



# ST ALBANS SUB-AQUA CLUB LTD

Cottonmill Swimming Pool  
Cottonmill Lane  
St Albans  
Hertfordshire  
AL1 1HJ

Tel 01727 859829

## MINUTES OF COMMITTEE MEETING

<b>DATE:</b>	<b>Monday 11 January 2010</b>		
<b>REF:</b>	<b>09.6</b>		
<b>No:</b>	<b>56 (Since Sept 03)</b>		
<b>Committee Members Present</b>			
	Chairman - Roy Harrison (RH)		
	Treasurer - <del>Rosemary Bennett (RB)</del>	Apologies	
	Secretary - Howard Clowes (HC)		
	Membership Secretary - Chris Norris (CN)		
	Social Secretary - Nadine Gardner (NG)		
	Diving Officer - Paul Compton (PC)		
	Premises Officer - Rory McGowan (RM)		
	Bar Manager - <del>Ian Campbell (IC)</del>	Apologies	
	<del>Peter Kilcline (PK)</del>	Apologies	
	Simon New (SN)		
	Equipment Officer Alan Mawford (AM)		
	Richard Ellis (RE)		
<b>Ordinary Club Members Present</b>			
	Sarah Kennedy Stuart Everard Simon Keane		
<b>REF</b>	<b>ITEM</b>	<b>ACTION</b>	<b>DUE</b>
<b>09.5.01</b>	<b>APOLOGIES FOR ABSENCE</b>		
	As noted above.		
<b>09.5.02</b>	<b>CLUB MEMBERS AOB</b>		
<b>09.5.02.01</b>	None		
<b>09.5.03</b>	<b>MINUTES OF LAST MEETING (and other procedural matters)</b>		
	Approved.		
<b>09.5.04</b>	<b>MATTERS ARISING</b>		
	None		
	<b>Issues outstanding from previous meetings: -</b>		
	None		

<u>REF</u>	<u>ITEM</u>	<u>ACTION</u>	<u>DUE</u>
<b>09.5.05</b>	<b>CHAIR'S REPORT</b>		
	Nothing to report		
<b>09.5.06</b>	<b>TREASURER'S REPORT</b>		
	As submitted - see Appendix 1.		
<b>09.5.07</b>	<b>SECRETARY'S REPORT</b>		
	As submitted - see Appendix 1.  The canoe club have responded and have now paid.  AM raised the question of club hire charges. Raised to £30 fro April. Except for those already booked.  Change Easter Monday meeting to Monday after - 12th April, and six weeks after that.  AGM set for 21 April		
<b>09.5.08</b>	<b>MEMBERSHIP SECRETARY'S REPORT</b>		
<b>09.5.08.09</b>	As submitted - see Appendix 1.		
<b>09.5.09</b>	<b>DIVING OFFICERS REPORT (Incorporating Training)</b>		
	As submitted - see Appendix 1.		
<b>09.5.10</b>	<b>EQUIPMENT OFFICER'S REPORT (Including Boat)</b>		
<b>09.5.10.01</b>	Committee agreed that AM could get a new Puracon unit if it's not feasible to repair the existing. Maybe £1,000. If cost of repair is > 60% of repair then new unit.		
	<u>Boat</u>  See report in Appendix 1		
<b>09.5.11</b>	<b>PREMISES OFFICER'S REPORT</b>		
<b>09.5.11.01</b>	AM & RM to look into prices for steel security grilles urgently. Safe needs to be fixed urgently. A minimal float to be left in the till overnight. All £20s and all £10s but two, to go into the big safe.  New external cellar door needed. £350 estimate. RH & RM to fit.  Letterbox location was discussed. Frost thermostat and 1 hour Blue button failed and have been replaced. Fan heater in lecture room also fixed. RH to talk to Pierre about electrics. Keys handed over to Chris Baker and Ali Burns.		

<u>REF</u>	<u>ITEM</u>	<u>ACTION</u>	<u>DUE</u>
<b>09.5.12</b>	<b>BAR MANAGER'S REPORT</b>		
	New glasswashers from £600 to £1,700. Ebay a lot cheaper (£100 - £150). IC to phone someone for advice.		
<b>09.5.13</b>	<b>SOCIAL SECRETARY'S REPORT</b>		
	<p>As received.</p> <p>Thank you letter has been received about Christmas tree. But no prize.</p> <p>£600 received for our work on mini marathon. Whereabouts of cheque now found. Thanks to all who helped.</p> <p>Tapas evening 23 Jan and Dinner Dance 27 Feb. Tickets on sale soon. AM suggested paying for a freebee Dinner Dance ticket for a skipper. NG said OK if there are enough sales to cover costs, but the suggestion was defeated.</p> <p>Club hire 30 Jan Leyland Ave Residents Association and 21 March watercress beds AGM.</p> <p>We need to sort out menu for Dinner Dance.</p>		
<b>09.5.13</b>	<b>WEBMASTER</b>		
	Debbie Doherty does website. RH to talk to her. Also Jason's offered to do a basis site FOC. AM to send link to Stu & Simon.		
<b>09.5.14</b>	<b>PUBLIC RELATIONS REPORT</b>		
<b>09.5.14.01</b>	Nothing to report at the moment. SN said that the marathon was probably the most efficient way of raising Money. Are there any others we could get involved in?		
<b>09.5.17</b>	<b>AOB</b>		
	<b>CN</b> - padlock code needs changing. AM to do.		
	<b>RH</b> - volunteers needed for snorkel instruction. Becoming urgent. Need to buy some more basic equipment - polo helmets and bats. £200ish. Agreed.		
	<b>Meeting Dates:</b>		
	<p>Dates for future Meetings: -</p> <ul style="list-style-type: none"> <li>• 22 February</li> <li>• 12 April</li> <li>• 17 May</li> </ul> <p>All these meetings are on Monday evenings at 8:00pm at the Clubhouse. They are also on the Club Calendar at <a href="http://www.sasac.co.uk">www.sasac.co.uk</a></p>		

## **APPENDIX ONE – OFFICERS' REPORTS**

### **Chairman's Report**

Nothing to report this month.

Roy. Chair

### **Treasurer's Report**

The balance of the club's accounts is £40,708.10 as of today. I have not produced a report for tonight's meeting as I am working on the end of year report for 2009.

Although I have asked Pete to forward details of the bounced messages I have not heard from him so I am unable to find out why I am still not receiving the committees emails. If you have or are sending out reports for the committee meeting could you please add my email address separately and I should then be able to receive them.

Rosemary Bennett  
Treasurer

### **Secretary's Report**

Quite a lot to report this time.

The Council have increased our rent. This is due every five years, and they forgot last time, so the increase this time is based on the RPI index over the last ten years. Steve Gore and I have been dealing with this, and we consider the increase to be reasonable under the circumstances. Chris Norris and I signed the forms, and they were returned on Boxing Day.

Although Rosemary has been dealing with the Club's insurance renewal, I got a call from them on 31st December. Apparently, they are imposing a £5,000 excess on theft (and associated damage) claims, but will waive this if we upgrade our alarm to a Redcare system. It was originally installed as a Redcare system by GES Alarms on 15/04/92. This was probably following a robbery and subsequent demands by our insurance company. It appears that the Redcare agreement was terminated some time later - I think not only because of the high monthly fee, but also because every accidental or false alarm needed a very expensive engineer call-out. The Redcare autodialler was removed, and we replaced it with our own, which dialled through to about four of our members. Unfortunately, this autodialler had failed or fallen into dis-use by our next burglary in Oct 08. I think that history could repeat itself, and if we go for a Redcare alarm, we will again find the costs too high. So, I propose we do not revive our Redcare contract, but take on the £5,000 risk ourselves. We could also ask Garnett to do his security review, but we probably already know what needs doing - we just need to do it!

I'm not sure the issue of the Canoe Club was resolved at the last meeting. Are they still using the store? Are they still paying rent? Pete Child was trying to contact Rosemary about this, but there was a problem with her email. Has this been resolved?

It's been pointed out that there is a meeting scheduled for Easter Monday. Maybe we should change this.

Finally, we need to set a date for the AGM. I'd like to set this in plenty of time for Chris to include the notices with the annual renewal notices. Accounts and reports need not be included with the notices, but need to be ready in good time for the AGM.

Howard Clowes  
Secretary

### **Membership Secretary's Report**

See minutes.

## **Diving Officer's Report (Including Training)**

### **Diving:**

The Club Christmas dive was cancelled in December due to the cold weather and the lack of participants.

The total number of dives recorded for 2009 is 869. This number is down compared to the same time last year and it could either be down to bad weather again the Credit Crunch or members simply not reporting their diving activities.

I have two dives recorded so far this year for drysuit training at Wraysbury – it was cold at 4<sup>0</sup>C in the water but warmer than the air temperature!

### **Diver Training:**

The Ocean Diver course is almost completed the following people have known qualified as Ocean Divers:

Carl Graham

Simon Wickham

Chris Baker

Stephen Haynes

Taylor Haynes

The Advanced Diver lectures will be run again during late January/February. There will also be another session of rescue assessments for the Advanced Diver candidates at Stoney Cove in February.

The next Ocean Diver course will start in February as well as a Sports Diver course for the recently qualified Ocean Divers.

### **Paul Compton**

## **Equipment Officer's Report (Including Boat)**

Not much has happened, only think is that Colin has not fixed the compressor J, but the puricon system that monitors the air quality has stopped working Will need to return this the manufacturer for them to look at. This is in Germany

18 tanks

8 regs pool only regs

6 open water regs

11 BCD's (which are fit for open water use)

Colin has fixed the compressor and it all up and running, but the puricon system we use to monitor the air quality has stopped working. We can't reset it to clear the error code so I'm going to have to remove it and send it back to the manufacture, in Germany, to get a quote on service and hopefully that will cure the problem. Colin managed to get the parts cheaper than first thought has it was combined with a stock order.

We have had some kit offered to the club from an Ex member, some it I think will benefit the club some of it I will sell to offset the cost to the club. I would propose that we buy the kit in at a total of £200. The man items for the club will be another tanks and jacket plus some bits for club instructors to use. i.e. SMB, reels compasses which currently individual instructors have you supply their own kit to demonstrate with

### **Boat Report**

Nothing to report this month.

Reg Ellis

30-Nov-2009

**Premises Officer's Report**

See minutes.

**Bar Manager's Report**

See minutes

**Social Secretary's Report**

See minutes

**Webmaster's Report**

Jason has offered to build the club a basic website. Please see the two attached links to show the type of site he is willing to build for us. It would be up to the committee to maintain the content but this will be password protected and we can have separate pages for different people. i.e. training, social. Etc

<http://www.batsac.org/>

<http://www.allaspecttraining.co.uk/>

**PR Officer's Report**

See minutes

**Mutual Fund Report**

None received



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## MINUTES OF COMMITTEE MEETING

<b>DATE:</b>	<b>Monday 22 February 2010</b>		
<b>REF:</b>	<b>09.7</b>		
<b>No:</b>	<b>57 (Since Sept 03)</b>		
<b>Committee Members Present</b>			
	Chairman - Roy Harrison (RH)		
	Treasurer - Rosemary Bennett (RB)	Apologies	
	Secretary - Howard Clowes (HC)	Apologies	
	Membership Secretary - Chris Norris (CN)	Apologies	
	Social Secretary - Nadine Gardner (NG)	Apologies	
	Diving Officer - Paul Compton (PC)	Apologies	
	Premises Officer - Rory McGowan (RM)		
	Bar Manager - Ian Campbell (IC)	Apologies	
	Peter Kilcline (PK)		
	Simon New (SN)		
	Equipment Officer Alan Mawford (AM)	Apologies	
	Richard Ellis (RE)		
<b>Ordinary Club Members Present</b>			
	None		
<b>REF</b>	<b>ITEM</b>	<b>ACTION</b>	<b>DUE</b>
<b>09.7.01</b>	<b>APOLOGIES FOR ABSENCE</b>		
	As noted above.		
<b>09.7.02</b>	<b>CLUB MEMBERS AOB</b>		
<b>09.7.02.01</b>	None		
<b>09.7.03</b>	<b>MINUTES OF LAST MEETING (and other procedural matters)</b>		
	Approved.		
<b>09.7.04</b>	<b>MATTERS ARISING</b>		
	None		
	<b>Issues outstanding from previous meetings: -</b>		
	None		

<u>REF</u>	<u>ITEM</u>	<u>ACTION</u>	<u>DUE</u>
<b>09.7.05</b>	<b>CHAIR'S REPORT</b>		
	Nothing to report		
<b>09.7.06</b>	<b>TREASURER'S REPORT</b>		
	As submitted - see Appendix 1.		
<b>09.7.07</b>	<b>SECRETARY'S REPORT</b>		
	As submitted - see Appendix 1.		
<b>09.7.08</b>	<b>MEMBERSHIP SECRETARY'S REPORT</b>		
<b>09.7.08.09</b>	As submitted - see Appendix 1.		
<b>09.7.09</b>	<b>DIVING OFFICERS REPORT (Incorporating Training)</b>		
	As submitted - see Appendix 1.		
<b>09.7.10</b>	<b>EQUIPMENT OFFICER'S REPORT (Including Boat)</b>		
<b>09.7.10.01</b>	As submitted - see Appendix 1.		
	<u>Boat</u>  See report in Appendix 1 - Sand-tyre still needs to be checked		
<b>09.7.11</b>	<b>PREMISES OFFICER'S REPORT</b>		
<b>09.7.11.01</b>	<p>Fixed fan-heater in lecture hall.  Concreted and bolted safe in (thanks to HC).  One of the ladies toilets is leaking; this will be looked into.</p> <p>An electricity report was done by Phil Anderson, and a list of recommendations have been made. These need to be carried out as soon as possible. The quote was discussed. Further quotes will be sought.</p>		



<u>REF</u>	<u>ITEM</u>	<u>ACTION</u>	<u>DUE</u>
<b>09.7.12</b>	<b>BAR MANAGER'S REPORT</b>		
	New safe is working out well. Ian will give a key to the safe to Reg and Howard.  A replacement glass-washer is being looked into.		
<b>09.7.13</b>	<b>SOCIAL SECRETARY'S REPORT</b>		
	As submitted - see Appendix 1.		
<b>09.7.13</b>	<b>WEBMASTER</b>		
	Stuart Everard and Simon Keane presented a mock-up of what the proposed new web-site will look like.  The demonstration was very impressive.  Cost: £326-390 + periodic software upgrade costs.  Go ahead was given by the committee to proceed (passed unanimously). Go-live date end-of April.		
<b>09.7.14</b>	<b>PUBLIC RELATIONS REPORT</b>		
<b>09.7.14.01</b>	Charlotte Morgan (Herts Adv) has agreed to come down to do a try dive on 1st Wed in March.		
<b>09.7.17</b>	<b>AOB</b>		
	<b>Snorkelling/Hockey</b>  Thurs are going really well (fully subscribed). Both Elizabeth and Alex Kerr have just taken a BSAC Snorkelling course and are assisting each Thurs. Rita is also helping, which is much appreciated.  See also Appendix 2.		
	<b>Verulam Cycle Club</b>  Verulam Cycle Club has enquired about the regular use of club for meetings. Further discussions need be held on this (Monday nights were mentioned as a possibility). Verulam Cycle Club Contact is David Korson (01442 831716). RH to contact.		
	<b>Meeting Dates:</b>		
	Dates for future Meetings: - <ul style="list-style-type: none"> <li>• 12 April</li> <li>• 21 April (AGM)</li> </ul> All these meetings are on Monday evenings at 8:00pm at the Clubhouse. They are also on the Club Calendar at <a href="http://www.sasac.co.uk">www.sasac.co.uk</a>		

## **APPENDIX ONE – OFFICERS' REPORTS**

### **Chairman's Report**

Nothing to report this month.

