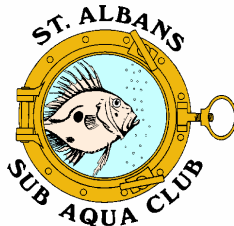


xx



# 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 10<sup>th</sup> Jan 2011</b>                        |                      |                   |
| <b>REF:</b>                          | <b>???</b>  |                      |                   |
| <b>No:</b>                           | <b>??? (Since Sept 03)</b>                                    |                      |                   |
| <b>Committee Members Present</b>     |   |                      |                   |
|                                      | Chairman - Roy Harrison (RH)                                  |                      |                   |
|                                      | Treasurer – Rosemary Bennett (RB)                             |                      |                   |
|                                      | <del>Secretary – Howard Clowes (HC)</del>                     | Apologies            |                   |
|                                      | Membership Secretary – Chris Norris (CN)                      |                      |                   |
|                                      | <del>Social Secretary – Nadine Gardner (NG)</del>             | Apologies            |                   |
|                                      | Diving Officer – Garnett Henderson (GH)                       |                      |                   |
|                                      | Premises Officer – Rory McGowan (RM)                          |                      |                   |
|                                      | Bar Manager – Ian Campbell                                    |                      |                   |
|                                      | <del>Peter Kilcline (PK)</del>                                | Apologies            |                   |
|                                      | Simon New (SN)  |                      |                   |
|                                      | Equipment Officer Alan Mawford (AM)                           |                      |                   |
|                                      | Sarah Kennedy (SJK)   |                      |                   |
|                                      | <del>Simon Keane (SAK)</del>                                  | Apologies            |                   |
|                                      | Stuart Everard (SE)   |                      |                   |
|                                      | <del>Richard Ellis (RE)</del>                                 | Apologies            |                   |
| <b>Ordinary Club Members Present</b> |   |                      |                   |
|                                      | NONE  |                      |                   |
| <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> |
|------------|--|---------------|------------|
| 10.5.05    | <b>CHAIR'S REPORT</b>  |               |            |
|            | Roy raised concerns on the number of people attending on a Wednesday eve, we will have to keep an eye on the numbers   |               |            |
| 10.5.06    | <b>TREASURER'S REPORT</b>  |               |            |
|            | RB reports £34,253.24 account balance. This is down by approx £100 on this time last year<br>Reminder ahead of year end for members to get any outstanding receipts into folder behind the bar   |               |            |
| 10.5.07    | <b>SECRETARY'S REPORT</b>  |               |            |
|            |  |               |            |
| 10.5.08    | <b>MEMBERSHIP SECRETARY'S REPORT</b>   |               |            |
| 10.5.08.10 | BSAC up to £52.<br>Adhoc Snorkellers will be charged £4 per person per night. We will ask for an upfront list in advance so the payment can be collected   |               |            |
| 10.5.09    | <b>DIVING OFFICERS REPORT (Incorporating Training)</b>   |               |            |
|            | Dives are few and far between at the moment. Stoney Christmas dive cancelled due to snow/ice. PC thanked for his work for open water training.<br>GH to meet with the Health and Safety guy at the swimming pool due to the need for life guard cover<br>SK and GH looking into the awards for the dinner dance. The photo comp is now up and running<br>Big scuba show 19 <sup>th</sup> and 20 <sup>th</sup> Feb 2011 club needs to discuss a theme for our "pod"<br>Planning meeting, aims objectives ask Pete Tatton / Pete Ladell for some pictures<br>Planning meet for wed 12 <sup>th</sup> S011 starting at 20:00 |               |            |
| 10.5.10    | <b>EQUIPMENT OFFICER'S REPORT (Including Boat)</b>   |               |            |
|            | All the open water regs have been serviced and parts only costs a saving of £50 per reg (£300) for 6 regs<br><br>Filter stack and storage banks are ready for testing so club compressor will be offline for most of Feb 2011  |               |            |
|            |  |               |            |
| <u>REF</u> | <u>ITEM</u>  | <u>ACTION</u> | <u>DUE</u> |
| 10.5.11    | <b>PREMISES OFFICER'S REPORT</b>   |               |            |

|            |   |               |            |
|------------|---|---------------|------------|
|            | No report   |               |            |
|            | .   |               |            |
| 10.5.12    | BAR MANAGER'S REPORT  |               |            |
|            | As report   |               |            |
| 10.5.13    | SOCIAL SECRETARY'S REPORT   |               |            |
|            | As report   |               |            |
| 10.5.13    | WEBMASTER   |               |            |
|            | To plan education prog / workshop to show us how to use club website  |               |            |
| 10.5.14    | PUBLIC RELATIONS REPORT   |               |            |
| 10.5.14.01 |   |               |            |
| 10.5.17    | AOB   |               |            |
|            | Date for AGM set for 4 <sup>th</sup> May 2011   |               |            |
|            |   |               |            |
| <b>REF</b> | <b>ITEM</b>   | <b>ACTION</b> | <b>DUE</b> |
|            |   |               |            |
|            |   |               |            |
|            |   |               |            |
|            | <b>Meeting Dates:</b><br><br><b>It was agreed that we would rotate the comm. Meeting for Mon /Tue / Thurs. As not all of committee can make just one night of the week. This way we have a better attendance. Passed by all present</b><br><br><b>Car park. AM to Talk to Chris Baxter about the club car park. This was to look into the viability of turning it into a pay and display car park. We have now got and agreement for the removal of any abandoned cars.</b> |               |            |
|            | Dates for future Meetings: - <ul style="list-style-type: none"> <li>• 10 January</li> <li>• 22 Feb</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**

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

### **Boat Report**

## **Premises Officer's Report**

## **Bar Manager's Report**

## **Social Secretary's Report**

## **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                |

|           |   |               |  |
|-----------|---|---------------|--|
| 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             |

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## 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**



# 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 21st February 2011</b>                              |               |            |
| <b>REF:</b>                          | <b>10.8</b>   |               |            |
| <b>No:</b>                           | <b>66 (Since Sept 03)</b>                                     |               |            |
| <b>Committee Members Present</b>     |   |               |            |
|                                      | Chairman – Roy Harrison (RH)                                  | Apologies     |            |
|                                      | Treasurer – Rosemary Bennett (RB)                             | Apologies     |            |
|                                      | Secretary – Howard Clowes (HC)                                | Apologies     |            |
|                                      | 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)                               | Apologies     |            |
|                                      | Peter Kilcline (PK)   | Apologies     |            |
|                                      | Simon New (SN)  | Apologies     |            |
|                                      | Equipment Officer Alan Mawford (AM)                           |               |            |
|                                      | Sarah Kennedy (SJK)   |               |            |
|                                      | Simon Keane (SAK)   | Apologies     |            |
|                                      | Stuart Everard (SE)   |               |            |
|                                      | Richard Ellis (RE)  |               |            |
| <b>Ordinary Club Members Present</b> |   |               |            |
|                                      | Steve Kennedy   |               |            |
| <b>REF</b>                           | <b>ITEM</b>   | <b>ACTION</b> | <b>DUE</b> |
| <b>10.8.01</b>                       | <b>APOLOGIES FOR ABSENCE</b>                                  |               |            |
|                                      | As noted above.   |               |            |
| <b>10.8.02</b>                       | <b>CLUB MEMBERS AOB</b>                                       |               |            |
| <b>10.8.02.01</b>                    | None  |               |            |
| <b>10.8.03</b>                       | <b>MINUTES OF LAST MEETING (and other procedural matters)</b> |               |            |
|                                      | The minutes of the last meeting were approved.                |               |            |
| <b>10.8.04</b>                       | <b>MATTERS ARISING</b>  |               |            |
|                                      | None  |               |            |



| <u>REF</u>        | <u>ITEM</u>   | <u>ACTION</u> | <u>DUE</u> |
|-------------------|---|---------------|------------|
| <b>10.8.05</b>    | <b>CHAIR'S REPORT</b>   |               |            |
|                   | As report.<br><br>Snorkellers - We agreed that we are not a school to teach adult snorkellers prior to going on holidays, so we would charge the Club annual membership and BSAC membership as per the time of year.  |               |            |
| <b>10.8.06</b>    | <b>TREASURER'S REPORT</b>   |               |            |
|                   | As submitted - see Appendix 1.  |               |            |
| <b>10.8.07</b>    | <b>SECRETARY'S REPORT</b>   |               |            |
|                   | Secretary not present.  |               |            |
| <b>10.8.08</b>    | <b>MEMBERSHIP SECRETARY'S REPORT</b>  |               |            |
| <b>10.8.08.09</b> | CN is planning to have renewals ready next week. We agreed to keep SASAC membership at £120. Just a heads up that Brian Jobson has informed another member that we kicked him out the club , when in fact he was given the opportunity to change his membership both verbally by the DO and in writing to a diving member after he was seen in Westminster Lodge trying out his dive gear.  |               |            |
| <b>10.8.09</b>    | <b>DIVING OFFICERS REPORT (Incorporating Training)</b>  |               |            |
|                   | As submitted - see Appendix 1.<br><br>Pool Cover in Westminster Lodge - GH will meet with new manager to clarify their needs. We discussed that we only do buddy diving , so all trainees and divers are accompanied in the pool, so top side cover should not be necessary.<br>Big Scuba Show - well attended, and we got 15 enquires. Cost expected to be about £200-300.<br>GH not impressed with DO conference.<br>Training - Big discussion to get more diving available to new divers. GH and SK will be doing the monthly trips to Swanage. RMcG has spaces on Bouncer and Spindrift. AM plans to cox Valkyrie. GH to contact Bovisand regarding potential for 1st May weekend. A Dive planning meeting was suggested but no date was fixed.<br><br>* noted that not only do diving opportunities need to be available, but also that people (particularly newer members) need to know they are available, what they involve, and how to sign up for them;<br>* issue of trip organisers losing money on trips raised; noted that club will pay deposits for trips upfront but does not underwrite trips and that organiser is ultimately liable; noted that this is not a problem on all trips (Sarah's training and Swanage Saturdays and Illes Medas trips all self-financing), but has been problematic for others, with one organiser 1500 out of pocket. |               |            |

| <u>REF</u>        | <u>ITEM</u>  | <u>ACTION</u> | <u>DUE</u> |
|-------------------|--|---------------|------------|
| <b>10.8.10</b>    | <b>EQUIPMENT OFFICER'S REPORT (Including Boat)</b>   |               |            |
| <b>10.8.10.01</b> | As submitted - see Appendix 1.<br><br>Booster pump now operational ready for 2011 season.<br>Boat will be £880 for 6 months at Portland Sailing Academy. Still some work to do, but will be ready for the season.  |               |            |
|                   | <u>Boat</u><br><br>As submitted - see Appendix 1.  |               |            |
| <b>10.8.11</b>    | <b>PREMISES OFFICER'S REPORT</b>   |               |            |
| <b>10.8.11.01</b> | None   |               |            |
| <b>10.8.12</b>    | <b>BAR MANAGER'S REPORT</b>  |               |            |
|                   | None   |               |            |
| <b>10.8.13</b>    | <b>SOCIAL SECRETARY'S REPORT</b>   |               |            |
|                   | 69 guests at dinner dance, just broken even. Raffle made £400. Date 25th Feb proposed for 2012. CN to check about half term dates before finalising date.<br>Marine Biology this Friday. We should have a summer party if not IAKO!<br>Pool Cleaning - AM to organise dates, so we can start to fill in April.<br>Canoe club have been in touch re equipment and resuming pool usage.<br>SE to follow up. Risk Assessment will need to be done.<br>NAS 3rd March - Not sure who took the booking and under what conditions. AM to contact Clive Murphy.<br>All club booking should be via the Committee. |               |            |
| <b>10.8.13</b>    | <b>WEBMASTER</b>   |               |            |
|                   | None   |               |            |
| <b>10.8.14</b>    | <b>PUBLIC RELATIONS REPORT</b>   |               |            |
| <b>10.8.14.01</b> | CN has got A5 posters from BSAC. CN to agree with SKe what details need to added to the poster. SN offered to print via his report.  |               |            |
| <b>10.8.17</b>    | <b>AOB</b>   |               |            |
|                   | AGM 4th May. AM to make posters  |               |            |
|                   | Parking - Discussed feasibility of Pay and Display. Some of committee are not keen to upset the local community. So far abandon vehicles can be towed away.  |               |            |

| <u>REF</u> | <u>ITEM</u>  | <u>ACTION</u> | <u>DUE</u> |
|------------|--|---------------|------------|
|            |  |               |            |
|            | The proposed Camera would be good to see who is vandalising the padlock.   |               |            |
|            | <b>Meeting Dates:</b>  |               |            |
|            | <p>Dates for future Meetings: -</p> <ul style="list-style-type: none"> <li>• 4 April</li> <li>• 4 May (AGM)</li> </ul> <p>All at 8pm at the Clubhouse.</p> |               |            |

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

### **Chairman's Report**

Not much to report other than that it appears all training etc is going well, thanks to Garnet and Sarah and we are getting the odd new member and most recently 3 snorkell members last week.

This brings me to the email that Peter sent regarding fees/charges etc for the session that he and Felicity are running. Peter has asked for a decision and guidance from the committee on how these are to be implemented. Namely do we insist that all those on the course become members or do we make a reasonable charge and then encourage them to join as members if they decide that they want to continue.

Regretably I won't be able to be at the meeting next week, but have asked Garnet to ensure the discussion takes place, a decision agreed upon and then Peter informed of the outcome.

### **Treasurer's Report**

The Treasurer was not present at the meeting.

### **Secretary's Report**

The Secretary was not present at the meeting.

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

All covered in the minutes.

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

#### **1. DIVER TRAINING PROGRAMME SUMMARY:**

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

Congratulations to Maria Tate and Andrew Porter, who both completed their Ocean Diver training in autumn 2010, and to Katie MacGoohan, who completed her Ocean Diver training in January 2011.

We started a new Ocean Diver course in September 2010, with six trainees (Drew Haselton, Robert Shillinglaw, Sophie Shillinglaw, Katie MacGoohan, Abigail Smith, Luke Stephens). One (Katie MacGoohan) has completed Ocean Diver training, and the remaining five (Drew Haselton, Robert Shillinglaw, Sophie Shillinglaw, Abigail Smith, Luke Stephens) have completed pool and theory training, and passed the theory exam. Open water training for the Ocean Diver trainees took place started in early November 2010, and was planned for late November and December 2010, but the very cold snap with snow and ice has meant that open water training has been put on hold until the water warms up. We have open water training planned for 19 or 20 March and 2 or 3 April 2011.

We haven't started a new Ocean Diver course in January/February 2011, but hope to run the next Ocean Diver course starting in April 2011.

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

Congratulations to Louise Lafrenais, who completed her Sports Diver training in autumn 2010.

Five people (Sandra Bolton, Steve Haynes, Taylor Haynes, Simon Wickham, Yvonne Roberts) are part-way through Sports Diver training started in 2010.

We have started the Sports Diver lectures for our three newly-qualified Ocean Divers (Maria Tate, Andrew

Porter and Katie MacGoohan), and the four of the Ocean Diver trainees (Drew Haselton, Robert Shillinglaw, Sophie Shillinglaw, Abigail Smith) are also attending these.

We will wait until slightly warmer weather - late March or early April - to continue with Sports Diver open water training. In the meantime, the Sports Diver trainees and Ocean Diver trainees are all also using the pool to keep their skills fresh, so that they'll be ready to resume open water training when it gets warmer.

### **1.3 Dive Leader training:**

Four Dive Leader trainees (Dave Willis, Robert Latham, Simon Keane, Stuart Everard) had started the Dive Leader course in 2009 or 2010. All have completed or almost completed the theory lectures, but have yet to do the theory exam or to complete the open water training. Two more divers (Carl Graham, Stephen Bolton) have just started the Dive Leader course, and attended lectures at the Big Scuba Show on 19 February, which is part of BSAC's drive to encourage more divers to progress to Dive Leader.

As I have said before, active Dive Leaders are essential for the future of diving within the club, and I believe it's important for the club that we have divers 'coming up through the ranks'. I'm very pleased that we have club members going on to do Dive Leader, and I hope that the Club and the Committee will support these people.

### **1.4 Advanced Diver training:**

Five divers (John Bundy, Sarah Kennedy, Steve Kennedy, Chris Price, Steve Titley) are part-way through their Advanced Diver training.

