



ST ALBANS SUB-AQUA CLUB LTD

Cottonmill Swimming Pool
Cottonmill Lane
St Albans
Hertfordshire
AL1 1HJ

Tel 01727 859829

MINUTES OF COMMITTEE MEETING

DATE:	Monday 19 January 2009		
REF:	08.7		
No:	50 (Since Sept 03)		
Committee Members Present			
	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 – Paul Compton (PVC)	Apologies	
	Premises Officer – Rory McGowan (RM)	Apologies	
	Bar Manager - Peter Kilcline (PK)		
	Rob Anderson		
	Simon New (SN)		
	Equipment Officer Alan Mawford (AM)		
	Richard Ellis (RE)		
Ordinary Club Members Present			
	Sarah Kennedy		
	Lisa Shafe		
REF	ITEM	ACTION	DUE
08.7.01	APOLOGIES FOR ABSENCE		
	As noted above.		
08.7.02	CLUB MEMBERS AOB		
08.7.02.01	LS reported that the bar door was found unlocked on Saturday 17 January. As the club was not open on the Friday, it may have been unlocked since Wednesday night.		
	LS reported that there is to be a world record attempt for 150 divers to be in a pool at same time. Do we want to take part? If interested see Lisa. Two more people needed.		
	The date for It's a Knockout was agreed for 11 July 2009.		

<u>REF</u>	<u>ITEM</u>	<u>ACTION</u>	<u>DUE</u>
	<p>LS said that there have been rumours that SASAC is anti BATSAC. It was agreed that SASAC has no anti-any club policy. CN said that the rumours might be due to last meeting's minute concerning non-SASAC members attending SASAC courses.</p> <p>It was agreed that non SASAC members can attend AM's 2009 SASAC courses for £7.50 inc coffee, to cover overheads.</p>		
08.7.03	MINUTES OF LAST MEETING (and other procedural matters)		
	<p>Approved.</p> <p>In the absence of RH, HC was elected Chairman for the meeting.</p>		
08.7.04	MATTERS ARISING		
	Issues outstanding from previous meetings: -		
08.7.04.03	A new members' welcome pack containing a CD with rules, constitution, video etc is to be produced by HC.	HC	Outstanding
08.7.05	CHAIR'S REPORT		
	As submitted - see Appendix 1		
08.7.06	TREASURER'S REPORT		
	<p>As submitted - see Appendix 1</p> <p>Rent HAS been paid. Electricity is getting more and more in credit. Problem with meter reading. RB to arrange new reading.</p> <p>High interest bond matures soon. RM to seek out best rate.</p>		
08.7.07	SECRETARY'S REPORT		
	<p>As submitted - see Appendix 1.</p> <p>Following the burglary, and receipt of the insurance money, it was agreed that the payphone, till and smartie machine are not to be replaced. But we need to replace the safe and cool cabinet.</p> <p>Revised Regulations were approved. (See Appendix 2).</p> <p>Date for AGM set for 20th May.</p> <p>CRB check statement to go to LS for comments with a view to possibly changing the requirement for all the committee to be CRB checked at the AGM.</p>		
08.7.08	MEMBERSHIP SECRETARY'S REPORT		
08.7.08.09	<p>As submitted - see Appendix 1.</p> <p>Decided to leave subs at current levels.</p> <p>CN would like photos from all members for membership cards.</p>		

REF	ITEM	ACTION	DUE
08.7.09	DIVING OFFICERS REPORT (Incorporating Training)		
	As submitted - see Appendix 1.		
08.7.10	EQUIPMENT OFFICER'S REPORT (Including Boat)		
08.7.10.01	As submitted - see Appendix 1 A notice showing all current kit hire charges is to be laminated.		
	<u>Boat</u> Nothing to report.		
08.7.11	PREMISES OFFICER'S REPORT		
08.7.11.01	A 2-hour button for the heating has been added to the heating system above the kit store door. The ball valve on the water tank has been replaced, solving the recent problem of lack of water.		
08.7.12	BAR MANAGER'S REPORT		
	As submitted - see Appendix 1.		
08.7.13	SOCIAL SECRETARY'S REPORT		
	The annual photo competition is to be held again this year. Judges to be chosen from non-competitors nearer the time. Three categories, Underwater, surface and Humorous. Max 6 entries per person. Max size 7 x 5 inches. Or A5. Photographer's name and any modifications made to be written on the back.		
08.7.13	WEBMASTER		
	None received.		
08.7.14	PUBLIC RELATIONS REPORT		
08.7.14.01	The radio ad is now live and going out on Radio Verulam. SN would like to know if it results in any enquiries.		
08.7.17	AOB		
	SN asked if the letter about bequests to the club will be going out again with the AGM notices. It was agreed that it would.		
	AM reported that the car park barrier has sustained some minor damage, and has been volunteered to repair it.		
	Meeting Dates:		
	Dates for future Meetings: - <ul style="list-style-type: none"> • 2 March • 20 April • Wednesday 20 May (AGM) <p>All these meetings are on Monday evenings at 8:00pm at the Clubhouse. They are also on the Club Calendar at www.sasac.co.uk</p>		

APPENDIX ONE – OFFICERS' REPORTS

Chairman's Report

G'day everyone,

As I won't be in the country for the next meeting but will be sunning meself in Oz, I'm having to send this a bit early. I trust that you'll all have had a good Christmas and new year and I would like to thank Nadine and her little helpers for a great Christmas party, sorry that Ali and I had to wimp out a bit earlier than usual, but Ali did have a stinking cold and wasn't feeling up to scratch. It was a good result from the insurers in that they paid out promptly with nearly all the money. Now all we have to do is get the floor safe and fit it in the area that Howard can explain that we thought would be most convenient. Well done Howard for all the paper work and for seeing it through.

There is nothing else from me so I'll see you when I return at the end of Jan.

Treasurer's Report

Please find attached the Treasurer's Report to the end of December 2008.

The current balances of the bank accounts are:

Bank balances at 19 January 2009		Quicken balances at 19 January 2009	
Main account	4,669.07	Main account	4,355.50
Bar account	1,064.03	Bar account	1,064.03
Reserve account	10,005.67	Reserve account	10,005.67
High Interest Deposit Bond	25,000.00	High Interest Deposit Bond	25,000.00

The difference on the main account between the bank and Quicken is accounted for by the following payments that have not been cashed as yet:

Paul Compton	Christmas Tree	£33.35
Steve Titley	Equipment Store	£42.72
St Albans DC	Rent in advance	<u>£237.50</u>
		£313.57

The Business High Interest Deposit Bond matures on 22 January 2009 and I am expecting the interest to be in the region of £600.

Bank balances at 31 December 2008		Quicken balances at 31 December 2008	
Main account	6,412.78	Main account	5,419.89
Bar account	1,080.03	Bar account	1,080.03
Reserve account	10,005.19	Reserve account	10,005.19
High Interest Deposit Bond	25,000.00	High Interest Deposit Bond	25,000.00

Income & Expenditure Summary Report For the period 01/01/08 to 31/12/08

INCOME

Bank Interest	963.89
Bar Receipts	11,533.65
Clubhouse	365.00
Club Boats	944.95
Dinner & Dance	1,930.00
Equipment Hire	910.00
Have a Go	370.00

Insurance Claim	5,194.31
Key Deposit	40.00
Membership Inc	17,410.38
Nitrox In	625.00
Party Inc	1,912.56
Pay Phone	6.80
Shop Sales	322.50
Sponsored Events	610.65
Stolen cheque reimbursement	140.00
Training Inc-Other	258.55

TOTAL INCOME

43,538.24

EXPENDITURE

Bank Charges - Unpaid cheques	8.00
Bar Non-Consumables	25.50
Beer Seller	3,904.22
Bookers	630.07
Costco	139.69
Other Shops	<u>91.88</u>
TOTAL Bar	4,791.36
Boat Licenses	27.25
Maintenance	946.10
Storage	820.00
Two Stroke Oil	<u>94.95</u>
TOTAL Boat	1,888.30
Capital Expenditure - New Diving Equipment	2,331.45
Clubhouse Maintenance	483.27
Committee meetings	136.65
Companies House Annual Return	15.00
Compressor	590.90
Cottonmill Pool	1,029.38
Dinner & Dance	1,401.43
Donation to DDRC	500.00
Electricity	2,868.00
Equipment - guards & mouthpieces	74.00
Equipment Store	2,475.03
Gas	396.00
Keys cut	37.50
Insurance Club Boat	262.93
Buildings	1,285.68
Music Licence	179.86
TOTAL Insurance	1,728.47
Nitrox	553.22
Party exp	388.53
Postage	15.60
Rates	340.50
Refuse	572.11
Rent	950.00
Security - Locks	320.28
Shields, Trophies & Engraving	346.64
Shop Sales	278.05
Sponsor a Plank	52.00
Stationery	101.21
Stolen cheque	140.00
Subscriptions	3,920.10
Telephone A	225.20

Telephone Voice	201.42
Training - Student Packs	626.00
Water	2,989.57
Westminster Lodge Pool	2,744.30
TOTAL EXPENDITURE	35,481.97
TOTAL INCOME - EXPENDITURE	8,056.27

Secretary's Report

Our insurance claim for the burglary has been approved (with a small deduction) and we have received a cheque for £6,444. We now need to decide how to spend the money. (spreadsheet attached)

There appears to be have been some confusion at the last meeting about the ratification of Rules, Regulations etc, and the need to inform Companies House.

Our Constitution contains three parts, The Memorandum and Articles of Association, The Terms and Conditions of Membership (Rules), and the Regulations

The Memorandum and Articles of Association. Top level - deals with the set up of the Company and how it is run. Any changes need to VERY carefully considered and notified to Companies House. Changes can only be made at an AGM or EGM, and strict procedural rules must be followed.

The Terms and Conditions of Membership (Rules). Deals with membership and any matters that may affect our license. Again, changes can only be made at an AGM or EGM, and the local Council MUST be informed of any changes immediately.

The Regulations. The lowest level - a list of decisions made at Committee meetings, collated into a single document for ease of reference. Must not contain anything affecting the M&A's or T&C's, and hence there is no need to inform any outside body. As long as the decisions have been individually approved at Committee, there is no need to ratify the Regulations (as a wholes) for the decisions to take effect, but regular ratification is good housekeeping.

As decided at the last meeting, the draft regulations are attached for ratification. Sorry about the short notice, but there should be nothing controversial about this - it has all been passed at previous meetings between July and December 2008.