Roy. Chair

### **Treasurer's Report**

Nothing to report this month.

Rosemary Bennett  
Treasurer

### **Secretary's Report**

Not much for me to report this month, except to ask all officers for their AGM reports ASAP please. Chris, I will get the notices to you by the end of Feb, but will need help with photocopying. Paul, did you volunteer? If so, I'll bring the notices along on Wednesday.

On other matters, the apparent failure of the club alarm to dial out now seems to have been a problem with my phone line - now resolved. Nevertheless, I think it would be good idea to test it regularly. Perhaps the four respondents could get together some time.

Howard Clowes  
Secretary

### **Membership Secretary's Report**

I don't have anything to report, as membership secretary. It all starts on the 1st March.

Chris Norris

### **Diving Officer's Report (Including Training)**

#### **Diving:**

The Club Christmas dive was cancelled in December due to the cold weather and the lack of participants.

The total number of dives recorded for 2009 is approximately 1049. I will know the exact figure when I have entered all the details from the pile of log sheets I was handed a couple of weeks ago.

#### **Diver Training:**

The Advanced Diver lectures or the rescue assessments for the Advanced Diver candidates at Stoney Cove have not yet started due to lack of free time.

The Ocean Diver course has started but we only have one trainee at the moment as the other 3 trainees pulled out at the last minute without notifying the Training Officer. The Sports Diver course for the recently qualified Ocean Divers has started with Sarah and Stephen running the lectures and Open Water training beginning soon.

**Paul Compton**

### **Equipment Officer's Report (Including Boat)**

The compressor should now be working again after its little hiccup last week.

### **Boat Report**

Nothing to report this month.

Reg Ellis  
30-Nov-2009

### **Premises Officer's Report**

See minutes.

### **Bar Manager's Report**

See minutes

### **Social Secretary's Report**

We have got 51 for the dinner dance but we could do with 60 so if you can think of anyone else do encourage them to come. Steve Hooker isn't coming and I haven't got contact details for Karen but if you are in touch do ask her.

I dropped a raffle prize letter at the Alban Tandoori which maybe you could follow up next Wed - although the waiter said he would be leaving and there would be a new manager.

Also I have written a letter to the White Hart Tap but haven't delivered it yet

Nadine Gardner

Social Secretary

### **Webmaster's Report**

See minutes

### **PR Officer's Report**

See minutes

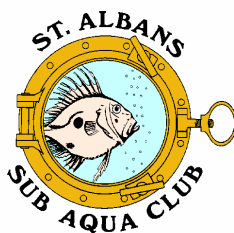
### **Mutual Fund Report**

None received

## **APPENDIX 2**

### **Introduction to Snorkelling Course & Cell Barnes Youth Project**

- Last half term's course went very well – Youth Project invoiced for a further £60 (Roy may have received in post at club)
- 6 more young people have expressed an interest in joining the Underwater Hockey group or Sub Aqua Club as snorkel members
- Most are unfortunately too young yet to join SASAC as only 12/13 so they will make a payment for the term to cover just Thursday nights
- One adult Youth worker is volunteering alongside me at the moment with a view to joining SASAC and continuing to help with instruction
- Elliot Kent has passed his Level 1 Underwater Hockey coaching course with high praise from the course tutors and is ably introducing the new snorkelers to underwater hockey
- I have extended participant numbers to 10 next term's course but will only run for 1 block of 6weeks starting 28<sup>th</sup> Jan and excluding half term week
- We have accepted 4 young people passed on by Paul Compton - they will work alongside the Youth project group
- There is still high demand for an adult course for youth leaders and parents
- It really would be great if we could have a volunteer to run this on a Wednesday for 6weeks – dates could be selected to suit
- If anyone is interested I would be happy to go through what we do each week and perhaps they would like to visit a Thursday session
- Roy also has a copy of the course content for further info
- Big Lottery Funding has now finished but the Youth project are in the process of accessing continuation funding from other sources
- We ideally need to purchase some safety equipment for the young people who are progressing onto hockey
- Mouth-guards £36 for 20, £154.30 for 1 set each of blue & white hats (they cost much more individually) & a selection of cheap gardening gloves to protect hands. Approx £220 in total
- The youth project and the underwater hockey team have provided masks, snorkels and fins but do not have the funds for this expenditure please can SASAC cover it?



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## MINUTES OF COMMITTEE MEETING

<b>DATE:</b>	<b>Monday 12th April 2010</b>		
<b>REF:</b>	<b>09.8</b>		
<b>No:</b>	<b>58 (Since Sept 03)</b>		
<b>Committee Members Present</b>			
	Chairman - Roy Harrison (RH)		
	Treasurer – Rosemary Bennett (RB)		
	Secretary - Howard Clowes (HC)		
	Membership Secretary – Chris Norris (CN)		
	Social Secretary - Nadine Gardner (NG)		
	Diving Officer – Paul Compton (PC)		
	Premises Officer – Rory McGowan (RM)		
	Bar Manager – Ian Campbell (IC)		
	Peter Kilcline (PK)		
	Simon New (SN)		
	Equipment Officer Alan Mawford (AM)		
	Richard Ellis (RE)	Apologies	
<b>Ordinary Club Members Present</b>			
	Stephen Brown (Spike), Sarah Kennedy		
<b>REF</b>	<b>ITEM</b>	<b>ACTION</b>	<b>DUE</b>
<b>09.8.01</b>	<b>APOLOGIES FOR ABSENCE</b>		
	As noted above.		
<b>09.8.02</b>	<b>CLUB MEMBERS AOB</b>		
<b>09.8.02.01</b>	<p>Spike mentioned the venue to a small independent business-networking group he helps run which is looking for a new home. They have been looking at a couple of pubs that have offered rooms, but thought they'd see if the club was an option. They currently have about 15 members this would grow once they have a new home. They are looking to meet on a Friday lunchtime. So if the bar could be opened for the sale of bottled beer etc could add to the takings.</p> <p>They would want maybe 4 of the group to be key holders (inc me) Maybe our members could be "social members" or create a "Friday lunch membership"?</p> <p>It was agreed that 4 people should join as non-diving members, the rest should hire the club at a rate of £30 pw and that a list of all those involved be given to the Club.</p>		

<u>REF</u>	<u>ITEM</u>	<u>ACTION</u>	<u>DUE</u>
09.8.03	<b>MINUTES OF LAST MEETING (and other procedural matters)</b>		
	Approved, subject to CN being minuted as present at both meetings.		
09.8.04	<b>MATTERS ARISING</b>		
	<p><b>Website</b> - latest news is that it is coming on - maybe end April.</p> <p><b>Electrics</b> - RH spoke to Steve Titley for alternative quote. Also CN talked to Ian Winn. No results. Phil can start in 3 weeks. RH proposed we accept the quote. Extra sockets not included - AM to liase with Phil. Agreed.</p> <p><b>Herts Ad</b> try dive - see SN report.</p> <p><b>Cycling Club</b> - contact still outstanding.</p>		
	<b>Issues outstanding from previous meetings: -</b>		
	None		
09.8.05	<b>CHAIR'S REPORT</b>		
	Nothing to report		
09.8.06	<b>TREASURER'S REPORT</b>		
	As submitted - see Appendix 1. Robin is willing to audit the accounts. SK volunteered to be 2nd auditor.		
09.8.07	<b>SECRETARY'S REPORT</b>		
	<p>As submitted - see Appendix 1.</p> <p>PC is stepping down from the committee and as DO. Everyone else is happy to continue on the committee.</p> <p>SK said new members need more encouragement to join the committee.</p> <p>New password will be seaside at from 1 May.</p> <p>Paul Compton wants someone else to take on 0845 number. Simon Keane volunteered.</p>		
09.8.08	<b>MEMBERSHIP SECRETARY'S REPORT</b>		
09.8.08.09	<p>As submitted - see Appendix 1.</p> <p>About 50% of members now paid up. Early AGM may be of benefit. CN has done a new form for members to sign for non diving membership.</p>		

<u>REF</u>	<u>ITEM</u>	<u>ACTION</u>	<u>DUE</u>
<b>09.8.09</b>	<b>DIVING OFFICERS REPORT (Incorporating Training)</b>		
	<p>As submitted - see Appendix 1.</p> <p>Emma Faid is new Regional Coach. SC stepping down after 9 years. PC will propose Garnett Henderson as next DO. AM asked for clarification of rules - DO must ideally be an instructor. If not, cannot sign qualifications &amp; needs to appoint a chief instructor. Must be Advanced Diver.</p> <p><i>[Post meeting note – the following has been cut and pasted from the BSAC website:-</i></p> <p><i>"A Branch Diving Officer should hold at least the qualification of BSAC Advanced Diver and ideally be a BSAC Qualified Instructor (minimum Open Water Instructor). If not, they should nominate a Qualified Instructor (minimum Open Water Instructor) to be lead instructor of the Branch. The nominated individual will then award diving qualifications in accordance with current guidance, see award a Diving Qualification (Section 4.4.4)."</i></p>		
<b>09.8.10</b>	<b>EQUIPMENT OFFICER'S REPORT (Including Boat)</b>		
<b>09.8.10.01</b>	As submitted - see Appendix 1.		
	<p><u>Boat</u></p> <p>Report to be emailed tomorrow. Need a club boat meeting - maybe a job for the new DO. SK said there are not enough dives for recently qualified divers. To be taken up by the new DO.</p>		
<b>09.8.11</b>	<b>PREMISES OFFICER'S REPORT</b>		
<b>09.8.11.01</b>	<p>SK's dad (David Bolton) said he would be happy to help with new door to bar store. RM to think about metal plate.</p> <p>RH mentioned the carpet. To be discussed by new committee. After painting!</p>		
<b>09.8.12</b>	<b>BAR MANAGER'S REPORT</b>		
	Need more big parties		
<b>09.8.13</b>	<b>SOCIAL SECRETARY'S REPORT</b>		
	<p>St George's night 23 April. Also IKO and Halloween. Maybe Friday BBQ's in summer. DD raised £395 on raffle to DDRC and scuba trust.</p> <p>Another raffle with Paul's computer taken over £100 but need to push it. Pool filling - April. Pool emptied and leaves gone. needs washing. Saturday week. 24th.</p>		
<b>09.8.13</b>	<b>WEBMASTER</b>		
	Stuart Everard is v busy so we are still waiting for tech stuff. Now probably end of May.		

<b><u>REF</u></b>	<b><u>ITEM</u></b>	<b><u>ACTION</u></b>	<b><u>DUE</u></b>
<b>09.8.14</b>	<b>PUBLIC RELATIONS REPORT</b>		
<b>09.8.14.01</b>	As report. Festival of life in July. NG has forms.		
<b>09.8.17</b>	<b>AOB</b>		
	None		
	<b>Meeting Dates:</b>		
	<p>Dates for future Meetings: -</p> <ul style="list-style-type: none"> <li>• 21 April (AGM)</li> </ul> <p>All these meetings are on Monday evenings at 8:00pm at the Clubhouse. They are also on the Club Calendar at <a href="http://www.sasac.co.uk">www.sasac.co.uk</a></p>		



## **APPENDIX ONE – OFFICERS' REPORTS**

### **Chairman's Report**

Nothing to report this month.

Roy. Chair

### **Treasurer's Report**

Nothing to report this month.

Rosemary Bennett  
Treasurer

### **Secretary's Report**

Since the last meeting, I have filled in a form applying for discretionary rates relief. Until now, this has been mandatory, and I really have no idea what our chances will be of getting it. The fact that we are now a Community Amateur Sports Club will be in our favour.

I have also filled in an application form for our insurance, in conjunction with Rosemary. At the moment, we have a £5,000 excess on theft and malicious damage, which can only be reduced if we have an approved alarm. I am fairly sure that our current alarm would not be approved, as we have no monitoring or maintenance contract.

The next major event in the Club calendar is the AGM on 21st April. Could you all please confirm (or not) that you are willing to stand for re-election. Chris, can you do a list of eligible voters for the attendance sheet - as late as possible before the meeting. I'd also like to look at improved election procedures - the "scrap of paper" system we have used in the past is open to abuse. I already have a number of proxies, and will be insisting this year that they all be in writing.

I saw that the AGM Notice went out to the announcements list, which is fine except that the members' password is now in the hands of non-members. I suggest that we change it at the AGM.

Howard Clowes  
Secretary

### **Membership Secretary's Report**

I don't have anything to report, as membership secretary.

Chris Norris

### **Diving Officer's Report (Including Training)**

#### **Diving:**

Diving activities have been slow so far this year but despite the long cold winter 30 dives have been logged to date.

#### **Diver Training:**

The Ocean Diver course is going well with our lone trainee and the Sports Diver course is going well with several of the trainees having done some of their open water training. All the Sports Diver trainees have still to complete their theory assessments.

The Advanced Diver lectures or the rescue assessments for the Advanced Diver candidates at Stoney Cove have not yet started due to lack of free time and Instructor availability.

**Instructor Training:**

Congratulations to Garnett Henderson who has recently passed his Theory Instructor exam gaining 2 Merits, one for his Lecture and the second for his Theory assessment.

**Paul Compton****Equipment Officer's Report (Including Boat)**

See minutes.

**Boat Report**

Nothing to report this month.

**Premises Officer's Report**

See minutes.

**Bar Manager's Report**

See minutes

**Social Secretary's Report**

See minutes

**Webmaster's Report**

See minutes

**PR Officer's Report**

As you all probably know - Charlotte from The Herts Adv - eventually did her Try Dive - (Thanks Paul) and we got some good publicity a couple of weeks again the Herts Ad. It will be interesting to see if there is a rise in the interest shown in Try Dives / New membership following on from this. Perhaps we could keep an eye on this (Paul / Chris pls)

I am exploring an opportunity - referred to me by Reg (thanks) - Stalbanspeople - a business referral website. I will report back

Simon New

**Mutual Fund Report**

None received



## ST ALBANS SUB-AQUA CLUB LTD

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AL1 1HJ

### MINUTES OF ANNUAL GENERAL MEETING

**Wednesday 21st<sup>h</sup> April 2010 at 8:00pm**

#### **Members Present**

Chris Baker  
Janet Ballett  
Clare Banham  
Rosemary Bennett  
Wanda Bristow  
Anita Brownless  
Ian Campbell  
Howard Clowes  
Paul Compton  
Richard Ellis

Stuart Everard  
Nadine Gardner Carl  
Graham  
Roy Harrison Stephen  
Haynes  
Garnett Henderson  
Alison Humphrey  
Simon Keane  
Sarah Kennedy  
Steven Kennedy  
Robert Latham

Alan Mawford  
Jim McCormack  
Debbie McGowan  
Rory McGowan Simon New  
Chris Norris Dave Painter  
Robin Smith  
Richard Turner  
Jacqui Turner  
Michael Worsley

#### **Apologies**

Sarah Crompton  
Lisa Shafe  
Peter Stansfield

Wynn Jones  
Peter Kilcline

Peter Ladell  
Jane Sawyer

#### **Proxy Votes received from**

Peter Stansfield

Lisa Shafe

Peter Kilcline

#### **Non Members Present (non-voting)**

David Willis

Sandra Bolton

Yvonne Roberts

#### **1. Chairman's welcome and opening address**

The meeting was opened by the Chairman, Roy Harrison, who thanked the outgoing committee for their hard work throughout the year. Thanks were also given for the work done by Paul Compton who has now stepped down as DO and left the Committee.