## **2. SKILLS DEVELOPMENT COURSES AND OTHER TRAINING:**

### **2.1 Chartwork and Positioning Course:**

Many thanks to Pierre Leon, who is running a Chartwork and Positioning Course, and ten divers (Chris Baker, Steve Bolton, John Bundy, Jerry Canny, Carl Graham, Steve Haynes, Garnett Henderson, Sarah Kennedy, Steve Kennedy, Alan Mawford) are taking part in this. The first theory session took place on Wednesday 16 February 2011, and the remaining theory sessions are scheduled for Wednesdays 2, 16 and 30 March. The practical side, to be undertaken on the club boat, will be scheduled for later in the year. It's very nice to see that there has been such a good uptake for this course, particularly from among the more experienced divers in the club, and it is perhaps an indication that we should try to offer more training for the more experienced divers - we are in the fortunate position as a club of having a number of advanced instructors, and it would be very positive if we could offer a greater range of Skills Development Courses in-house.

### **2.2 Kit Care Workshop and Kit Selection Workshop:**

Many thanks to Alan Mawford, who is running a Kit Care Workshop on Sunday 13 March, and a Kit Selection Workshop on Saturday 19 March. The Kit Care Workshop is aimed at both divers with their own kit, and divers using club kit. The Kit Selection Workshop is aimed primarily at newer divers, and has been timetabled to take place the weekend before the London Dive Show, to help those attending the show and thinking of buying kit to make the right choices. The trainees find Alan's help and advice invaluable, and we are very lucky to have him as our Equipment Officer.

### **2.3 AED Course:**

Many thanks to Lisa Shafe, who is planning to run, subject to demand, an AED (Automated external defibrillator) course at the club on Wednesday 6 April. This will form a very logical follow-up to the O2 admin course run by Peter Stansfield and Garnett Henderson over a period of eight Wednesday evenings in June, July and August 2010, in which the Dive Leader trainees and quite a number of the qualified Ocean and Sports Divers also participated. So far six people have expressed an interest in the AED course.

### **2.4 Wednesday Night Snorkelling Course:**

This is not strictly dive training, but I would like to thank Peter and Felicity Stansfield, who are running a Snorkel training course on Wednesday evenings. We have three young members of the Club (Cloie, Lily and Masie), all

aged 12, who have joined us to learn to snorkel. Two of these are daughters of club members, and it is great that Peter and Felicity have made it possible that the club can be opened up in this way. Thanks too to Ali Humphries, who has given her support and knowledge on snorkelling and snorkel training generously, and has helped make this possible.

## **2.5 Twinset course:**

Jason Greenstein had offered to run a twinset course in 2010, as we have several divers who have recently moved or are thinking of moving to twinsets, but we didn't get round to taking him up on this. We hope that he'll be able to offer this in 2011!

## **3. OTHER TRAINING NEWS:**

### **3.1 Instructor of the Year:**

Congratulations to Eamonn Murphy, who is our Instructor of the Year 2010. Eamonn only joined the club in early 2010, as a qualified Open Water Instructor (and Dive Leader). He joined us at Stoney Cove in April for our first main open water training event of the year, and since then has participated fully in the theory training, pool training and open water training throughout 2010 and into 2011. Eamonn has also organised a day's diving at Swanage. We are particularly grateful to Eamonn not just for getting involved with the club's organised training programme, but also for the effort he has made, under his own initiative, to take several of our new divers diving, both inland and in the sea, on a one-to-one basis, and to act as a "mentor" to these people.

### **3.2 Trainee of the Year:**

Congratulations to Carl Graham, who is our Trainee of the Year 2010. Carl only went in the sea for the first time at Bovisand in May 2010, but has dived enthusiastically throughout the year, and taken every opportunity to progress. Since then, he has logged over seventy dives, and participated in Chris Norris' and Jim McCormacks' Farnes Trip and in Jason Greenstein's trip to Scotland. However, the reason that we chose Carl as trainee of the year is not down to the number of dives he has done, but to the way he has approached diving and learning, and the contribution he has made to the club. Not only is he keen to dive with and learn from more experienced divers, and to dive with his peers and take responsibility with his buddy as an autonomous buddy pair, but also to dive with less experienced divers (under the supervision of a dive manager) when appropriate. Carl has taken every opportunity to dive, and while things have not always gone to plan, he has learnt from every experience, and has been unfailingly positive. As an instructor, I've also appreciated very much the effort that Carl makes to contribute on every occasion, even at this early stage in his diving career; he joins in as part of a team, helps with transport, logistics and organising kit.

### **3.3 Diver of the Year:**

Once again, not strictly a training issue, but I would like to thank and congratulate John Bundy, who is the club's Diver of the Year 2010. John organised a great deal of diving on the club boat in 2010, and I am particularly grateful that, rather than limit participation in this to a small inner core, he opened this up to all divers within the club. This was particularly valuable to some of our newly-qualified Sports Divers, as it enabled them to gain more experience, and to dive with their peers and other experienced divers. While training is an important function in the club, it is a means to an end; we are fundamentally a DIVING club, and people like John who open club diving up to our membership are essential.

### **3.4 Club Diving, Trips and Newer Divers:**

For quite some time, I've noticed, and commented on, the fact that there is a gap between where formal training takes people - initially up to "newly qualified Sports Diver" - and the requirements to join a dive trip, generally "experienced Sports Diver". And the active instructors in the club, while keen, often have their time so taken up with trainees and training (when diving with an instructor is vital), that they are frequently not available to dive with newer divers. It's also very good for newer divers to dive with, or on the same boat as, more experienced divers; in this situation, more experienced divers become as "role models". And ideally, divers should gain some diving experience following qualification as Sports Diver, before building up to the depth progression of 35m.

I'd therefore like to thank Chris Norris and Jim McCormack, who opened up their Farnes Trip to newer divers (taking four less-experienced Sports Divers on their first week-long club trip). I'd also like to thank Jason Greenstein and Lisa Shafe, who opened up their Scotland Trip to newer divers, and who have also always been open to taking trainee and newly-qualified Ocean and Sports Divers sea diving to extend their experience. And people like John Bundy have created opportunities for divers to extend their experience outside a purely "training" environment. Also in 2010, the Bovisand long weekend in early May, organised by Reg Ellis, and the club holiday in May/June, organised by Peter Kilcline, have been great opportunities, and the four one-day diving trips to Swanage (the first Saturdays of June, July, August and September) had trainees, newer divers and experienced divers.

It is clear that there is a great appetite within the club for diving, so not only would I like to thank all those who have made opportunities for diving available to our newer divers, but also to encourage anyone who can do so to think about organising diving activities and opening up diving to all club members.

### **3.5 Dive trip to Illes Medes:**

Steve Kennedy organised a long weekend to the Illes Medes in Spain in early October 2010, open to all qualified divers. Sarah and Steve Kennedy are organising another trip in late March 2011, and again this will be open to all qualified divers.

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

20 tanks  
8 regs pool only regs  
6 open water regs  
13 BCD's (which are fit for open water use)

Compressor

The banks are back from testing at a cost of £384. This was completed at Thames Fireside.

The Filter stacks are currently being test ed and should be back with use for next week. Paul Compton kindly arranged for them to be couriered down to JR Services in Exeter through his company. I'm still awaiting the final bill for this.

I would like to thank  
Steve Bolton  
Carl Graham (Trainee of the year)  
Chris Baxter  
Jim McCormack  
Gerard  
Paul Compton  
Rory  
John Bundy (Diver of the Year)

The Booster pump / Nitrox Blending refresher workshop has been put back to 9<sup>th</sup> March 2011

An Eastern Region Equipment Care course was held at the Club house on the 5<sup>th</sup> Feb. 2011. This was very well received and also gave a chance for some local clubs to see what they are missing by joining the wrong club. J

### **Outside pool**

Would like to start work on this with the aim of getting it ready for filling at the end of April. This will allow for some outside pool work before the season gets too old.

### **Boat Report**

I propose that we keep Valkyire in Weymouth and Portland National Sailing Academy again this year from April to September. The cost this year has gone up £60 (7%) to £880. This fee is made up of £285 annual membership and £595 for 6 months storage. Twice before they have suggested we should buy two

memberships because "dive clubs bring big groups", I have resisted this but this year they specify the membership is for 2 – 5 people.

Portland Harbour fees for April – October have increased from £28.60 to £29.50.

Thanks to Steve Titley for welding the sandwheel pin to the trailer so we don't lose it.  
Steve and I have carried out the annual service.

Old problems fixed:

The sandwheel pin has been welded on the trailer

New problems fixed:

None

New problems not fixed:

None

Old problems still not fixed:

Console switches need replacing  
GPS connector has a bent socket  
Jockey wheel broken  
Trailer boards broken  
Transducer bracket broken  
Radio loudspeaker doesn't work  
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>  |
|-------------|----------------------|---------------|---------------|
| 02-Feb      | Console switches x 5 |               | 56.14         |
| 02-Feb      | Service Parts        |               | 65.66         |
| 21-Feb      | GPS – USB cable      |               | 4.25          |
|             |                      | <b>0.00</b>   | <b>126.05</b> |

Reg Ellis  
22-Feb-2011

## **Premises Officer's Report**

See minutes.

## **Bar Manager's Report**

I have lugged a new Keg of larger from Bookers to the club and it has a two month date stamp. The one that was on sale to the general public had 4 days expiry but I snuck into the store room with the fork lift trucks and found one with a longer date life. This was my third visit to bookers for a longer date life =.

I have tried booking 4 kegs of beer to get a 15% discount on the purchase price (So drink more beer). Hopefully this will be cost effective as long as the beer does not expire. I have stacked them in date order and with the forthcoming events this should work.

I have not purchased more boxes of Red and White Wine from Sainsbury (Buy 6 and you get a discount). I should really do this before tonight / Wednesday as there is only one box in the store room. I will not be doing that this evening nor tomorrow evening as I will be going straight to the curry house then club from work (although I might get some people to pop into threshers and help me carry them to the club). I will try and buy two boxes in town and bring them to the club in a ruck sack on Wednesday night and pick up some on Thursday and drop them off prior to going to SA of Friday.



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

Social - 69 guests at dinner dance, broken even despite covering prizes for the photo competition, the ticket fee remaining the same for several years and VAT on the meal prices increasing after publicising the event.

### **Webmaster's Report**

None

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

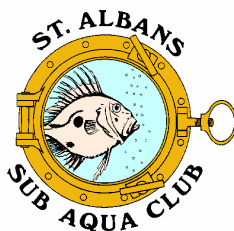
1 - we have a page editorial in the latest version of St Albans At A Glance

2 - Chris has kindly sourced some A5 generic BSAC posters that can be overprinted with individual club details

I have set up a template on my laptop / printer to print contact details. So if you could decide what you want printed - website / address - I will get them finished off and I will bring down for us to distribute to sports halls clubs etc

### **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>                         | Thursday 7th April 2011  |               |            |
| <b>REF:</b>                          | 10.9   |               |            |
| <b>No:</b>                           | 67 (Since Sept 03)   |               |            |
| <b>Committee Members Present</b>     |  |               |            |
|                                      | Chairman - Roy Harrison (RH)   |               |            |
|                                      | Treasurer - Rosemary Bennett (RB)  | Apologies     |            |
|                                      | Secretary - Howard Clowes (HC)   |               |            |
|                                      | Membership Secretary - Chris Norris (CN)   |               |            |
|                                      | Social Secretary - Nadine Gardner (NG)   | Apologies     |            |
|                                      | Diving Officer - Garnett Henderson (GH)  |               |            |
|                                      | Premises Officer - Rory McGowan (RM)   |               |            |
|                                      | Bar Manager - Ian Campbell (IC)  | Apologies     |            |
|                                      | Peter Kilcline (PK)  | Apologies     |            |
|                                      | Simon New (SN)   |               |            |
|                                      | Equipment Officer Alan Mawford (AM)  |               |            |
|                                      | Sarah Kennedy (SJK)  |               |            |
|                                      | Simon Keane (SAK)  | Apologies     |            |
|                                      | Stuart Everard (SE)  |               |            |
|                                      | Richard Ellis (RE)   |               |            |
| <b>Ordinary Club Members Present</b> |  |               |            |
|                                      | Dave Willis  |               |            |
| <b>REF</b>                           | <b>ITEM</b>  | <b>ACTION</b> | <b>DUE</b> |
| 10.8.01                              | <b>APOLOGIES FOR ABSENCE</b>   |               |            |
|                                      | As noted above.  |               |            |
| 10.8.02                              | <b>CLUB MEMBERS AOB</b>  |               |            |
| 10.8.02.01                           | Dave Willis suggested removing fish tank as it's proving very difficult to maintain. Agreed. |               |            |
| 10.8.03                              | <b>MINUTES OF LAST MEETING (and other procedural matters)</b>                                |               |            |
|                                      | The minutes of the last meeting were approved.   |               |            |
| 10.8.04                              | <b>MATTERS ARISING</b>   |               |            |
|                                      | None   |               |            |

| REF        | ITEM   | ACTION | DUE |
|------------|--|--------|-----|
| 10.8.05    | CHAIR'S REPORT   |        |     |
|            | As submitted - see Appendix 1.   |        |     |
| 10.8.06    | TREASURER'S REPORT   |        |     |
|            | As submitted - see Appendix 1, and the bank balances are as follows:<br><br>Reserve                    £30,034.07<br>Current                    £ 1,840.40<br>Bar                         £ 1,023.57<br><br>HC said that some of the £££ needs to be spent - preferably on redecorating. DW to look at getting community service workers. SE to look at flooring options.  |        |     |
| 10.8.07    | SECRETARY'S REPORT   |        |     |
|            | As submitted - see Appendix 1.<br><br>AGM on 4th May. SKen expressed concern that ordinary members weren't being encouraged to stand for committee.  |        |     |
| 10.8.08    | MEMBERSHIP SECRETARY'S REPORT  |        |     |
| 10.8.08.09 | As submitted - see Appendix 1.<br><br>Ali Burns agreed can be a distant member as she works on cruise ships. A couple of committee members are downgrading to non-diving members on medical grounds. Half the costs of achieving Instructor exam (OWIC) will be reimbursed to members by offsetting against membership fees the following year (capped at one year membership).<br><br>HC raised the issue of a potential new member, who is unpopular with a couple of existing members. SKen reported that the potential member concerned will not be joining this club. |        |     |
| 10.8.09    | DIVING OFFICERS REPORT (Incorporating Training)  |        |     |
|            | As submitted - see Appendix 1.<br><br>Need clarification of definition of a club training dive for reimbursement of instructors' expenses. Agreed that the dive should be open to all divers and logged and approved by the DO. Not just a private dive. We must have shore cover while we are in the pool. We need a rota. GH will do list for RH by next Wednesday.<br><br>Training - as report. Two people have taken IFC Carl Graham and Gerrard Benson. SKen standing down as TO at AGM. Happy to stand again on committee. GH thanked SKen for her work.             |        |     |
| 10.8.10    | EQUIPMENT OFFICER'S REPORT (Including Boat)  |        |     |
| 10.8.10.01 | As submitted - see Appendix 1.<br><br>Agreed that we should buy one replcement BC @ £95.   |        |     |

| <u>REF</u>        | <u>ITEM</u>   | <u>ACTION</u> | <u>DUE</u> |
|-------------------|---|---------------|------------|
|                   | Boat<br>As submitted - see Appendix 1.  |               |            |
| <b>10.8.11</b>    | <b>PREMISES OFFICER'S REPORT</b>  |               |            |
| <b>10.8.11.01</b> | Not a lot to report. Metal covers need fixing to doors. Heating to be turned off end of April for the summer.                     |               |            |
| <b>10.8.12</b>    | <b>BAR MANAGER'S REPORT</b>   |               |            |
|                   | As submitted - see Appendix 1.<br><br>Agreed that HC should buy fridge/freezer for behind bar as per quote from a few months ago. |               |            |
| <b>10.8.13</b>    | <b>SOCIAL SECRETARY'S REPORT</b>  |               |            |
|                   | As submitted - see Appendix 1.<br><br>Need to set date for DD next year.  |               |            |
| <b>10.8.13</b>    | <b>WEBMASTER</b>  |               |            |
|                   | As submitted - see Appendix 1.<br><br>8 calls made by phone. Everything else in report.   |               |            |
| <b>10.8.14</b>    | <b>PUBLIC RELATIONS REPORT</b>  |               |            |
| <b>10.8.14.01</b> | As submitted - see Appendix 1.<br><br>SKen said we need a meet and greet rota.  |               |            |
| <b>10.8.17</b>    | <b>AOB</b>  |               |            |
|                   | RH - No IKO this year. Too much work last year.   |               |            |
|                   |   |               |            |
|                   | <b>Meeting Dates:</b>   |               |            |
|                   | Dates for future Meetings: - <ul style="list-style-type: none"> <li>• 4 May (AGM)</li> </ul> All at 8pm at the Clubhouse.         |               |            |

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

### **Chairman's Report**

#### **Chairs report**

I had a look with Alan on Saturday at the pool, Alan has done an enormous amount of work here and a huge thank you for that. The joints on the floor and some on the walls will need scraping out and re-doing with putty. We need to get a number of volunteers together for this and Ali and I will have a word with the Thursday night crew who I'm sure we will get some help from. This all needs to be done asap as the sub-mariners want to hore it agaid in June, so can we all give thought to this please and discuss tomorrow. I also need to get the volunteers sorted for the half marathon which is on the 5th of June, so if any of you can help please let me know tomorrow.