The date of the AGM needs to be thought about. If we can agree it now, notices can go out with the annual subs demands. Because of my holidays, I will not be able to attend any AGM between mid March and the end of April, and maybe not the first two weeks in May. I don't have to be there of course, but it will mean more work for somebody else if I'm not. I suggest either Wednesday 11th March, or 20th May. The former might be a bit tight for accounts and reports (which would need to be with me by about 9th Feb), but the May date would still need accounts and reports ready by early March.

One more point I'd like to add for tomorrow's meeting. In our T&C's, we have Rule K2 (below), which we are not currently observing. Do we have any child protection experts on the committee who can tell us what the consequences are of not proposing this at each AGM? And what are the advantages of doing so? Perhaps we can discuss it in case we need to put it on the agenda for amendment at the AGM. My view is that, at the very least, we remove the requirement for all committee members to be CRB checked, as most of us will not have any contact with children. Additionally, if we leave this requirement in, we have to think about what we can do if a committee member refuses to sign a CRB form - there is no mechanism for removing such a person from the committee in our Articles of Association.

Clause K2

2. Members applying for new or renewed membership of the Branch (in any/all of the capacities listed below) will be required to give their permission for their criminal record to be checked through the Criminal Records Bureau. Original St Albans Sub-Aqua Club Ltd Page 7 of 7 Terms and Conditions 05/04/06 results will be sent to the member in question. A copy will be sent to the BSAC Welfare Officer, or other nominated person, who will then provide a "yes/no" answer to the question:

"The applicant will have significant contact with children and vulnerable adults. Is there anything within this person's criminal record that suggests that they are not suitable for BSAC membership?"

No other correspondence on this issue will be entered into.

The capacities referred to above, to which this clause applies, are:

- All Instructors (Those who have attended the ITC/IFC and wish to act as instructors within the branch)
- All committee members

This clause shall be proposed for annual re-acceptance at each AGM. If accepted, the minutes of this AGM shall be provided to the BSAC.

Howard Clowes
Secretary

Membership Secretary's Report

See minutes.

Diving Officer's Report (Including Training)

None received.

Equipment Officer's Report (Including Boat)

None received.

Boat

There is nothing to report.

Premises Officer's Report

See minutes.

Bar Manager's Report

General

The non-diving season has gone very well in terms of bar sales, with a number of very successful parties.

Bar Rotas

The Bar Rota for Fridays went well up until mid November, but names have not been put down since then.

This needs to be resolved, along with the issue of not everyone having keys, and ensuring that everyone on the rota is familiar with how to open/close the bar.

Till Documentation

Pete Child's documentation needs to be distilled down to the essentials of how to change a price and till description, and the basic operation of the music system. This then needs to be incorporated this into a new release of the Bar Manager instructions, as does more information on changing the real Ales.

It had been planned to make progress on the till instructions over the Winter period. This has been put temporarily on hold, until we receive clarification re insurance claim relating from the break-in.

Cash levels

Following the break in directly after the 40th party, it has now been ensured that we never have more cash overnight on premises than is covered by insurance. This policy is being strictly adhered to, and is going well.

Social Secretary's Report

None received.

Webmaster's Report

None received.

PR Officer's Report

See minutes.

Mutual Fund Report

None received



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Cottonmill Swimming Pool

Cottonmill Lane

St Albans

Hertfordshire

AL1 1HJ

Tel 01727 859 MINUTES OF COMMITTEE MEETING

DATE: Monday 2 March 2009

REF: 08.8

No: 51 (Since Sept 03)

Members present

Treasurer – Rosemary Bennett (RB)
Membership Secretary – Chris Norris (CN)
Diving Officer – Paul Compton (PVC)
Premises Officer – Rory McGowan (RM)
Bar Manager – Peter Kilcline (PK)
PR Officer - Simon New (SN)
Equipment Officer – Alan Mawford (AM)
Boat Officer – Richard Ellis (RE)

1. Apologies

Chair – Roy Harrison (RH)
Secretary – Howard Clowes (HC)
Social Secretary – Nadine Gardner (NG)

2. Club Members business – None

3. Minutes of last meeting proposed AM 2nd PVC agreed in RH absence PVC elected chair for meeting

in HC absence AM to take minutes

4. Matters arising HC to produce joining pack – ongoing

5. Chairs report as attached

There are a couple of items that I would like you all to discuss as follows:

1. I have mentioned in the past about the free swimming that happens at the pool, which I do believe to be fraught with potential difficulties. The rule was introduced a number of years ago that any swimming would take place between 9.00 and 9.20 in the roped off section and after that time underwater hockey would begin. Any swimmers wishing to continue would then swim by the rope on the side that training takes place, wearing mask fins and snorkel. Last Wednesday one swimmer was pounding up and down and going through the trainees in the middle of this section. For safety reasons (primarily their own) this can be allowed to continue, as a collision with someone wearing a dive gear could be calamitous.
2. I would like us to encourage all members to have a go at playing underwater hockey when their training is finished, as I believe that this will help the social side of the club.

For those of you that believe, and perhaps witnessed, that there are bad tempers and arguments, the cause of these incidents has been rectified. Also that if anyone (or more specifically theirs or other children) want to develop skills first, we do run the learning session on Thursdays that is a lot more gentle. Though I have to say that some of the kids (10 to 15 years old) are quite competitive.

PVC will advise all swimmers of rules

6. RB has updated quicken for the 2008 accounts and these will be presented for the AGM. Currently the club is approx £5000 in the black.

RB to chase the electricity company about current bill

7 Secretary's report.

See below

Unfortunately, I shall be unable to attend, as my Mother is moving house. I shall also not be able to attend the next meeting on 20 April because I will be abroad, so my next meeting will be the AGM on 20th May.

Chris, I assume you will be sending out the AGM notices with the renewals. If so, these will be in plenty of time. I would also like to send out the notices by email, so Chris, can you let me have a file containing members' email addresses. Don't forget we need to include honorary members as well.

I will need Annual Reports from you all, ideally before I go away on 17th March, so that I can publish them on the website. I don't think there is any requirement for the reports to be published three weeks before the AGM, so if I don't get them in time, I will deal with them when I get back in early May.

Lisa, you were going to check on the required wording for Clause K2 (see below). Again, it would be best if we can sort this out before I go away.

Howard Clowes

Clause K2

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instructors within the branch)

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accepted, the minutes of this AGM shall be provided to the BSAC

8. membership secretary

CN raised a query over the 2 charges the joining fee of £30 and the admin Fee £35. This was discussed and PVC proposed that we drop the £30 joining fee and role the Admin and material costs together £35 plus £38 giving a new materials cost of £73. This was 2nd by CN put to a vote and carried 5 for and 2 against motion carried

CN concerned over only 30 copies of mutual scheme paper work to go out with the renewals PVC to email original to Steve Titley to copy.

9. Diving officer report inc training

PVC to update the dive stats and print out and place on the wall. Training officer has appointed Sarah Kennedy to run new Ocean diver course

10. Equipment officer inc boat

All the equipment is currently in working order.

Collin has serviced the club compressor and given us out air purity test cert as well

I will be putting the 2009 rota for nitrox filling up on the wall with in the next week. I will contact the current blenders to see if they wish to stay on the list for 2009

The equipment workshop run on 22 Feb seems to have gone down well. Emma Faid had approached me about running it as a regional workshop.

She would like to run the first one at SASAC, this is still in early days yet and no date has been set for this.

Also the kit room door was left open and AM asked everyone to make sure that if they open it up they close and lock it aging. AM also asked that the car park barrier is replaced when the club is not in use as this was also left open

BOAT

The 2009 boat yard fees are £820 for the year with harbor fees at £28.60.

The cost for hiring the club boat will stay the same as for 2008, proposed RE 2nd PVC voted on 6 for and 2 against carried

11. premises officer

Heating has been fixed. The problem was with the regulator in the road and not the boiler.

There is now a button above the kit room door that will override the heating and give you a 2hr boost. This stops the need for people having to open the kit room to turn the heating on

RM asked for an £800 budget to start painting and decorating the club house starting with the toilets. This was agreed

12 Bar manager

All ok. Query on making sure that the CO2 is not leaking from the system AM to try O rings to see if the will cure it. RM to speak to HC about the missing draw from the till. Have the police got it and can we get it back ?

13 social – no report

14. webmaster no report

15. PR officer – The Jan radio advert appears not to have had any success. And it will be suspended.

SN offered help with producing new members info pack

AOB

RE asked for volunteer to take of the e-mail announcements.

Meeting closed at 10.05pm

Minutes of Committee meeting on 20th April 2009

Ref 08.9

No 52

Those present; Roy Harrison Chair
Nadine Gardner Social Sec
Richard Ellis Boat Officer
Alan Mawford Equipment Officer
Simon New PR
Rosemary Bennett Treasurer
Rory McGowan Premises Officer
Chris Norris Membership Sec
Pete Kilcline Bar manager

Apologies received from: Paul Compton; Howard Clowes

Minutes of last meeting: Due to an administrative error, i.e. Howard was away again, the minutes did not get circulated.
Therefore there were no matters arising.

Chairs report. The Chairman did not submit a report as everything seems OK and he had no worthwhile comments to make.

Secretary's report. As per his e-mail from sunny Oz

D.O's report. AS per e-mail and as requested by Paul in it, the committee voted to accept the new members who are all qualified divers and look to make them all very welcome.
Rob Andersons e-mail regarding his non renewal, due to a lack of advanced diver training was discussed and it was felt that while it was a pity he felt this way it is generally accepted that to gain these qualifications a more personal effort is required to further this through BSAC courses.

Treasurer. Rosemary has put in a lot of work, assisted by her husband and his spread sheet skills, regarding a confusion and over-charge by Eon and a refund cheque will be forthcoming from them. Our regular monthly payment however will increase to about £260.00. This fact promoted a discussion on how we might be able to reduce our consumption by making improvements more specifically in the bar area and the time the cooler runs by sealing the external door and letterbox and perhaps moving the letterbox back to the main door with a catch box on the inside.

Membership sec. Chris is chasing all members that as yet have not renewed for this year. It is inevitable with the economic downturn that we will loose some members, perhaps 14 or so, but things aren't looking too bad as we have had several new members anyway. The committee was made aware of those that have not yet renewed, in order that we can all help by reminding those that we know more personally.
Due to the misunderstanding that has been generated by the term *SOCIAL MEMBER* it was proposed by Alan and seconded by Richard then voted and agreed unanimously that this membership class will now be titled *NON DIVING MEMBER*.

Premises Officer. The clubhouse is looking a bit tired and is in need of a lick of paint and some new carpet. To start with a working party will be arranged so that the toilets can be cleaned up and painted at the earliest opportunity, therefore volunteers will be needed.