#### **2. Minutes of the Previous AGM**

The adoption of the minutes of last year's Annual General Meeting, held on the 20<sup>th</sup> May 2009 was accepted by a show of hands. There were no matters arising.

#### **3. Officers' Reports**

The Officers of the Committee briefly outlined their Reports, which are contained in Appendix One of these minutes. For the sake of brevity, officers' reports were deemed to have been read.

The DO mentioned that Carl Graham had now qualified as Sports Diver.

Alan Mawford mentioned the possibility of the club buying a booster pump for nitrox. About £5K. Stuart Everard asked if any equipment was purchased this year. The answer was no, and there are no plans to buy any new equipment in the near future. New committee will look at it.

Boat – thanks to Steve Titley for maintenance, and Jane Sawyer for storage.

Simon Keane and Stuart Everard outlined the details of the new website, which should be running by mid – end May.

#### **4. Adoption of 2009 Annual Accounts and Appointment of Auditors**

The Meeting was asked to formally adopt the 2009 accounts (see Appendix Two). Passed unanimously subject to any amendments that are necessary to comply with the new Companies Act. and Sarah Kennedy's audit.

Under current Companies Act regulations, the Club does not need to formally appoint auditors. The committee is recommending that external auditors **are not** appointed for the 2009 accounts, as was the case for 2008, and a resolution to this effect was passed by a show of hands.

The 2009 Accounts have been examined by Robin Smith and will shortly be examined by Sarah Kennedy.

#### **5. Other Reports – Robin Smith, Club Mutual Fund**

Robin reminded members that premiums are due now for the 2010 season.

#### **6. Election of Committee Officers for 2010 - 2011**

The following nominations were received:-

<b>Position</b>	<b>Nominee</b>
Treasurer	Rosemary Bennett
Membership Secretary	Chris Norris
Secretary	Howard Clowes
Diving Officer (new)	Garnett Henderson
Bar Officer	Ian Campbell
Social Secretary	Nadine Gardner
Equipment Officer	Alan Mawford
Premises Officer	Rory McGowan
Ordinary Members	Simon New
	Peter Kilcline
	Roy Harrison
	Richard Ellis
(New)	Sarah Kennedy
(New)	Simon Keane
(New)	Stuart Everard

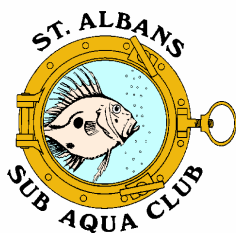
As there were seven nominations for the four positions of Ordinary Members, it was agreed by the Meeting that the Committee be increased from twelve to fifteen members for the next year. Passed comfortably. As there were 15 nominations for committee, there was no need for any voting.

The Chairman will be elected from the ranks of the Committee at the first Committee meeting, in accordance with the Companies Acts.

Members of the new Committee were asked to stay behind after the meeting to set a date for their first meeting. This was set as Monday 26<sup>th</sup> April 2010 at 8pm.(subsequently changed to Thursday 6<sup>th</sup> May at 8pm).

**7. Any Other Business.**

- Roy asked for volunteers for pool cleaning next Saturday.
- Clare is standing down from Club Shop. Another volunteer is needed. Wanda Bristow volunteered.
- There being no other business, the meeting was declared closed by the Chairman at 9:05pm



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## MINUTES OF COMMITTEE MEETING

<b>DATE:</b>	<b>Thursday 6th May 2010</b>		
<b>REF:</b>	<b>10.1</b>		
<b>No:</b>	<b>59 (Since Sept 03)</b>		
<b>Committee Members Present</b>			
	Chairman - Roy Harrison (RH)		
	<del>Treasurer – Rosemary Bennett (RB)</del>	Apologies	
	Secretary - Howard Clowes (HC)		
	Membership Secretary – Chris Norris (CN)		
	Social Secretary - Nadine Gardner (NG)		
	Diving Officer – Garnett Henderson (GH)		
	Premises Officer – Rory McGowan (RM)		
	Bar Manager – Ian Campbell (IC)		
	Peter Kilcline (PK)		
	<del>Simon New (SN)</del>	Apologies	
	Equipment Officer Alan Mawford (AM)		
	Sarah Kennedy (SJK)		
	Simon Keane (SAK)		
	Stuart Everard (SE)		
	<del>Richard Ellis (RE)</del>		
<b>Ordinary Club Members Present</b>			
	Kerry Campbell		
<b><u>REF</u></b>	<b><u>ITEM</u></b>	<b><u>ACTION</u></b>	<b><u>DUE</u></b>
10.1.01	<b>APOLOGIES FOR ABSENCE</b>		
	As noted above.		
10.1.01.01	<b>ELECTION OF CHAIRMAN</b>		
	RH was unanimously elected Chair for the coming year.		
10.1.02	<b>CLUB MEMBERS AOB</b>		
10.1.02.01	None		
10.1.03	<b>MINUTES OF LAST MEETING (and other procedural matters)</b>		
	Approved.		

<b><u>REF</u></b>	<b><u>ITEM</u></b>	<b><u>ACTION</u></b>	<b><u>DUE</u></b>
<b>10.1.04</b>	<b>MATTERS ARISING</b>		
	Nothing heard back from Spike re Friday lunchtime club.		
<b>10.1.05</b>	<b>CHAIR'S REPORT</b>		
	Letter from Phil re electrics – work should be starting imminently.  SAK has had contact from Eon re reading meter, but never got back.  The Chairman welcomed the new committee members.		
<b>10.1.06</b>	<b>TREASURER'S REPORT</b>		
	As submitted - see Appendix 1.  Report from Sarah Kennedy on audit of 2009 accounts. Not yet complete - should be done ASAP as soon as SJK gets the info. SJK suggests a breakdown between diving and non-diving members. Also kit hire needs separating out - and training admin. A few other suggestions as well.		
<b>10.1.07</b>	<b>SECRETARY'S REPORT</b>		
	As submitted - see Appendix 1.  HC volunteered to do Announcements.		
<b>10.1.08</b>	<b>MEMBERSHIP SECRETARY'S REPORT</b>		
<b>10.1.08.09</b>	As submitted - see Appendix 1.  List of late renewers read out. Kerry's membership agreed should be converted to non-diving member.		
<b>10.1.09</b>	<b>DIVING OFFICERS REPORT (Incorporating Training)</b>		
	As submitted - see Appendix 1.  Starting to do handover with Paul. SJK is TO. Jacqui & Dave doing Try Dive.  0845 no has had 5 calls recently. Need more instructors. Thanks to RE for organising Bovisand. Lot of divers have started Advanced Diver training and have not finished.  SJK outlined training going on in club at the moment. They will need divers to go diving with.		
<b>10.1.10</b>	<b>EQUIPMENT OFFICER'S REPORT (Including Boat)</b>		
<b>10.1.10.01</b>	As submitted - see Appendix 1.  Booster pump - see AM's email. Carried by a good majority. .  Puricom system has broken and has been sent back to Germany. Awaiting costs of repair/replacement. Both oxygen kits now work.		

<u>REF</u>	<u>ITEM</u>	<u>ACTION</u>	<u>DUE</u>
	<u>Boat</u> Report to follow.		
<b>10.1.11</b>	<b>PREMISES OFFICER'S REPORT</b>		
<b>10.1.11.01</b>	Front door lock malfunctioned and has been repaired. Next time it happens, contact HC or RM or PK for keys to beer store. Also cistern in men's WC has broken and needs replacing.  Thanks to Debbie Gilham for sweeping front car park. Thanks also to those who helped with pool cleaning.		
<b>10.1.12</b>	<b>BAR MANAGER'S REPORT</b>		
	Chris Baker knows of a second hand glass washer. Also replacement fridge.  Bar staff continue to be a problem - maybe each committee member could take a turn. Spike has offered to do bar key rota to replace Graham Field.		
<b>10.1.13</b>	<b>SOCIAL SECRETARY'S REPORT</b>		
	None organised until IKO. RH to talk to Phil about the games.  IC happy to open bar from 11 June on Fridays.  Halloween Sat 29th Oct.  Louise to do a quiz night - maybe midsummer  BBQ. Allotment Soc 30th May. Does Paul Gobey have keys?  Roy has snorkel sessions and BBQs.		
<b>10.1.13</b>	<b>WEBMASTER</b>		
	Compare well with £bar zero. Costs going on website.  Board of committee members to be updated. End of May for revised web site.		
<b>10.1.14</b>	<b>PUBLIC RELATIONS REPORT</b>		
<b>10.1.14.01</b>	No report.		



<u>REF</u>	<u>ITEM</u>	<u>ACTION</u>	<u>DUE</u>
10.1.17	<b>AOB</b>		
	<p>SJK - Chris has asked for clarification about younger members. HC to circulate rules etc to all committee members.</p> <p>SJK - Should we thank PC as DO. Has been done at AGM. Also Lisa and Paul for 1st class.</p> <p>NG - Festival of Light again this year 1st July</p> <p>GH - Notice boards looking tatty.</p> <p>PK - When is club boat going to Portland? Ask Reg.</p> <p>RM - Experienced Divers on committee should organise one dive trip each.</p> <p>IC - We need carpet. See last meeting's minutes. And paint.</p>		
	<b>Meeting Dates:</b>		
	<p>Dates for future Meetings: -</p> <p>RH can't do Thursdays. SJK can't do Mon.</p> <ul style="list-style-type: none"> <li>• 15 June (Sharing with Keep Fit)</li> <li>• 2 August</li> <li>• 6 September</li> <li>• 18 October</li> <li>• 29 November</li> <li>• 10 January</li> <li>• 21 February</li> <li>• 4 April</li> </ul> <p>All at 8pm at the Clubhouse.</p> <p>All the above meetings have now been entered on the Cub Calendar  <a href="http://www.google.com/calendar/embed?src=calendar%40sasac.co.uk">http://www.google.com/calendar/embed?src=calendar%40sasac.co.uk</a></p>		

## **APPENDIX ONE – OFFICERS' REPORTS**

### **Chairman's Report**

Nothing to report this month.

Roy. Chair

### **Treasurer's Report**

Nothing to report this month.

Rosemary Bennett  
Treasurer

### **Secretary's Report**

All is up to date now with minutes etc. I have sent all the necessary paperwork to Companies House regarding the changes of directors. I will have the Annual Return to do in the next month or so, and need to send off the Report and Accounts by (I think) the end of October.

We forgot to announce the change of website password at the AGM. Would it make sense to change it when we transfer to the new website?

A minor issue - Sarah Kennedy and Simon Keane both have the same initials. What unique identifiers should I use? [Sarah Kennedy =SJK and Simon Keane = SAK]

Howard Clowes  
Secretary

### **Membership Secretary's Report**

I don't have anything to report, as membership secretary.

Chris Norris

### **Diving Officer's Report (Including Training)**

See Minutes

### **Equipment Officer's Report (Including Boat)**

Just to out line my ideas for the booster pump and to give you all a chance to have a think about this before the meeting on 6th May.

The price first, the pump with the regulator and frame will cost £4375 plus vat. If we are able to pay cash we can save the vat (£765.63). I think we would be mad not to.

[http://www.gasbooster.co.uk/dtb10c\\_type2.html](http://www.gasbooster.co.uk/dtb10c_type2.html)

I would plan to move the small corner cupboard and move its contents into the cupboard behind the door then have the pump sitting on the floor in the corner to the right hand side of the door as you walk into the comp room. This will allow the oxygen whip to reach it.

I will then put the 32% bank next to this secured to the wall, 1 or 2 J size cylinders will be the ideal size. I can then sell this on a per ltr basis directly into the member's cylinders.

### **Boat Report**

Nothing to report this month.

**Premises Officer's Report**

See minutes.

**Bar Manager's Report**

See minutes

**Social Secretary's Report**

See minutes

**Webmaster's Report**

See minutes

**PR Officer's Report**

See minutes

**Mutual Fund Report**

None received



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## MINUTES OF COMMITTEE MEETING

<b>DATE:</b>	<b>Tuesday 15th June 2010</b>		
<b>REF:</b>	<b>10.2</b>		
<b>No:</b>	<b>60 (Since Sept 03)</b>		
<b>Committee Members Present</b>			
	Chairman – Roy Harrison (RH)	Apologies	
	Treasurer – Rosemary Bennett (RB)	Apologies	
	Secretary - Howard Clowes (HC)		
	Membership Secretary – Chris Norris (CN)		
	Social Secretary - Nadine Gardner (NG)		
	Diving Officer – Garnett Henderson (GH)		
	Premises Officer – Rory McGowan (RM)	Apologies	
	Bar Manager – Ian Campbell (IC)		
	Peter Kilcline (PK)		
	Simon New (SN)		
	Equipment Officer Alan Mawford (AM)		
	Sarah Kennedy (SJK)		
	Simon Keane (SAK)		
	Stuart Everard (SE)		
	Richard Ellis (RE)		
<b>Ordinary Club Members Present</b>			
	None		
<b>REF</b>	<b>ITEM</b>	<b>ACTION</b>	<b>DUE</b>
10.2.01	<b>APOLOGIES FOR ABSENCE</b>		
	As noted above.		
10.2.01.01	<b>ELECTION OF CHAIRMAN</b>		
	IC was unanimously elected Chair for the meeting, as RH was absent.		
10.2.02	<b>CLUB MEMBERS AOB</b>		
10.2.02.01	None		
10.2.03	<b>MINUTES OF LAST MEETING (and other procedural matters)</b>		
	HC apologised for not having completed the minutes of the last meeting, so approval will have to be dealt with at the next meeting.		

<u>REF</u>	<u>ITEM</u>	<u>ACTION</u>	<u>DUE</u>
	Kerry's social membership may have been incorrectly minuted. It was agreed that Kerry would have been eligible for non diving membership but had already joined as a full diving member		
<b>10.2.04</b>	<b>MATTERS ARISING</b>		
	None		
<b>10.2.05</b>	<b>CHAIR'S REPORT</b>		
	As sent in earlier.		
<b>10.2.06</b>	<b>TREASURER'S REPORT</b>		
	As submitted - see Appendix 1.		
<b>10.2.07</b>	<b>SECRETARY'S REPORT</b>		
	As submitted - see Appendix 1.  The annual returns have been sent off to Companies House. HC requested the £15 fee be reimbursed by the Treasurer.		
<b>10.2.08</b>	<b>MEMBERSHIP SECRETARY'S REPORT</b>		
<b>10.2.08.09</b>	As submitted - see Appendix 1.  130 members on list - 19 not yet paid. CN to do new phone list.		
<b>10.2.09</b>	<b>DIVING OFFICERS REPORT (Incorporating Training)</b>		
	As submitted - see Appendix 1.  400 logged dives so far. Thanks to all dive organisers. At Newquay, there was a minor incident due to illness - sent off to BSAC. GH wants to send out safe diving practices email & standard reporting format and risk assessment form. GH asked that instructors annotate their dive logs as training dives in order that they can qualify for the instructors' discount.  Training - as report.		
<b>10.2.10</b>	<b>EQUIPMENT OFFICER'S REPORT (Including Boat)</b>		
<b>10.2.10.01</b>	As submitted - see Appendix 1.  It was agreed that AM is to replace all compressor whips - about £240. To change every 5 years.		
	<u>Boat</u>  Report to follow.		
<b>10.2.11</b>	<b>PREMISES OFFICER'S REPORT</b>		
<b>10.2.11.01</b>	The Premises Officer has sent his apologies for absence.		

