

METRODOME BSAC DIVING CLUB – BRANCH 1864

Minutes of the Committee Meeting held on Monday 14 May 2007 at 7.30 pm at The Metrodome

Present: David Thacker, Suzy Brooks, Peter Quinn, and Diane Woodcock

Apologies for Absence: Apologies for absence were received and accepted from Chris Newsam.

Minutes of previous meeting: The minutes of the meeting held on 14 April 2007, had been circulated to committee members.

RESOLVED

That the minutes be signed as a true record.

Matters arising from the minutes:

(a) CRB Checks: David reported that he had looked at the CRB forms but it appeared that bank details were asked for and none of the committee members were willing to give these details. Discussion took place about how this could be avoided and it came to light that this requirement had now been withdrawn.

RESOLVED

That David ring BSAC and check whether bank details are still required on the CRB forms.

(b) Welfare Officer: Following the resignation of Graham Peck as Welfare Officer, discussion took place about the need for a replacement. David reported that he had approached Tony Chapman about taking on this role as he has experience of working with children through junior football. Tony has said he will consider this request.

RESOLVED

That it be noted that Tony Chapman had been approached about taking on the role of Welfare Officer and is considering this request.

(c) Mobile Phone: The mobile phone is now available for use.

RESOLVED

That Suzy take charge of the mobile phone in her capacity as Training Officer.

(d) Club Equipment: Discussion took place regarding the purchase of equipment for the club, particularly BCs.

_____ Chairperson

RESOLVED

That two 'medium' BCs be purchased for the club.

Financial Statement: Diane circulated a copy of an up-to-date financial statement showing a balance of £770.90 in the bank and £231.96 cash in hand. There is also a balance of £888.88 in the 60-day account. Interest amounting to £10.55 was added at the end of April.

Diane also reported that more members are now up-to-date with their club subscriptions, which has had a positive effect on the club's finances.

RESOLVED

That the financial statement be received

Correspondence: David reported that he had received more publicity materials from BSAC.

RESOLVED

To note that more publicity materials had been received from BSAC.

Publicity and Marketing: Suzy reported that she had been in touch with the Barnsley Chronicle. The outcome is that any events could be publicised free of charge but we would have to pay to advertise the club on a regular basis.

Diane reported that she had sent an e-mail to Dearne FM and details of weekly club meetings are now included on the radio web site under "What's On" and details are also broadcast throughout the day on a Tuesday.

The club mobile telephone number is to be added to the publicity posters received from BSAC, and the posters are to be circulated to publicise the club. Members will be asked to take posters to display in their workplace if possible.

RESOLVED

To note the above publicity measures.

Emergency Contact Details: A junior member's parent had asked if emergency contact details were readily available on club night.

RESOLVED

That a list of emergency contact details be compiled as a health and safety issue.

_____ Chairperson

Club Membership Form: Discussion took place regarding introducing a membership form for the Club. This has arisen because some members do not seem to consider that they are making a commitment to the club when they join, particularly in respect of paying their club subscriptions if they don't attend for a period of time. Diane submitted a draft membership form that she had designed. This form would also include contact details and emergency contact details, which would address the previous agenda item.

RESOLVED

- (a) That the membership form be adopted with immediate effect but including a statement relating to Data Protection and the confidentiality of members' details.
- (b) That current members be asked to fill in a membership form retrospectively, so that a complete record of emergency contact details can be compiled.

Supervision of Junior Members: Concern was expressed about the supervision of junior members at the club and discussion took place on how best this can be addressed.

RESOLVED

That it is difficult to expect full supervision of junior members at the club but a statement be included in the club information booklet advising that junior members should be supervised whenever possible.

Embroidered Polo Shirts: David reported that he had spoken to two suppliers of embroidered polo shirts. One supplier would charge £25 for setting up the logo and then £12 for each shirt thereafter, and the second supplier would charge £20 for initial set up and then £9.95 for each shirt. Cotton T-shirts and polo shirts were available. Suzy suggested contacting a supplier called Vortex for a comparative price.

RESOLVED

That Suzy contact Vortex for a quote and report back to the next meeting.

Any Other Business: Discussion took place about training being delivered by Assistant Instructors.

RESOLVED

That David observes training being delivered by Assistant Instructors and gives any necessary guidance to ensure equality of training.

Date of Next Meeting:

RESOLVED

That the next meeting be held on Monday 25 June 2007 at 7.30 pm at The Metrodome.

_____ Chairperson