Bar Manager. Bar takings are good with the assistance of a number of well attended functions and parties. Friday nights are still not particularly well attended but more effort will be made and the rota re-started for opening up etc.

Equipment Officer. We have been offered and subsequently purchased 2 second hand good condition Buddy BCD's at £60.00 each these will be sent away for servicing and repair as required then used for training.

Boat Officer. Valkire needs a new cover and Richard will find out the most economical way to do this (either make or buy) other than that the boat is ready for the holiday. The movement of the road trailer for the holiday is organised. At present there aren't many bookings for boat hire by members this year.

Social Sec. There have been good parties and functions but no opportunity as yet to organise St. Georges or St. Patricks events. Private hire has been agreed for Friday July 3rd but this will not effect our normal Friday night useage. The pool clean up needs to be organised and for this Alan has offered to sort the hire of a pump and pressure washer as soon as possible, a working party will then be arranged for a weekend.. It's a Knockout was proposed for either the 11th or 25th July, these dates will be looked at and changed if circumstances require. Autumn events also need to be considered and arranged. The raffle at the Dinner Dance raised £360.00 and a cheque will be forwarded to the Divers Trust. The committee is considering the possibility of reducing the amount given next year, in order to reduce ticket costs to try and increase numbers as comments have been made regarding ticket price as a reason for not attending.

P.R. Simon had nothing specific to report other than that he is pursuing various avenues for promotion.

A.O.B. The RNLI rep is coming on Wednesday 22nd at about 8.32 pm to empty the boat.

The meeting closed at 9.55pm



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Cottonmill Lane
St Albans
Hertfordshire
AL1 1HJ

MINUTES OF ANNUAL GENERAL MEETING

Wednesday 20th May 2009 at 8:00pm

Members Present

Ewa Ambrosius
Janet Ballett
Rosemary Bennett
Stephen Bolton
Wanda Bristow
Ian Campbell
Howard Clowes
Paul Compton
Paul Cooper
Becky Eakins
Richard Ellis

Stuart Everard
Rita Floyd
Nadine Gardner
John Gilbert
Roy Harrison
Alison Humphrey
Wynn Jones
Sarah Kennedy
Steven Kennedy
Cerys Kilcline
Debbie McGowan
Rory McGowan
Simon New
Chris Norris

Stuart Norris
Dave Painter
Chris Read
Yvonne Roberts
John Rycroft
Lisa Shafe
Robin Smith
Felicity Stansfield
Peter Stansfield
Charles Turner
Richard Turner
Scott Wells
Kerry Wheeler
Michael Worsley
Paul Wynn

Apologies

Proxy Votes received from

Alan Mawford
Phil Anderson
Richard Anderson
Colin Humphrey

Nigel Dobinson
Penelope Compton
Richard Turner
Dennis Price *

Steven Kennedy
Simon Keane
Jason Greenstein

- = non-member – proxy vote accepted in error.

Non Members Present (non-voting)

None

1. Chairman's welcome and opening address

The meeting was opened by the Chairman, Roy Harrison, who thanked the outgoing committee for their hard work throughout the year. Thanks were also given for the work done by Mark Ballett and Rob Anderson who both left the Committee during the course of the year. Roy proposed a particular vote of thanks to Pete Kilcline for his tireless efforts as Bar Manager for the past 6 years. Pete will be standing down as Bar Manager at this meeting, but will be continuing, if elected, as a committee member.

2. Minutes of the Previous AGM

The adoption of the minutes of last year's Annual General Meeting, held on the 30th April 2008 was proposed by Paul Compton, seconded by Robin Smith and accepted by a show of hands. There were no matters arising.

3. Officers' Reports

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

4. Adoption of 2008 Annual Accounts and Appointment of Auditors

The Meeting was asked to formally adopt the 2008 accounts (see Appendix Two). Passed unanimously.

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 2008 accounts, as was the case for 2007, and a resolution to this effect was passed by a show of hands.

The 2008 Accounts have been examined by Robin Smith and Paul Cooper.

5. Other Reports – Robin Smith, Club Mutual Fund

Robin reminded members that premiums are due now for the 2009 season.

6. Election of Committee Officers for 2009 - 2010

The following nominations were received:-

Position	Nominee
Treasurer	Rosemary Bennett
Membership Secretary	Chris Norris
Secretary	Howard Clowes
Diving Officer (only)	Paul Compton
Diving Officer (or ordinary member)	Peter Kilcline
Bar Officer	Ian Campbell
Social Secretary	Nadine Gardner
Equipment Officer	Alan Mawford
Premises Officer	Rory McGowan
Ordinary Members	Simon New
	Roy Harrison
	Richard Ellis

As there were two nominations for Diving Officer, each candidate was asked to outline his case. They both then left the room and there was a secret ballot, resulting in Paul Compton being elected Diving Officer for the next year.

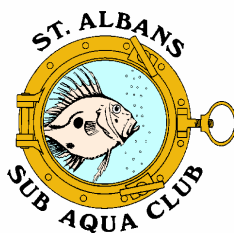
The Chairman will be elected from the ranks of the Committee at the first Committee meeting, in accordance with the Companies Acts.

It was agreed by the Meeting that the Committee be twelve for the next year. Passed comfortably. As there were 12 nominations for committee, there was no need for any voting.

Members of the new Committee were asked to stay behind after the meeting to set a date for their first meeting. This was set as Monday 8th June 2009 at 8pm.

7. Any Other Business.

- There being no other business, the meeting was declared closed by the Chairman at 9:31pm



ST ALBANS SUB-AQUA CLUB LTD

Cottonmill Swimming Pool
Cottonmill Lane
St Albans
Hertfordshire
AL1 1HJ

Tel 01727 859829

MINUTES OF COMMITTEE MEETING

DATE:	Monday 8 June 2009		
REF:	09.1		
No:	53 (Since Sept 03)		
Committee Members Present			
	Chairman - Roy Harrison (RH)		
	Treasurer – Rosemary Bennett (RB)		
	Secretary - Howard Clowes (HC)		
	Membership Secretary – Chris Norris (CN)		
	Social Secretary - Nadine Gardner (NG)		
	Diving Officer – Paul Compton (PC)	Apologies	
	Premises Officer – Rory McGowan (RM)		
	Bar Manager – Ian Campbell (IC)		
	Bar Manager – Peter Kilcline (PK)	Apologies	
	Simon New (SN)		
	Equipment Officer Alan Mawford (AM)		
	Richard Ellis (RE)		
Ordinary Club Members Present			
	Ali Humphrey		
<u>REF</u>	<u>ITEM</u>	<u>ACTION</u>	<u>DUE</u>
09.1.01	APOLOGIES FOR ABSENCE		
	As noted above.		
09.1.02	ELECTION OF CHAIRMAN		
	In accordance with the Companies Acts, the Chairman is to be elected at the first meeting of the new committee, from the elected members. Roy Harrison was duly elected by the meeting.		
09.1.02	CLUB MEMBERS AOB		
09.1.02.01	Ali Humphrey proposed that the snorkelling club be fully integrated into SASAC. Passed with one abstention - See Appendix A.		
09.1.03	MINUTES OF LAST MEETING (and other procedural matters)		
	Approved.		

<u>REF</u>	<u>ITEM</u>	<u>ACTION</u>	<u>DUE</u>
09.1.04	MATTERS ARISING		
	None		
	Issues outstanding from previous meetings: -		
09.1.04.03	A new members' welcome pack containing a CD with rules, constitution, video etc is to be produced by HC.	HC	Outstanding
09.1.05	CHAIR'S REPORT		
	RH welcomed new committee member IC.		
09.1.06	TREASURER'S REPORT		
	As submitted - see Appendix 1 The difference on the main account between the Bank balance and Quicken is accounted for by the following payments that have not been cashed as yet: Leisure Connections Westminster Lodge £750.49 Andersons Developments Ltd Pool cleaning material £ 32.41 Hire One (St. Albans) Ltd Pressure washers x 2 <u>£ 53.13</u> 		

<u>REF</u>	<u>ITEM</u>	<u>ACTION</u>	<u>DUE</u>
	Boat £360 for new cover from Barnet Marine - RE to get sample.		
09.1.11	PREMISES OFFICER'S REPORT		
09.1.11.01	Car park has been weed killed. Letterbox to be replaced. Pool has been cleaned and bin overfilled. Canoe store is still in use, and we are still receiving rent for it. Paint has been purchased and needs to be attached to the walls. HC reported that the new keypad has now been received and was volunteered to fit it.		
09.1.12	BAR MANAGER'S REPORT		
	As submitted - see Appendix 1. IC is new in the job, and will be reporting fully next month. We need to provide access to the beer cellar for a pressure test. Friday opening remains a problem.		
09.1.13	SOCIAL SECRETARY'S REPORT		
	We could maybe ask PC if some lectures can be given on a Friday. Scuba Trust has sent us a thank you letter. Submarine club here next Sunday - 3rd July Club hire White Hart Tap early. BBQ 19th June and IKO 25th July. Maybe fireworks. Maybe a panto video evening.		
09.1.13	WEBMASTER		
	Stu Everard and Simon Keane have volunteered to take on the web. They will be invited to the next meeting.		
09.1.14	PUBLIC RELATIONS REPORT		
09.1.14.01	As submitted - see Appendix 1. Agreed to take an Ad in Our St Albans for £50.		
09.1.17	AOB		
	SN - Can we use any other means to fill the pool – rejected because of legal problems. CN - From BSAC - equipment savings - branch volunteer of the year. Agreed to put PC in for this. Also photo comp & Branch of the year. NG - Non-Diving members cannot be divers. AM - Pool filling - date for next year - wants it filled much earlier - 10 April.		

	<p>AM - BSAC Try Dive - may get more people next year because of recession. We need to be prepared. PC to be made aware.</p> <p>AM - Does TO normally turn up to committee meetings? No, but we should ask her along. TO to be put on committee mailing list.</p> <p>RM - Club trailer broken - sand tyre mounting broken. AM has volunteered.</p> <p>RH - U/W hockey team and trainees need to be kept separate. Roy will look at getting a covered chain.</p> <p>RH - We must not go over time at Westminster Lodge</p> <p>RH - needs access to equipment room - AM to ask Pete Child.</p>		
	Meeting Dates:		
	<p>Dates for future Meetings: -</p> <ul style="list-style-type: none"> • 20 July • 7 September • 19 October • 30 November • 11 January • 22 February • 5 April • 17 May <p>All these meetings are on Monday evenings at 8:00pm at the Clubhouse. They are also on the Club Calendar at www.sasac.co.uk</p>		

APPENDIX ONE – OFFICERS' REPORTS

Chairman's Report

Being the first meeting of the new Committee, there was no Chairman.