We also need to organise the snorkell pool cover for Club nights at the pool and get some more members to attend a pool emergency/evacuation session with the pool management, as more names on their register will benefit us.

#### **Snorkelling Report**

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

- 6 participants started the introduction to snorkelling course this half term. 1 was a referral from an existing member, 2 from Cell Barnes Youth Project and 3 from a linked Youth Project in Stevenage. Unfortunately 2 have been unable to continue due to injuries sustained in accidents at school. I hope they will rejoin us in June.
- The Youth Project has been invoiced for £48 plus an additional £251 towards annual membership for the following 3 members: Tim Attwood, Jamie Maher & Theresa-Margaret Cosgrove.
- The Youth Workers in Stevenage are very keen to continue working with us and last week brought a Police PR photographer who took stills, videos and recorded a short interview with some of their young people. I gather the intention is to show these during an upcoming meeting with a Government Minister in an attempt to secure additional support and funding.
- One of the Stevenage Youth Workers has also booked to do the course herself next term.
- Attendance at underwater hockey training has remained exceptionally high this term with 28 players regularly in the pool.
- A number of our adult members participated in the emergency action training at Westminster Lodge Pool.
- The Youth Team are very excited to be playing their 1<sup>st</sup> match against Dunstable Youth on Sunday 10<sup>th</sup> April at Dunstable Pool.
- We won't be operating on Thursdays through the school Holidays and our summer term dates are 5<sup>th</sup> May – 21<sup>st</sup> July, excluding half term week 2<sup>nd</sup> June.
- As a reminder any club member would be more than welcome to come and join us either to play hockey, snorkel or swim. We are in the main pool 8-8.30pm.

### **Treasurer's Report**

See Appendix Two – Profit and Loss Statement (2 pages)

### **Secretary's Report**

This will be the last meeting before the AGM on 4th May, so there are a number of things we all need to do:-

I need Annual Reports (April 10 to March 11) and accounts (to 31 Dec 2010) as soon as possible please. The AGM notice needs to go out by 12th April at the latest, and a link will be sent out to the reports, which will be posted on the website.

Chris, I need a list of all members' email addresses, and postal addresses of all those not on email.

All - you need to consider whether or not you are willing to stand for committee for the next year. If anyone with a key position is to stand down, please give as much notice as you can so that a replacement can be volunteered.

## **Membership Secretary's Report**

All covered in the minutes.

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

### **Training Officer's Report – 7 April 2011**

#### **1. DIVER TRAINING PROGRAMME SUMMARY:**

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

Congratulations to Sophie and Robert Shillinglaw, who both completed their Ocean Diver training last weekend.

Open water training has started again, now that the weather is improving, and our trainees are taking advantage of this. Two trainees - Drew Haselton and Abigail Smith - have completed pool and theory training, and passed the theory exam, and have just to complete their open water training.

Many thanks to Jason Greenstein, who organised a weekend diving in March, and gave Drew Haselton his first taste of sea diving. Thanks also to Reg Ellis and Steve Kennedy, who took a group to Wraysbury on 20 March, and to Reg Ellis and Paul Compton who took a group to Stoney Cove on 3 April.

The next Ocean Diver course is scheduled to start on 11 May 2011, and the lecture schedule has been arranged. Many thanks to the seven instructors who have agreed to help with this. Pool and open water training for this is to be confirmed.

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

Five people (Sandra Bolton, Steve Haynes, Taylor Haynes, Simon Wickham, Yvonne Roberts) are part-way through Sports Diver training started in 2010.

We have are part-way through a new Sports Diver course; five Ocean Divers (Maria Tate, Andrew Porter, Katie MacGoohan, Robert Shillinglaw and Sophie Shillinglaw), and two of the Ocean Diver trainees (Drew Haselton and Abigail Smith) are taking part in this.

Many thanks to those instructors who are taking part in giving lectures, to Reg Ellis for taking the Sports Diver trainees and Ocean Diver trainees into the pool to keep their skills fresh, and to Paul Compton for teaching the Rescue Skills lecture and pool session.

##### **1.3 Dive Leader training:**

Six people (Dave Willis, Robert Latham, Simon Keane, Stuart Everard, Carl Graham and Stephen Bolton) are part-way through the Dive Leader course. This is great for the club, and it is to be hoped that these people will have the opportunity to complete their Dive Leader training over this coming dive season, and also will become involved in diving with our newer and less experienced divers.

##### **1.4 Advanced Diver training:**

Five divers (John Bundy, Sarah Kennedy, Steve Kennedy, Chris Price, Steve Titley) are part-way through their Advanced Diver training.

#### **2. SKILLS DEVELOPMENT COURSES AND OTHER TRAINING:**

##### **2.1 Chartwork and Positioning Course:**

Many thanks to Pierre Leon, for running the Chartwork and Positioning Course, and ten divers (Chris Baker, Steve Bolton, John Bundy, Jerry Canny, Carl Graham, Steve Haynes, Garnett Henderson, Sarah Kennedy, Steve Kennedy, Alan Mawford) are taking part in this. The theory sessions took place on four Wednesdays in February and March 2011, and the practical side, to be undertaken on the club boat, will be scheduled for later in the year.

## **2.2     Kit Care Workshop and Kit Selection Workshop:**

Many thanks to Alan Mawford, who ran a Kit Care Workshop on Sunday 13 March, and a Kit Selection Workshop on Saturday 19 March.

## **2.3     AED Course:**

The AED (automated external defibrillator) course, which Lisa Shafe had planned to run on Wednesday 6 April, was unfortunately cancelled..

## **2.4     Wednesday Night Snorkelling Course:**

The snorkel course, for the younger members (Cloie, Lily and Masie, all aged 12) was a great success, and many thanks to Peter and Felicity Stansfield for running this. The girls have expressed a keen interest in moving on to open water snorkelling.

## **2.5     Twinset course:**

Jason Greenstein had offered to run a twinset course in 2010, as we have several divers who have recently moved or are thinking of moving to twinsets, but we didn't get round to taking him up on this. We hope that he'll be able to offer this in 2011!

## **3.     OTHER TRAINING NEWS:**

### **3.1     Bovisand, 30 April - 2 May 2011:**

Garnett Henderson and Reg Ellis are planning a dive trip to Bovisand on the early May bank holiday. This is always a great trip, and a fantastic opportunity for newer divers to dive alongside more experienced divers, and to get valuable sea experience.

### **3.2     Summer Diving Trips 2011:**

Sarah Kennedy and Garnett Henderson are organising trips on the first Saturdays of June, July and September. These will be Swanage or Wittering, open to all, for training, extending experience, or just pleasure diving.

### **3.3     Eastbourne, August 2011:**

Alan Mawford is organised a weekend dive trip with dive125, out of Eastbourne, on the first weekend in August. This will be open to all levels, including new divers.

### **3.4     Dive trip to Illes Medes:**

Sarah and Steve Kennedy organised a long-weekend dive trip in late March 2011 to the Illes Medes in Spain, and plan to arrange a similar trip in October. As always, this will be open to all qualified divers.

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

20 tanks  
8 regs pool only regs  
6 open water regs  
13 BCD's (which are fit for open water use)

### **Compressor**

The banks are back from testing at a cost of £384. This was completed at Thames Fireside. There is an ongoing problem with two of them leaking; these are being taken back to Thames Fire Side to be

sorted

The Filter have been tested and re-fitted

The Booster pump / Nitrox Blending refresher workshop has been put back to 9<sup>th</sup> March 2011  
This happened but there were no attendee's. I will try again later on in the year. Everyone is reminded that they are not to attempt to use the pump until they have been trained.

I ran a Kit maintenance course on the 13<sup>th</sup> Mar at the club house for SASAC members. I had two people who said they wished to attend, but again no one turned up. I will now only be running these via the Region

#### Outside pool

I have started on organising the cleaning/ repairing of the outside pool. The expansion joint need repacking along with the cracks that are in the side walls. There is a large area of paint that has come off the pool and this has left the concrete exposed. This will need re-sealing before filling. If we get dry weather and enough hands to help we should still be on for filling from the end of April.

I have sent a text to every member on the contact list dated 6<sup>th</sup> Dec 2010 and await responses. I have put up notices on the wall at the club house for people to add there names to

#### **Boat Report**

See minutes

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

See minutes.

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

**Point of Note:** Free Bars at not something that the club provides. All events require bar staff and an open till. For events such as committee meetings a drinks tally is maintained and submitted to the accounts / rose in the file. For functions with an open bar it is also appreciated if the bar manager is provided 5 days notice to ensure that the bar is stocked accordingly.

#### **Last Six Week Activity**

We nearly finished the keg of larger before its two month date life expired. I have purchased a new keg and lugged it into the store room with 6 slabs of diet coke for Alan.

I have ordered 4 kegs of beer so we have stock for any events that are forthcoming. I will be down the club on Wednesday to stack them in date life order and fit the new larger keg. Unfortunately I cannot make Thursday's meeting.

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

##### Recent social events

Saturday 26th February - Leyland Avenue Residents Association  
Sunday, 20th March - Watercress Wildlife Association AGM  
Friday 25th March - DragonFly band  
Thursday 31st March - Allotment Society Newcomers Evening

##### Forthcoming Events

Friday 20th May - Cayman Islands Tourist Board - talk and Carribean food.  
Saturday/Sunday 12-12th June - Model Submarines in pool - need to inform Andreww Lawrence if it is not possible to fill pool.



### **Webmaster's Report**

None

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

We continue to be featured in several local 'What's on Features'

No news-worthy items reported on recently

Generic BSAC (A5) flyers have been over printed with club contact details and are being laminated (kindly by Chris) with the view for the committee to distribute at strategic locations - pools / sports centres . gym etc

Items of interest / news / different communication channels (local publications) welcome

### **Mutual Fund Report**

None



## **ST ALBANS SUB-AQUA CLUB LTD**

**Cottonmill Swimming Pool  
Cottonmill Lane  
St Albans  
Hertfordshire  
AL1 1HJ**

### **MINUTES OF ANNUAL GENERAL MEETING**

**Wednesday 4th May 2011 at 8:00pm**

#### **Members Present**

As attached list (lost)

#### **Apologies**

Sarah Kennedy

Simon New

Lisa Shafe

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

Sarah Kennedy (Steve Kennedy)      Lisa Shafe (Alan Mawford)

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

#### **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. Special thanks were also given for the work done by Alan Mawford who has worked tirelessly through the year.

We would love more people to play underwater hockey and take part in Ali's snorkelling on a Thursday night.

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

The adoption of the minutes of last year's Annual General Meeting, held on the 21st April 2010 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 the separate document – Annual Report 2011. For the sake of brevity, officers' reports were deemed to have been read.

DO rpt – Jason to check on the question of whether divers are covered by BSAC insurance if the DO is not notified – particularly when abroad and/or if General Branch members.

Premises – bad winter but no damage apart from one external tap burst. Problems with heating now sorted. Still a lot of work to do. Jacqui Turner said she would like some work to be done for their wedding next year.

#### 4. Adoption of 2010 Annual Accounts and Appointment of Auditors

The Meeting was asked to formally adopt the 2010 accounts (see Appendix Two). Passed unanimously subject to Sarah Kennedy's and Robert Shillinglaw'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 2010 accounts, as was the case for 2009, and a resolution to this effect was passed by a show of hands.

The 2010 Accounts have been examined by Robert Shillinglaw and Sarah Kennedy.

#### 5. Other Reports – Roy Harrison, Club Mutual Fund

Roy reminded members that premiums are due now for the 2011 season. Issue with signatories at the bank should be sorted out shortly.

#### 6. Election of Committee Officers for 2011 - 2012

The following nominations were received:-

| Position             | Nominee           |
|----------------------|-------------------|
| Treasurer            | Rosemary Bennett  |
| Membership Secretary | Chris Norris      |
| Secretary            | Howard Clowes     |
| Diving Officer       | 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     |
|                      | Sarah Kennedy     |
|                      | Simon Keane       |
|                      | Stuart Everard    |
| (New)                | Jacqui Turner     |
| (New)                | Chris Baker       |
| (New)                | Carl Graham       |

Carl Graham, Chris Baker, Jacqui Turner were proposed as new members of the committee.

As there were ten nominations for positions as Ordinary Members, it was agreed by the Meeting that the Committee be increased from fifteen to eighteen members for the next year. Passed comfortably. As there were 18 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 Thursday 19<sup>th</sup> May 2011 at 8pm.

#### 7. Any Other Business.

- Question about the effects on the club on the work to the new pool at Westminster Lodge. Ali answered that the transfer should be seamless. We should still have the same time slots.
- Club shop. Wanda needs some help. New committee to look at Churchill Fund.
- There being no other business, the meeting was declared closed by the Chairman at 9:40pm



# ST ALBANS SUB-AQUA CLUB LTD

Cottonmill Swimming Pool  
Cottonmill Lane  
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Hertfordshire  
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Tel 01727 859829