<b><u>REF</u></b>	<b><u>ITEM</u></b>	<b><u>ACTION</u></b>	<b><u>DUE</u></b>
<b>10.2.12</b>	<b>BAR MANAGER'S REPORT</b>		
	Agreed to purchase the new 2nd hand glasswasher for £100 via Chris Baker.		
<b>10.2.13</b>	<b>SOCIAL SECRETARY'S REPORT</b>		
	Support for Festival of Life needed. SE volunteered.		
<b>10.2.13</b>	<b>WEBMASTER</b>		
	Report to be submitted.		
<b>10.2.14</b>	<b>PUBLIC RELATIONS REPORT</b>		
<b>10.2.14.01</b>	Thanks to Pete Tatton for the article in Dive magazine. IKO to go in the local papers.		
<b>10.2.17</b>	<b>AOB</b>		
	None		
	<b>Meeting Dates:</b>		
	<p>Dates for future Meetings: -</p> <ul style="list-style-type: none"> <li>• 2 August</li> <li>• 6 September</li> <li>• 18 October</li> <li>• 29 November</li> <li>• 10 January</li> <li>• 21 February</li> <li>• 4 April</li> </ul> <p>All at 8pm at the Clubhouse.</p> <p>All the above meetings have now been entered on the Cub Calendar  <a href="http://www.google.com/calendar/embed?src=calendar%40sasac.co.uk">http://www.google.com/calendar/embed?src=calendar%40sasac.co.uk</a></p>		

## **APPENDIX ONE – OFFICERS' REPORTS**

### **Chairman's Report**

Well yippee the pool is full and looking good. I had a trial swim in it with my grandson on Monday 7<sup>th</sup>, he thought it was a bit cool but ok, I thought it was bloody cold but ok when old bones get used to it, I don't think I've swum quite so fast for a while but it's definitely warmer than the sea off the Lizard.

Mentioning that, the club holiday was a great success and we enjoyed some really good weather for a change, though Thursday was a bit blowy. Well done Pete Kilcline for all your efforts on towing the boat down and seeing that everyone that wanted to dive from it did do so.

The junior snorkel/hockey session on Thursdays is going really well and I attach a report from Ali which details various items and detail for everyone's info.

Please can the committee look at Ali's suggestion of doing some snorkel sessions on a Wed night, obviously we need some instructors for this and as is suggested it is a 6 week course ONLY and can be slotted in to suit whoever takes it on. Ali has been contacted by Leisure Connection for junior and adult sessions and she will undertake the initial contact work in order to make sure those applying are suitable. Again this is a very good revenue stream as well as for getting new members, so please let us all get behind this.

The Friday dates that Ali and I will open the club at 7.30 are as follows;  
June 18<sup>th</sup>; July 2<sup>nd</sup>-9<sup>th</sup> and 16<sup>th</sup>. Ian has said he will also arrange bbq's for these nights and I assume Ian that we will supply and sell food, or would it be better for people to bring their own?

### **Introduction to Snorkelling Course & Cell Barnes Youth Project**

- Courses still going well – Youth Project invoiced for a further £60 (Roy should receive cheque in post at club)
- 5 more young people have joined the Underwater Hockey group or SASAC as snorkel members
- Some are unfortunately still too young to join SASAC so they have made payments just to cover just Thursday nights for the term
- Elizabeth and Alex Kerr are very confidently leading a number of the introduction to snorkelling sessions since passing their instructors course
- We are also very grateful for Rita's help assisting in the pool
- Elliot Kent, is doing a great job introducing the new snorkellers to UWH
- It would be great if any other club member or instructors would like to join us, as there is a demand for adult courses. This would be better held on a Wednesday evening for 6weeks – dates could be selected to suit
- If anyone is interested I would be happy to go through what we do each week and perhaps they would like to visit a Thursday session
- We aim to submit at least 1 junior team for the IAKO on 10<sup>th</sup> July
- Friday dates have been issued for snorkel sessions at the club starting at 7.30pm – hope to see some of you there. These are just social opportunities with entry into the pool optional. Thanks to Ian for offering to arrange BBQ's

### **The following information course information is currently being issued**

One 6wk introduction to snorkelling course is run each term

Thursday evenings at Westminster Lodge Pool 7.30-8.30pm

Next course starts in September – dates tbc

Courses run in conjunction with the Cell Barnes Youth Project who reserve 6 places

Maximum no. on course is 10

Cost is £12 (payable to SASAC)

Course covers the British Sub Aqua Club Basic Snorkel Diver & most of the practical aspects of Snorkel Diver  
Parent or guardian must sign a 'Medical declaration of fitness to snorkel'

Young people should ideally be a minimum 12yrs old (although we do sometimes take good swimmers younger)

They should be able to swim 50metres freestyle on front, 25m on back and be water confident before starting the course

There is an assessment of swimming ability at the start of the course

Participants are introduced to Underwater Hockey and given an opportunity to try it for free at the end of their course.

Participants interested in joining either St Albans Sub Aqua Club or Underwater Hockey Teams are given full membership details. Currently they still have to be 14 before joining SASAC.

### **Equipment needed - snorkel, mask and fins.**

The majority of our equipment is purchased through Alan @ Diveforce Marine and I usually recommend course participants to do the same.

Contact there is Jean Wheal [jean@diveforce.co.uk](mailto:jean@diveforce.co.uk)

Dive Force Marine, 10 Cheapside, North Circular Road, London N13 5ED  
020 8803 0241 [www.diveforce.co.uk](http://www.diveforce.co.uk)

If anyone would like a place on the course or has any questions please pass on my email address and ask them to send me a contact telephone number and I will either email or give them a call - [ali.humphrey@hotmail.com](mailto:ali.humphrey@hotmail.com)

Roy. Chair

### **Treasurer's Report**

#### **Bank balances at 15 June 2010**

Main account	9,184.34
Bar account	732.37
Reserve account	40,017.40

#### **Quicken balances at 15 June 2010**

Main account	9,184.34
Bar account	732.37
Reserve account	40,017.40

### **Income & Expenditure Summary Report For the period 01/01/10 to 15/06/10**

#### **INCOME**

Bar	Receipts		3,278.73
Bank	Interest Received		13.00
Diving	Have a go	68.00	
	Nitrox In	120.00	
	Octopush/Snorkelling	68.00	
	Training Inc	<u>442.00</u>	660.00
Fundraising	Dinner & Dance	2,200.00	
	Party Inc	100.00	
	Shop Sales	<u>360.40</u>	2,660.40
Membership	Subscriptions		12,901.00
Premises	Clubhouse Hire		175.00
Services	Electricity		1,000.00
Treasury	Key Deposit		35.00
<b>TOTAL INCOME</b>			<b>20,723.13</b>



**EXPENDITURE**

Bar	Beer Seller		1,127.92
Capital	New Diving Equipment		546.50
Clubhouse	Maintenance	24.87	
	Refuse	<u>400.22</u>	425.09
Company	General – committee meetings	54.19	
	Rates	133.34	
	Rent	1,066.97	
	Stationery	<u>105.59</u>	1,360.09
Diving	Compressor	496.66	
	Equipment Exp – Other	46.40	
	Nitrox	129.20	
	Training	<u>392.00</u>	1,064.26
Fundraising	Dinner & Dance	1,366.82	
	Parties	<u>35.00</u>	1,401.82
Membership	Subscriptions		3,164.01
Pool	Westminster Lodge – Wed	1,404.00	
	Westminster Lodge – Thu	<u>331.89</u>	1,735.89
Security	Locks		44.24
Services	Electricity	1,410.00	
	Gas	468.00	
	Telephone A	71.25	
	Telephone Voice	59.95	
	Water	<u>54.41</u>	2,063.61
<b>TOTAL EXPENDITURE</b>			<b>12,933.43</b>
<b>TOTAL INCOME – EXPENDITURE</b>			<b>7,789.70</b>

Rosemary Bennett  
Treasurer

**Secretary's Report**

See minutes

**Membership Secretary's Report**

See minutes

## **Diving Officer's Report (Including Training)**

### Training

#### **TRAINING/DIVING DAYS ORGANISED SINCE LAST COMMITTEE MEETING:**

##### **8 May - Swanage:**

Thanks to Jason Greenstein for creating an opportunity for divers to extend their sea experience. Two Sports Diver trainees had their first sea dive of the year, while a new Sports Diver extended his sea and depth experience, and a Dive Leader trainee took on a genuine dive leading role.

##### **27 May - Stoney Cove:**

Thanks to Chris Price for taking two Sports Diver trainees for a day's diving and training at Stoney Cove. This was particularly useful as a refresher and a 'heads up', as these two divers were going on a diving holiday together, and hadn't dived much this year. I think it is very valuable if we, as a club, are able to offer this type of refresher; it may be slightly outside the normal training programme, but it was much appreciated by the two divers, and can only improve the safety of our members.

##### **5 June 2010 – Swanage:**

Sarah Kennedy and Chris Price organised a day's diving at Swanage. We had a good mix of divers, 10 in total, from Ocean Diver to Advanced Diver trainees and instructors, and divers diving for pleasure and experience extending. We logged 19 dives; 8 on the Fleur de Lys, 7 on the Kyarra, and 4 under the Pier. It was particularly nice to see an Ocean Diver doing his first dive without an instructor, and a Dive Leader trainee taking on a genuine dive leading role. There was very little 'formal' training, but lots of experience extension.

##### **13 June - Stoney Cove:**

Thanks to Peter Stansfield for organising Rescue Skills training at Stoney Cove for an Advanced Diver trainee and a Sports Diver trainee. Also diving were two Sports Divers practicing deeper diving in controlled conditions.

#### **CURRENT TRAINING SUMMARY:**

##### **Ocean Diver training:**

One Ocean Diver trainee has completed all theory lectures and pool training, but has yet to do the theory exam and any open water training. Thanks to Reg Ellis for taking on the pool training.

One Ocean Diver trainee has started theory lectures and pool training. Thanks for instructors for giving lectures, and particularly to Eamonn Murphy, Robin Smith and Garnett Henderson for taking part in pool training.

Both Ocean Diver trainees are booked to take part in a Swanage trip (one in July, and one in August), so will be getting experience of sea diving.

##### **Sports Diver training:**

**Stephen Bolton and Carl Graham have both completed their depth progression (35m), and are taking every opportunity to extend their diving experience.**

**Congratulations to Jess Ansell and Chris Baker, who have both completed their Sports Diver training.**

Six Sports Diver trainees have completed theory lectures, passed theory exam, and are progressing with sheltered and open water training.

Three Sports Diver trainees have completed some theory lectures, but have yet to do the theory exam, and have started their sheltered and open water training.

Two Sports Diver trainees (haven't, to my knowledge, renewed their membership. One has renewed since the last meeting, and taken part in open water training.

### **Dive Leader training:**

Three dive leader trainees have started the Dive Leader course; they have done some of the lectures, and also started to be involved in diving with some of our newer divers.

Having more experienced divers, like the Dive Leader trainees, diving with the newer divers is a real win-win situation. It's great for the newer divers to dive with someone who isn't an instructor (they get enough instructor-led dives during their training), it's good for the more experienced divers as diving with a newer diver really keeps you on your toes, and it's great for the instructors, as it gives them a chance to do some diving for themselves!

Unlike Ocean and Sports Diver (which are fairly instructor-focused), the Dive Leader course depends very much on the motivation of the trainees themselves to go out and extend their experience, which I think makes it such a valuable course.

It's important for the club that we have divers 'coming up through the ranks', so I'm really pleased that we have club members going on to do Dive Leader. Some people have commented that "Dive Leader doesn't let you do anything that an experienced Sports Diver can do", but the real point here is that Dive Leaders are essential for the future of diving within the club, so I'm very pleased that we have some people

### **Advanced Diver training:**

#### **Congratulations to Eamonn Murphy, who has completed his Advanced Diver.**

Thanks to Pierre Leon for organising the Advanced Diver lectures, and also some refresher sessions on chartwork and first aid.

Thanks to Peter Stansfield for organising the Advanced Diver open water dives at Stoney Cove. This enabled Eamon to finish his Advanced Diver.

Five divers are part-way through Advanced Diver. It is hoped that the Advanced Diver trainees will organise some diving for the less experienced divers in the club as part of their progression towards becoming Advanced Divers. It would be nice if the existing Advanced Divers organised some diving - not training, just experience-building dives - for the newer divers.

It is worth noting that we have two Dive Leaders and Open Water Instructors who have joined SASAC part-way through their Advanced Diver course, partly because they couldn't get AD training at their other clubs. Both these people have been diving with the club on several occasions now, and are also actively involved in the training programme. It might be worth bearing in mind that attracting experienced divers (particularly those wanting to do Advanced Diver), into the club could be an avenue to pursue; we are lucky as a club to have several Advanced Instructors, and could make better use of this.

### **FORTHCOMING TRAINING:**

#### **Sea diving on the first Saturday of each month:**

Sarah Kennedy is organising diving on the first Saturday of each month at Swanage, open to all, for training, extending experience, or just pleasure diving. Dates are 3 July, 7 August, and 4 September.

I'd said at the last Committee meeting that it is a pity the newer divers didn't have the opportunity to dive with some of the more advanced divers in the club who don't take part in training; it would be good for them to dive with non-instructors, and good for the club if there were more interaction between the various levels of diver.

## Equipment Officer's Report (Including Boat)

### Booster pump

This has been ordered and should be with us for the start of August. Mike McNulty has said we can borrow a pump until ours is ready due to demands at the factory

The plan is to install a 300 bar bank of 32% and we can then pump this into club / members tanks rather than partial pressure blending.

### Puracon system

This has been sent back to Germany and I've got the invoice through for the repair. 1,045 euros. I've forwarded this to Rosemary for payment; hopefully this will be returned and installed soon.

### Donated kit

Some more kit has been donated to the club via Garnett Henderson. The bit we can use will be the BCD( med Buddy in good condition and a 12 ltr tank) the rest of the bits I will use to repair some of our pool regs as and when needed.

I've changed the way the club kit is signed out. Each member will end up with their own account, this should make it easier for me to monitor kit usage and collect hire money.

### Boat Report

Valkyrie has been used for 2 days at Portland and 5 days on the Club Holiday at The Lizard.

The only breakage is the bracket for the new fishfinder transducer, this has been repaired with tape which I hope will last for this summer. We had 2 spare wheels for our trailers but one has gone missing.

Thanks to Alan for welding our sandwheel and to Steve Titley for towing Valkyrie down to Portland.

Old problems fixed:  
Sandwheel welded

New problems:  
Transducer bracket broken

Old problems still not fixed:  
Navigation lights don't work

<u>Date</u>	<u>Item</u>	<u>Income</u>	<u>Costs</u>
15-May	Towing diesel to Portland		68.53
22-May	Hire (John Bundy)	200.00	
22-May	Petrol		17.86
30-May	Hire (Pete Kilcline)	500.00	
	<b>Total</b>	<b>700.00</b>	<b>86.39</b>

Reg Ellis  
13-Jun-2010

## Premises Officer's Report

See minutes.

## **Bar Manager's Report**

### **Dishwasher**

A second hand dishwasher has been obtained and is being evaluated. Initial findings look good and we propose to spend the £100 to purchase it.

### **Beer Deliveries - Waverley**

Notice has been passed on the club that the beer supplier will cease trading with us from the 9<sup>th</sup> July. Investigation is underway to another beer supplier. Currently Flying Firkin has confirmed that they can deliver but they do not supply lager. Other vendors are being looked at but at least we have one proposition.