Treasurer's Report

Bank balances at 08 June 2009

Main account	4,692.31
Bar account	1,008.94
Reserve account	43,613.68

Quicken balances at 08 June 2009

Main account	3,856.28
Bar account	1,008.94
Reserve account	43,613.68

Income & Expenditure Summary Report For the period 01/01/09 to 08/06/09

INCOME

Bar	Receipts	5,184.04
Company	Bank Interest	608.49
Diving	Club Boats	200.00
	Equipment Hire	20.00
	Have a Go	50.00
	Training Inc	30.00
Fundraising	Dinner & Dance	1,307.75
	Party Inc	74.00
Membership	Subscriptions	14,523.33
Premises	Clubhouse Hire	200.00
TOTAL INCOME		22,197.61

EXPENDITURE

Bar	Beer Seller	716.17
	Costco	50.60
	Other Shops	723.72
Clubhouse	Maintenance	411.30
	Cottonmill Pool	85.54
	Equipment Store	297.67
	Burglary	1,735.00
	Refuse	251.50
Company	Companies House Annual Return	15.00
	Bank Chgs	16.00
	General - committee meetings	50.90
	Rates	146.75
	Rent	475.00
Diving	Boat Storage	300.00
	Compressor	125.65
	Equipment maintenance	224.47
	Nitrox	17.00
	Training	725.00
Fundraising	Dinner & Dance	1,031.00
	Parties	33.35
	Sponsored event - Scuba Trust	370.00
Membership	Subscriptions	3,578.00
Pool	Westminster Lodge	750.49
Publicity	Radio Verulam	99.00
	Website 2 Year Renewal	136.34
Security	Alarm System	689.47
	Locks	30.29
Services	Electricity	1,006.63
	Gas	265.00

Telephone A	83.24
Telephone Voice	62.38
Water	62.87
TOTAL EXPENDITURE	14,565.33
TOTAL INCOME – EXPENDITURE	7,632.28

Secretary's Report

A warm welcome to Ian Campbell, who joins the committee as Bar Manager. The formalities with Companies House have already been completed, and Ian is now a Director of the Company.

Since the last meeting, I have sent our Annual Return to Companies House, along with the fee of £15.

The AGM minutes have been completed and circulated for comments. They will be presented at the next AGM for acceptance.

There was a slight problem at the AGM this year. Unfortunately, an ex-member managed to vote by proxy, although he was not a current member. Obviously, I should have checked his membership status, but there really isn't time if we accept proxies at the meeting itself. I therefore think we need to tighten up on the proxy voting procedures next year. I was also not happy about people claiming to have other members' proxies without any written evidence - it's too much open to abuse. The voting system too, relied on trusting members not to vote more than once.

Clause 28 of the M&A's is rather obscure, but seems to specify 24 or 48 hours notice.

Clause 30 sets out the wording, but I reckon that a text message as simple as, "I appoint Fred Bloggs to vote on my behalf at the AGM next Wednesday. Regards, John Smith" would be OK.

I suggest the following amendments to the AGM Notice next year. My proposed amendments are in CAPITALS.

Form Of Proxy

If you are unable to attend the Annual General Meeting, as a club member you still have the right to vote For or Against any resolution or for candidates seeking election to the Committee. You can appoint another club member or a chosen representative to cast your vote on the night. Alternatively, you can return this form to the Chair by post to the address above or present, TEXT OR EMAIL it to the Chair or Secretary NOT LESS THAN 48 HOURS before the beginning of the meeting who will recognise your proxy and register your vote.

In practice, I will probably accept proxies up to 24 hours in advance, but not verbal, and not on the night.

Howard Clowes
Secretary

Membership Secretary's Report

See minutes.

Diving Officer's Report (Including Training)

358 dives have been recorded so far this year from Dive Logs submitted to me.

Diver Training:

Sarah Kennedy has accepted the role of Training Officer and we are discussing the diver training programme that will be carried out for the next six months.

Currently we have an Ocean Diver course running and a Sports Diver course running and Peter Stansfield and myself will be running an Advanced Diver course for the members who wish to complete their training. The start date for this course has not been finalised as yet.

I would also like to appoint a Snorkel Training Officer to Liase with Ali Humphrey and her team who have been training snorkelers on a Thursday evening at Westminster Lodge. I have invited one of the Instructors to take on this role but not had a response so far.

Equipment Officer's Report (Including Boat)

See minutes

Premises Officer's Report

See minutes.

Bar Manager's Report

None received.

Social Secretary's Report

None received.

Webmaster's Report

None received.

PR Officer's Report

A brief update / report:

I have made an approach to the publication - Our St Albans' with the view to seeing if they would give us some coverage

They will..... but of course they want some advertising

£50 buys a quarter page - and the next edition is going to print this Friday.

If we were to commit then we would get a quarter page of editorial in the next quarterly edition

Circulation 10,000, Main outlet is WH Smiths - but also other newsagents, museums, tourist office, libraries etc

Pls let me know what you think.

After all of the approaches I have had from the ITV on the back of the Radio Verulam advert (NOT!!) - I wont be offended if people say no - if we think that £50 could be better spent elsewhere

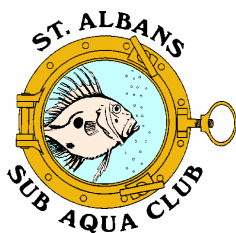
Let me know

Finally - I should be able to assist for the Review Fun Run water station

Simon New

Mutual Fund Report

None received



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Cottonmill Lane
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Hertfordshire
AL1 1HJ

Tel 01727 859829

MINUTES OF COMMITTEE MEETING

DATE:	Monday 20 July 2009		
REF:	09.2		
No:	54 (Since Sept 03)		
Committee Members Present			
	Chairman - Roy Harrison (RH)		
	Treasurer – Rosemary Bennett (RB)		
	Secretary - Howard Clowes (HC)		
	Membership Secretary – Chris Norris (CN)	Apologies	
	Social Secretary - Nadine Gardner (NG)		
	Diving Officer – Paul Compton (PC)	Apologies	
	Premises Officer – Rory McGowan (RM)	Apologies	
	Bar Manager – Ian Campbell (IC)		
	Bar Manager - Peter Kilcline (PK)		
	Simon New (SN)		
	Equipment Officer Alan Mawford (AM)	Apologies	
	Richard Ellis (RE)		
Ordinary Club Members Present			
	None		
<u>REF</u>	<u>ITEM</u>	<u>ACTION</u>	<u>DUE</u>
09.2.01	APOLOGIES FOR ABSENCE		
	As noted above.		
09.2.02	CLUB MEMBERS AOB		
09.2.02.01	None		
09.2.03	MINUTES OF LAST MEETING (and other procedural matters)		
	Approved.		
09.2.04	MATTERS ARISING		
	None		

<u>REF</u>	<u>ITEM</u>	<u>ACTION</u>	<u>DUE</u>
	Issues outstanding from previous meetings: -		
09.2.04.03	A new members' welcome pack containing a CD with rules, constitution, video etc is to be produced by HC.	HC	Outstanding
09.2.05	CHAIR'S REPORT		
	As submitted - see Appendix 1 New club snorkel session going well. Roy has subs. Barbara Brett has applied for snorkelling membership The Kerr girls are helping with training. IKO set for 10 July 2010.		
09.2.06	TREASURER'S REPORT		
	As submitted - see Appendix 1		
09.2.07	SECRETARY'S REPORT		
	As submitted - see Appendix 1. It was agreed to allow the family to join, but HC will do a risk assessment, and get them to sign it. To be circulated around committee. The rules need to be signed up to by all the members of the club.		Done
09.2.08	MEMBERSHIP SECRETARY'S REPORT		
09.2.08.09	As submitted - see Appendix 1.		
09.2.09	DIVING OFFICERS REPORT (Incorporating Training)		
	As submitted - see Appendix 1.		
09.2.10	EQUIPMENT OFFICER'S REPORT (Including Boat)		
09.2.10.01	As submitted - see Appendix 1		
	<u>Boat</u> Agreed to get cover for boat from Barnet Marine. RE to action.		
09.2.11	PREMISES OFFICER'S REPORT		
09.2.11.01	Painting - Eva has done some preparation but not much progress at the moment because of diving season.		
09.2.12	BAR MANAGER'S REPORT		
	As submitted - see Appendix 1. All old Stella has been sold. Plenty of beer here for IKO.		
09.2.13	SOCIAL SECRETARY'S REPORT		
	Few smaller Fri. nights - all good. IKO soon - need 60 people to cover costs - may be optimistic. 3pm start. Next party is Xmas unless we have a Halloween. Maybe Guy Fawkes. DD next year to be agreed next meeting.		

<u>REF</u>	<u>ITEM</u>	<u>ACTION</u>	<u>DUE</u>
09.2.13	WEBMASTER		
	Agreed to spend up to £300 for website design via Pete Child in principle. Pete to be asked for his proposals by HC.		
09.2.14	PUBLIC RELATIONS REPORT		
09.2.14.01	As submitted - see Appendix 1.		
09.2.17	AOB		
	HC tabled proposals for a sub divided pool. For discussion PK asked if beer stillage thingy had been thrown away. It hasn't been.		
	Meeting Dates:		
	<p>Dates for future Meetings: -</p> <ul style="list-style-type: none"> • 7 September • 19 October • 30 November • 11 January • 22 February • 5 April • 17 May <p>All these meetings are on Monday evenings at 8:00pm at the Clubhouse. They are also on the Club Calendar at www.sasac.co.uk</p>		

APPENDIX ONE – OFFICERS' REPORTS

Chairman's Report

Hi all,

It's been a fairly busy few weeks what with keeping the pool clear (so far) and opening up early on some Fridays for the snorkellers, and crikey I've been diving as well.

The pool has been well used and enjoyed by a number of people so far, and will we hope get very well used on the knockout. My feeling is that it won't be used as well as hoped for this as a lot of people seem to be on holiday. We must ensure that next years Knockout is booked for just prior to the school holidays to make it a greater success for numbers and subsequently profit.