## MINUTES OF COMMITTEE MEETING

|                                      |  |               |            |
|--------------------------------------|--|---------------|------------|
| <b>DATE:</b>                         | Thursday 19th May 2011   |               |            |
| <b>REF:</b>                          | 11.1   |               |            |
| <b>No:</b>                           | 68 (Since Sept 03)   |               |            |
| <b>Committee Members Present</b>     |  |               |            |
|                                      | Chairman - Roy Harrison (RH)   |               |            |
|                                      | 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)   |               |            |
|                                      | Bar Manager — Ian Campbell (IC)  | Apologies     |            |
|                                      | Peter Kilcline (PK)  |               |            |
|                                      | Simon New (SN)   |               |            |
|                                      | Equipment Officer Alan Mawford (AM)  | Apologies     |            |
|                                      | Sarah Kennedy (SJK)  |               |            |
|                                      | Simon Keane (SAK)  | Apologies     |            |
|                                      | Stuart Everard (SE)  |               |            |
|                                      | Richard Ellis (RE)   | Apologies     |            |
|                                      | Carl Graham (CG)   |               |            |
|                                      | Chris Baker (CB)   |               |            |
|                                      | Jacqui Turner (JT)   |               |            |
| <b>Ordinary Club Members Present</b> |  |               |            |
|                                      | Chloe Baker  |               |            |
| <b>REF</b>                           | <b>ITEM</b>  | <b>ACTION</b> | <b>DUE</b> |
| 11.1.01                              | <b>APOLOGIES FOR ABSENCE</b>   |               |            |
|                                      | As noted above.  |               |            |
| 11.1.02                              | <b>ELECTION OF CHAIRMAN</b>  |               |            |
| 11.1.02.01                           | Although absent, RH has let it be known that he is willing to stand for the position of Chairman for the next year. Passed by the meeting. |               |            |
| 11.1.02                              | <b>CLUB MEMBERS AOB</b>  |               |            |
| 11.1.02.01                           | None   |               |            |

| <u>REF</u>        | <u>ITEM</u>   | <u>ACTION</u> | <u>DUE</u> |
|-------------------|---|---------------|------------|
|                   |   |               |            |
| <b>11.1.03</b>    | <b>MINUTES OF LAST MEETING (and other procedural matters)</b><br><br>The Secretary reported that all the formalities regarding the three new members of the Committee had been attended to before the meeting. Companies House has been informed.   |               |            |
|                   | Due to the late publishing of the minutes of the last meeting, approval was held over to the next meeting on 27 <sup>th</sup> June.   |               |            |
|                   | The order of the reports had been randomised for this meeting in the interests of fairness to those at the end of the normal agenda. SKen proposed that we should revert to the original order for future meetings, and this was agreed by the meeting.   |               |            |
| <b>11.1.04</b>    | <b>MATTERS ARISING</b>  |               |            |
|                   | None  |               |            |
| <b>11.1.05</b>    | <b>CHAIR'S REPORT</b>   |               |            |
|                   | As submitted - see Appendix 1.  |               |            |
| <b>11.1.06</b>    | <b>TREASURER'S REPORT</b>   |               |            |
|                   | The Treasurer was unable to attend this meeting.  |               |            |
| <b>11.1.07</b>    | <b>SECRETARY'S REPORT</b>   |               |            |
|                   | As submitted - see Appendix 1.<br><br>SKen requested that her comments on the accounts be appended to the accounts. Also, the committee agreed that a form be produced and used for claiming of expenses.   | RB            |            |
| <b>11.1.08</b>    | <b>MEMBERSHIP SECRETARY'S REPORT</b>  |               |            |
| <b>11.1.08.09</b> | CN read out a list of members who have not yet renewed. HC to do a letter to be given to swimming members, similar to the Non-diver letter.   | HC            |            |
| <b>11.1.09</b>    | <b>DIVING OFFICERS REPORT (Incorporating Training)</b>  |               |            |
|                   | As submitted - see Appendix 1.<br><br>Bovisand weekend was successful in spite of the windy weather. GH will repeat the same next year. Bouncer and Valkyrie were also out and had successful trips. The question of insurance/liability and notifying the DO was raised, and GH asked that everyone follow Safe Diving Practices and inform him whenever they go diving for organised club trips. There was some confusion over the interpretation of insurance and club liability.<br><br>Training - as report. SKen has stepped down as TO. Training team now set up with Lisa & SKen. New OD course started - just one trainee. |               |            |
|                   |   |               |            |

| <u>REF</u> | <u>ITEM</u>   | <u>ACTION</u>   | <u>DUE</u> |
|------------|---|-----------------|------------|
| 11.1.10    | <b>EQUIPMENT OFFICER'S REPORT (Including Boat)</b>  |                 |            |
| 11.1.10.01 | As submitted - see Appendix 1.  |                 |            |
|            | Boat<br>As submitted - see Appendix 1.  |                 |            |
| 11.1.11    | <b>PREMISES OFFICER'S REPORT</b>  |                 |            |
| 11.1.11.01 | Drain unblocked into river. Cover needed for gulley. Bar front lights repaired.<br><br>Canoe Club have requested to use the club & pool again. 6 Thursday evenings - willing to pay £40 per night. Also summer party - £90. Date TBA. Must be non-exclusive use. Need to find volunteers to lock/unlock.<br><br>PK suggested heavy duty plastic glasses for outside. Do we need lifeguards on duty? Fire assembly point is car park. Other H&S rules may need to be addressed. GH just volunteered! | NG<br><br>GH    |            |
| 11.1.12    | <b>BAR MANAGER'S REPORT</b>   |                 |            |
|            | HC discussing fridge with IC. To be purchased once exact model is sourced.<br><br>RH gave IC a list of locally brewed beers - maybe even a special SASAC beer. CG asked if we would be better off selling bottled lager rather than keg. Or maybe cans - if @ comparable price. PK to talk to IC.   | HC<br><br>PK/IC |            |
| 11.1.13    | <b>SOCIAL SECRETARY'S REPORT</b>  |                 |            |
|            | As submitted - see Appendix 1.  |                 |            |
| 11.1.13    | <b>WEBMASTER</b>  |                 |            |
|            | As submitted - see Appendix 1.  |                 |            |
| 11.1.14    | <b>PUBLIC RELATIONS REPORT</b>  |                 |            |
| 11.1.14.01 | Making sure we maintain our profile in local publications. SE volunteered to make up some publicity handouts.   |                 |            |
| 11.1.17    | <b>AOB</b>  |                 |            |
|            | JT/SKen - We need a Recruitment Officer. SE volunteered, but might struggle on a Wednesday. SE will organise a rota.<br><br>RM - SKen's father has offered to build a fixed brickwork BBQ. Agreed. Far end of pool.   | SE              |            |
|            | RM - has some cylinders at the club because their valves are leaking. Also other cylinders here being filled for other (diving) members.  |                 |            |
| <u>REF</u> | <u>ITEM</u>   | <u>ACTION</u>   | <u>DUE</u> |

|  |  |    |  |
|--|--|----|--|
|  |  |    |  |
|  | GH - redecoration, security and pool cover rota. All need actioning. CB will be the contact for pool cover for training and try dives, so he needs to be notified if anyone wants to use scuba gear in the pool. SE to put something on the website. Pool manager is to be instructed that if there is no pool cover, divers should be denied access.  | SE |  |
|  | JT - Try dive in June will be 2nd Wednesday, not first due to exams.   |    |  |
|  | RH - Carpet - SE might have a contact. Painting - court service might not be agreeable. Thanks to Steve & Carl & Chris for taking care of tree.  | SE |  |
|  |  |    |  |
|  | <b>Meeting Dates:</b>  |    |  |
|  | <p>Dates for future Meetings: -</p> <p>It was agreed to alternate Mon, Tue, Thurs.</p> <ul style="list-style-type: none"> <li>• Mon 27th June.</li> <li>• Tue 9 Aug,</li> <li>• Thurs 22 Sept,</li> <li>• Mon 31 Oct,</li> <li>• Tue 13 Dec,</li> <li>• Thurs 26 Jan,</li> <li>• Mon 5 March,</li> <li>• Tue 17 April,</li> <li>• Thurs 31 May (depending on AGM)</li> </ul> <p>All at 8pm at the Clubhouse.</p> |    |  |

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

### **Chairman's Report**

#### **Chairs report**

As there was technically no chairman, there was no need for a report.

### **Treasurer's Report**

The Treasurer was unable to attend this meeting.

### **Secretary's Report**

Following the AGM earlier this month, the Committee has been increased in size from 15 to 18 for the next twelve months. The three AP01 forms have now been completed and sent off to Companies House. Could I ask all new (and existing!) Committee members to have a look at the Rules and Regulations on the Club Forum - particularly the sections relating to their particular areas of responsibility. I am aware that the Regulations are now rather out of date, and I will try to get these updated soon.

In the next few weeks, I have to make the Annual Return, which is just a confirmation of directors, registered office etc. I will do this on line, at a cost of £14. A paper return would cost £40.

I also need to send off the Club's Report and Accounts to Companies House. Although there is no urgency for this, I'll try to do this before the next meeting to avoid any last minute panic.

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

All covered in the minutes.

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

#### Training Officer's Report – 19 May 2011

As you'll know from the AGM, Sarah Kennedy is stepping back from the full Training Officer role, due to other commitments. However, we're delighted to let you know that Lisa Shafe has stepped forward and will be taking on responsibility for open water training.

From now on, Sarah and Lisa will be running the Training Programme in partnership.

Lisa will take responsibility for open water training, while Sarah will retain the coordination role, and be responsible for theory and pool training, and Skills Development Courses.

Any emails from [sasac.training@gmail.com](mailto:sasac.training@gmail.com) will go to both Sarah and Lisa, and if you receive an email from [sasac.training@gmail.com](mailto:sasac.training@gmail.com) it could be from either of us. While you also have our individual email addresses (and are welcome to use these if you'd like to contact us for non-training matters), we'd be grateful if you'd use [sasac.training@gmail.com](mailto:sasac.training@gmail.com) to contact either of us re training.

We're looking forward to a good summer of diving, and we're keen to ensure all our divers have the skills and training to enjoy their diving and to dive safely!

#### 1. TRAINING/DIVING DAYS ORGANISED SINCE LAST COMMITTEE MEETING:

##### 1.1 24-28 March 2011 - Illes Medes:

Sarah and Steve Kennedy organised a long weekend to the Illes Medes in Spain in March 2011.

##### 1.2 9 April - Wraybury:



Thanks to Steve Kennedy and Reg Ellis for arranging diving at Wraysbury to get our Ocean Diver trainees back in the water after the long and cold winter!

### 1.3 9 April - Stoney Cove:

Thanks to Paul Compton for arranging diving at Stoney Cove for our Ocean Diver trainees, and for the other instructors who participated.

### 1.4 30 April – 2 May 2011 - Bovisand:

Thanks to Garnett Henderson and Reg Ellis for organising another very successful trip to Bovisand. This is a key event in the club's diving year, and kicks off the dive season for many of our divers.

## 2. DIVER TRAINING PROGRAMME SUMMARY:

### 2.1 Ocean Diver training:

Congratulations to Drew Haselton, Robert Shillinglaw and Sophie Shillinglaw, who have all completed their Ocean Diver training.

A new Ocean Diver course started on 11 May 2011, with one trainee (Philip Gaskell). Thanks to all the instructors who are taking part in the lecture programme, and to Steve Kennedy who is doing the pool training.

### 2.2 Sports Diver training:

Eight divers are part-way through their Sports Diver training. (Steve and Taylor Haynes, Maria Tate and Andy Porter have finished lectures and passed the exam. Robert and Sophie Shillinglaw, and Katie McGoohan have finished lectures, and Drew Haselton has a couple of missed lectures to make up.)

Sarah Kennedy will arrange catching up on missed lectures, and then a revision session for the whole group, followed by the exam a week later.

Paul Compton, with support from Garnett Henderson and Carl Graham, is arranging the sheltered water rescue skills training (SS1) on Wednesday evenings.

Lisa Shafe will arrange open water training for the Sports Divers.

### 2.3 Dive Leader training:

Four divers are part-way through their Dive Leader training. (Carl Graham has finished lectures and passed the exam. Dave Willis, Robert Latham, Simon Keane, Stuart Everard, Carl Graham, Stephen Bolton have completed or almost completed the theory lectures, but have yet to do the theory exam or to complete the open water training.)

Sarah Kennedy will arrange catching up on missed lectures, and then a revision session for the whole group, followed by the exam a week later.

Lisa Shafe will arrange open water training for the formal part of the training.

For the other qualifying dives, we would be very grateful if the experienced divers within the club would bear in mind that these divers are undertaking dive leader training, and please include them in dive planning or dive managing on your dives if you are able to do so.

### 2.4 Advanced Diver training:

Congratulations to Sarah Kennedy and Steve Kennedy, who have completed their Advanced Diver.

Two divers (John Bundy and Steve Titley) are part-way through their Advanced Diver training.

### 3. SKILLS DEVELOPMENT COURSES AND OTHER TRAINING:

#### 3.1 Chartwork and Positioning Course:

Many thanks to Pierre Leon, who is running a Chartwork and Positioning Course, and ten divers (Chris Baker, Steve Bolton, John Bundy, Jerry Canny, Carl Graham, Steve Haynes, Garnett Henderson, Sarah Kennedy, Steve Kennedy, Alan Mawford) are taking part in this.

The theory sessions took place on Wednesday evenings in February and March 2011, and Pierre is organising the practical side, which will be undertaken on the club boat.

#### 3.2 Skills Development Workshops:

It's very nice to see that there has been such a good uptake for the Skills Development training that we organised in 2010/11 (AED, Chartwork, O2 Admin, etc), and very positive that this included both the more experienced divers in the club and our newer members.

We will try to offer more training for the more experienced divers - we are in the fortunate position as a club of having a number of advanced instructors, and it would be very positive if we could offer a greater range of Skills Development Courses in-house.

### 4. OTHER TRAINING NEWS:

#### 4.1 New Assistant Instructors:

We are very lucky to have two of our Sports Divers - Carl Graham and Gerard Benson - who have taken the Instructor Foundation Course, and are now Assistant Instructors. Well done, guys! We hope they'll both get involved in the training programme at the club, and that they'll get a great deal out of instructing. Thanks too to Paul Compton, who has offered to take on a mentoring role.

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

The compressor is still on Wednesday running only, I will get in contact with Colin in the next couple of weeks and get this fixed

I have had to replace a couple of the depth gauges on the open water regs as they had broken. Can instructors leading open water dives please ensure that as part of the buddy check Mechanical depth gauges are checked to make sure they are reading zero on the surface. Some of them are reading minus numbers so would be no use under water.

Apart from that everything else is currently working.

#### **Boat Report**

Thanks to Steve Titley for towing Valkyrie down to Portland and John Bundy for towing our good trailer back empty. I have bought a new jockey wheel for our old trailer and a cheap tarpaulin to protect our boat cover. Valkyrie has been used for one weekend and there were no new problems.

Old problems fixed:

Jockey wheel for our old trailer

New problems fixed:

None

New problems not fixed:

None

Old problems still not fixed:

Radio loudspeaker doesn'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> |
|-------------|-------------------|---------------|--------------|
| 13-Apr      | Jockey Wheel      |               | 35.94        |
| 14-Apr      | Tarpaulin+eyelets |               | 19.19        |
| 07-May      | Hire John Bundy   | 200.00        |              |
|             | Total             | 200.00        | 55.13        |

Reg Ellis  
16-May-2011

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

See minutes.

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

None

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

None

#### **Webmaster's Report**

None

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

All covered in the minutes

#### **Mutual Fund Report**

None



# ST ALBANS SUB-AQUA CLUB LTD

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Tel 01727 859829

## MINUTES OF COMMITTEE MEETING

|                                      |  |               |            |
|--------------------------------------|--|---------------|------------|
|                                      |  |               |            |
| <b>DATE:</b>                         | <b>Monday 27th June 2011</b>   |               |            |
| <b>REF:</b>                          | <b>11.2</b>  |               |            |
| <b>No:</b>                           | <b>69 (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)   |               |            |
|                                      | Social Secretary – Nadine Gardner (NG)   | Apologies     |            |
|                                      | Diving Officer – Garnett Henderson (GH)  | Apologies     |            |
|                                      | Premises Officer – Rory McGowan (RM)   | Apologies     |            |
|                                      | Bar Manager – Ian Campbell (IC)  |               |            |
|                                      | Peter Kilcline (PK)  | Apologies     |            |
|                                      | Simon New (SN)   |               |            |
|                                      | Equipment Officer Alan Mawford (AM)  | Apologies     |            |
|                                      | Sarah Kennedy (SJK)  |               |            |
|                                      | Simon Keane (SAK)  |               |            |
|                                      | Stuart Everard (SE)  |               |            |
|                                      | Richard Ellis (RE)   |               |            |
|                                      | Carl Graham (CG)   |               |            |
|                                      | Chris Baker (CB)   |               |            |
|                                      | Jacqui Turner (JT)   |               |            |
| <b>Ordinary Club Members Present</b> |  |               |            |
|                                      | Chloe Baker, Pete Ladell   |               |            |
| <b>REF</b>                           | <b>ITEM</b>  | <b>ACTION</b> | <b>DUE</b> |
| <b>11.2.01</b>                       | <b>APOLOGIES FOR ABSENCE</b>   |               |            |
|                                      | As noted above.  |               |            |
| <b>11.2.02</b>                       | <b>ELECTION OF CHAIRMAN</b>  |               |            |
| <b>11.2.02.01</b>                    | In the absence of RH SKen was elected temporary Chairman for the meeting. Passed by the meeting. |               |            |
| <b>11.2.02</b>                       | <b>CLUB MEMBERS AOB</b>  |               |            |
| <b>11.2.02.01</b>                    | None   |               |            |