### **Fridge**

Sainsbury Is / was doing a special on a lager fridge. It was £79 this is would be an option to replace the keg lager. We break even on the keg lager but there is a large amount of wastage. A proposal for purchasing a counter top fridge to sell bottles, there is a good margin and no wastage

## **Social Secretary's Report**

Although we have not had any major parties recently, the clubhouse is lively on Wednesday nights and has been used for some private club hires. I hope that club members will support the summer BBQs on Friday nights and It's a Knockout. Note that we still need to book a band for this.

The raffle for the DS6 computer is still on-going £200 raised to date.

Also - we still need to donate the money raised from the dinner dance raffle to the nominated charities.

### **Recent events**

Friday 23 April St Georges Day Fish & Chip supper - well attended for a Friday with approx 30 guests

Saturday 15th May - Spike's Photographic hire raised £90

Monday May 26 Allotment Society Event - the club hire for this was £25 and thanks to Janet & Reg for opening the bar A number of people attended and the event raised awareness of the club with local community. The bar was short of real ale for this.

Sunday May 30 Allotment Society Event - the club hire for this was £25 and thanks to Janet for opening the bar A number of people attended and the event raised awareness of the club with local community. The bar was short of white wine for this and Reg had to shop for this at the last minute.

Sunday 13 June Submarine Event - the hire fee was £60 - a successful event - thanks to Alan, Lisa, Ian & Kerry for opening up.

### **Forthcoming events:**

Friday 18th June, 2nd July, 9th July, 16th July - Roy and Ali have booked these for Snorkellers' BBQs. if would be good if we could encourage diving members to attend.

Saturday 26th June - Spike booking (as a member no hire fee incurred)

Sunday 4th July - Festival of Life St Albans - NG would like to host a stand to promote the club but require assistance.

Saturday 10th July - It's a Knockout - it is noted that Phil will be away and cannot help with the games and we still need to book a band - also Rory and crew will be away so we may be short of numbers.

**Autumn /Winter events:**

Sunday 5th September - Allotment Soc hire

Thursday 7th October - Allotment Soc hire

Saturday 30th October am - CRT Workshop - Thiam

Saturday 30th October pm - Halloween Party

Saturday/Sunday 6/7th November - Eastern Region course

Saturday 21st November - Eastern Region course

Saturday 18th Dec - Christmas Party

Other events tba

September - End of dive season social - tba

November - Enquiry about private hire for party

The Dinner Dance raffle raised £395. I told donors of prizes that we would split this between DDRC and Scuba Trust. I had hoped to settle up with Rosemary earlier but w haven't met up to request a cheque.

Meanwhile the raffle for Paul's computer continues and we have taken about £200 but we need to achieve £500 to cover its value - help to sell tickets would be appreciated.

**Webmaster's Report**

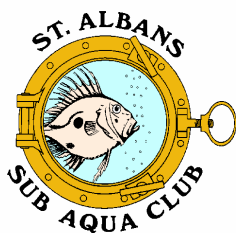
See minutes

**PR Officer's Report**

See minutes

**Mutual Fund Report**

Just to give a brief up-date on the mutual fund, so far there are 15 members with a financial input to the fund of approximately £775.00, I will keep working at it in order to get as many as possible.



# ST ALBANS SUB-AQUA CLUB LTD

Cottonmill Swimming Pool  
Cottonmill Lane  
St Albans  
Hertfordshire  
AL1 1HJ

Tel 01727 859829

## MINUTES OF COMMITTEE MEETING

<b>DATE:</b>	<b>Monday 2<sup>nd</sup> August 2010</b>		
<b>REF:</b>	<b>10.3</b>		
<b>No:</b>	<b>61 (Since Sept 03)</b>		
<b>Committee Members Present</b>			
	Chairman – Roy Harrison (RH)	Apologies	
	Treasurer – Rosemary Bennett (RB)		
	Secretary - Howard Clowes (HC)		
	Membership Secretary – Chris Norris (CN)	Apologies	
	Social Secretary – Nadine Gardner (NG)	Apologies	
	Diving Officer – Garnett Henderson (GH)		
	Premises Officer – Rory McGowan (RM)		
	Bar Manager – Ian Campbell (IC)		
	Peter Kilcline (PK)		
	Simon New (SN)	Apologies	
	Equipment Officer Alan Mawford (AM)	Apologies	
	Sarah Kennedy (SJK)	Apologies	
	Simon Keane (SAK)	Apologies	
	Stuart Everard (SE)		
	Richard Ellis (RE)		
<b>Ordinary Club Members Present</b>			
	Wanda Bristow		
<b>REF</b>	<b>ITEM</b>	<b>ACTION</b>	<b>DUE</b>
<b>10.3.01</b>	<b>APOLOGIES FOR ABSENCE</b>		
	As noted above.		
<b>10.3.01.01</b>	<b>ELECTION OF CHAIRMAN</b>		
	GH was unanimously elected Chair for the meeting, as RH was absent.		
<b>10.3.02</b>	<b>CLUB MEMBERS AOB</b>		
<b>10.3.02.01</b>	Wanda asked if the Club wanted a glass display cabinet - free as long as it stays here.  Agreed to accept Wanda's offer and see how it fits.  Wanda also mentioned the Club catalogue. Perhaps we could get some T shirts for stock. About £150. Agreed.		

<b>REF</b>	<b>ITEM</b>	<b>ACTION</b>	<b>DUE</b>
	PK mentioned about moving dates of meetings. It was agreed that we should generally stick to the agreed dates. HC pointed out that any member of the committee can call for a meeting at any time, providing everybody is notified and reasonable notice is given.		
<b>10.3.03</b>	<b>MINUTES OF LAST MEETING (and other procedural matters)</b>		
	The minutes of the last two meetings – 6 <sup>th</sup> May and 15 <sup>th</sup> June – were both approved, but it was pointed out that the former was a Thursday, not a Monday as minuted. The minutes have been corrected.		
<b>10.3.04</b>	<b>MATTERS ARISING</b>		
	None		
<b>10.3.05</b>	<b>CHAIR'S REPORT</b>		
	The Chairman was not present.		
<b>10.3.06</b>	<b>TREASURER'S REPORT</b>		
	As submitted - see Appendix 1. Not quite as good as last year - we have had no big parties. RM said that we need to budget about £500 for painting.		
<b>10.3.07</b>	<b>SECRETARY'S REPORT</b>		
	As submitted - see Appendix 1.  HC proposed, in the absence of RH, that we open a separate bank account for the Mutual Fund. The exact wording to be minuted will be as per HSBC's application form. RB queried why the account is being moved. To be discussed at next meeting when RH should be present.  Contacts list - to be discussed at the next meeting - we need more details from CN and knowledge of the DPA.		
<b>10.3.08</b>	<b>MEMBERSHIP SECRETARY'S REPORT</b>		
<b>10.3.08.09</b>	CN was not present at the meeting.		
<b>10.3.09</b>	<b>DIVING OFFICERS REPORT (Incorporating Training)</b>		
	As submitted - see Appendix 1.  650 dives, Busy week in Farnes last week.  There was an incident w/e 25th July involving a rapid ascent but everybody was OK.  GH is looking to create an Instructors' forum with a guest speaker – which may involve a financial contribution.  We now have 117 members, of which 82 are divers. Congrats to GH, who is now a qualified OWI.  Training - as report.		



<u>REF</u>	<u>ITEM</u>	<u>ACTION</u>	<u>DUE</u>
10.3.10	<b>EQUIPMENT OFFICER'S REPORT (Including Boat)</b>		
10.3.10.01	AM was not present.		
	Boat Valkyrie going well this year.		
10.3.11	<b>PREMISES OFFICER'S REPORT</b>		
10.3.11.01	More WCs have been fixed. Thanks to RM. New light tube. Flat roof nearing the end of its life. Electrical work has been completed.		
10.3.12	<b>BAR MANAGER'S REPORT</b>		
	As report. Dishwasher issue is now in hand. We now have a new beer supplier. Drinks prices may need to go up.		
10.3.13	<b>SOCIAL SECRETARY'S REPORT</b>		
	SE suggested targetting students.		
10.3.13	<b>WEBMASTER</b>		
	Report to be submitted.		
10.3.14	<b>PUBLIC RELATIONS REPORT</b>		
10.3.14.01	None this meeting.		
10.3.17	<b>AOB</b>		
	Mutual Fund - rebreathers - should we cover them as a major loss would clear out the fund. To be discussed next time when RH is here.		
	Go Dive - should we register? Yes. GH to action. Same for Try Dive.		
	PK - No hot water last Wednesday. RM to investigate.		
	RM - is still looking for the divers who are looking for dives.		
	<b>Meeting Dates:</b>		
	<p>Dates for future Meetings: -</p> <ul style="list-style-type: none"> <li>• 6 September</li> <li>• 18 October</li> <li>• 29 November</li> <li>• 10 January</li> <li>• 21 February</li> <li>• 4 April</li> </ul> <p>All at 8pm at the Clubhouse.</p> <p>All the above meetings have now been entered on the Cub Calendar  <a href="http://www.google.com/calendar/embed?src=calendar%40sasac.co.uk">http://www.google.com/calendar/embed?src=calendar%40sasac.co.uk</a> </p>		

## APPENDIX ONE – OFFICERS' REPORTS

### Chairman's Report

I only have a couple of things for my report, one being that Cell Barnes Youth has asked if we can do an extra 6 week snorkel intro course, which we will fit in, and secondly the pool still seems to be beautifully clear,(aren't I a clever boy?) can't guarantee for how long though!

### Treasurer's Report

Below is a Cash Flow report for the year to date. The bank account balances today are:

Current Account: £ 3,471.15  
Bar Account: £ 1,253.58  
Reserve Account: £40,019.69

#### INFLOWS

Bar Inc:  
Bar receipts 4,278.73  
TOTAL Bar Inc 4,278.73  
Diving Inc:  
Club Boats 200.00  
Equipt Inc:  
Hire 160.00  
TOTAL Equipt Inc 160.00  
Nitrox In 120.00  
Training Inc:  
Have a Go 80.00  
Octopush 68.00  
Snorkelling 412.00  
Training Inc-Other 30.00  
TOTAL Training Inc 590.00  
TOTAL Diving Inc 1,070.00  
Fund raising Inc:  
Dinner & Dance 2,200.00  
Party Inc 100.00  
Shop Sales 521.32  
TOTAL Fund raising Inc 2,821.32  
Membership Inc 13,690.00  
Premises Inc:  
Clubhouse 175.00  
TOTAL Premises Inc 175.00  
Treasury Income:  
Company Inc:  
Bank Interest 15.29  
Key Deposit 35.00  
TOTAL Company Inc 50.29  
Services 1,000.00  
TOTAL Treasury Income 1,050.29  
FROM Debtors 1,320.00  
FROM Other Creditors 10.00  
TOTAL INFLOWS 24,415.34

#### OUTFLOWS

Capital Expenditure:  
New Diving Equipment 546.50  
TOTAL Capital Expenditure 546.50  
Diving Exp:  
Club Boat 17.86  
Equipment Exp:  
Compressor 1,460.19

Equipment Exp-Other 66.40  
TOTAL Equipment Exp 1,526.59  
Nitrox Exp 129.20  
Training Exp 392.00  
TOTAL Diving Exp 2,065.65  
Fundraising Exp:  
Dinner & Dance 1,366.82  
Parties 46.96  
Shop 548.32  
Sponsored Events Exp 400.00  
01/01/10-  
Category Description 02/08/10  
TOTAL Fundraising Exp 2,362.10  
Membership Exp:  
Subscriptions 3,332.01  
TOTAL Membership Exp 3,332.01  
Premises Exp:  
Cottonmill pool 1,230.09  
Maintenance:  
Clubhouse 24.87  
TOTAL Maintenance 24.87  
Refuse 599.82  
Security Exp:  
Locks 39.50  
Security Exp-Other 4.74  
TOTAL Security Exp 44.24  
TOTAL Premises Exp 1,899.02  
Treasury Exp:  
Company:  
Bank Chrg 9.00  
General 54.19  
Rates 201.34  
Rent 1,381.97  
Stationery 105.59  
Company-Other 15.00  
TOTAL Company 1,767.09  
Pool Exp:  
Wessie Lodge Thu night 331.89  
Wessie Lodge Wed night 1,404.00  
TOTAL Pool Exp 1,735.89  
Services Exp:  
Elec 1,722.00  
Gas 559.00  
Tel A 99.75  
Tel Voice 114.61  
Water 2,675.00  
TOTAL Services Exp 5,170.36  
TOTAL Treasury Exp 8,673.34  
Uncategorised Outflows 0.00  
TO Debtors 170.00  
TO Other Creditors 678.54  
TO Waverley TBS 1,606.71  
TOTAL OUTFLOWS 21,333.87  
OVERALL TOTAL 3,081.47

**Rosemary Bennett**  
**Treasurer**

## **Secretary's Report**

There is a need for an Admin section somewhere on the new website - or a link to an external site. This would be to hold Club documents, such as the minutes archive, rules & regulations, etc. I've already set up a makeshift one on the calendar google account, but we would probably soon exceed their limit. We could also use this account to store members' contact details (phone & email). It's just as secure as the old system, so should provide no data protection act problems providing we are careful not to give the password to any non-members.

We also need to discuss the new glasswasher - see my new thread on the forum.

## **Membership Secretary's Report**

Not present at this meeting.

## **Diving Officer's Report (Including Training)**

See minutes

## **Equipment Officer's Report (Including Boat)**

New hoses fitted to the cupboard as per agreement for the last meeting. Some people are still struggling with trying to keep the hoses as straight as possible. One person said the sign on the air panel wasn't that easy to understand. ??????

I've contacted L&W in Germany and the Puracon air monitor is finally on its way back to Blighty J

A reminder to everyone in the club, especially anyone instructing, that the open water club regs have a maximum working depth of 20M. I picked up a club reg and the tell tale on the Depth gauge showed 30m. Before anyone says "something must have pressed on it in my bag" to show that kind of depth you would crush the glass in the front.

### Boat Report

Valkyrie has been used for 12 days of diving.

Our two 20l fuel cans have been thrown away after it was claimed one leaked, I've bought new ones.

The engine ears last seen last August have re-appeared.

The tube repair done by Blue Water Horizon last October started unsticking, they have re-glued it.

I can't find the strap used to tie down the bow when towing. I did find the wheel nut wrench and bottle jack in the bottom of the anchor box marinating in seawater, the jack has seized.

Alan has provided a stainless steel ratchet for securing cylinders in the rack.

Old problems fixed:

New problems:

Trailer board has broken again

Old problems still not fixed:

Transducer bracket broken

Navigation lights don't work

Can't find the second spare trailer wheel

Bottle jack has rusted

<u>Date</u>	<u>Item</u>	<u>Income</u>	<u>Costs</u>
19-Jun	Hire (John Bundy)	200.00	
25-Jun	Petrol Can x 2 + nozzle		39.50
04-Jul	WD40		1.00
17-Jul	Hire (Chris Price)	100.00	
23-Jul	Optimax/DFI oil 4L		41.95
24-Jul	Hire (Reg Ellis)	200.00	
30-Jul	Key Box		0.46
	<b>Total</b>	<b>500.00</b>	<b>82.91</b>

Reg Ellis

### **Premises Officer's Report**

See minutes.

### **Bar Manager's Report**

#### **Beer Supplier**

Flying Firkin is now supplying beer to the club. We are currently finalising the financial arrangements with them but the beer is still flowing. The 2 kegs of larger that we purchased at the end of our last arrangement are still being consumed and we have not finished the first barrel yet. I am considering a 20p increase on the price of beer.