The snorkel lessons that are being run on a Thursday at Wessy Lodge by Ali plus Elizabeth and Alex Kerr are being a huge success and will be bringing new members to SASAC

Thanks go to everyone that helped on the half marathon and on the clear up at the club last Monday evening

Roy. Chair

Treasurer's Report

Bank balances at 20 July 2009

Main account	3,061.71
Bar account	725.73
Reserve account	45,118.78

Quicken balances at 20 July 2009

Main account	3,061.71
Bar account	725.73
Reserve account	45,118.78

Income & Expenditure Summary Report For the period 01/01/09 to 20/07/09

INCOME

Bar	Receipts		6,815.00
Company	Bank Interest		613.59
Diving	Club Boats	600.00	
	Equipment Hire	20.00	
	Have a Go	60.00	
	Training Inc	<u>30.00</u>	
		710.00	
Fundraising	Dinner & Dance	1,307.75	
	Party Inc	<u>74.00</u>	
			1,381.75
Membership	Subscriptions		15,314.33
Premises	Clubhouse Hire		275.00
Services	Electricity		3,458.37
TOTAL INCOME			28,568.04

EXPENDITURE

Bar	Beer Seller	2,102.40
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	Costco	50.60	
	Other Shops	<u>723.72</u>	2,876.72
Clubhouse	Maintenance	206.75	
	Cottonmill Pool	805.44	
	Equipment Store	297.67	
	Burglary	1,939.55	
	Refuse	<u>310.56</u>	3,559.97
Company	Companies House Annual Return	15.00	
	Bank Chgs	16.00	
	General – committee meetings	50.90	
	Rates	182.75	
	Rent	<u>712.50</u>	977.15
Diving	Boat Storage	300.00	
	Compressor	125.65	
	Equipment maintenance	224.47	
	Equipment Exp – Other	65.00	
	Nitrox	263.00	
	Training	<u>725.00</u>	1,703.12
Fundraising	Dinner & Dance	1,031.00	
	Parties	33.35	
	Sponsored event – Scuba Trust	<u>370.00</u>	1,434.35
Membership	Subscriptions		3,830.00
Pool	Westminster Lodge		750.49
Publicity	Radio Verulam	99.00	
	Website 2 Year Renewal	<u>136.34</u>	235.34
Security	Alarm System post Burglary	689.47	
	Locks	<u>30.29</u>	719.76
Services	Electricity	4,732.00	
	Gas	375.00	
	Telephone A	97.19	
	Telephone Voice	116.63	
	Water	<u>72.78</u>	5,393.60
TOTAL EXPENDITURE			21,480.50
TOTAL INCOME – EXPENDITURE			7,087.54

Secretary's Report

We have had an application for membership since the last meeting from a family who want to use our pool for swimming. This has raised issues of safety and liability. Maybe an additional clause in Section J - Risk Assessment would be in order. Something like, "Cottonmill Swimming Pool is not, and cannot be, maintained to modern safety standards, nor is it supervised. It is available for members to use at any time, provided they accept the inherent risks of using such a facility."

To make it easier to retain a common format, could Officers please submit reports in Arial 10, especially where there is tabulation.

Otherwise, all secretarial issues are up to date. Don't forget that there are many club documents to be found on the website. It's password protected - look under Club Documents.

Roy and I have now fitted the new alarm keypad, and all seems to be working OK. There are now fewer unintentional alarm tests, so maybe we should think about a regular intentional test. I've also re-fixed the change safe and shelf, and will fix the main safe if I can borrow the key.

Howard Clowes
Secretary

Membership Secretary's Report

See minutes.

Diving Officer's Report (Including Training)

520 dives have been recorded so far this year from Dive Logs submitted to me.

Diver Training:

Stephen Bolton and Duncan Mackinnon have both completed the Ocean Diver course since the last committee meeting Duncan's Qualification Record Book has been signed off but Stephen has not brought his QRB to me to be signed off yet.

The current OD and SD courses are going well there are several trainees on each course that need to complete their open water training, which will be completed in the next few weeks.

Another SD course started on 15th July and will be running over the summer. Sarah's plan is to get some of the training done in the sea, which she has managed already with some of the OD trainees.

We have a number of members who either want to start or complete their Advanced Diver training so I going to run an AD course, starting in early August with Peter Stansfield's assistance.

I haven't been able to appoint a Snorkel Training Officer yet as the Instructor I approached to take on this role, who was by far the best candidate for the position declined the role.

Becky Eakins has stood down from running the Try Dives so I need another volunteer to do the job.

Paul Compton

Equipment Officer's Report (Including Boat)

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

The compressor did have a small hiccup since the last report. One of the high pressure lines fractured and it was off line for a week or so. Thanks to Colin for supplying the parts to fix it and the phone help to get it all together. I have ordered new filters as I have just replaced them with our last set.

The take up of Nitrox is again very slow. Over the last couple of weeks I have not supplied any and have seen all the Nitrox ready tanks that everyone seems to have being filled with air

We may have a solution soon as the price we pay for the Oxygen is coming down, so that will be passed on to the members. Hopefully I can reduce the price back down to 1p a litre and make our Nitrox the cheapest in town.

Boat

Valkyrie is running well.

Barnet Marine can supply a new boat cover for £360, I have a sample of material they would use. I have contacted Coastline Covers in Weymouth who have promised to look at Valkyrie and quote for a cover but are taking a long time.

Thanks to Steve Titley for servicing the engine in Portland and fitting a cover for the bilge pump on 27th June, also for obtaining a new, larger fire extinguisher. Our old one was probably out of date but the date had rubbed off.

Our 2 spare trailer wheels have been returned. Our new tow rope is in Rory's garage.

Problems fixed:

Hand bailer missing, replaced

Fire extinguisher was old and battered, replaced

Bilge Pump bracket broken, fixed with a cable tie

New problems not fixed:

Old white fender used as shot buoy keeps going flat, our newer one is missing from under the lecture room, we may have to buy a new one

Prop cover went missing on the way to Cornwall, needs replacing

Sandwheel is broken and needs welding

Hand Pump is broken, needs replacing

Trailer brake cable is broken, needs replacing

Old problems still not fixed:

Bilge float switch doesn't work

Navigation lights don't work

<u>Date</u>	<u>Item</u>	<u>Income</u>	<u>Costs</u>
02-May	Reg Ellis	300.00	
15-May	Petrol Can		3.25
24-May	Pete Kilcline	400.00	
13-Jun	Becky Eakins	200.00	
15-Jun	Service Parts		80.64
26-Jun	Flag Pole		1.10
26-Jun	Hand Bailer		2.49
04-Jul	Chris Norris	200.00	
	Total	1100.00	87.48

This year Valkyrie has been used for 14 days by 29 members. 113 dives, 4 Boat Handlers, 4 Diver Coxswains, 1 Diver Coxswain Assessor.

Reg Ellis

16-Jul-2009

Premises Officer's Report

See minutes.

Bar Manager's Report

None received.

Social Secretary's Report

None received.

Webmaster's Report

None received.

PR Officer's Report

Herts Advertiser

The main thing is that we have tempted Charlotte Morgan - Editor Herts Advertiser to indulge in a Try Dive

As many of you may recall this is the editor who is on a mission to try all activities (the more obscure the better) that St Albans has to offer

Each week she features an activity that she (and her sister - for company!) participate in

So later this month she is doing a Try Dive - and hopefully thereafter Octopush - so the club should get some great publicity

Our St ALBANS

We have a half page advert in this quarter's magazine, which will be followed up next quarter by a half page editorial - for the sum of £75.

If anyone has a copy could they bring it along to them meeting pls (not being a resident of St Albans)

Simon New

Mutual Fund Report

None received



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Tel 01727 859829

MINUTES OF COMMITTEE MEETING

DATE:	Monday 7 September 2009		
REF:	09.3		
No:	54 (Since Sept 03)		
Committee Members Present			
	Chairman – Roy Harrison (RH)	Apologies	
	Treasurer – Rosemary Bennett (RB)		
	Secretary - Howard Clowes (HC)		
	Membership Secretary – Chris Norris (CN)		
	Social Secretary - Nadine Gardner (NG)		
	Diving Officer – Paul Compton (PC)		
	Premises Officer – Rory McGowan (RM)	Apologies	
	Bar Manager – Ian Campbell (IC)		
	Bar Manager - Peter Kilcline (PK)		
	Simon New (SN)		
	Equipment Officer Alan Mawford (AM)		
	Richard Ellis (RE)		
Ordinary Club Members Present			
	Robin Smith, Kerry Wheeler, Lisa Shafe, Sarah Kennedy, Jason Greenstein		
<u>REF</u>	<u>ITEM</u>	<u>ACTION</u>	<u>DUE</u>
09.3.01	APOLOGIES FOR ABSENCE		
	As noted above.		
	In the absence of Roy Harrison, Ian Campbell was elected chairman for the meeting.		
09.3.02	CLUB MEMBERS AOB		
09.3.02.01	Robin Smith raised the problem of booking trips, deposits etc He said that Individual members should not be expected to fund deposits themselves. Maybe the Club should pay the deposit and then collect the deposits from the members. Maybe set a rule that the trip is opened up to external divers after a set time. RS suggested that the Club could even make a small profit. Nadine said there must be a limit.		

<u>REF</u>	<u>ITEM</u>	<u>ACTION</u>	<u>DUE</u>
	<p>Alan Mawford agreed, "The problem with organizing a trip is the booking of the boat/accom. This needs a sizable deposit available to quickly reserve the best dates sometimes years in advance. This has to either be collected up front from people before you can confirm dates etc or from an individual using their own money and then having to chase people for deposits. This I believe this is reducing the number of planned trips away for the club.</p> <p>I'm proposing that individuals should be able to approach the committee and ask for all or some of the money towards a deposit, this will of cause be paid back as soon as deposits are collected from members as they book onto these trips. Each trip will be considered on its own merits."</p> <p>Communications are also a problem. Members don't always read Announcements. RE doesn't like repeating items in Announcements. Lisa is happy to reinstate Crud.</p> <p>RS suggested a program of dives published at the start of the season. DO to organise dive planning meeting each year.</p> <p>Following this, if required, RS & HC to work out a set of rules and safeguards, and put it before the next meeting.</p>		
09.3.03	MINUTES OF LAST MEETING (and other procedural matters)		
	Approved.		
09.3.04	MATTERS ARISING		
	None		
	Issues outstanding from previous meetings: -		
09.3.04.03	A new members' welcome pack containing a CD with rules, constitution, video etc is to be produced by HC.	HC	Outstanding
09.3.05	CHAIR'S REPORT		
	RH submitted his apologies for absence.		
09.3.06	TREASURER'S REPORT		
	<p>As submitted - see Appendix 1</p> <p>Electricity bill seems high, but we had a large refund. Contract is up for renewal so HC will look into alternative.</p> <p>Westminster Lodge want a full set of CRB check etc as they do every year. To be coordinated with Ali Humphrey.</p>		
09.3.07	SECRETARY'S REPORT		
	<p>As submitted - see Appendix 1.</p> <p>HC to sort out alarm and response procedure.</p>		Done