| <u>REF</u> | <u>ITEM</u>  | <u>ACTION</u> | <u>DUE</u> |
|------------|--|---------------|------------|
| 11.2.03    | <b>MINUTES OF LAST MEETING (and other procedural matters)</b><br><br>The minutes of the last two meetings were approved by the Committee.  |               |            |
| 11.2.04    | <b>MATTERS ARISING</b><br><br>Expenses form has been done by RB (See MoA cl 4) Agreed that this form be used with immediate effect. HC to put a copy on the website.<br><br>HC to do a letter to be given to swimming members, similar to the Non-diver letter. HC. Not yet done.<br><br>Heavy duty plastic glasses for outside. Not yet done. IC to get some.<br><br>Other H&S rules may need to be addressed. GH<br><br>Canoe Club - Need to find volunteers to lock/unlock. NG. Agreed to stick to usual pricing. Must be non-exclusive.<br><br>HC discussing fridge with IC. To be purchased once exact model is sourced.- HC<br><br>Locally brewed beers - IC reported it's not cost effective but as a one off sometime. Keg lager may not be replaced. IC to look at appropriate pricing.<br><br>Recruitment Officer. SE will organise a rota. Still ongoing.<br><br>BBQ. Done. Thanks to David Bolton. Almost finished. Cost = £52. Would have been £185 + lab.<br><br>Redecoration, security and pool cover rota. Thanks to CB. Beyond end of this course a rota needs to be done - people need to be informed - GH.<br><br>RH - Carpet - SE has a contact. Costs have been circulated (to be attached to minutes) - indicative costs only. Agreed carpet in bar lounge with hard surface around bar. Painting to be done first. Lecture room flooring yet to be decided. . |               |            |
| 11.2.05    | <b>CHAIR'S REPORT</b><br><br>As submitted - see Appendix 1.  |               |            |
|            | <ul style="list-style-type: none"> <li>• Spike needs to be informed that he does not get exclusive use. NG</li> <li>• Chemicals in pool - RH puts levels on notice on door.</li> <li>• Free swimming can be a problem if swimmers do not take care. May be necessary to reintroduce the 20 min rule. CN is to ask Jim Mac to talk to Brian.</li> </ul>   |               |            |

| <u>REF</u>        | <u>ITEM</u>  | <u>ACTION</u> | <u>DUE</u> |
|-------------------|--|---------------|------------|
| <b>11.2.06</b>    | <b>TREASURER'S REPORT</b>  |               |            |
|                   | <p>As submitted - see Appendix 1.</p> <p>Refuse collection is costing a lot. Maybe go to fortnightly collection. RB.<br/>HC to check to see if there is fly dumping.</p> <p>RB suggest we open an a/c with Scottish Widows at about 1.6%.<br/>Currently we are earning very little interest. Agreed. RB.</p> <p>SKen asked if it's possible to have a set of mid-year accounts. RB said<br/>this report already exists. To be circulated. RB</p> |               |            |
| <b>11.2.07</b>    | <b>SECRETARY'S REPORT</b>  |               |            |
|                   | As submitted - see Appendix 1.   |               |            |
| <b>11.2.08</b>    | <b>MEMBERSHIP SECRETARY'S REPORT</b>   |               |            |
| <b>11.2.08.09</b> | <p>CN read out a list of members who have not yet renewed..</p> <p>CN suggested that those who do not want to volunteer for a particular<br/>project, should be asked to donate say £10. Agreed for the autumn<br/>redec project. Action - RH SN.</p>  |               |            |
| <b>11.2.09</b>    | <b>DIVING OFFICERS REPORT (Incorporating Training)</b>   |               |            |
|                   | <p>As submitted - see Appendix 1.</p> <p>Roy's proposal (see RH's report) was discussed and accepted.</p> <p>JT is always after more help for try dives. CB volunteered.</p> <p>Training - as report.</p>  |               |            |
| <b>11.2.10</b>    | <b>EQUIPMENT OFFICER'S REPORT (Including Boat)</b>   |               |            |
| <b>11.2.10.01</b> | As submitted - see Appendix 1.   |               |            |
|                   | <p><u>Boat</u></p> <p>Only been used 1 day since last meeting.</p>   |               |            |
| <b>11.2.11</b>    | <b>PREMISES OFFICER'S REPORT</b>   |               |            |
| <b>11.2.11.01</b> | HC has now got the door access system details and manuals from Pete<br>Child. Handed over to SE for safe keeping. SE   |               |            |
| <b>11.2.12</b>    | <b>BAR MANAGER'S REPORT</b>  |               |            |
|                   | All going well   |               |            |
| <b>11.2.13</b>    | <b>SOCIAL SECRETARY'S REPORT</b>   |               |            |
|                   | We have had BBQs here recently. Volunteers needed for 1st July - RE<br>& 8th - HC  |               |            |

| <u>REF</u> | <u>ITEM</u>   | <u>ACTION</u> | <u>DUE</u> |
|------------|---|---------------|------------|
| 11.2.13    | <b>WEBMASTER</b>  |               |            |
|            | The committee mailing list is not working properly. Seems to be BT account holders. SE said problem should now be OK.   |               |            |
| 11.2.14    | <b>PUBLIC RELATIONS REPORT</b>  |               |            |
| 11.2.14.01 | A5 posters - need a few more - CN to do.<br><br>SN is doing a letter as a template for Wessie Lodge for members to send to object to any plan to drop the moveable floor in the new development. SN   |               |            |
| 11.2.17    | <b>AOB</b>  |               |            |
|            | <p>CG - compressor not been working properly for some time. AM to action.</p> <p>Pete Ladell - is a member of a photo group - they have training days - they would like to use the clubhouse - prob mid week - NG to liase with Pete. No problem as far as committee is concerned.</p> <p>Pete Ladell - is doing a freediving course - and has mentioned the club as a possible venue - Agreed that the club would be interested - Pete to arrange suitable date for them to come along maybe one Friday evening to see the pool and to talk about details of a course and check if Try is free/expenses only &amp; confirmation of costs. SKen to circualte info.</p> <p>CN - BBQ's on Friday great, but guests are limited to three times a year. We will keep an eye for abuse, and if so the club rules will be enforced.</p> <p>SKen - Costs of running BBQ is charcoal only. Are we happy for club to subsidise this?. Agreed we should.</p> <p>SKen - BBQ shelter - is one required? Estimate £120 with scrounging. Agreed budget £200. David Bolton to volunteer.</p> | SE            |            |
|            | <b>Meeting Dates:</b>   |               |            |
|            | <p>Dates for future Meetings: -</p> <p>It was agreed to alternate Mon, Tue, Thurs.</p> <ul style="list-style-type: none"> <li>• Tue 9 Aug, (Subsequently changed to 16<sup>th</sup> Aug)</li> <li>• Thurs 22 Sept,</li> <li>• Mon 31 Oct,</li> <li>• Tue 13 Dec,</li> <li>• Thurs 26 Jan,</li> <li>• Mon 5 March,</li> <li>• Tue 17 April,</li> <li>• Thurs 31 May (depending on AGM)</li> </ul> <p>All at 8pm at the Clubhouse.</p>  |               |            |

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

### **Chairman's Report**

#### **Chairs report**

None.

### **Treasurer's Report**

Please find attached the Treasurer's Report.

The bank account balances are as follows:

|             |            |
|-------------|------------|
| Current a/c | £ 3,207.77 |
| Bar a/c     | £ 711.21   |
| Reserve a/c | £37,039.45 |

I have also included a report showing the cost of the club's refuse collection for discussion at the meeting. Looking at the trend we can expect the total to be in the region of £1,400 this year.

### **Secretary's Report**

Since the last meeting I have completed the Annual Returns with Companies House. I did this on line at a cost of £14 - paper would have cost £40. There was one error - Stuart Everard had not been included as a director. He was on my forms but they had obviously not been processed by Companies House. All has now been corrected. I've still not sent off the Annual Reports and Accounts - this needs to be done by September.

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

All covered in the minutes.

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

#### Training Officer's Report

The Training Officer's Report was circulated by email on 27 June 2011.

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

Not present.

#### Boat Report

See minutes

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

See minutes.

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

None



**Social Secretary's Report**

None

**Webmaster's Report**

None

**PR Officer's Report**

All covered in the minutes

**Mutual Fund Report**

None

F.A.O Stuart Everard  
St. Albans Sub Aqua Club  
Cottonmill Lane  
St Albans  
Herts  
AL1 1HJ

21<sup>st</sup> June 2011

**Ref: Function Rooms - Revised**

Carpet Options

To supply and fit '**Heckmondwike Supacord**' heavy commercial wear rated fibre-bonded carpet, colour to be confirmed, to the two function rooms located within the above address as discussed.

Price includes uplift and disposal of the existing flooring, a layer of 6mm thick plywood to prepare the timber sub floors prior to installation, perimeter detailing of the access hatches using black PVC diminishing strip, labour and accessories.

|                     |     |                    |
|---------------------|-----|--------------------|
| <i>Lecture Room</i> | ... | £1,760.00 exc. VAT |
| <i>Main Room</i>    | ... | £1,183.00 exc. VAT |

Vinyl Sheet Options

To supply and fit heavy commercial wear rated vinyl flooring, range and colour to be confirmed, to the two function rooms located within the above address as discussed. Price includes uplift and disposal of the existing flooring, a layer of 6mm thick plywood to prepare the timber sub floors and a latex screed to prepare the concrete sub floors prior to installation, perimeter detailing of the access hatches using 'visedge' transition strips, hot welding all seams using a Polyflor colour matched weld rod, sealing of all exposed edges and perimeters using a silicone mastic, labour and accessories.

**Forest FX**

|                     |     |                    |
|---------------------|-----|--------------------|
| <i>Lecture Room</i> | ... | £2,557.00 exc. VAT |
| <i>Main Room</i>    | ... | £2,189.00 exc. VAT |

**Wood FX**

|                     |     |                    |
|---------------------|-----|--------------------|
| <i>Lecture Room</i> | ... | £2,770.00 exc. VAT |
| <i>Main Room</i>    | ... | £2,399.00 exc. VAT |

### Offices

|   |  |    |
|---|--|----|
| <b>Commercial</b><br>(01582) 508119         | 10 Memorial Road, Luton, Bedfordshire, LU3 2QU         | t: |
| <b>St Albans Showroom</b><br>(01727) 844408 | 118 London Road, St Albans, Hertfordshire. AL1 1NX     | t. |
| <b>Ampthill Showroom</b><br>(01525) 404406  | 113 Dunstable Street, Ampthill, Bedfordshire. MK45 2NG | t. |
| <b>Luton Showroom</b><br>(01582) 492197     | 4 Archway Pde, Marsh Rd, Luton, Bedfordshire. LU3 2QU  | t. |

F.A.O Stuart Everard  
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21<sup>st</sup> June 2011

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### Conditions of Sale

#### **1. Application**

- 1.1 In opening or maintaining a trade or credit account with Bennetts Flooring Ltd ('The Seller') the holder of the account ('The Customer') agrees that these conditions apply to every contract or order for the supply of goods by the Seller to that Customer.
- 1.2 Only a director of the Seller has authority to agree any conditions different to these.

#### **2. Orders**

- 2.1 Orders placed must be followed with Purchase Order Confirmations either by fax or post.
- 2.2 An order placed, delivery accepted, or other instruction given by a person appearing to be the Customer or on behalf of the Customer, shall bind the Customer.

#### **3. Cancellation of Orders**

- 3.1 The Seller is not obliged to allow cancellation of any order once placed.
- 3.2 If any order cancellation is accepted an administration fee equal to 20% of the price will be charged, unless otherwise agreed in writing by a director of the Seller.
- 3.3 A cancellation will only be accepted when it will not cause loss or cost to the Seller.

#### **4. Prices**

- 4.1 The prices of goods are those ruling at the date the order is taken.
- 4.2 Prices shall be subject to the addition of Value Added Tax and of every other tax or levy, for the time being current not being a tax on the Seller's general profits turnover or gains.

#### **5. Invoices**

- 5.1 The Seller will raise an Invoice for goods or services supplied and submit to the address shown on the Purchase Order. The invoice raised will include all relevant information as contained within the Customer's Purchase Order.

#### **6. Credit Payment**

- 6.1 **The Customer shall pay all invoices raised within 30 days of the date of invoice.**
- 6.2 Interest at 4% over (Barclays Bank) base rate current from time to time shall be due on all late payments and shall be calculated from the due date for payment (whether before or after judgement). Unpaid interest shall be added to the sum due at the end of each month.
- 6.3 The Customer shall not be entitled to make any deduction, withholding or set-off, in respect of any amount claimed from, or, owing by, the Seller, on any account.

#### **7. Delivery**

- 7.1 Information on date or time of delivery is given in good faith. However, the Seller cannot accept responsibility for delays in delivery.
- 7.2 The Seller may deliver in instalments unless otherwise agreed.
- 7.3 If the Customer is in default of payment or otherwise under any order, the Seller may suspend any later delivery.

7.4

The Customer is strongly advised to check all goods/services promptly. The Customer must report instances of alleged errors, defects, damaged or bad workmanship, in writing to the Seller, as soon as possible and in any event within five days of completion of delivery/services carried out. Otherwise the Customer shall be deemed to have accepted the same and be bound to pay for the same.

**Commercial Flooring Division**

113 Dunstable Street  
Ampthill, MK45 2NG

t. 01525 404179  
f. 01525 402977  
e. [dan@bennettsflooring.co.uk](mailto:dan@bennettsflooring.co.uk)



# 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 16th August 2011</b>   |                      |                   |
| <b>REF:</b>                          | <b>11.3</b>  |                      |                   |
| <b>No:</b>                           | <b>70 (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)   | Apologies            |                   |
|                                      | 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)  |                      |                   |
|                                      | Richard Ellis (RE)   |                      |                   |
|                                      | Carl Graham (CG)   |                      |                   |
|                                      | Chris Baker (CB)   |                      |                   |
|                                      | Jacqui Turner (JT)   |                      |                   |
| <b>Ordinary Club Members Present</b> |  |                      |                   |
|                                      | Pete Tatton, Jason Greenstein  |                      |                   |
|                                      |  |                      |                   |
| <b><u>REF</u></b>                    | <b><u>ITEM</u></b>   | <b><u>ACTION</u></b> | <b><u>DUE</u></b> |
| <b>11.3.01</b>                       | <b>APOLOGIES FOR ABSENCE</b>   |                      |                   |
|                                      | As noted above.  |                      |                   |
| <b>11.3.02</b>                       | <b>CLUB MEMBERS AOB</b>  |                      |                   |
| <b>11.3.02.01</b>                    | Pete Tatton – club looking untidy & needs painting. Wants to be minimalistic with posters. Discipline with members bringing kit to sell & for sale posters. All agreed – details being discussed in AOB. PT has volunteered. |                      |                   |
| <b>11.3.02.02</b>                    | Jason – proposal as email, Wants to train commercially within the club. Membership fee would be part of the fee. Jason will hold liability insurance. Agreed.  |                      |                   |
| <b>11.3.03</b>                       | <b>MINUTES OF LAST MEETING (and other procedural matters)</b>  |                      |                   |
|                                      | The minutes of the last meeting were approved by the Committee.  |                      |                   |



| REF     | ITEM  | ACTION | DUE |
|---------|---|--------|-----|
| 11.3.04 | MATTERS ARISING   |        |     |
|         | <ul style="list-style-type: none"> <li>• HC to put a copy of the expenses form on the website. SKen to send form to HC first. Still awaited.</li> <li>• HC to do a letter to be given to swimming members, similar to the Non-diver letter.HC. Not yet done. Now becoming urgent. [Post meeting note – there is no definition of such members in the Rules – maybe this should be addressed at a future meeting]</li> <li>• Heavy duty plastic glasses for outside. Done</li> <li>• Other H&amp;S rules may need to be addressed. GH – ongoing.</li> <li>• Canoe Club - Need to find volunteers to lock/unlock. NG. Not needed – they have their own key.</li> <li>• HC discussing fridge with IC. Done</li> <li>• Locally brewed beers - IC reported it's not cost effective but as a one off sometime. Keg lager may not be replaced. IC to look at appropriate pricing. Done</li> <li>• Recruitment Officer. SE will organise a rota. Still ongoing.</li> <li>• Pool cover rota. Thanks to CB. Beyond end of this course a rota needs to be done - people need to be informed - GH.</li> <li>• Spike needs to be informed that he does not get exclusive use. NG to inform him when he next books.</li> <li>• Chemicals in pool - RH puts levels on notice on door. Done</li> <li>• Free swimming can be a problem if swimmers do not take care. May be necessary to reintroduce the 20 min rule. CN is to ask Jim Mac to talk to Brian. Done</li> <li>• Refuse collection is costing a lot. Maybe go to fortnightly collection. RB has change our contractor. HC to check to see if there is fly dumping. Done</li> <li>• RB suggest we open an a/c with Scottish Widows at about 1.6%. Currently we are earning very little interest. Agreed. RB. In progress</li> <li>• SKen asked if it's possible to have a set of mid-year accounts. RB said this report already exists. To be circulated. RB Done</li> <li>• Members to be asked to donate say £10. Agreed for the autumn redecor project. Action - RH SN.</li> <li>• HC has now got the door access system details and manuals from Pete Child. Handed over to SE for safe keeping. SE All now OK</li> <li>• The committee mailing list is not working properly. Seems to be BT account holders. SE said problem should now be OK. It is.</li> <li>• A5 posters - need a few more - CN to do. Done but need to be delivered to SE .</li> <li>• SN is doing a letter as a template for Wessie Lodge for members to send to object to any plan to drop the moveable floor in the new development. SN – no longer relevant.</li> <li>• CG - compressor not been working properly for some time. AM to action. Now all OK.</li> <li>• Pete Ladell - is a member of a photo group - they have training days - they would like to use the clubhouse - prob mid week - NG to liase with Pete. No problem as far as committee is concerned. Some dates are now in the diary</li> <li>• Pete Ladell - is doing a freediving course - and has mentioned the club as a possible venue - Pete to arrange suitable date for them to come along maybe one Friday evening to see the pool. SKen to circulate info. But she's not received any yet. Action PL.</li> <li>• SKen - BBQ shelter - is one required? Estimate £120 with scrounging. Agreed budget £200. David Bolton to volunteer. Ongoing – week after next. yet to be decided. .</li> </ul> |        |     |

