

Council Meeting Synopsis

2025-11-29

IN ATTENDANCE:

COUNCIL MEMBERS

Andrew Shenstone (Chair) (AS), Yasmine Thorn (Vice Chair – am only) (YT), Emma James (Honorary Secretary) (EJ), Richard Pettifer (Honorary Treasurer) (RP), Sophie Rennie (National Diving Officer) (SR), Mary Tetley (CEO) (MT), Carline Deal (CD), Michelle Haywood (MH), Samantha Holgate-Davey (SHD), Lisa Shafe (LS), Dave Bell (DB), Dai Atkins (DA) – via Teams

DATE:

29th November 2025

START TIME:

08:45

LOCATION

Ellesmere Port HQ & Online via Teams

VICE PRESIDENTS

Jane Maddocks (JM), Tony Marshall (TM), Brian Cumming (BC)

HQ COLLEAGUES

Sophie Heptonstall (HoDT) (SH)
 Wendy Meadows (COO) (WM)

INVITED GUESTS

Katherine Knight (Environment chair) (KK)

APOLOGIES

Harry Gould (Life Vice President), Catherine Haworth, Yasmine Thorn (Vice Chair – pm)

Note-taker: Pam Roberts

Item 1. Welcome & Opening Administration

- a. AS welcomed everyone to the meeting.
- b. EJ agreed to create the members' synopses for future meetings.
- c. September Minutes were approved with no feedback or comments.
- d. Conflicts of Interest – None noted.
- e. AOB – SR asked that the price of military centre packs be added; WM asked for 2026 meetings to be agreed.
- f. AS welcomed Katherine Knight, Environment chair.

Actions from previous meeting (Annex A)

AS went through the previous actions list and noted those closed or ongoing.

Chair's Update

Short presentation from AS outlining themes for discussion.

CEO Report

AMS – The new system with Sport80 went live on July 14th. MT outlined the system's different aspects:

TalentLMS, the e-learning system. Thousands of lessons are loaded each week, but the whole process will become automatic soon, saving time and resources.

RefBook, which handles expenses, is online. This will save time and effort once it is being fully used.

365 is the new accounts package and has not yet been crossed over, but to come

Support – support for users is being offered in various ways, including a ticket system. Figures show there has been a decline in those seeking help since the system was launched – most queries are solved on first contact.

Outstanding issues post-launch – 23 issues under discussion with Sport80.

Face to Face Training – Superusers of Sport80 have had training, with more to follow.

Engagement – there have been 26,000 active users of the new system

MT continued by speaking about her trip to the World Travel Market; the Dive Show; collaborations with other organisations including the Wildlife Trusts, SCUBA magazine the 2025 Freshers' Fair and BSAC lobbying to keep pools open.

Election engagement – council member election voting is low at around 7% of membership. Everyone invited to consider this and come up with possible solutions to increase voting at next election.

HoDT and NDO – SR confirmed a new safety adviser has been appointed, revisions are being made in the NI exam, several courses are undergoing reviews.

SH updated council on webinars on ITS, events being launched on RefBook, the success of the incident report, engagement with partners including the European Underwater Federation, and an event on Llyn Padarn in North Wales. IPC materials are a priority, other courses are being updated. She thanked Stephen Dorricott, the North West Regional Coach, for his work on organising the October NW Dive Fest, which was very successful despite bad weather – next year this event will be held in August.

Environment Update

KK presented an update on the work done so far by the new Environment Committee, including the setting-up of the Marine Champions programme, plus work with the Clean Watersports Alliance, Operation Oyster and the Great Seagrass survey. The committee has also become involved in the Welsh Y Môr a Ni project,

Strategic Plan 2026

Strategic Plan's 5 ambitions, centred around the desire to be the 'go to' organisation for everyone wanting to learn about, enjoy and protect the underwater world. Priorities are:

Sport80 – AMS platform

Diver Training and Delivery – including the new one-day IFC course, designed to increase capacity, the simplification of the Instructor Trainer course,

BSAC, Telford's Quay, South Pier Road, Ellesmere Port, Cheshire CH65 4FL

+44 (0)151 350 6200 | info@bsac.com | bsac.com | [@BSACDIVERS](https://www.instagram.com/BSACDIVERS)

UK National Governing Body for scuba diving and snorkelling

British Sub-Aqua Club – reg no. 1417376. VAT reg no. 523 0004 17. President: HRH The Duke of Cambridge KG, KT, PC, ADT.

Snorkelling – a big project, with the aim that snorkelling is an entry route into the diving pastime
Member value and engagement
NGB – core criteria for an NGB - the incident report is an important part of BSAC's responsibility.

Sub-Committee Reports

- Rights, Licensing and IP – BSAC Japan recent UK visit
- People & Culture/Nominations – new skills matrix

MEETING CONCLUDED

15:25

NEXT MEETING

21ST FEBRUARY 2026 – F2F, HQ

BSAC, Telford's Quay, South Pier Road, Ellesmere Port, Cheshire CH65 4FL
+44 (0)151 350 6200 | info@bsac.com | bsac.com | @BSACDIVERS

UK National Governing Body for scuba diving and snorkelling

British Sub-Aqua Club – reg no. 1417376. VAT reg no. 523 0004 17. President: HRH The Duke of Cambridge KG, KT, PC, ADT.