<u>REF</u>	<u>ITEM</u>	<u>ACTION</u>	<u>DUE</u>
09.3.08	MEMBERSHIP SECRETARY'S REPORT		
09.3.08.09	<p>As submitted - see Appendix 1.</p> <p>New members since the last meeting to be agreed in the club are: Gerard Bencen Ocean Diver (Padi cross over) Roxanne Delafrave Trainee Barbara Brett Snorkeller Nikki Brooke Snorkeller</p> <p>The membership s 123 members comprising 1 Distant , 4 First Class, 18 Advanced , 21 Dive Leaders , 26 Sports , 11 Ocean Divers , 7 Trainees , (that is 88 Divers) 15 Snorkellers and 20 None Divers / Social.</p> <p>HC to check if snorkelling members are included with social members for the 50% rule. <i>[They're not – HC]</i></p>		
09.3.09	DIVING OFFICERS REPORT (Incorporating Training)		
	<p>As submitted - see Appendix 1.</p> <p>AD course starting soon.</p>		
09.3.10	EQUIPMENT OFFICER'S REPORT (Including Boat)		
09.3.10.01	<p>As submitted - see Appendix 1</p> <p>Problem with compressor. Colin called out. Will cost £435 to fix. Agreed to get it done.</p> <p>Price of oxygen can be reduced to what it was.</p> <p>Lead weights have almost all gone missing, so will no longer be loaned out for open water use except sell and buy-back. Paul to ask for old club weights back from trainees.</p>		
	<p><u>Boat</u></p> <p>See report in Appendix 1</p>		
09.3.11	PREMISES OFFICER'S REPORT		
09.3.11.01	Painting – Some more painting has been done.		
09.3.12	BAR MANAGER'S REPORT		
	<p>As submitted - see Appendix 1.</p> <p>All old Stella has been sold. Plenty of beer here for IKO.</p>		

<u>REF</u>	<u>ITEM</u>	<u>ACTION</u>	<u>DUE</u>
09.3.13	SOCIAL SECRETARY'S REPORT		
	<p>No social events organised for near future.</p> <p>Next party is at Xmas.</p> <p>HC to book DD.</p> <p>NG to book band for end Oct.</p>		
09.3.13	WEBMASTER		
	HC to invite Simon & Stuart to the next meeting. Ask for underwater photos for publicity.		
09.3.14	PUBLIC RELATIONS REPORT		
09.3.14.01	<p>As submitted - see Appendix 1.</p> <p>We are in Our St Albans</p>		
09.3.17	AOB		
	<p>HC proposed that we might consider re-structuring the Club in order to make more use of the premises, and spread the costs amongst a wider membership.</p> <p>The idea is that we could invite other clubs or societies to use the premises on the evenings that are currently free. We would probably want to reserve Fridays as social nights for everyone, and Saturdays for special events. Assuming Sundays would not be a popular choice, we could cater fairly easily for another three clubs, on Mondays, Tuesdays and Thursdays. The current company (SASAC Ltd) would run the premises as now, except that any diving issues will be devolved to a separate Diving Committee. Similarly, other committees would be set up for each of the other organisations using the premises.</p> <p>The subject has arisen again recently with the hire of the premises by the local Allotment Society. There would be some advantages in inviting them to join en-masse, and if they do, we might want to think about re-structuring the club.</p> <p>Our Constitution restricts to a certain extent what we can and can't do. For example, our main aim is meant to be watersports, and we can only have a maximum of 50% non-diving members. In the long term, we might be able to change this, but for now, lets consider what we might be able to do without changing our name, constitution etc.</p> <p>The individual clubs (e.g. BSAC Branch 311, the Allotment Society etc) would charge their own membership fees, which would cover their own specific needs – boat, compressor, rotivator etc. They would also be charged a certain amount per head by the Parent Club (SASAC Ltd) to cover use of the premises.</p> <p>Clearly, there would be a lot to think about, and any proposals will need to be thought through. Critical will be the “split” between the diving and non-diving related costs, which would give us an idea of</p>		

	<p>how much we would need to charge as a "Parent Club" fee..</p> <p>It was decided to re-visit this question again in the future, should a suitable club or society be found.</p>		
	RE not doing announcements from Sept - AM to take over.		
	Meeting Dates:		
	<p>Dates for future Meetings: -</p> <ul style="list-style-type: none"> • 19 October • 30 November • 11 January • 22 February • 5 April • 17 May <p>All these meetings are on Monday evenings at 8:00pm at the Clubhouse. They are also on the Club Calendar at www.sasac.co.uk</p>		

APPENDIX ONE – OFFICERS' REPORTS

Chairman's Report

As the weather has gone right down the toilet I don't think that I should be putting any more chemicals in the pool. I spoke to Alan on Wed night and he agreed but did say that he will try cleaning it out a bit but I did think that we should perhaps empty it sometime before the end of the year in order to minimise the work next year.

With the tragic death of John Gilbert I do believe that we should have a photo of him put up in the club house along with Andy's and also to give support to Paul for future reference, that had he been informed of the smaller twin set being use that his advice would have been to check it all out for weight etc before using it fully. This can then be used positively in order to make sure all members are aware of these implications. Thanks also to Paul (and I think Lisa) for attending the funeral on the clubs behalf, I'm sorry I couldn't go as I was away.

Regarding Howard's mail I think that we should just change the PIR if it seems it's faulty and don't mess around with it as it will undoubtedly go again and cause further agro.

Also can we please agree that the carpet is done throughout and I will get a couple of quotes in, please do not consider tiles as they are I believe only suitable for offices and we need the place to be welcoming.

Roy. Chair

Treasurer's Report

Bank balances at 06 September 2009

Main account	3,261.91
Bar account	703.60
Reserve account	41,621.29

Quicken balances at 06 September 2009

Main account	2,232.87
Bar account	703.60
Reserve account	41,621.29

Income & Expenditure Summary Report For the period 01/01/09 to 06/09/09

INCOME

Bar	Receipts		7,915.00
Company	Bank Interest		616.10
Diving	Club Boats	1,283.32	
	Course Fees	20.00	
	Equipment Hire	20.00	
	Have a Go	160.00	
	Nitrox	330.00	
	Training Inc	<u>218.00</u>	2,031.32
Fundraising	Dinner & Dance	1,307.75	
	Party Inc	<u>411.80</u>	1,719.55
Membership	Subscriptions		15,619.13
Premises	Clubhouse Hire		275.00
Services	Electricity		3,458.37
TOTAL INCOME			31,634.47

EXPENDITURE

Bar	Beer Seller	2,624.53
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	Costco	50.60	
	Other Shops	<u>723.72</u>	3,398.85
Clubhouse	Maintenance	206.75	
	Cottonmill Pool	1,525.54	
	Equipment Store	297.67	
	Burglary	1,939.55	
	Refuse	<u>428.91</u>	4,398.42
Company	Companies House Annual Return	15.00	
	Bank Chgs	16.00	
	General – committee meetings	50.90	
	Rates	254.75	
	Rent	<u>712.50</u>	1,049.15
Diving	Boat Storage	1,120.00	
	Boat maintenance	132.76	
	Compressor	125.65	
	Equipment maintenance	255.69	
	Equipment Exp – Other	65.00	
	Licenses	28.60	
	Nitrox	263.00	
	Training	<u>1,141.00</u>	3,131.70
Donation	Met Police		100.00
Fundraising	Dinner & Dance	1,031.00	
	Parties	33.35	
	Sponsored event – Scuba Trust	<u>370.00</u>	1,434.35
Insurance	Premises – Buildings		340.54
Membership	Subscriptions		4,050.17
Pool	Westminster Lodge		1,558.70
Publicity	Radio Verulam	99.00	
	Website 2 Year Renewal	<u>136.34</u>	235.34
Security	Alarm System post Burglary	689.47	
	Locks	<u>101.39</u>	790.86
Services	Electricity	5,266.00	
	Gas	432.00	
	Telephone A	125.09	
	Telephone Voice	116.63	
	Water	<u>2,467.59</u>	8,407.31
TOTAL EXPENDITURE			28,895.39
TOTAL INCOME – EXPENDITURE			2,739.08

Secretary's Report

Nothing to report as Secretary, but the alarm system is giving cause for concern.

It went off again on Bank Holiday Monday. The trigger was C5 - the lounge area PIR. Thanks to Paul Gobey, Graham Field and Paul Compton, who dealt with it in the absence of the other keyholders. Pete Child confirmed to me that there were no entries on Monday before the response team entered.

To try and reduce the false alarms, we can replace the (over-sensitive?) PIR, re-locate it, ban the use of hanging decorations, or introduce a "twice in 5 minute" trigger. Or a combination of any of these. The last item would of course reduce our security slightly, and would obviously delay any alarm by 5 minutes. (Other timing options may be available).

I also think we should have a definite, written alarm response policy. I don't think it would be acceptable to expect anyone to respond to the alarm on their own, especially at night. And we perhaps need to consider whether we have the right names on the autodial list.

On a related subject - I know that there are good reasons why people's key fobs are disabled when their membership lapses, but this policy has caused us problems twice recently. It concerns bar key holders, who we are relying on to open/close the bar and/or to respond to the alarm. Would it be possible to ask Pete Child not to disable the fob of a bar key holder unless instructed to by the committee?

Howard Clowes
Secretary

Membership Secretary's Report

See minutes.

Diving Officer's Report (Including Training)

Since the last committee meeting there was a serious incident on 8th August involving two of our members, John Gilbert and Chris Read. Unfortunately John suffered serious lung damage, following a buoyant ascent, and never recovered from the injuries and his life support machine was switched off on Sunday 9th August. John and Chris were diving on the Metropolitan Police Diving Club boat out of Littlehampton. John was a member of the Metropolitan Police Diving Club and joined SASAC in April to complete his Advanced Diver training. Chris Read had joined the Metropolitan Police Diving Club as an associate member to dive with his friend John.

I have been in contact with Dave Cocks, the Metropolitan Police Diving Club Diving Officer, who will send me a copy of the incident report once he has completed his investigations. There will be an inquest in October.

I have also spoken to Chris Read since the incident. Chris was kept in hospital overnight after ingesting seawater during his buoyant ascent but he is OK now. Whether Chris ever dives again remains to be seen but I will keep in contact with him over the next few months, as he will need support. I have also been in contact with Jim Watson, BSAC Safety & Development Manager, who sent me information on dealing with trauma and how to deal with it in the club. One of the main points was to discuss the incident within the club as I did on Wednesday 2nd September when I explained how the incident occurred.