| <u>REF</u> | <u>ITEM</u>   | <u>ACTION</u> | <u>DUE</u> |
|------------|---|---------------|------------|
| 11.3.05    | <b>CHAIR'S REPORT</b>   |               |            |
|            | As submitted - see Appendix 1.  |               |            |
| 11.3.06    | <b>TREASURER'S REPORT</b>   |               |            |
|            | As submitted - see Appendix 1.<br><br>Another loss forecast this year. We need to raise more funds. RH suggested we all think about it and report at next meeting. CB to talk to Fire Brigade about using pool for water training in return for water. Sken to circulate her calc for cost centres.   |               |            |
| 11.3.07    | <b>SECRETARY'S REPORT</b>   |               |            |
|            | <ul style="list-style-type: none"> <li>• Minutes now on the website.</li> <li>• Annual accounts to be sent to CH before the next meeting.</li> <li>• Ratification of Regulations – Agreed with amendments to rescue quals and mutual fund rates/excess.</li> <li>• Election procedure – deal with at next meeting due to lack of time.</li> </ul> |               |            |
| 11.3.08    | <b>MEMBERSHIP SECRETARY'S REPORT</b>  |               |            |
| 11.3.08.09 | 116 members. New contacts list on website   |               |            |
| 11.3.09    | <b>DIVING OFFICERS REPORT (Incorporating Training)</b>  |               |            |
|            | As submitted - see Appendix 1.<br><br>A lot more diving this year than same time last year. GH outlined an incident that occurred recently. GH suggested we think about getting a defibrillator. AM has specifically asked for full details of all incidents as he considers that all directors of SASAC could be held liable.                    |               |            |
|            | Training - as report.   |               |            |
| 11.3.10    | <b>EQUIPMENT OFFICER'S REPORT (Including Boat)</b>  |               |            |
| 11.3.10.01 | As submitted - see Appendix 1.<br><br>AM to send list to Sken.  |               |            |
|            | <u>Boat</u><br><br>As submitted - see Appendix 1.<br><br>Proposing that we get servicing done commercially. Agreed. May be able to bring back over the winter, or leave in Portland for about £350.   |               |            |

| <u>REF</u>        | <u>ITEM</u>   | <u>ACTION</u> | <u>DUE</u> |
|-------------------|---|---------------|------------|
|                   |   |               |            |
| <b>11.3.11</b>    | <b>PREMISES OFFICER'S REPORT</b>  |               |            |
| <b>11.3.11.01</b> | On sick leave   |               |            |
| <b>11.3.12</b>    | <b>BAR MANAGER'S REPORT</b>   |               |            |
|                   | As report.<br><br>Floor safe needs to be used more. Cash is vulnerable if left in till.<br><br>CN said Lisa's Zumba could potentially clash with keep fit. NG to contact Lisa.  |               |            |
| <b>11.3.13</b>    | <b>SOCIAL SECRETARY'S REPORT</b>  |               |            |
|                   | As submitted - see Appendix 1.  |               |            |
| <b>11.3.13</b>    | <b>WEBMASTER</b>  |               |            |
|                   | As submitted - see Appendix 1.  |               |            |
| <b>11.3.14</b>    | <b>PUBLIC RELATIONS REPORT</b>  |               |            |
| <b>11.3.14.01</b> | Not present. RH to ask SK to take forward the possible canoe club grant application.  |               |            |
| <b>11.3.15</b>    | <b>AOB</b>  |               |            |
|                   | <ul style="list-style-type: none"> <li>Underwater hockey – as RH's report.</li> <li>Premises hire charges – leave as is until after refurb.</li> <li>Lecture room refurbishment – dry lining rejected. New window rejected. Curtain wall? HC to cost out &amp; follow up. Boxing for electrics – storage cupboard agreed along with matching cupboards on other side of end wall. Subdued party lighting – to be assimilated into electrical quote.</li> <li>Cottonmill Pool – reduce by 67%.? Held over to next time due to lack of time.</li> </ul> | SE            |            |
|                   |   |               |            |
| <b>11.3.16</b>    | <b>Meeting Dates:</b>   |               |            |
|                   | <p>Dates for future Meetings: -</p> <p>It was agreed to alternate Mon, Tue, Thurs.</p> <ul style="list-style-type: none"> <li>Thurs 22 Sept,</li> <li>Mon 31 Oct,</li> <li>Tue 13 Dec,</li> <li>Thurs 26 Jan,</li> <li>Mon 5 March,</li> <li>Tue 17 April,</li> <li>Thurs 31 May (depending on AGM)</li> </ul> <p>All at 8pm at the Clubhouse.</p>  |               |            |

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

### **Chairman's Report**

#### **Chairs report**

None.

### **Treasurer's Report**

Please find attached the Treasurer's Report. (See Appendix Two)

I have produced the report in this format in response to Sarah's request for an update on the financial position for this year. As you will see in the report the blue shaded columns are the actual figures to date, which show a profit of £5,704.36. The grey shaded columns are forecast figures for the rest of this year. They are based on the same period last year with some adjustments included. Taking the totals from both sets of figures shows a forecast loss this year of £2,002.26.

### **Secretary's Report**

| All covered in the minutes.

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

All covered in the minutes.

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

#### Training Officer's Report

The Training Officer's Report was circulated by email on 16 August 2011.



Training Officer's Report (16 August 2011) - with names.docx

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

Not much to report at the moment

The compressor is back on all week rather than just Wednesday evenings. The leak has stopped and I'm monitoring the running hrs to see how much it runs when we are not open.

I have a large buddy jacket that is in very good condition for £40. This would give us a third large jacket and would be enough for the foreseeable future. Just need to keep an eye out for small jackets as these are the main ones used.

There have been two blending course held at the club both which raised a small amount in oxygen purchases. One region course and one internal course. I will be running a booster pump session very soon so all out new blenders now how to use that as well.

Can I remind all the instructors about the depth limit of the club regs (20m max) as we have sports divers looking to progress their depth limits. Also to double check the mechanical depth gauges on a regular basis whilst open water diving as I recently had to change a couple as they were reading

incorrectly.

Also I recently did a quick straw pole on the ocean / Sports divers when they were returning their kit and none of them knew about the tell tale needle on the depth gauge showing the max depth reached during the dive and that it should be reset for each dive. Is this something that should be re-enforced even if people are reliant on dive computers????

### **Boat Report**

Valkyrie has been used for 3 days by John Bundy since the last report, one day was blown out.

I've obtained spare parts and repaired the winch ratchet on our old trailer.

Valkyrie's engine will need servicing soon, Steve Titley has carried out most of the servicing in the past but this service includes replacing the impeller pump which he can't do so I propose we get the full service done commercially. Blue Water Horizon who have worked on Valkyrie before have gone bust and Ferrybridge Marine who have replaced them do not service engines. Blue Water Horizon's engineer, Tony Mullen, is now working independently and could service the engine on site at WPNSA, I don't know of any other options.

We have paid for storage at WPNSA for Valkyrie until 30-sep-2011. We could then bring Valkyrie back to St. Albans (subject to finding a driveway) or leave it at WPNSA for the 6 winter months for £355. This could be viable this year as little work is outstanding on Valkyrie, it could cost as much as £200 to tow Valkyrie up and back and Valkyrie may then get used over the winter.

Outstanding problems still not fixed:

- Radio loudspeaker doesn't work
- Can't find the second spare trailer wheel
- Bottle jack has rusted

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

See minutes.

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

Looking at Rosemary's figures we are currently tracking to 48% profit on the bar (deducting the Fridge purchase takes us to 46%). The operational target is 50% although some wastage and incidentals need to be taken account (I need to talk to Rose about have an additional £30 moved to non-consumables for keg pieces).

The cellar is well stocked with diet coke and other items (4 kegs should arrive today).

- • I need to order some more CO2 gas.
- • I have also verified that the empty larger kegs can go back to Bookers.
- • Rose can confirm but I think Costo membership has been renewed.

Lisa wishes to be removed from the bar rota which leaves two slots to be filled at the end of September and November if I recollect.

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

A summary of recent and forthcoming social events

#### **Ongoing**

Friday evening BBQs continue - thanks to Sarah and Steve K for organising these.

Tuesday evening - Jim's Keep Fit continues 8-9

Tuesday evening - Lisa would like to run Zumba classes from 7-8

#### **July**

Management training session - private hire  
Photoshoot club hire for photoshoot - private hire  
Dunstable SAC Dinner Dance - Some club members attended  
Gas Blending Course - clubhouse booking

## **July/August**

Thursday evening - 6 canoe club sessions continue - they did not hold the party that they had inquired about

## **Forthcoming events**

### **August**

Saturday 20th August - Dave Willis enquired about holding a birthday party at the club - I have not heard whether he wishes to proceed

### **September**

Friday September - Friday Night talk - Diving in Indonesia -Thiam - tbc  
Sunday 4th September - CNAA Allotment Produce Show - club hire

### **October**

Friday 7th or 14th October - Friday night talk - No Tanx taster session - Pete Ladell  
Saturday 29th October - Eastern Region Course - First Aid for Divers  
Saturday 29th October - Halloween Party - tbc  
Sunday 30th October - Eastern Region Course - O2 Admin

### **November**

Sunday 6th November - Eastern Region Course - O2 Admin Refresher

### **December**

Saturday 17th December - Xmas Party

### **January**

Saturday, 21st January - International Food Night - Sarah Crompton

### **March**

Saturday, 3rd March - Dinner Dance - Quality Hotel

## **Webmaster's Report**

### **Incoming Enquiries**

13 contacts to club since start of July. 9 via O845 telephone and 4 via the webform, 9 via telephone and 4 via the webform.

1. 02-Jul-11 TELEPHONE - Woman enquiring about prior booking of club house - SAK called HC
2. 01-Jul-11 WEBFORM - Woman interested in try dive - SAK forward to JT
3. 03-Jul-11 TELEPHONE -Woman got flyer from festival of life wants to find out more FoL SAK called, come down weds
4. 10-Jul-11 TELEPHONE -15-y-o son wants to do work experience - SAK called, said would discuss with committee

5. 18-Jul-11 TELEPHONE -DO at another dive club called for ref on former SASAC member Forwarded to GH, SK and LS
6. 18-Jul-11 TELEPHONE - Woman called to confirm booking of club house SAK forwarded to NG
7. 21-Jul-11 WEBFORM - Man enquiring about Ocean Diver SAK called, come down weds
8. 31-Jul-11 TELEPHONE -Woman wants to find out about diving Google SAK called, come down weds
9. 04-Aug-11 TELEPHONE -Club member wants to bring daughter for try dive SAK forwarded to JT
10. 08-Aug-11 TELEPHONE -Woman wants try dive for 13-y-o daughter + friend SAK forwarded to JT
11. 08-Aug-11 WEBFORM - Man interested in PADI course SE emailed, come down weds
12. 08-Aug-11 WEBFORM - Man interested in try dive for partner SAK forwarded to JT
13. 11-Aug-11 TELEPHONE -Woman called, interested in snorkeling for family SAK forwarded to AH

### **Reported Issues with ICT**

#### **Email**

1. Many members of the committee members were not receiving emails. The issue was affecting members who had email accounts that used the BT network. (BT, YAHOO). The cause was within the BT infrastructure and was fixed by BT
2. Roy Harrison reported not receiving emails sent to committee. No fault found when test emails were sent. The Cause is unknown
3. Simon New reported the emails he sent via the committee were not being delivered. In reality the email sent to the committee was delivered to all on the committee except for Simon. The issue details were *"SMTP error from remote mail server after RCPT TO:<simon.new@innatel.co.uk host service101.mimecast.com [94.185.240.39]: 550 Administrative Lockout - Inbound not allowed"*. Essentially the problem was Simon's email provider rejecting emails sent to Simon via the committee distribution list. It had considered the email unauthorised and dropped it. Issue passed to Simon to resolved with his email provider.

#### **Web Site**

1. The Calendar widget is not displaying. No fix applied
2. Various password reset requests

#### **Other**

1. The Access Control for the main door stopped working. Fault isolated to the relay in the door lock. Unit was replaced and this fixed the fault
2. The management of the Access Control System has been transferred from Pete to Howard and Stuart
3. A work station with PC has been installed in SASAC clubhouse to provide members with Internet access.

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

All covered in the minutes

### **Mutual Fund Report**

None



# 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>                         | Thursday 22nd September 2011  |               |            |
| <b>REF:</b>                          | 11.4  |               |            |
| <b>No:</b>                           | 71 (Since Sept 03)  |               |            |
| <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)  | Apologies     |            |
|                                      | Diving Officer - Garnett Henderson (GH)   |               |            |
|                                      | Premises Officer - Rory McGowan (RM)  |               |            |
|                                      | Bar Manager - Ian Campbell (IC)   |               |            |
|                                      | Peter Kilcline (PK)   | Apologies     |            |
|                                      | Simon New (SN)  |               |            |
|                                      | Equipment Officer Alan Mawford (AM)   |               |            |
|                                      | Sarah Kennedy (SJK)   | Apologies     |            |
|                                      | Simon Keane (SAK)   | Apologies     |            |
|                                      | Stuart Everard (SE)   |               |            |
|                                      | Richard Ellis (RE)  |               |            |
|                                      | Carl Graham (CG)  | Apologies     |            |
|                                      | Chris Baker (CB)  |               |            |
|                                      | Jacqui Turner (JT)  |               |            |
| <b>Ordinary Club Members Present</b> |   |               |            |
|                                      | Wanda Bristow   |               |            |
| <b>REF</b>                           | <b>ITEM</b>   | <b>ACTION</b> | <b>DUE</b> |
| 11.4.01                              | <b>APOLOGIES FOR ABSENCE</b>  |               |            |
|                                      | As noted above.   |               |            |
| 11.4.02                              | <b>CLUB MEMBERS AOB</b>   |               |            |
| 11.4.02.01                           | Wanda brought flooring samples for the refurb. These were generally thought to be of domestic rather than commercial quality. |               |            |
| 11.4.03                              | <b>MINUTES OF LAST MEETING (and other procedural matters)</b>   |               |            |
|                                      | The minutes of the last meeting were approved by the Committee.   |               |            |