#### **Dishwasher**

I need to produce some instructions on the cleaning of the dish washer as it was in a terrible state last Wednesday. Hazel did a fantastic job and also highlighted means of dismantling the unit which I had not noticed. A simple step in its maintenance will be draining it of water at the end of each session.

#### **Bar Rota**

We still have a number of gaps on the rota to staff the bar. People are mucking in but volunteers would be appreciated before I start having to pressgang people.

### **Social Secretary's Report**

We have received thank you letters (above the bar) for the £200 each sent to the Scuba Trust and DDRC from the Dinner Dance Raffle.

Sunday 12th September - Chris Norris received an email invitation for us to join in the Giant Monopoly Day and host a stand in Verulamium - this would be good PR but I will be away and need volunteers for this - have asked Louise LeFrnaiss if she could assist but haven't heard back as yet.

Chris also received emails about advertising our Try Dive with BSAC - also good PR has this been followed up?

#### **Recent events**

Friday 18th June, 2nd July, 9th July, 16th July - Snorkellers' BBQs. We were able to hold BBQs on some of these Fridays.

Saturday 26th June - Spike booking (as a member no hire fee incurred)

Sunday 4th July - Festival of Life St Albans - Nadine, Stuart Everard, Howard Clowes and Pete Stansfield manned the stall and attracted a number of leads which we have passed to Dave and Jaqui to followinf

Saturday 10th July - It's a Knockout - a very successful day and BBQ with 65 paying attendees. The raffle for the DS6 computer was drawn and won by Rory. The raffle raised £334 in aid of the Scuba Trust, and I will write a publicity piece for Dive magazine.

**Forthcoming events:**

Sunday 5th September - Allotment Soc Produce Show hire - 9-15:00 - openers/closers and bar staff needed

Thursday 7th October - Allotment Soc hire

Saturday 30th October am - CRT Workshop - Thiam

Saturday 30th October pm - Halloween Party

Saturday/Sunday 6/7th November - Eastern Region course

Saturday 21st November - Eastern Region course

Saturday 18th Dec - Christmas Party

**Other events tba**

September - End of dive season social - tba

November - Enquiry about private hire for party

**Webmaster's Report**

See minutes

**PR Officer's Report**

See minutes

**Mutual Fund Report**

See minutes



# ST ALBANS SUB-AQUA CLUB LTD

Cottonmill Swimming Pool  
Cottonmill Lane  
St Albans  
Hertfordshire  
AL1 1HJ

Tel 01727 859829

## MINUTES OF COMMITTEE MEETING

<b>DATE:</b>	<b>Monday 6th September 2010</b>		
<b>REF:</b>	<b>10.4</b>		
<b>No:</b>	<b>62 (Since Sept 03)</b>		
<b>Committee Members Present</b>			
	Chairman - Roy Harrison (RH)		
	Treasurer – Rosemary Bennett (RB)		
	Secretary - Howard Clowes (HC)		
	<del>Membership Secretary – Chris Norris (CN)</del>	Apologies	
	<del>Social Secretary – Nadine Gardner (NG)</del>	Apologies	
	Diving Officer – Garnett Henderson (GH)		
	Premises Officer – Rory McGowan (RM)		
	<del>Bar Manager – Ian Campbell (IC)</del>	Apologies	
	Peter Kilcline (PK)		
	Simon New (SN)		
	<del>Equipment Officer Alan Mawford (AM)</del>	Apologies	
	Sarah Kennedy (SJK)		
	Simon Keane (SAK)		
	<del>Stuart Everard (SE)</del>	Apologies	
	Richard Ellis (RE)		
<b>Ordinary Club Members Present</b>			
	None		
<b>REF</b>	<b>ITEM</b>	<b>ACTION</b>	<b>DUE</b>
10.4.01	<b>APOLOGIES FOR ABSENCE</b>		
	As noted above.		
10.4.01.01	<b>ELECTION OF CHAIRMAN</b>		
	RE was unanimously elected Chair for the first part of the meeting.		
10.4.02	<b>CLUB MEMBERS AOB</b>		
10.4.02.01	None		
10.4.03	<b>MINUTES OF LAST MEETING (and other procedural matters)</b>		
	The minutes of the last meeting were approved, but it was pointed out that the Training Report had been omitted from meeting 18 weeks ago.		

<u>REF</u>	<u>ITEM</u>	<u>ACTION</u>	<u>DUE</u>
<b>10.4.04</b>	<b>MATTERS ARISING</b>		
	<p>SJK - cashflow - could training income be separated out? It would make it clearer how much training makes/loses.</p> <p>Do we still have paintbrushes etc? RM to check.</p>		
<b>10.4.05</b>	<b>CHAIR'S REPORT</b>		
	<p>Snorkelling restarted last week. 2 courses rather than one plus maybe one more. Thanks to Elizabeth and Alex Kerr and Rita for helping.</p> <p>Ali will give a full update at the next meeting providing the date is NOT in half term as she is away.</p> <p>Sarah suggested that introductions are given to trainees after lectures on a Wed which I commended and I (and poss Ali) will do this for snorkelling as soon as is practical.</p> <p>The mandate form for signatures for the Mutual Fund will go to the bank when completed asap</p>		
<b>10.4.06</b>	<b>TREASURER'S REPORT</b>		
	As submitted - see Appendix 1		
<b>10.4.07</b>	<b>SECRETARY'S REPORT</b>		
	<p>As submitted - see Appendix 1.</p> <p>Need to look at DPA but main players not present tonight.</p>		
<b>10.4.08</b>	<b>MEMBERSHIP SECRETARY'S REPORT</b>		
<b>10.4.08.09</b>	CN was not present at the meeting.		
<b>10.4.09</b>	<b>DIVING OFFICERS REPORT (Incorporating Training)</b>		
	<p>As submitted - see Appendix 1.</p> <p>150 dives since last meeting. Good exp to Scillies. Risk Assessment form needs agreeing.</p> <p>Training - as report. RH said they are also looking for instructors for snorkelling.</p> <p>SJK would like to thank Chris &amp; Jim for taking newish divers to the Farnes. Also thanks to John Bundy for opening up the Club Boat to new divers.</p> <p>RM suggested Dive Planning Meeting this autumn.</p> <p>GH would like to thank SJK for her work as TO.</p> <p>RH suggested we review the minimum age at the next meeting. GH to look at CRB checks for diving with under 18s.</p>		



<u>REF</u>	<u>ITEM</u>	<u>ACTION</u>	<u>DUE</u>
<b>10.4.10</b>	<b>EQUIPMENT OFFICER'S REPORT (Including Boat)</b>		
<b>10.4.10.01</b>	AM was not present.		
	Boat As submitted - see Appendix 1.		
<b>10.4.11</b>	<b>PREMISES OFFICER'S REPORT</b>		
<b>10.4.11.01</b>	2 sheets of steel for doors now here.		
<b>10.4.12</b>	<b>BAR MANAGER'S REPORT</b>		
	None		
<b>10.4.13</b>	<b>SOCIAL SECRETARY'S REPORT</b>		
	None		
<b>10.4.13</b>	<b>WEBMASTER</b>		
	Directory for club docs is in hand. Website teach-in will be postponed until the integrated calendar is operational.  0845 number - 11 calls in August, last 3 were about training and all heard about club from website. Thanks to SAK.		
<b>10.4.14</b>	<b>PUBLIC RELATIONS REPORT</b>		
<b>10.4.14.01</b>	As report. Agreed to promote use of clubhouse by external clubs/organisations.		
<b>10.4.17</b>	<b>AOB</b>		
	Mutual Fund - Rebreathers - There are 2 in fund. Decided that rebreathers cannot be covered in future.		
	Canoe Club - SAK met canoe club here but RM had changed the lock. He needs to liase with RM.		
	RM asked who has key for store in old WC's. Maybe Jim Burnley has it. Email him.		
	RH - Dec 1st - presentation of check for mini marathon.		

<u>REF</u>	<u>ITEM</u>	<u>ACTION</u>	<u>DUE</u>
	<b>Meeting Dates:</b>		
	<p>Dates for future Meetings: -</p> <ul style="list-style-type: none"> <li>• 18 October</li> <li>• 29 November</li> <li>• 10 January</li> <li>• 21 February</li> <li>• 4 April</li> </ul> <p>All at 8pm at the Clubhouse.</p> <p>All the above meetings have now been entered on the Cub Calendar  <a href="http://www.google.com/calendar/embed?src=calendar%40sasac.co.uk">http://www.google.com/calendar/embed?src=calendar%40sasac.co.uk</a> </p>		

## **APPENDIX ONE – OFFICERS' REPORTS**

### **Chairman's Report**

Again not much to report from the chair as things do seem to be carrying on as efficiently as ever with all of your efforts. I'm not sure about the condition of the pool water as I've been away for 10 days but I should be getting down to the club early this evening to do so if I don't manage it during the day.

### **Treasurer's Report**

See separate document circulated on 6<sup>th</sup> Sept.

### **Secretary's Report**

See minutes

### **Membership Secretary's Report**

Not present at this meeting.

### **Diving Officer's Report (Including Training)**

See minutes

Training - See separate document circulated on 6<sup>th</sup> Sept.

### **Equipment Officer's Report (Including Boat)**

Not present at this meeting.

### **Premises Officer's Report**

See minutes.

### **Bar Manager's Report**

We are going to try and purchase a 11g keg of larger from Bookers for this weekend and deliver it to the club. Plan is to be at bookers at 7:30 on Saturday morning to get the keg and then into the office for 11am. Joy oh Joy.

Tonight I plan on getting to the dive club early and putting the prices up as worked out with Pete since the last meeting. We also conducted a stock take and full price review a few weeks ago.

We are going through Kegs of beer very slowly at the moment. 1 every 3 weeks for beer an 1 every 2 months for larger.

I have prepared an A4 sheet on the dishwasher and till and need to remember to bring it to the club and stick to the dishwasher door. I'll try and do that tonight.

### **Social Secretary's Report**

Not present at this meeting.

## Webmaster's Report

### Public Web Services

- Sasac.co.uk (Committee.sasac.co.uk; old.sasac.co.uk)
- Sasac.org.uk
- Usage Statistics



awstats\_201008.pdf

### Summary

- 100% availability
- No logged faults

### Members Web Services

- Bulletin Board
- Usage Statistics – Members =109. Accounts activated = 5. Active members 2. Posts = 35.

### Summary

- 100% availability
- No logged faults

### Current Email Services

- 37 email alias/Forwarders sasac.co.uk redirected to real email accounts
- 11 configured email accounts
- SpamAssassin (free)
- SpamKiller (subscription)

### Summary

- 100% availability
- No logged faults

### Recorded Changes

- Email maintenance for Diving officer
- Creation of password protected folders for committee members that is mapped to committee.sasac.co.uk
- Creation of unprotected folders for people to read content of old website.. It is mapped to old.sasac.co.uk

### Request for Change (RFC)

#### This Period

RFC - LIVE

- 1. Privacy policy - SE
- ACTION - WAITING FOR COMMITTEE TO DECIDE IF SHOULD PUT DOWNLOADABLE CONTACTS LIST IN MEMBERS WEB SERVICES PART OF SITE
- 
- 2. M&As, T&Cs and Regulations (regulations change two to three times a year) uploadable by company secretary to members web services part of website. Same facility for minutes of committee meetings and AGMs and accounts and annual report, the later will save on having to post out paper copies - HC
- ACTION - SE SET UP TRIAL FOR NEW DIRECTORY SYSTEM
- 
- 3. Downloadable contacts list to be available on members-only section of the website - HC
- ACTION - WAITING FOR DECISION ON 1
- 
- 4. Add Reg to 'Meet the Instructors' - S(arah)K
- ACTION - SK HAS DONE INTERVIEW AND WILL ADD COPY, ALONG WITH PIERRE'S PROFILE, WHEN UPDATES CONTENT IN SEPT
- 
- 5. Can threads be deleted immediately after the event? (This is so that threads for old trips don't end up being left hanging on the site) - RE
- ACTION - ALL OLD THREADS TO BE ARCHIVED AFTER SIX MONTHS.
- 
- 6. Thread on forums showing RFCs, 'to do' and 'wish list'
- ACTION – SK AND SE WILL SORT ASAP
- 
- 7. Photo gallery - PT
- ACTION – PUT ON 'WISH LIST'
- 
- 8. Link to 'Dive' mag and articles featuring members - PT
- ACTION - ON 'TO DO' LIST
- 
- 9. Incorporate articles from previous CRUD magazines - PT
- ACTION - ON 'TO DO' LIST

- 
- 10. UK image in banner - Peter Tatton
- ACTION - SK EXPLAINED WEBSITE DESIGN WILL BE REVISITED WITH VERSION II. PUT ON 'TO DO' LIST

- 

RFC - ACTIONED

- 

- 1. Missing instructors from 'Meet the Instructors' - Peter Tatton
- ACTION - PROTOCOL SET UP WHEREBY S(AH)K ELECTS WHO SHOULD BE ON 'MEET THE INSTRUCTORS'. S(imon)K ADVISED PT TO APPROACH S(AH)K IF HE THINKS SOMEONE SHOULD GO ON

- 

- 2. Photos for 'Meet the Instructors' could be better - Peter Tatton
- ACTION - SK SPOKE TO PETER WHO SAID HOPES TO SET UP PHOTO SESSIONS

#### Previous Periods

- None recorded

#### **PR Officer's Report**

See minutes

#### **Mutual Fund Report**

See minutes



# ST ALBANS SUB-AQUA CLUB LTD

Cottonmill Swimming Pool  
Cottonmill Lane  
St Albans  
Hertfordshire  
AL1 1HJ

Tel 01727 859829

## MINUTES OF COMMITTEE MEETING

<b>DATE:</b>	<b>Monday 18th October 2010</b>		
<b>REF:</b>	<b>10.5</b>		
<b>No:</b>	<b>63 (Since Sept 03)</b>		
<b>Committee Members Present</b>			
	Chairman - Roy Harrison (RH)		
	Treasurer – Rosemary Bennett (RB)		
	Secretary - Howard Clowes (HC)		
	Membership Secretary – Chris Norris (CN)		
	Social Secretary - Nadine Gardner (NG)		
	Diving Officer – Garnett Henderson (GH)		
	Premises Officer – Rory McGowan (RM)		
	<del>Bar Manager – Ian Campbell (IC)</del>	Apologies	
	Peter Kilcline (PK)		
	Simon New (SN)		
	Equipment Officer Alan Mawford (AM)		
	Sarah Kennedy (SJK)		
	Simon Keane (SAK)		
	Stuart Everard (SE)		
	Richard Ellis (RE)		
<b>Ordinary Club Members Present</b>			
	Steve Kennedy		
<b><u>REF</u></b>	<b><u>ITEM</u></b>	<b><u>ACTION</u></b>	<b><u>DUE</u></b>
<b>10.5.01</b>	<b>APOLOGIES FOR ABSENCE</b>		
	As noted above.		
<b>10.5.02</b>	<b>CLUB MEMBERS AOB</b>		
<b>10.5.02.01</b>	None		
<b>10.5.03</b>	<b>MINUTES OF LAST MEETING (and other procedural matters)</b>		
	The minutes of the last meeting were approved.		
<b>10.5.04</b>	<b>MATTERS ARISING</b>		
	None		

<u>REF</u>	<u>ITEM</u>	<u>ACTION</u>	<u>DUE</u>
<b>10.5.05</b>	<b>CHAIR'S REPORT</b>		
	As report.  Garnett asked RH to write our conditions of membership acceptance regarding 12 year old snorkellers. RH will be seeing Ali next week and will do this and send it to him copying the committee		
<b>10.5.06</b>	<b>TREASURER'S REPORT</b>		
	As submitted - see Appendix 1.		
<b>10.5.07</b>	<b>SECRETARY'S REPORT</b>		
	As submitted - see Appendix 1.  It was agreed that we should circulate members' phone numbers to other members (only). IT dept to enable members only part of website. Name phone no, email, diver grade.		
<b>10.5.08</b>	<b>MEMBERSHIP SECRETARY'S REPORT</b>		
<b>10.5.08.09</b>	CN presented a list of 13 new members. All approved.  BSAC are seeking feedback about how to improve the membership system, so we might see some changes shortly.		
<b>10.5.09</b>	<b>DIVING OFFICERS REPORT (Incorporating Training)</b>		
	As submitted - see Appendix 1.  Try dives for three 12 year olds have now been completed successfully. Question now arises whether or not we should lower our age limit to 12. GH had reservations about taking on 12 year olds, and the committee supported him. The limit therefore remains at 14.  RH asked if we could have 12 year old snorkellers. Carried with one abstention. (Rules now need updating and will be presented at a future meeting)  Training - as report - see Appendix 1.		
<b>10.5.10</b>	<b>EQUIPMENT OFFICER'S REPORT (Including Boat)</b>		
<b>10.5.10.01</b>	As submitted - see Appendix 1.		
	<u>Boat</u>  As submitted - see Appendix 1.		