Lisa Shafe and I represented SASAC at John's funeral on Wednesday 26th August and the Club made a donation of £100 to the Metropolitan Police Benevolent Fund in memory of John.

Diving:

The number of dives recorded so far this year's has gone up to 770. This number is down compared to the same time last year and it could either be down to bad weather again or the Credit Crunch.

Diver Training:

Stephen Bolton has now been signed off as an Ocean Diver as well as Richard Turner and Roxanne Delafraye.

Ewa Ambrosius, John Rycroft, Chris Read and Scott Wells have all completed their Sports Diver training and been signed off by me.

Lisa Shafe passed the First Class Diver Practical Exam at Plymouth in July and is now BSAC First Class Diver No922, congratulations to her.

We have 9 members who either want to start or complete their Advanced Diver training so I going to run an AD

course, starting in 17th September with Peter Stansfield's & Pierre Leon's assistance.

Alison Burns has taken over running the Try Dives.

Paul Compton

Equipment Officer's Report (Including Boat)

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

The compressor has an ongoing problem, which I hope to have the estimate for by Monday for the meeting. There is a problem with the final high-pressure stage. It is badly worn and needs replacing. Collin came to the club last week and manage to effect a temporary repair by using parts from the compressor in the kit room which were in slightly better condition, but still not brilliant.

The compressor is currently working but I would not like to keep it running without have this work done. If the high-pressure cylinder should fail the resulting damage would be very expensive to repair.

The take up of Nitrox is again very slow. Over the last couple of weeks I have not supplied any and have seen all the Nitrox ready tanks that everyone seems to have being filled with air

When asked no one says it's because of the price but more to do with the fact that they don't know what they are diving so can't fill their cylinders with Nitrox

The majority of oxygen supplied this year has been for the re-breather divers and for other clubs

Club weight belts

It was decided that we would allow the use of club weight belts and weights for open water training/ diving. I opposed this at the time on the grounds that it was not unreasonable to expect trainees to supply their own weights belts and weights during their training, Also that the clubs weights were needed for come and try's. Paul had supplied for free to the club, weight for use for come and try's. These have all but now gone.

Boat Report 07-Sep-2009

Old problems fixed:

Bought new air pump

New problems fixed:

Gear Change Cable broke - replaced

Engine Ears broken – repaired

Throw Rope clip broke – replaced

New problems not fixed:

Bilge Override switch intermittently does not work

Old problems still not fixed:

Prop cover needs replacing

Sand Wheel needs welding

Trailer brake cable needs replacing

Bilge float switch doesn't work

Cover needs replacing

Navigation lights don't work

Valkyrie has been used for a further 7.5 days diving and 2 days boat handling. ½ day was lost to weather and

one day to the gear change cable failure. Valkyrie has made around £900 profit so far this year but insurance is almost due, our flares expire in December, we need a new cover and the steering has gone very loose. Blue Water Horizon said this would cost around £200 in parts and £200 labour if it needs replacing.

I'm hoping we can store Valkyrie near St. Albans this winter.

I had asked Barnet Marine for a quote for a cover for a 5m RIB but Valkyrie is 5.5m, the cost will be £385 not £360. Barnet Marine claimed they had plans for covers for Viking RIBs. When I pointed out that the cover they sold us with the boat doesn't fit very well they changed their mind and said the cover manufacturers would ask us for detailed measurements. I have no faith in Barnet Marine or that a new cover from them will fit. Coastline covers of Weymouth had in fact sent me a quote before the last committee meeting in a photo text message but it was beyond my capability to read it. They want £465 for a PVC cover, covers they have made for other boats in WPNSA fit well.

<u>Date</u>	<u>Item</u>	<u>Income</u>	<u>Costs</u>
18-Jul	Reg Ellis	150.00	
20-Jul	Air Pump		8.79
01-Aug	Kill Cord		9.65
01-Aug	John Bundy	100.00	
11-Aug	Gear cable		257.53
15-Aug	Reg Ellis	200.00	
27-Aug	Duct Tape		1.19
29-Aug	John Bundy	300.00	
02-Sep	Engine ears connector		2.00
05-Sep	Boat Handling	200.00	
Total		950.00	279.16

This year Valkyrie has been used for 23 days by 37 members. 191 dives, 8 Boat Handlers, 4 Diver Coxswains, 1 Diver Coxswain Assessor.

Reg Ellis
07-Sep-2009

Premises Officer's Report

See minutes.

Bar Manager's Report

See minutes.

Social Secretary's Report

None received.

Webmaster's Report

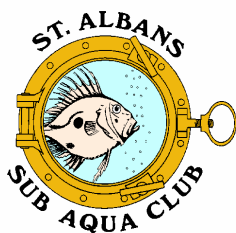
None received.

PR Officer's Report

See minutes.

Mutual Fund Report

None received



ST ALBANS SUB-AQUA CLUB LTD

Cottonmill Swimming Pool
Cottonmill Lane
St Albans
Hertfordshire
AL1 1HJ

Tel 01727 859829

MINUTES OF COMMITTEE MEETING

DATE:	Monday 19 October 2009		
REF:	09.4		
No:	54a (Since Sept 03)		
Committee Members Present			
	Chairman - Roy Harrison (RH)		
	Treasurer – Rosemary Bennett (RB)		
	Secretary - Howard Clowes (HC)		
	Membership Secretary – Chris Norris (CN)		
	Social Secretary - Nadine Gardner (NG)		
	Diving Officer – Paul Compton (PC)		
	Premises Officer – Rory McGowan (RM)		
	Bar Manager – Ian Campbell (IC)	Apologies	
	Peter Kilcline (PK)		
	Simon New (SN)	Apologies	
	Equipment Officer Alan Mawford (AM)		
	Richard Ellis (RE)	Apologies	
Ordinary Club Members Present			
	Stuart Everard, Simon Keane, Peter Stansfield, Robin Smith		
<u>REF</u>	<u>ITEM</u>	<u>ACTION</u>	<u>DUE</u>
09.4.01	APOLOGIES FOR ABSENCE		
	As noted above.		
09.4.02	CLUB MEMBERS AOB		
09.4.02.01	Pete Stansfield reported to the committee that a diver on a recent trip had dropped out, and had refused to pay monies due. The costs had to be borne by the others on the trip. RH re-iterated that once a commitment had been made, it is down to that member to either find a replacement or pay up. Agreed by the committee. Suggested that the permanent notice on the board should be updated to include this. (HC). Make it clear between Interested and Committed. Maybe also include in Regulations.	HC	

<u>REF</u>	<u>ITEM</u>	<u>ACTION</u>	<u>DUE</u>
	<p>Robin Smith - following up last meeting's deposit proposal. 1st stage - short-term cashflow issue - should be addressed by HC's suggestion. 2nd stage - major trip which needs advance planning and the laying out of funds, entailing some degree of risk. RH suggested the 2nd stage scheme be on a case by case basis, and comes to committee each time. Agreed that the 2nd stage scheme should be supported by the club, with each trip coming through the DO to the committee. Can be approved outside formal meeting if necessary. UK diving only.</p> <p>RS to put some words together for discussion at the next meeting.</p>		
	Lisa has been asked to re-schedule her dive planning meeting as lots of people are away.		
	Simon Keane and Stuart Everard made a presentation about the new website. Should have prices by the next committee meeting.		
09.4.03	MINUTES OF LAST MEETING (and other procedural matters)		
	Approved.		
09.4.04	MATTERS ARISING		
	None		
	Issues outstanding from previous meetings: -		
09.4.04.03	<p>A new members' welcome pack containing a CD with rules, constitution, video etc is to be produced by HC.</p> <p>Agreed that this would be incorporated into the new website.</p>	HC	
09.4.05	CHAIR'S REPORT		
	<p>As submitted - see Appendix 1</p> <p>Roy read out a report on the Snorkelling course. All happening, which is great.</p>		
09.4.06	TREASURER'S REPORT		
	<p>As submitted - see Appendix 1</p> <p>Hopefully, we'll be in the black this year but not as much as last year.</p> <p>Key deposits have not been coming in. CN has some.</p>		
09.4.07	SECRETARY'S REPORT		
	As submitted - see Appendix 1.		

<u>REF</u>	<u>ITEM</u>	<u>ACTION</u>	<u>DUE</u>
09.4.08	MEMBERSHIP SECRETARY'S REPORT		
09.4.08.09	<p>New members since the last meeting to be agreed in the club are:</p> <p>Carl Graham - trainee Deborah Hall - trainee Nikki Brooke - snorkeller Simon Wickham - trainee Chris Baker - trainee Barbara Brett - snorkeller Taylor Haynes - trainee Stephen Haynes - trainee Chris Price - Dive Leader - also member of Mid Herts SAC – joining SASAC to access more diving Nick Collier - snorkeller Rejoining Josh Beha – snorkeller</p> <p>All approved by the committee.</p>		
09.4.09	DIVING OFFICERS REPORT (Incorporating Training)		
	As submitted - see Appendix 1.		
09.4.10	EQUIPMENT OFFICER'S REPORT (Including Boat)		
09.4.10.01	<p>As submitted - see Appendix 1</p> <p>Ex-member has brought some kit along. She wants £200 for donation to charity. AM can probably get £100 to sell some, so we get the rest for £100. Approved.</p>		
	<p><u>Boat</u></p> <p>See report in Appendix 1</p>		
09.4.11	PREMISES OFFICER'S REPORT		
09.4.11.01	Thanks to Eva for helping with painting. Some work done to solve leakage problems in gents. Central Heating now working well.		
09.4.12	BAR MANAGER'S REPORT		
	<p>As submitted - see Appendix 1.</p> <p>Problem with CO2. PK to action in IC's absence.</p>	PK	
09.4.13	SOCIAL SECRETARY'S REPORT		
	<p>Fridays quiet at the moment. Band. Xmas party 19th Dec. Fat Walter.</p> <p>Dinner Dance 27 Feb. Deposit needed. Blue Amber will be playing.</p>		
09.4.13	WEBMASTER		
	See item in Members' AOB above.		