| <u>REF</u>        | <u>ITEM</u>   | <u>ACTION</u> | <u>DUE</u> |
|-------------------|---|---------------|------------|
| <b>11.4.04</b>    | <b>MATTERS ARISING</b>  |               |            |
|                   | <ul style="list-style-type: none"> <li>• HC to put a copy of the expenses form on the website. Awaiting file from SK</li> <li>• Other H&amp;S rules may need to be addressed. GH not here</li> <li>• Recruitment officer. SE will organise a rota. Still ongoing. Not here</li> <li>• Pool cover rota. Beyond end of this course a rota needs to be done - people need to be informed - GH. Not yet done</li> <li>• Free swimming - CN is to ask Jim Mac to talk to Brian. Done last time</li> <li>• A5 posters - need a few more - CN to do. Done but will do some more</li> <li>• CN said Lisa's zumba could potentially clash with keep fit. Ng to contact lisa. CN raised question of who gets payments. NG to ask Lisa</li> <li>• RH to ask SK to take forward the possible canoe club grant application. See AOB</li> </ul> |               |            |
| <b>11.4.05</b>    | <b>CHAIR'S REPORT</b>   |               |            |
|                   | As submitted - see Appendix 1.  |               |            |
| <b>11.4.06</b>    | <b>TREASURER'S REPORT</b>   |               |            |
|                   | As submitted - see Appendix 1.  |               |            |
|                   | RB has volunteered to split costs into separate cost centres.   |               |            |
| <b>11.4.07</b>    | <b>SECRETARY'S REPORT</b>   |               |            |
|                   | Annual accounts have been rejected by CH as they refer to 1985 Act not 2006. To be resubmitted.   |               |            |
| <b>11.4.08</b>    | <b>MEMBERSHIP SECRETARY'S REPORT</b>  |               |            |
| <b>11.4.08.09</b> | 122 paying members – 71FD – 34SM – (only about 8 regularly attend – others are generally youngsters) – RH said how about organising events for youngsters.  |               |            |
| <b>11.4.09</b>    | <b>DIVING OFFICERS REPORT (Incorporating Training)</b>  |               |            |
|                   | As submitted - see Appendix 1.  |               |            |
|                   | Training - as report.   |               |            |
| <b>11.4.10</b>    | <b>EQUIPMENT OFFICER'S REPORT (Including Boat)</b>  |               |            |
| <b>11.4.10.01</b> | As submitted - see Appendix 1.  |               |            |
|                   | 4 of pool regs have now worn out. Some BCDs need servicing as well. £324 AM to see if we can get instructors to use own kit to save £££. .  |               |            |
|                   | We may have lost a cylinder. Don't leave eq store door open.  |               |            |
|                   | <u>Boat</u>   |               |            |
|                   | As submitted - see Appendix 1.  |               |            |

| <u>REF</u> | <u>ITEM</u>   | <u>ACTION</u> | <u>DUE</u> |
|------------|---|---------------|------------|
| 11.4.11    | <b>PREMISES OFFICER'S REPORT</b>  |               |            |
| 11.4.11.01 | None – but see refurb item  |               |            |
| 11.4.12    | <b>BAR MANAGER'S REPORT</b>   |               |            |
|            | Deferred to next month  |               |            |
| 11.4.13    | <b>SOCIAL SECRETARY'S REPORT</b>  |               |            |
|            | As submitted - see Appendix 1.  |               |            |
| 11.4.13    | <b>WEBMASTER</b>  |               |            |
|            | As submitted - see Appendix 1.<br><br>Website needs a bit of repair.  |               |            |
| 11.4.14    | <b>PUBLIC RELATIONS REPORT</b>  |               |            |
| 11.4.14.01 | Nothing to report – RH says we ought to be on clubzz.com – agreed (CN to action)  |               |            |
| 11.4.15    | <b>AOB</b>  |               |            |
|            | <ul style="list-style-type: none"> <li>• RE-STRUCTURING PROPOSAL – HC authorised to contact Council</li> <li>• Signage for pool &amp; membership rules etc to be sorted – AM &amp; CN &amp; JT</li> <li>• CAR PARK RENTAL – CB suggested pay &amp; display – to cost out.</li> <li>• LECTURE ROOM REFURBISHMENT <ul style="list-style-type: none"> <li>• Electrical quote - £1225.- agreed</li> <li>• Heating – no £££ available for improvements at the moment. HC to look at programmable thermostat. RM wants £££ to replace roof tiles. And flat roof.</li> <li>• Cupboards – cheap flush doors and softwood frame. RM to design.</li> </ul> </li> <li>• ROTATION OF COMMITTEE – ELECTIONS (MAYBE BUMP TO NEXT MEETING)</li> <li>• COTTONMILL POOL – REDUCE BY 67%. (MAYBE BUMP TO NEXT MEETING)</li> <li>• RULE RE SWIMMING MEMBERS – agreed restriction to be same as for social membership. (See Appendix 2)</li> <li>• CB mentioned danger of steam swimmers in pool. 20 min rule to be enforced when there are too many divers in water. New pool should make things easier. CB authorised to choose whether the rules are to be enforced or not.</li> <li>• INSPIRED FACILITIES – Sport England may have grants available for sports facilities (not clubhouse). RH is to attend workshop and report back.</li> <li>• Polling station – HC to chase.</li> <li>• SE mentioned noise of compressor &amp; suggested double doors. Can we think what can be done about it.</li> </ul> | SE            |            |
|            |   |               |            |

|         |   |  |  |
|---------|---|--|--|
| 11.4.16 | <b>Meeting Dates:</b>   |  |  |
|         | <p data-bbox="375 253 703 286">Dates for future Meetings: -</p> <ul data-bbox="424 320 895 517" style="list-style-type: none"> <li data-bbox="424 320 619 353">• Mon 31 Oct,</li> <li data-bbox="424 353 619 387">• Tue 13 Dec,</li> <li data-bbox="424 387 635 421">• Thurs 26 Jan,</li> <li data-bbox="424 421 635 454">• Mon 5 March,</li> <li data-bbox="424 454 624 488">• Tue 17 April,</li> <li data-bbox="424 488 895 517">• Thurs 31 May (depending on AGM)</li> </ul> <p data-bbox="375 544 715 577">All at 8pm at the Clubhouse.</p> |  |  |

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

### **Chairman's Report**

#### **Chairs report**

The general running of the club for our prime activity of dive training and diving is going well and thanks to Garnett and Sarah and all those who help as diving has obviously been well organised for this year as dive numbers are well up so far.

As you are all aware, we have been talking a lot about the redecoration of the lecture and bar room and work will be starting very soon. Will you all please bare in mind that whilst we have funds for this we are running at a loss and have been for some time, so prudence in our spend is essential.

There are a number of suggestions on the table to reverse this situation and we do need to implement some or all of these quickly in order to guarantee our survival in the future. We will be discussing these options on Thursday so please have your thoughts clear so that we can deal with this most important point efficiently on the night.

### **Treasurer's Report**

None

### **Secretary's Report**

| All covered in the minutes.

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

All covered in the minutes.

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

None

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

Not much to report at the moment

#### **Boat Report**

None

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

See minutes.

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

Deferred until next time

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

A summary of recent and forthcoming social events

#### **Ongoing**

Friday evening BBQs continue - thanks to Sarah and Steve K for organising these.

Tuesday evening - Jim's Keep Fit continues 8-9

Tuesday evening - Lisa to run run Zumba classes from 6.45-7.45 from first week in October

### **September**

Sunday 4th September - CNAA Allotment Produce Show - club hire - well attended

### **October**

Friday 14th October - Friday night talk - No Tanx taster session - Pete Ladell

Saturday 29th October - Eastern Region Course - First Aid for Divers

Saturday 29th October - Halloween Party - tbc

Sunday 30th October - Eastern Region Course - O2 Admin

### **November**

Sunday 6th November - Eastern Region Course - O2 Admin Refresher

### **December**

Saturday 17th December - Xmas Party

### **January**

Saturday, 21st January - International Food Night - Sarah Crompton

### **March**

Saturday, 3rd March - Dinner Dance - Quality Hotel

### **Webmaster's Report**

None

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

All covered in the minutes

### **Mutual Fund Report**

None

## Appendix Two – Additional Clause for Snorkel/Swimming Members

A) Snorkel/Swimming Membership (including short snorkel course), which entitles the member to all benefits of membership and the use of all club facilities, except those directly related to diving (subject to being suitably qualified).

I) Snorkel/Swimming members may:-

- attend the club at any time,
- hold club keys,
- serve at the bar,
- stand for committee (but refer to clause B4 of the *terms and conditions* for restrictions),
- swim or snorkel in Cottonmill pool
- attend the club's weekly pool session at Westminster Lodge swimming pool
- cox (or assist with the coxing of) the club boat whilst in support of diving activities (subject to being suitably qualified)

li) Snorkel/Swimming membership is not available to those who dive using scuba diving equipment, inside or outside the club environment.



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Cottonmill Swimming Pool  
Cottonmill Lane  
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Hertfordshire  
AL1 1HJ

Tel 01727 859829

## MINUTES OF COMMITTEE MEETING

|                                      |   |               |            |
|--------------------------------------|---|---------------|------------|
| <b>DATE:</b>                         | <b>Tuesday 13<sup>th</sup> December 2011</b>  |               |            |
| <b>REF:</b>                          | <b>11.5</b>   |               |            |
| <b>No:</b>                           | <b>73 (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)  |               |            |
|                                      | Diving Officer - Garnett Henderson (GH)   | From 8.45 pm  |            |
|                                      | Premises Officer - Rory McGowan (RM)  |               |            |
|                                      | Bar Manager - Ian Campbell (IC)   | Apologies     |            |
|                                      | Peter Kilcline (PK)   |               |            |
|                                      | Simon New (SN)  | Apologies     |            |
|                                      | Equipment Officer - Alan Mawford (AM)   |               |            |
|                                      | Sarah Kennedy (SJK)   |               |            |
|                                      | Simon Keane (SAK)   |               |            |
|                                      | Stuart Everard (SE)   | Apologies     |            |
|                                      | Richard Ellis (RE)  |               |            |
|                                      | Carl Graham (CG)  |               |            |
|                                      | Chris Baker (CB)  |               |            |
|                                      | Jacqui Turner (JT)  |               |            |
| <b>Ordinary Club Members Present</b> |   |               |            |
|                                      | None  |               |            |
| <b>REF</b>                           | <b>ITEM</b>   | <b>ACTION</b> | <b>DUE</b> |
| <b>11.5.01</b>                       | <b>APOLOGIES FOR ABSENCE</b>  |               |            |
|                                      | As noted above.   |               |            |
| <b>11.5.02</b>                       | <b>CLUB MEMBERS AOB</b>   |               |            |
| <b>11.5.02.01</b>                    | Although Peter Stansfield was unable to attend he had sent an e-mail around to the Committee regarding the potential purchase of a live AED for the club to use in case of emergencies and also a training unit which he would be able to train club members to use (see Appendix 2 for report).<br>With regard to the live unit a number of concerns were raised about the practical use of these machines because they were not |               |            |

| REF     | ITEM   | ACTION  | DUE   |
|---------|--|---|-------|
|         | <p>developed for diving and would not be appropriate for use in certain diving conditions/environments. Therefore the application of a proper working unit is limited outside of use at the club house. In addition with regard to shore diving there are many sites where these units are already accessible. Because the cost of purchasing and running one of these units would be high it was deemed there is not sufficient demand for its use to justify the costs involved. However with regard to the training unit it was generally agreed by the Committee Members that training to use these units would be useful when at a site or on a boat that already had these in situ (or in public places).</p> <p>It was therefore AGREED by the Committee that the money would be wisely spent to train all divers to use these units so a training kit for £300 would be purchased. Should we find following this that there is enough enthusiasm for raising additional funds for a live unit then the Committee would re-consider the purchase of an additional live unit. The Chairman of the Meeting then thanked Peter Stansfield in his absence for looking into this on the clubs behalf.</p> <p>Point of note: when GH joined the meeting at the later time he gave the opinion that this could be a waste of money for the club and this was duly noted.</p> | <p>Peter Stansfield to be given the go ahead to purchase an AED Training Unit and organise training sessions on this accordingly.</p> | ASAP. |
| 11.4.03 | <b>MINUTES OF LAST MEETING (and other procedural matters)</b>  |   |       |
|         | <p>The minutes of the last meeting had been sent to HC to review and adjust as appropriate by JT. These will be approved by the Committee at the next meeting when HC is present.</p>  |   |       |
| 11.5.04 | <b>MATTERS ARISING</b>   |   |       |
|         | <ul style="list-style-type: none"> <li>• <i>HC to put a copy of the expenses form on the website</i> - SK is to send this to Stuart to be put on the website a.s.a.p.</li> <li>• <i>Other H&amp;S rules may need to be addressed</i> - GH confirmed that he needs to do an audit a.s.a.p.</li> <li>• <i>Recruitment officer. SE will organise a rota</i> - Still ongoing.</li> <li>• <i>Lisa's Zumba - NG to contact Lisa</i> - The Committee discussed this with Nadine - it was AGREED that due to club rules and regs only 3 visits are allowed per year for non-members therefore any clients not already members must become so. The same applies for the Keep fit and RH is to contact and explain this to both Lisa and the Keep Fit organisers. This does not apply to the Allotment Society as they only use the site 3 times a year.</li> <li>• <i>RH to ask SK to take forward the possible canoe club grant application</i> - NG to provide RH with a contact.</li> <li>• <i>RB has volunteered to split costs into separate cost centres</i> - being done.</li> <li>• <i>We may have lost a cylinder</i> - AM to check if this is held by the person advised at the meeting.</li> </ul>   | <p>See each item for relevant Actions.</p>  |       |



| REF     | ITEM  | ACTION | DUE |
|---------|---|--------|-----|
|         | <ul style="list-style-type: none"> <li>• <i>Website needs a bit of repair</i> - SE doing shortly.</li> <li>• <i>Clubzz.com</i> - CN dealing with this.</li> <li>• HC authorised to <i>contact Council</i> - HC done, waiting response.</li> <li>• <i>Rotation of Committee - elections (maybe)</i> - Wait for response from council regarding alterations to club structure.</li> <li>• <i>Cottonmill pool - reduce by 67% (maybe)</i> - Put back to when HC can attend.</li> <li>• <i>Sport England - RH is to attend workshop and report back</i> - A short written summary was requested for the next Committee.</li> <li>• <i>Polling station - HC to chase</i> - HC confirmed by e-mail that he has chased but there is still no response.</li> <li>• <i>SE queried the fees for the Canoe Club rental</i> - RH confirmed an increase can be reviewed for 2012 and he will warn them that this is to be discussed and agreed by the Committee.</li> <li>• JT requested an in depth <i>discussion to be carried out at the next Committee regarding Rules and Regulations and any updates required</i> - to be put on the Agenda once an answer is received from the council on the potential for changing the clubs structure.</li> <li>• <i>RH is to discuss the possible donation of old safety equipment to the club with Westminster Pool.</i></li> <li>• AM suggested <i>changing the overhead light on the sign</i> at the front of the building to make this more visible and this was AGREED by the Committee (Oct 2011) – see premises report.</li> <li>• <i>New rails for lecture room</i> – CB confirmed these had been obtained and will be brought up to the club shortly.</li> <li>• <i>David to build cupboards and inner door</i> – Done – see premises report.</li> <li>• RM to <i>board and vent windows</i> and to <i>fit draft excluders</i>.</li> <li>• <i>GH to confirm availability of free office quality tiles</i>, if there are none CB is to purchase the tiles as per his quote – GH confirmed that the club can have the free tiles and we will know when these can be collected by the end of Jan 2012. AM offered the use of his van and trailer for the transport of the tiles.<br/>NG advised that the room was booked for a function on the 28<sup>th</sup> of Jan so the room will need to be functional for this date.</li> <li>• <i>RH is to arrange a meeting with CN</i> – done, see membership secretary section of the Minutes.</li> <li>• <i>SJK to contact Katie McGowan and the parents regarding guardianship</i> - done.</li> <li>• <i>Item to be added to the next Agenda on packs</i>. The next meeting Agenda must also contain an item on the membership packs which must also be updated to state the conditions of membership.</li> <li>• RE to liaise with CB and RM on the <i>retrieval of the Boat</i> – done see boat report.</li> </ul> |        |     |
| 11.5.05 | <b>CHAIR'S REPORT</b>   |        |     |
|         | The Chair had not issued a report and had nothing to add other than for the items discussed under matters arising and issues discussed under the corresponding reports below.   |        |     |