<u>REF</u>	<u>ITEM</u>	<u>ACTION</u>	<u>DUE</u>
<b>10.5.11</b>	<b>PREMISES OFFICER'S REPORT</b>		
<b>10.5.11.01</b>	<p>2 sheets of steel for doors now here. RH has volunteered.</p> <p>The boiler is currently unserviceable – the thermocouple needs replacing. Has been a leak in the dishwasher - now sorted.</p> <p>Wanda's counter proposal for the lecture room was rejected, but her proposal to hang curtains along the front wall of the lecture room were accepted - depending on cost.</p> <p>Pool needs proper work next year.</p>		
<b>10.5.12</b>	<b>BAR MANAGER'S REPORT</b>		
	None		
<b>10.5.13</b>	<b>SOCIAL SECRETARY'S REPORT</b>		
	<p>Couple of hirings - allotment &amp; a private hire. Finding volunteers for these is proving difficult.</p> <p>Halloween party set for 30 October. NG has booked a band for the xmas party.</p> <p>Sarah &amp; AJ are doing a Turkish night in January. Date for Dinner Dance needs to be set. 5th march was agreed (but subsequently changed – see emails).</p> <p>Submarine club want a weekend hire. Date to be advised</p>		
<b>10.5.13</b>	<b>WEBMASTER</b>		
	<p>As report. Work on calendar has been done, but training is still to be done. Pete Child's work perhaps needs bringing back within the club. Agreed. Thanks to PC for his work over the years.</p> <p>Webcams/CCTV discussed. Need costings at next meeting.</p>		
<b>10.5.14</b>	<b>PUBLIC RELATIONS REPORT</b>		
<b>10.5.14.01</b>	Modified article now in local papers.		
<b>10.5.17</b>	<b>AOB</b>		
	SAK – asked if we can advertise non members' kit on our board? It was agreed that we can.		
	SJK - Ocean divers pay £35 for "training admin". Where does it go? CN said some instructors get some expenses to train. SJK says this should be extended to include Stoney entrance fees, petrol etc. Therefore instructors' expenses can be claimed back from the club. Entry fees only can be claimed back at the moment. To be reviewed after the next course to see how it goes.		

<u>REF</u>	<u>ITEM</u>	<u>ACTION</u>	<u>DUE</u>
	<p>NG - Bowling with mid herts clubs on 27 November.</p> <p>History of club to be scanned. <i>[Post meeting note – RE has now provided the files from which the hard copies were printed. Therefore scanning is unnecessary, but laminating still needs to be done before the docs are returned to the notice board.]</i></p>		
	<p>RH - We must be out of the pool on time - 10pm.</p> <p>RH - We are losing established members. Maybe an "old gits" membership. Problem is that many other people would want same concession.</p> <p>RH - Friday evenings. Need to be encouraged.</p>		
	<b>Meeting Dates:</b>		
	<p>Dates for future Meetings: -</p> <ul style="list-style-type: none"> <li>• 29 November</li> <li>• 10 January</li> <li>• 21 February</li> <li>• 4 April</li> </ul> <p>All at 8pm at the Clubhouse.</p>		

## APPENDIX ONE – OFFICERS' REPORTS

### Chairman's Report

I've not been around much over the past couple of months as I've been busy with the Australian leg of my family over here, so I don't have a lot to report.

For Rory, I will now be able to get down the club to paint the metal sheeting that's in the lecture room so is the stuff there to do it?

Ali and I had our last dive for the year down at Hallsands which was good, though we were blown out on the Sunday with a big lumpy sea stopping us launch the Hornblower. Seems like club diving is still going well so keep that up Garnett and Sarah.

I'm afraid I had to have another word with Paul Compton about his lateness in getting out of the pool on Wednesday, it really is very important that we don't take the mickey on this as the duty manager keeps on commenting to me about it. A couple of minutes is ok but ten past is not on. He spoke to me the week before last about his key fob being disenabled for the kit room but I told him that they are the rules as he is not now a committee member.

Snorkell/hockey on Thursdays is going well and I'll cover this at the meeting with a report from Ali, which will also come under the discussion we have planned about 12 year old membership.

### Treasurer's Report

The balances of the club's accounts as at 23/10/10 are as follows:

Current a/c	£ 3,483.57
Bar a/c	£ 690.13
Reserve a/c	<u>£32,025.54</u>

**Total**                      **£36,199.24**

On the same day in 2009 the total was £43,125.35.

The total amount paid to Veolia Water this year to date is £3,385.70. This is an increase of £742.93 over the £2,642.77 we paid in 2009.

### Secretary's Report

I'd like to raise the issue of publishing phone numbers (internally only) and the Data Protection Act. I think this is a very useful facility for members, and could lead to considerable frustration and bad feeling if we refuse to give out contact details, for example to dive trip organisers. If you look at the attached DPA Compliance document, you will see that, as long as we make it clear what we do with members' data, there should be no problem. Looking at the current application form, there is a contact section which states, "Complete if you don't mind being contacted by these methods." So I think we're covered.

Maybe in the next re-write of this form, we could add something like, " If your membership expires, we will continue to keep your details, and may contact you regarding special parties, functions etc, enabling you to keep in touch with other old members. Please tick this box if you do not want us to do this. [    ]."

### Membership Secretary's Report

All covered in the minutes.

## Diving Officer's Report (Including Training)



Diving Officers



Training Officer's

As submitted by email 18 Oct 2010.

Report 18 October 2010

Report (18 October 2010)

## Equipment Officer's Report (Including Boat)

### Booster pump

This has now been delivered and is up and running. My plan is to get as many people trained up as possible to use this. Paul Compton is organising a Compressor Ops course and basic blending course Date TBA. I will organise with our existing blenders during the winter months to get them up to speed.

It has had two outings so far one week in Scotland and a weekend on a stand at the NEC to help Stanstead Fluids promote their pumps as they had no demonstrators in the country. The pump will be returned to Stanstead for completion of some work that was incorrectly fitted from new. I will arrange this to not be at the same time as the compressor is put of action.

The plan is to be able to offer Nitrox to qualified divers by filling Non-oxygen clean tanks with either pre-mix 32% or blending from a richer pre-mix and adding air on top. The idea is then we will be able to complete the Nitrox training for all the Ocean Divers as we can fill the existing club tanks.

### Puracon system

This has been repaired and re-installed.

### Donated kit

Some more kit has been donated to the club via Pierre Leon. The main bits of kit is a pool reg and a Med Buddy jacket.

I've changed the way the club kit is signed out. Each member will end up with their own account, this should make it easier for me to monitor kit usage and collect hire money.

### Compressor

Both the banks and the filter stacks will need testing this coming Feb ( Feb 2011) this will mean the compressor being out of action approx 1 month whilst this work is under taken. I will need to arrange neared the date 6-8 people who will be able to assist in lifting out the banks. Each bank approx £100 each for testing and I will get a price for the filter stacks.

### Boat Report 18-Oct-2010

Valkyrie has been used for a boat handling course, we have 7 new boat handlers – Rob Latham, Gerard Bencen, Eamonn Murphy, Steve Haynes, Anita Brownless, Chris Baker and Carl Graham.

Thanks to Steve Bolton for repairing the engine ears and Carl Graham for replacing the bearings in our new trailer. Chris Baker says he can get us a new jockey wheel for free and Steve Titley has a spare bottle jack so I have not replaced these.

One of the sockets on the GPS connector has bent but it still works fine.

12 litres of petrol was used out of the reserve petrol tank due to the faulty fuel switch, I topped it up.

Our 14lb shot weight broke and was lost.

WPNSA have introduced a swipe card entry system, I paid a £10 deposit for a card.

I've renewed our insurance for £227.98, this is lower than last years premium (£272.24) because the value insured is lower and we are now required to have a Diver Coxswain onboard at all times. The new values insured are: hull £4,000 (was £8,010), trailer £1,000 (£1,900) and engine £6,000 (£7,000).

I don't know where we can store the boat this winter, we may have to leave it in Portland which would cost £330. It would be very useful to store it locally so it is easier to do work on it.

Old problems fixed:

Split in engine ears repaired

New problems fixed:

Bearings and brake shoes replaced on new trailer

New problems not fixed:

GPS connector has a bent socket

Old problems still not fixed:

Jockey wheel broken

Trailer board broken

Transducer bracket broken

Navigation lights don't work

Can't find the second spare trailer wheel

Bottle jack has rusted

<u>Date</u>	<u>Item</u>	<u>Income</u>	<u>Costs</u>
11-Sep	Reserve petrol top up		13.31
11-Sep	Hire (Reg Ellis)	233.33	
29-Sep	WPNSA swipe card deposit		10.00
08-Oct	Brake shoes/bearings		143.76
08-Oct	Insurance		227.98
	<b>Total</b>	<b>233.33</b>	<b>395.05</b>

Reg Ellis

18-Oct-2010

### **Premises Officer's Report**

See minutes.

### **Bar Manager's Report**

The bar continues to run. I have picked up a second keg of larger by hand from Bookers. Slightly heavy and I probably need to sort out a way of ordering these. We also have a large container of washing up liquid for 2 pounds from bookers and a large plunger.

I need to order some more air, we are on tank 3 as tank 2 emptied itself as the o-ring was not in place.

### **Social Secretary's Report**

See minutes.

### **Webmaster's Report**

Public Web Services

- [Sasac.co.uk](http://Sasac.co.uk) ([Committee.sasac.co.uk](http://Committee.sasac.co.uk); [old.sasac.co.uk](http://old.sasac.co.uk))
- [Sasac.org.uk](http://Sasac.org.uk)



awstats\_201009.pdf

- Usage Statistics

#### Summary

- 100% availability
- No logged faults

#### Members Web Services

- Usage Statistics – Members =109. Accounts activated = 17. Active members 2. Posts = 39.
- Usage statistics – Members

#### Summary

- 100% availability
- No logged faults

#### Current Email Services

- 37 email alias/Forwarders sasac.co.uk redirected to real email accounts
- 11 configured email accounts
- SpamAssassin (free)
- SpamKiller (subscription)

#### Summary

- 100% availability
- No logged faults

#### Recorded Changes

- None recorded

#### Request for Change (RFC)

##### This Period

##### **1. New names to 'Meet the instructors' - Garnett H**

**Request that Chris Norris and Winfred Jones be added to meet the instructors.**

**ACTION - SK WILL DO INTERVIEWS/DO HEADSHOTS AND ADD THEM AT SAME TIME AS REG (See below).**

##### Previous Periods

##### 1. Privacy policy - SE

ACTION - WAITING FOR COMMITTEE TO DECIDE IF SHOULD PUT DOWNLOADABLE CONTACTS LIST IN MEMBERS WEB SERVICES PART OF SITE

2. M&As, T&Cs and Regulations (regulations change two to three times a year) uploadable by company secretary to members web services part of website. Same facility for minutes of committee meetings and AGMs and accounts and annual report, the later will save on having to post out paper copies - HC

ACTION - SE SET UP TRIAL FOR NEW DIRECTORY SYSTEM

3. Downloadable contacts list to be available on members-only section of the website - HC

ACTION - WAITING FOR DECISION ON 1

4. Add Reg to 'Meet the Instructors' - S(arah)K

ACTION - SK HAS DONE INTERVIEW AND WILL ADD COPY, ALONG WITH PIERRE'S PROFILE, WHEN UPDATES CONTENT IN OCT

5. Can threads be deleted immediately after the event? (This is so that threads for old trips don't end up being left hanging on the site) - RE

ACTION - ALL OLD THREADS TO BE ARCHIVED AFTER SIX MONTHS.

6. Thread on forums showing RFCs, 'to do' and 'wish list'  
ACTION – SK AND SE WILL SORT ASAP
7. Photo gallery - PT  
ACTION – PUT ON 'WISH LIST'
8. Link to 'Dive' mag and articles featuring members - PT  
ACTION - ON 'TO DO' LIST
9. Incorporate articles from previous CRUD magazines - PT  
ACTION - ON 'TO DO' LIST
10. UK image in banner - Peter Tatton  
ACTION - SK EXPLAINED WEBSITE DESIGN WILL BE REVISITED WITH VERSION II. PUT ON 'TO DO' LIST
- RFC - ACTIONED
1. Missing instructors from 'Meet the Instructors' - Peter Tatton  
ACTION - PROTOCOL SET UP WHEREBY S(ARAH)K ELECTS WHO SHOULD BE ON 'MEET THE INSTRUCTORS'. S(imon)K ADVISED PT TO APPROACH S(ARAH)K IF HE THINKS SOMEONE SHOULD GO ON
2. Photos for 'Meet the Instructors' could be better - Peter Tatton  
ACTION - SK SPOKE TO PETER WHO SAID HOPES TO SET UP PHOTO SESSIONS

#### Calls to 0845 No

Date	inquiry	How find us?	Forwarded to/action
03-Sep-10	Query about baby and mother swimming club	-	SAK left message pointing to Wstmnster lodge
06-Sep-10	Woman interested in diving for 10-11 year old son	-	SAK left message pointing to A Humphrey email
14-Sep-18-Sep-10	General query regarding the club	-	SAK left message pointing to website
	Man looking to buy air tank	Internet	SAK advised to send thro ad to put on notice board

## PRIVACY POLICY

### 1 How St Albans Sub Aqua Club (SASAC) collects information about you

SASAC operates [www.sasac.co.uk](http://www.sasac.co.uk) and also collects information via its membership application form completed by members at the point of joining the club. This policy sets out how your personal information will be treated. We are committed to safeguarding the privacy of the club's members. If you are unhappy with the website's practices please contact the webmaster, using the contact details below. If you are unhappy with the application form please contact XXX, details also below.

