting):

9. The Chairman referred to the joint Chairman and NDO report
 - 9.1. Resumed discussion on cylinder testing. The council discussed BSAC's position, and how whatever new regime is brought in needs to be right for the diving public and professional cylinder fillers.

Lunch

Honorary Treasurer's Report (placed in Dropbox before meeting):

10. Louise gave a presentation on BSAC's finances.
 - 10.1. Louise updated members on Subs (slightly down on last year), Retail (down) and Income (down).
 - 10.2. Louise introduced 2017 Budget. Long discussion ensued on where losses are coming from and what can be done to alleviate them, plus whether strategic proposals should be included in Budget plan while specific budget requests were in preparation.. Given the need for additional clarity, signing off the Budget was held over to the next meeting.
 - 10.2.1. Council agreed that the Officers should review the business as usual budget to bring it in at least break even; projects would require a business case to be considered.**
 - 10.3. Council discussed the pros and cons of removing charges for instructor materials:
 - 10.3.1. Proposed to make downloads free, and look into other ways to absorb cost. Proposed by Janos, seconded by Rachel. Approved unanimous.**

Honorary Secretary's Report:

11. The Hon Sec reported that:

BSAC Council Meeting

The Jessop Suite, Holiday Inn, Ellesmere Port

19th November 2016

11.1. There was concern that the one day for reviewing and approving next year's budget was not enough. A short discussion about need to make November meeting over 2 days.

11.1.1. Agreed to plan on a two day meeting.

11.2. A number of Council Members had concerns that meetings in London would not be as beneficial as holding them at HQ. Short discussion about scheduling meetings in London. Mary reported on high expense of London meetings / accommodation. On basis of cost, Council agreed to keep most meetings in Ellesmere Port.

11.3. Edward spoke about changes in minutes procedure, with the aim of getting more people to respond in the time allotted and release a Public Synopsis more rapidly. Agreed to start using Google Drive to make amendments; any debates via email.

11.4. Rachel raised concerns that one week was not enough time to review the minutes due to other commitments.

11.4.1. Minute taker to get minutes to Edward by Monday after meeting, and Edward to send them to Council within a week. Council to get two weeks to make amendments.

12. Wrecks and Heritage:

12.1. Jane reported on recent developments in the wrecks and heritage area, Discussed how Unesco policy may affect UK, and importance of BSAC representation in various areas.

12.2. Having discussions with Historic England's Historic Wrecks Panel re protection of material, ARCH, re heritage crime, and Royal Navy re protected vessels.

12.3. Contributing to consultations with MMO and steering Maritime Antiquity Scheme (MAS) on recording finds on apps.

12.4. Ben asked about recent stories about wrecks – is there any way to get BSAC involved, to attract new members? Jane said more evidence was needed on the stories before involvement.

13. AOB:

13.1. BSAC Wreck Guide (Matters arising, 5.13.3): Progressing, with stories in Scuba.

13.2. Phil informed members of progress of Heinke Trophy. Entry process has been approved, and new process for digital entries.

Meeting ended 16:40