| <u>REF</u> | <u>ITEM</u>   | <u>ACTION</u>   | <u>DUE</u>              |
|------------|---|---|-------------------------|
| 11.5.06    | <b>TREASURER'S REPORT</b>   |   |                         |
|            | Absent – report deferred to the next Committee Meeting.   |   |                         |
| 11.5.07    | <b>SECRETARY'S REPORT</b>   |   |                         |
|            | Absent – report deferred to the next Committee Meeting.   |   |                         |
| 11.5.08    | <b>MEMBERSHIP SECRETARY'S REPORT</b>  |   |                         |
| 11.5.08.09 | <p>Sadly Chris has resigned her post and SE will cover her role until the next AGM when anyone will be free to also stand for the position. Unfortunately Chris felt she could not continue in the role. It is a shame but it could not be helped. The Chair thanked Chris for all of her hard work to date for the club.</p> <p>Therefore there is no report as this has been deferred to the next Committee Meeting once SE has got to grips with the current state of play.</p>  |   |                         |
| 11.5.09    | <b>DIVING OFFICERS REPORT (Incorporating Training)</b>  |   |                         |
|            | <p>Training report – see Appendix 1.</p> <p>We now have 3 new ocean divers and SJK thanked RE for his help with the trainees. 3 trainee Sport divers have also completed their courses and another 4 are part way (see report) 4 Dive Leaders have started but she will try to start another course in Jan/Feb as there is some interest from existing Sports divers that have not trained in a long time.</p> <p>It came to the attention of the Committee that a couple of Sports divers had gone over their qualifications to dive deeper wrecks and this should not be happening. AM reminded the Committee that it is not necessary to become a Dive Leader to undertake depth progression as BSAC has an alternative route if they don't wish to take others diving. Following further discussion the Chair reminded the Committee and asked them to pass the message on that all dives must be made within the rules of BSAC and where divers wish to dive at greater depth they must take part in further training.</p> <p>There are 10 people taking part in the Advanced Diver training. 4 members from Dunstable paid £40 for this and SJK hopes they will stay with the club beyond April. If they don't renew we have £160 and bar money. But if they do renew then hopefully we will have them for another year and they will organise a trip. This is a positive thing as we are the only club in the area taking on AD training and the feedback is that we are a welcoming club. When asked SJK confirmed that it would be appreciated if AM could give a few minutes to speak on using Nitrox.</p> <p>SJK then congratulated CG for becoming an instructor.</p> <p>Report amendment for 3.2 – it was not Lisa who organised the trip.</p> | <p>Club Members to be reminded that they must dive within their depth limits. Trip organisers are to plan for this accordingly.</p> <p>AM to give a few minutes to speak on using Nitrox for AD training.</p> | <p>ASAP</p> <p>TBC.</p> |

| <u>REF</u>        | <u>ITEM</u>   | <u>ACTION</u>   | <u>DUE</u> |
|-------------------|---|---|------------|
|                   | <p>DO Report:</p> <p>GH thanked SJK, CG, RE and Lisa Shafe for their work over the last 6 months with the dive training of the club.</p> <p>GH then gave his apologies with regards to the diving that due to operations on his eye he would not be able to dive at least until April.</p>  |   |            |
| <b>11.5.10</b>    | <b>EQUIPMENT OFFICER'S REPORT (Including Boat)</b>  |   |            |
| <b>11.5.10.01</b> | <p>As submitted - see Appendix 1.</p> <p>AM queried whether the club could leave the Westminster Lodge a phone number to call regarding kit left by accident at the pool. RH will talk to the pool manager. AM confirmed that it was a dumpy 12.5 cylinder lost.</p> <p>AM also advised that the booster pump has a leak and he will obtain a quote for fixing this. In the meantime he asked that club members don't walk away and leave it un-attended.</p>   | <p>RH to talk to Westminster lodge manager to leave a telephone no. for lost kit.</p> |            |
|                   | <p><u>Boat</u></p> <p>As submitted - see Appendix 1.</p> <p>RE thanked RM for pulling the boat up and storing it over winter for free.</p> <p>With regard to the Olympics RE asked the Committee's opinion whether to take Valkyrie back down and receive a discount for 2 years despite lack of access over the period of the games. As this seems like a good deal (saving of 25%) and worth having as the club will be able to use it for most of the summer, the Committee AGREED RE's plan for the Board.</p> <p>RM added that he will be sorting the brakes on the passenger side of the trailer.</p> <p>Steve Tittley was thanked for all his work on this.</p>  |   |            |
| <b>11.5.11</b>    | <b>PREMISES OFFICER'S REPORT</b>  |   |            |
| <b>11.5.11.01</b> | <p>The Committee discussed the work done to the lecture room so far. There are only minor parts left to be done to the room now and the tiling. The Chair thanked David for acquiring the equipment and materials and building the new cupboards and also Stuart for his hard work. He also thanked Steve Tittley and AM for bleeding the heating system and Paul Cooper for painting the gents toilets. SJK then thanked RH for painting the room and AM for putting up the new lights. RM will look into the draft excluders required for the room.</p> <p>AM brought the following up as Any Other Business:</p> <p>The front of our club house is looking shabby from the road, both the front doors are in need of TLC and we need to look at the way the front of our building is lit during the dark months. Some of our recent intake of Trainee's commented on the fact they thought this was a derelict building when they came looking for us. Following on from October's meeting AM reminded the Committee that the bulkhead light needs to be</p> |   |            |

| <u>REF</u>        | <u>ITEM</u>  | <u>ACTION</u>   | <u>DUE</u> |
|-------------------|--|---|------------|
|                   | <p>changed to illuminate the club sign. He added that with regard to advertising ourselves he would like to make a large Plywood A flag (and/or divers) and attach it over one of the windows to the front of the building to make it obvious we are a dive club and AM can make it happen over the wire grill so it does not have to be permanent. If we have to take it down later, because the council decides it does not like it, then it would be a simple case of unscrewing it. SJK added that we should also change the time shown on the Board to 9 pm. CB advised that he knew someone who is a sign writer and he may also be able to do a mural for the club.</p>   | <p>CB to determine if the sign can be updated and a mural made.</p>                             |            |
| <b>11.5.12</b>    | <b>BAR MANAGER'S REPORT</b>  |   |            |
|                   | Absent – deferred to next month.   |   |            |
| <b>11.5.13</b>    | <b>SOCIAL SECRETARY'S REPORT</b>   |   |            |
|                   | <p>As submitted - see Appendix 1.</p> <p>During the meeting the Committee queried the liability insurance in place for the non-diving users of the club e.g. keep fit. The Chair is to ask HC to find out and report back at the next meeting for the Committee to discuss.</p> <p>RH added that the Snorkelling presentation awards will be held shortly, including recognition of the help provided by Max Monk and new generic awards for the most improved. He asked that the Committee and Dive Club members come down to get more involved with and support the snorkelers.</p> <p>NG queried if the club should attend next year's dive show but SJK pointed out that this gained no new trainees for a lot of work so she would not suggest we put this effort in again. The Committee AGREED not to take part this year while pointing out that a good effort was made last year.</p> | <p>RH to ask HC to determine liability insurance in place for non-diving users of the club.</p> | Jan-2012   |
| <b>11.5.13</b>    | <b>WEBMASTER</b>   |   |            |
|                   | None.  |   |            |
| <b>11.5.14</b>    | <b>PUBLIC RELATIONS REPORT</b>   |   |            |
| <b>11.5.14.01</b> | <p>Absent – see Appendix 1.</p> <p>The Chair pointed the Members to SN's e-mail and he advised that SN is going through with applying for the Sport England grant. He is speaking to other clubs etc. and he is doing a good job on this. Therefore for any PR feedback please contact Simon.</p>  |   |            |

| REF     | ITEM   | ACTION  | DUE      |
|---------|--|---|----------|
| 11.5.15 | AOB  |   |          |
|         | <ul style="list-style-type: none"> <li>GH advised there will be a fire safety equipment check when needed.</li> <li>RH is standing down from organising Its a Knockout but we should do it if the Canoe Club is involved. NG will establish if they are coming and set the do. NG asked for this to be on the next Agenda.</li> <li>CB has been selling Try dive vouchers for £10 for Christmas presents etc. and a few have been sold which the Committee commended. Free advertising has been arranged with the St Albans paper which will be sent out this week.</li> <li>CB has been liaising on a filming contract with agents, which has the potential to £1,500 pounds a day. CB will manage this when events arise. The agent would do their own health and safety assessments, so all they need is a key holder. RH advised that the council does not allow sub-letting as a clause of the lease therefore RH will get HC to contact them, and sign the corresponding TOBA if allowed (see attached as Appendix 3).</li> <li>The Fire Service had pumped out the pool as a training exercise and following a review they have indicated to CB that they can carry out a risk assessment as part of the job to re-fill the pool next year. AM advised that the nearest fire hydrant might present a problem as it will come over the wall with noise so instead they could do training to pump lots of water into something so they can get away with sending the water over the wall as a jet.</li> <li>Try dives – JT reminded the Committee Members that they are held on the 1<sup>st</sup> Wed of every month but she can do other weeks with booking in advance.</li> <li>GH will remind lane swimmers that while training is on there should be no steam swimming after 20 mins.</li> <li>With regard to instructors expenses it was confirmed that the training information covers this and the wording may need amending just to give the rules clarity.</li> </ul> | <p>It's a Knockout event to be put on the next Agenda.</p> <p>HC to contact Council and determine if the TOBA can be signed with regard to the conditions of the clubs lease and notify CB accordingly.</p> <p>GH to remind lane swimmers of the rules for their use of the pool.</p> | Jan-2012 |
| 11.5.16 | Meeting Dates:   |   |          |
|         | <p>Dates for future Meetings: -</p> <ul style="list-style-type: none"> <li>Mon 5 March,</li> <li>Tue 17 April,</li> <li>Thurs 31 May (depending on AGM)</li> </ul> <p>All at 8pm at the Clubhouse.</p>   |   |          |

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

### **Chairman's Report**

See minutes.

### **Treasurer's Report**

None

### **Secretary's Report**

None

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

None

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

Training Report:



Training Officer's  
Report (13 December

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

A couple of things:

1. We are still missing a cylinder. A dumpy 12.5 ltr cylinder serial number 89/8567/074. This had not been send for a least 2 months now so I'm assuming that it's either been lost or stolen
2. The booster pump will be going back to Stanstead Fluids as it has developed a leak. I'll take it back in January. I'll be getting a quote for any work prior to it being completed if we are to be charged, hopefully we won't be but it depends on their findings

### **Boat Report**



BO111213.doc



x\_Olympic  
Information Pack.pdf

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

See minutes.

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

None.

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

A summary of recent and forthcoming social events

#### **Ongoing**

Tuesday evening - Lisa's Zumba 6:45-7:45pm

Tuesday evening - Jim's Keep Fit 8-9pm

## **Recent events**

### **October**

Friday 14th October - Friday night talk - No Tanx taster session - Pete Ladell

Saturday 29th October - Halloween Party

### **November**

Sunday 6th November - Eastern Region Course - O2 Admin Refresher

## **Forthcoming events**

### **December**

Saturday 17th December - Xmas Party

### **January**

Saturday, 21st January - International Food Night - Sarah Crompton

Saturday 28th January - Viv Palmers Birthday Party with band - all welcome

### **February**

Friday 17th February - Porth Kerris video and fish and chips - Suzy Jarman

### **March**

Saturday, 3rd March - Dinner Dance - Quality Hotel

## **Webmaster's Report**

None

## **PR Officer's Report**

### **Funding Application Report by Simon New:**

The focus of my attention (with Roy) has been to kick start the process for applying for Sport England Funding under their Inspired Facilities initiative opening up the possibility of receiving a 50K grant. A great deal of preparatory work needs doing for the next tranche of applications in Feb 2012.

An overview:

- 1 – We have registered our interest;
- 2 – We have to complete a detailed application with business plan;
- 3 – We need to decide / agree what we want the grant to fund and prepare detailed costings;
- 4 – We need to harness the input support of all other relevant parties who either currently use our club / premises / facilities or with improvements made, would use the facilities – to demonstrate the justification to the wider community for our application.

The following is an overview of what we have considered as being necessary improvements for which we would seek funding:

Outside Toilets / Showers;

Renovation of outside changing cubicles;

Creation of safe and secure storage (Canoe Club);

Safe / aesthetic poolside / curbing;

Disabled ramp access front and rear;

Outside lighting – low level / subdued (Canoe club said they could use club all year round if we had this).

Pls feel free to add to list.

We are also making contact with other users of the club to get their support / views / ideas – as the more that we can demonstrate that our plans would benefit the wider community the greater chance our submission will be accepted.

Nadine has kindly suggested the following:

1. Submarines - ANDREW LAWRENCE [[melodic.wave@btinternet.com](mailto:melodic.wave@btinternet.com)]
2. Cottonmill Allotment Association (CNAA) Alison Shipperlee [[alison.shipperlee@btinternet.com](mailto:alison.shipperlee@btinternet.com)]
3. Watercress Wildlife Association (WWA) Sheila Artiss [[sheila.artiss@virgin.net](mailto:sheila.artiss@virgin.net)]
4. St Albans Canoe Club Kerry Bromley [[k.a.bromley@gmail.com](mailto:k.a.bromley@gmail.com)]
5. BSAC Eastern Region (Skills Development Courses) [clivepaulmurphy@aol.com](mailto:clivepaulmurphy@aol.com)  
[[clivepaulmurphy@aol.com](mailto:clivepaulmurphy@aol.com)]
6. Leyland Avenue Residents' Association (once a year social) [debbieduthie@aol.com](mailto:debbieduthie@aol.com)  
[[debbieduthie@aol.com](mailto:debbieduthie@aol.com)]
7. Blue Feather Photography (occasional photoshoot) Spike Brown [[spike@bluefeather.co.uk](mailto:spike@bluefeather.co.uk)]
8. BSAC Eastern Region [clivepaulmurphy@aol.com](mailto:clivepaulmurphy@aol.com) [[clivepaulmurphy@aol.com](mailto:clivepaulmurphy@aol.com)]

9. Also:

Jason - Rebreather/Diving workshops;

Jim McCormack - Keep Fit;

Lisa Shafe – Zumba;

Ali Humphrey - snorkelling, octopush: practice and socials.

Happy to take on board feedback from tonight's meeting.

## Mutual Fund Report

None



## **Appendix Two – AED Request from Peter Stansfield:**

“I can't be at the Committee meeting on the 13th Dec because of work, so I've submitted this request.

We all strive to make Diving as safe as possible, and to continue to keep SASAC as the foremost BSAC Branch in our region (if not the world!).

You must be aware that Diving, Technology, and particularly Diving Technology moves on.

Many years ago we promoted the use of Oxygen for Divers, obtained (now) two club O2 sets, learned how to use them, and learned to teach the use of O2. We now take this for granted. Some of us have seen what O2 can do in Diving emergencies and can vouch for its benefits.

Developments over the last 5 years or so have matured the use of portable defibrillators, to the state where they are practical and easy to use in diving circumstances. They're also good for non diving emergencies, and unlike Oxygen we can treat firstly non divers, and secondly people of just about any age. Note that in the case of Heart Fibrillation, (you can call it a 'heart attack') have only about two minutes to act effectively.

I've recently become an AED (Automatic External Defibrillation) instructor, and am keen to teach it within our Branch. It needs an annual refresher, so the more new people we teach, the much more people need to renew this skill on an annual basis. I'm not the only instructor - Lisa and Paul are also qualified, and there may be others. We teach not only Defibrillation, but how to do this in diving circumstances, and how to combine it in with other essential skills such as CPR with O2 - so in learning AED people get a refresher on the skills that are always important to practice.

I'm of course willing to give up my time to teach this - and to train other wannabe instructors in our branch. But this takes equipment. I'd like to request that we purchase the necessary training unit for this - which will cost £300. Note that two of our resusci annies are already compatible with AED - the Eastern Region paid for these upgrades.

BUT there's no point in having lots of people qualified to use AED UNLESS we have a 'live' (i.e. non training) unit; This will cost the best part of £1500, by the time we've got all of the bits, and a recommended waterproof case for it. A lot of money - particularly in these times.

I'm asking the Committee to allocate £750 towards this - and I'll undertake to raise the rest from the members and anyone else I can find. This will be through personal donations (me), mugging people for donations on Wednesdays, fund raising events, jumble sales, possibly even an optional 10p a pint 'beer levy', and anything else I can think of. If I can't raise the rest from the members, then obviously we don't deserve a real unit.

Whilst I can't come to this meeting, I am probably available for the next one if I'm needed to turn up and explain more.”

## **Appendix Three – Copy of TOBA from Chris Baker**



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