### 2 Information collected by SASAC

The website uses forms to collect personal information about you, your lifestyle and your preferences. All members who complete an application form on joining the club and who supplied an email address at that point will have an account created for them on [www.sasac.co.uk](http://www.sasac.co.uk). This account will include a username, using the format 'firstname.surname', the member's email address and a password. On activating their account members have the option of providing further information about themselves. In addition to the information gathered through forms, the website also records the internet protocol address of members' computers. The application form //INSERT DETAILS HERE OF WHAT INFORMATION COLLECTED VIA APPLICATION FORM//

### 3 Why this information is collected

Your personal information is primarily used to provide you with SASAC's member services, including the use of forums at [www.sasac.co.uk](http://www.sasac.co.uk) and //DETAILS OF OTHER REASONS WHY MEMBERS MAY BE CONTACTED//. However, it may also be used to inform you about other services offered by SASAC or about the administration of [www.sasac.co.uk](http://www.sasac.co.uk). Your personal information will never be shared with third parties outside of the club without your explicit permission. We reserve the right to disclose personal information about you to the extent that we are required to do so by law, and in order to protect the club.

#### 4 Use of 'cookies' by [www.sasac.co.uk](http://www.sasac.co.uk)

This website uses 'cookies', which are files placed on your computer's hard drive. They are placed on your hard drive each time you log in and used to improve the usability of the website. Unless they have been corrupted, all cookies will be deleted when you log out. You can set your computer's browser to automatically block cookies, but this may affect the smooth running of the site.

#### 5 Your rights

You can change your personal information on [www.sasac.co.uk](http://www.sasac.co.uk) by visiting the 'Edit Profile' section in the 'User Control Panel' . If you no longer wish to be contacted in relation [www.sasac.co.uk](http://www.sasac.co.uk), visit 'Edit Options' in the 'User Control Panel' and uncheck the box asking if you'd like to receive emails from administrators. If you wish to cease using the service altogether, please contact the webmaster using the contact details below. //INSERT DETAILS HERE ABOUT HOW CAN CHANGE INFORMATION RELATING TO APPLICATION FORM AND/OR UNSUBSCRIBE TO SERVICES MEMBER SERVICES CONNECTED TO INFORMATION PROVIDED IN THIS FORM//

#### 6 Security

Reasonable steps have been taken to prevent the loss, misuse or alteration of your personal information. However, data transmission over the internet is never 100 per cent secure, so we can't guarantee the security of your information held on [www.sasac.co.uk](http://www.sasac.co.uk). //INSERT DETAILS HERE ABOUT SECURITY OF APPLICATION FORM//

#### 7 Links to other websites from [www.sasac.co.uk](http://www.sasac.co.uk)

Where [sasac.co.uk](http://sasac.co.uk) contains links to other websites, we are not responsible for the privacy policies of these sites.

#### 8 Policy changes

This privacy policy may be changed from time to time, so please monitor it to make sure you are happy with any alterations.

#### 9 Contact details

Any questions regarding [www.sasac.co.uk](http://www.sasac.co.uk) should be emailed to the webmaster at [webmaster@sasac.co.uk](mailto:webmaster@sasac.co.uk) Any questions about application form should be sent to XXX

#### **PR Officer's Report**

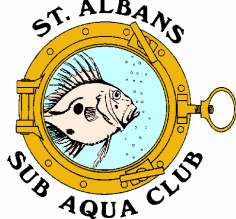
See minutes

#### **Mutual Fund Report**

See minutes



KX:



# ST ALBANS SUB-AQUA CLUB LTD

Cottonmill Swimming Pool  
Cottonmill Lane  
St Albans  
Hertfordshire  
AL1 1HJ

Tel 01727 859829

## MINUTES OF COMMITTEE MEETING

<b>DATE:</b>	Monday 29th November 2010		
<b>REF:</b>	???		
<b>No:</b>	??? (Since Sept 03)		
<b>Committee Members Present</b>			
	Chairman – Roy Harrison (RH)	Apologies	
	Treasurer – Rosemary Bennett (RB)		
	Secretary – Howard Clowes (HC)	Apologies	
	Membership Secretary – Chris Norris (CN)		
	Social Secretary - Nadine Gardner (NG)		
	Diving Officer – Garnett Henderson (GH)	Apologies	
	Premises Officer – Rory McGowan (RM)		
	Bar Manager – Ian Campbell		
	Peter Killeline (PK)	Apologies	
	Simon New (SN)		
	Equipment Officer Alan Mawford (AM)		
	Sarah Kennedy (SJK)	Apologies	
	Simon Keane (SAK)		
	Stuart Everard (SE)		
	Richard Ellis (RE)		
<b>Ordinary Club Members Present</b>			
	NONE		
<b>REF</b>	<b>ITEM</b>	<b>ACTION</b>	<b>DUE</b>
10.5.01	<b>APOLOGIES FOR ABSENCE</b>		
	As noted above.		
10.5.02	<b>CLUB MEMBERS AOB</b>		
10.5.02.01	None		
10.5.03	<b>MINUTES OF LAST MEETING (and other procedural matters)</b>		
	The minutes of the last meeting were approved.		
10.5.04	<b>MATTERS ARISING</b>		
	None		

<u>REF</u>	<u>ITEM</u>	<u>ACTION</u>	<u>DUE</u>
10.5.05	<b>CHAIR'S REPORT</b>		
10.5.06	<b>TREASURER'S REPORT</b>		
10.5.07	RB reports £35,903.66 account balance Reminder ahead of year end for members to get any outstanding receipts into folder behind the bar <b>SECRETARY'S REPORT</b>		
10.5.08	<b>MEMBERSHIP SECRETARY'S REPORT</b>		
10.5.08.09	As submitted - see Appendix 1.  CN reports that Paul Compton spotted a non-diving member going into Westminster Lodge pool during Wednesday night training with full kit on. The person in question signed up for 'non-diving membership'. Vote proposed by AM (acting as chair) that club to write to member in question and explain that they can join as a full member or their membership for the remainder of the year will be cancelled, letter to add that if they were to choose later option they would of course be able to reapply to join the club in April. All in agreement with AM proposal by show of hands. CN will draft letter to circulate to club members ahead of sending out. BSAC membership going up from £50 to £52 and £40 to £42		
10.5.09	<b>DIVING OFFICERS REPORT (Incorporating Training)</b>		
10.5.10	<b>EQUIPMENT OFFICER'S REPORT (Including Boat)</b>		
10.5.10.01	AM reports that all novices have now done an open-water dive on nitrox Plan to run training weekend for nitrox blenders.		
	<u>Boat</u> As submitted - see Appendix 1.		
<u>REF</u>	<u>ITEM</u>	<u>ACTION</u>	<u>DUE</u>
10.5.11	<b>PREMISES OFFICER'S REPORT</b>		
10.5.11.01	RM reports that if members want heating in club to be effective need to put on for two to three hours before arrival. SN asked when pool will be filled next year and NG said that the submarine club is looking to book the pool for 11/12 June.		
10.5.12	<b>BAR MANAGER'S REPORT</b>		
10.5.13	<b>SOCIAL SECRETARY'S REPORT</b>		
	As submitted - see Appendix 1.		

	Selling tickets for Christmas party for £10 per head.		
<b>10.5.13</b>	<b>WEBMASTER</b>		
	As submitted - see Appendix 1.  Discussion about moving to residential BT broadband service. CN suggested membership form to point to new privacy policy on website. No objections to new privacy policy as circulated by SK prior to the meeting, SK to add privacy policy to website as linked page. CN to destroy old paper membership records.		
<b>10.5.14</b>	<b>PUBLIC RELATIONS REPORT</b>		
<b>10.5.14.01</b>			
<b>10.5.17</b>	<b>AOB</b>		
<b><u>REF</u></b>	<b><u>ITEM</u></b>	<b><u>ACTION</u></b>	<b><u>DUE</u></b>
	<b>Meeting Dates:</b>		
	Dates for future Meetings: -  <ul style="list-style-type: none"> <li>• 10 January</li> <li>• 21 February</li> <li>• 4 April</li> </ul> All at 8pm at the Clubhouse.		

#### **APPENDIX ONE – OFFICERS' REPORTS**

##### **Chairman's Report**

##### **Treasurer's Report**

##### **Secretary's Report**

##### **Membership Secretary's Report**

BSAC are increasing their membership charges from 1st March 2011. They haven't increased their charges for a number of years, so these increases are in line with inflation on that basis. The actual increase is £2 for all Diver grades, and £1 extra for junior divers

and snorkellers. I didn't mention, but there is an option for a Life Membership, which I need to tell the members. You would need to be a member for another 28 years for it to pay for it's self, so not sure there would be much interest !.

## **Equipment Officer's Report (Including Boat)**

### **Boat Report**

Thanks to Rick Turner for towing Valkyrie up to Watford and storing her on his driveway and to Rory for moving our old trailer to the back of his garden in Portland. Also to John Bundy for replacing the trailer hitch lock key which was broken.

I have winterised the engine, an engine service is due.

The switches on the console are corroded, they need replacing and rewiring, otherwise only minor work is required this winter.

Old problems fixed:  
None

New problems fixed:  
Broken trailer hitch key

New problems not fixed:  
None

Old problems still not fixed:  
GPS connector has a bent socket  
Jockey wheel broken  
Trailer board broken  
Transducer bracket broken  
Navigation lights don't work  
Can't find the second spare trailer wheel  
Bottle jack has rusted

Reg Ellis  
29-Nov-2010

## **Premises Officer's Report**

## **Bar Manager's Report**

## **Social Secretary's Report**

Christmas Party 18/12/10 - tickets £10 music by "Tired & Emotional" - do hope members of the committee will attend and encourage new members to come along

Meze night 15/01/11 - organised by Sarah C and Ajay - do hope members of the committee will attend and encourage new members to come along

Dinner Dance 12/02/11 - Quality Hotel booked tickets £35 music by "Blue Amba" - do hope members of the committee will attend and encourage new members to come along

Submariners 11-12/06/11 - we need to confirm that we will be filling the pool so that they can promote this early in new year.

Heating - for two recent club hires the heating was inadequate - please can we look at this urgently. I prepose refund (£25) as requested for recent Baby Shower hire.

Nadine

## **Webmaster's Report**

### **Public Web Services**

- Sasac.co.uk (Committee.sasac.co.uk; old.sasac.co.uk)
- Sasac.org.uk
- Usage Statistics



awstats\_201011.pdf

- **Summary**

- 100% availability
- No logged faults

### **Members Web Services**

- Bulletin Board
- 107 members, 24 activated accounts, 37 posts, 7 active members

#### **Summary**

- 100% availability
- No logged faults

### **Current Email Services**

- 37 email alias/Forwarders sasac.co.uk redirected to real email accounts
- 11 configured email accounts
- SpamAssassin (free)
- SpamKiller (subscription)

#### **Summary**

- 100% availability

- No logged faults but assistance given to three smart phone users to sync calendar with website

#### Recorded Changes

- None recorded

#### Clubhouse ICT Services

- Broadband

#### Summary

- 75% availability (estimated)
- Unable to connect to internet. Issue with broadband modem resolved by powering off/on
- No other logged faults

#### Recorded Changes

- None recorded

#### Telephone Report

Date	inquiry	How find us?	Forwarded to/action
17-Oct-10	Man + son did try dive 3 months ago wants to start OD course	word of mouth	SAK forwarded details to Sarah K
30-Oct-10	Man wanting to sell BCD, fins and mask	-	SAK put on notice board + kit for sale section of web
02-Nov-10	Woman interested in snorkelling lessons	-	SAK forwarded details to Ali Humphrey
22-Nov-10	Woman intested in try dive for 16-y-o	-	SAK forwarded details to Jacqui + Dave
22-Nov-10	Woman and friend want to do try dive	word of mouth	SAK forwarded details to Jacqui + Dave
23-Nov-10	Salesman selling storage containers	-	-
24-Nov-10	Herts Advertiser reporter wanting to track down diving couple	-	SAK forwarded to Simon New

#### Request for Change (RFC)

##### This Period

OCTOBER

Google calendar not syncing with smart phone – Howard Clowes

ACTION: SK AND SE TO INCLUDE INSTRUCTION ON HOW TO SYNC NEW CALENDAR SYSTEM WITH SMARTPHONES IN EDUCATIONAL PROGRAM (SEE BELOW) .

Educational program to teach members how to use website – Roy Harrison

ACTION: SK AND SE TO DESIGN PROGRAM TAKING IN HOW TO

1. ACTIVATE ACCOUNT
2. UPDATE PROFILE
3. VIEW CALENDAR AND PRINT PDF TEARSHEET OF FORTHCOMING MONTHS TO TAKEAWAY
4. ADD EVENT TO CALENDAR
- 5 . ADD THREAD TO FORUM

6. ADD COMMENT TO EXISTING THREAD

7. SYNC CALENDAR WITH SMARTPHONE

### Previous Periods

PRE-OCTOBER

Privacy policy - SE

ACTION - SK WRITTEN WITH INPUT FROM MEMBERSHIP SECRETARY AND COMPANY SECRETARY TO BE APPROVED AT 22/9 COMMITTEE MEETING .

New names to 'Meet the instructors' Request that Chris Norris and Winfred Jones be added to meet the instructors - Garnett Henderson

ACTION - SK WILL DO INTERVIEWS/DO HEADSHOTS AND ADD TO SITE ASAP .

Thread on forums showing RFCs, 'to do' and 'wish list'

ACTION - SK AND SE WILL SORT ASAP

Incorporate articles from previous CRUD magazines - Peter Tatton ACTION - CURRENT ISSUES NOW BEING UPLOADED TO FORUMS, SK TO DISCUSS WITH LISA RE GETTING OLD COPIES UP

RFC - ACTIONED

OCTOBER

Link to club video - Howard Clowes

ACTION - SK INCLUDED LINK IN 'LEARN TO DIVE' LANDING PAGE WITH OCTOBER SITE UPDATE .

Change one event in a recurring series in the vBulletin calendar system - Howard Clowes ACTION - SK HAD CONFIRMED FROM VBULLETIN THIS CAN'T BE DONE AND THERE ARE NO HACKS FOR VBULLETIN THAT HE CAN FIND TO DO IT EITHER .

M&As, T&Cs and Regulations (regulations change two to three times a Year) up loadable by company secretary to members web services part of website. Same facility for minutes of committee meetings and AGMs and accounts and annual report, the later will save on having to post out paper copies - Howard Clowes

ACTION - CLUB ADMIN FORUM SET UP IN CO-OPERATION WITH COMPANY SECRETARY INCLUDING RULES & REGS, MINUTES, REPORTS & ACCOUNTS, COMPANY SECRETARY BRIEFED HOW TO USE

Downloadable contacts list to be available on members-only section of the website - Howard Clowes

ACTION - CONTACTS FORUM INCLUDED IN CLUB ADMIN FORUM SET UP, MEMBERSHIP SECRETARY BRIEFED ON HOW TO USE .

Add Reg to 'Meet the Instructors' - Sarah Kennedy

ACTION - SK UPLOADED TO SITE WITH OCTOBER SITE UPDATE PRE-OCTOBER .

Missing instructors from 'Meet the Instructors' - Peter Tatton

ACTION - PROTOCOL SET UP WHEREBY TRAINING OFFICER ELECTS WHO SHOULD BE ON 'MEET THE INSTRUCTORS'.

Higher-quality photos for 'Meet the Instructors' - Peter Tatton

ACTION - SK SPOKE TO PETER WHO SAID HOPES TO SET UP PHOTO SESSIONS

RFC - ONGOING

Can threads be deleted immediately after the event? (This is so that threads for old trips don't end up being left hanging on the site) - Reg Ellis ACTION - ALL OLD THREADS TO BE ARCHIVED AFTER SIX MONTHS TO DO .

New 'UK image' in banner - Peter Tatton . Link to 'Dive' mag and articles featuring members - Peter Tatton WISH LIST Photo gallery - Peter Tatton

**PR Officer's Report**

**Mutual Fund Report**