<u>REF</u>	<u>ITEM</u>	<u>ACTION</u>	<u>DUE</u>
09.4.14	PUBLIC RELATIONS REPORT		
09.4.14.01	As submitted - see Appendix 1.		
09.4.17	AOB		
	RM - Dive Planning meeting needed. Are there any stats for this year? PC said he could supply data.		
	CN - has drafted a note on learning to dive at SASAC. To be circulated to committee for comments.		
	RH – Queried the status of Distant Members. They are full members, but just are entitled to a discount on subs.		
	Meeting Dates:		
	Dates for future Meetings: - <ul style="list-style-type: none"> • 30 November • 11 January • 22 February • 5 April • 17 May All these meetings are on Monday evenings at 8:00pm at the Clubhouse. They are also on the Club Calendar at www.sasac.co.uk		

APPENDIX ONE – OFFICERS' REPORTS

Chairman's Report

The problem encountered recently by both Pete Stansfield and Paul Compton and a cancelled booking will be discussed at the meeting to clarify this point again fully for all members.

The junior hockey and the snorkel training that Ali is running are going really well. The Cell Barns Youth group is now linked in with Beaumont school who have applied for and got funding to cover both pool training fees and equipment required. The 6 weekly sessions are full with 6 youngsters currently and another 6 after half term. This is bringing in £50 per 6 weeks for the club, which will more than cover the pool hire charge. As far as Ali can see this situation will continue for the foreseeable future, but what we need to put in place is someone else to take over the snorkel training sessions on a regular basis. Ali can teach whoever this is what is needed, though there is a BSAC snorkel training session being run in the south of the country sometime soon.

A number of these snorkel trainees have expressed interest in moving up to the hockey group when they are ready, therefore giving a good feed through and continuation for the club with a good prospect of a number of them wanting to become diving members in the future, so let's keep it rolling!

Roy. Chair

Treasurer's Report

Bank balances at 17 October 2009

Main account	2,512.20
Bar account	783.04
Reserve account	41,625.65

Quicken balances at 17 October 2009

Main account	1,282.94
Bar account	783.04
Reserve account	41,625.65

Income & Expenditure Summary Report For the period 01/01/09 to 17/10/09

INCOME

Bar	Receipts		8,775.00
Company	Bank Interest		620.46
Diving	Club Boats	1,783.32	
	Course Fees	20.00	
	Equipment Hire	20.00	
	Have a Go	160.00	
	Nitrox	330.00	
	Training Inc	<u>218.00</u>	2,531.32
Fundraising	Dinner & Dance	1,307.75	
	Party Inc	<u>411.80</u>	1,719.55
Membership	Subscriptions		16,970.58
Premises	Clubhouse Hire		300.00
Services	Electricity		3,458.37
TOTAL INCOME			34,375.28

EXPENDITURE

Bar	Beer Seller	2,845.09
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	Bookers	272.63	
	Costco	50.60	
	Other Shops	<u>723.72</u>	3,892.04
Clubhouse	Maintenance	443.30	
	Cottonmill Pool	1,525.54	
	Equipment Store	297.67	
	Burglary	1,939.55	
	Refuse	<u>483.71</u>	4,689.77
Company	Companies House Annual Return	15.00	
	Bank Chgs	16.00	
	General – committee meetings	50.90	
	Rates	290.75	
	Rent	<u>950.00</u>	1,322.65
Diving	Boat Storage	1,120.00	
	Boat maintenance	132.76	
	Compressor	446.65	
	Equipment Exp – Other	393.69	
	Licenses	28.60	
	Nitrox	503.48	
	Training	<u>1,440.00</u>	4,065.18
Donation	Met Police		100.00
Fundraising	Dinner & Dance	1,031.00	
	Parties	287.10	
	Sponsored event – Scuba Trust	<u>370.00</u>	1,688.10
Insurance	Premises – Buildings		340.54
Membership	Subscriptions	4,023.17	
	Membership Exp – Other	<u>27.00</u>	4,050.17
Pool	Westminster Lodge		2,251.46
Publicity	Radio Verulam & Our St Albans	185.25	
	Website 2 Year Renewal	<u>136.34</u>	321.59
Security	Alarm System post Burglary	689.47	
	Locks	<u>109.38</u>	798.85
Services	Electricity	5,501.00	
	Gas	546.00	
	Telephone A	139.04	
	Telephone Voice	170.47	
	Water	<u>2,625.47</u>	8,981.98
TOTAL EXPENDITURE			32,502.33
TOTAL INCOME – EXPENDITURE			1,872.95

Secretary's Report

The annual report and accounts have been sent to Companies House, and should be there well in advance of the postal strike. They were posted on 8th October.

Following the last committee meeting, I was volunteered to come up with a form of words for your suggested deposit scheme. A few ideas for your comments:-

1. The Diving Officer may apply to the Club, on behalf of a member, for a loan to cover the deposit for a future diving expedition.
2. The trip must be approved by the Diving Officer.
3. The loan must be approved by the Treasurer.
4. The trip must meet the Club's dive trip guidelines regarding cost transparency.
5. The maximum liability to the Club will be £1,000.
6. Only one loan at a time will be made by the Club. Subsequent loans will not be made until the previous loan has been paid back.
7. The loan will be interest free.
8. The Club will not accept liability for lost deposits, or failure to collect monies due.
9. "Deposit" is defined as part payment made in advance in order to secure an obligation (e.g. from a boat skipper) to supply sub-aqua diving services.
10. The loan will be available for diving only, not accommodation, unless the accommodation is offered as part of the complete package.

Notes:-

1. As there may be competition for the loans, the DO should decide which applications should be forwarded to the Treasurer.
2. -
3. It would be the Treasurer's job to ensure that the £1,000 (or whatever) ceiling is not exceeded.
4. -
5. There has to be a cash limit. Would £1,000 be appropriate?
6. This might be controversial, but if a new loan were to be made before a previous loan had been repaid, it would be inevitable that losses against each loan would accumulate, until the £1,000 limit is reached. By insisting that loans are made one at a time, it will provide an incentive for dive trip organisers to sort out their finances, and collect monies due.
7. -
8. It's unlikely that the Committee would accept that the Club should take on any financial risk.
9. Must be a diving trip - not ski-ing, walking etc!
10. Not sure about this, but would there be any reason to allow B&B deposits to be included?

I have received some comment from Robin Smith. He is of the opinion that the Club SHOULD take on the risk - hence he disagrees with Note 8.

I was also tasked with formulating a standard procedure for responding to the intruder alarm. I suggest we add the following clause to our Regulations:-

In the event of the intruder alarm being triggered while the premises are unoccupied, the system will

automatically send a recorded message to a number of volunteer keyholders. The nature of their response will depend on the circumstances, but no keyholder may attend alone.

On other matters, there was an incident recently when members were unable to gain access via the front door. As it turned out, it was only due to warped timber, but it highlighted the fact that, in the event of the failure of the door entry system, our only means of access will be through the beer store. The keys therefore need to be readily available. We also need a new beer store door.

I have provisionally booked the Quality Hotel for our Dinner Dance on February 27th 2010. If we can agree this date, perhaps Rosemary can let me have a cheque for £500 for the deposit.

Howard Clowes
Secretary

Membership Secretary's Report

See minutes.

Diving Officer's Report (Including Training)

Diving:

The number of dives recorded so far this year's has gone up to 776. This number is down compared to the same time last year and it could either be down to bad weather again or the Credit Crunch.

I am still waiting for log sheets from a number of trips that have taken place.

Diver Training:

Charlie Turner has now been signed off as an Ocean Diver

Richard Turner has completed his Sports Diver training and been signed off by me.

Currently there is an Ocean Diver course running and several more trainees are close to completing their Sports Diver training.

The Advanced Diver course is going well all the lectures have been completed along with some of the practical sessions. The lectures will be run again soon as not all the trainees were able to attend all lectures at the planned time due to other commitments.

One of the Advanced Diver expeditions took place last weekend at Dartmouth on board the boat MV Falcon with Tony Hoile.

The trip went well apart from some last minute dropouts from the ASD trainees taking part due to various reasons. One person paid all the due monies with no complaints the other person failed to understand the fact that since they had agreed to go on the trip they were responsible for either filling their space or paying for the money they owed. The person still refuses to pay for their share of the boat charter and as a result the 8 people on the trip had to pay more money to cover the costs.

Peter Stansfield has already sent the committee an email about this matter, which should be discussed during the members business at the start of the meeting.

Paul Compton

Equipment Officer's Report (Including Boat)

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

Colin has contacted me and will be in the area soon and will fit the new parts to the compressor

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

Boat Report

None received.

Premises Officer's Report

See minutes.

Bar Manager's Report

Gas

- The Waverly Total Cask have stopped supplying Gas for bars. I have been directed to another company that can provide gas for bars and divers. Edwards based in Chesham part of the Ali Liquid group (pardon my spelling) A CO2 cylinder would be £11.30 and keys can be handed over via PJ Camp, Notts Garden Centre, Hatfield Road. Tel 0845 456 0827. They can also provide diving gas ranging from £20 to £100 depending on the gas. I thought that it would make sense to discuss with Alan but we could do with a spare CO2 bar cylinder in the stock room. The spare one was put on last weekend.

Wanda

- Wanda manned the bar a few weeks ago and raised a complaint that a bucket of water had been left with dirty water in it which is un-hygienic and that the dishwasher seemed rather dirty. She asked that I raise the awareness of this at the next committee meeting. Unfortunately I cannot be there to raise this in person.

Social Secretary's Report

See minutes.

Webmaster's Report

See minutes.

PR Officer's Report

Alas I will not be able to make the committee meeting as I am away - so apologies

In the meantime a couple of updates:

Try Dive - Herts Ad. Despite frequent chasing (and the odd courteous reply) we have not yet managed to get Charlotte Morgan to do her Try Dive originally scheduled for July. I am still persisting and will keep you posted.

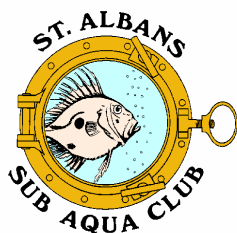
Advert / Editorial - Our St Albans. As some of you may be aware. We were supposed to have some editorial in the latest edition (after the advert we paid for in the previous edition). It came as a surprise when I was informed by Best Media that they had already printed it without my input - more of a surprise when I saw what they had featured. Essentially it was a write up on the IAKO - which wasn't bad, but not what I think we would have wanted in terms of promoting the club as a whole (indeed Fat Walters got just as much publicity out of it).

So to cut a long story short - I have spoken to them and they are giving us 250 - 300 word editorial in the next edition. So ideas welcome please

Simon New

Mutual Fund Report

None received



ST ALBANS SUB-AQUA CLUB LTD

Cottonmill Swimming Pool
Cottonmill Lane
St Albans
Hertfordshire
AL1 1HJ

Tel 01727 859829

MINUTES OF COMMITTEE MEETING

DATE:	Monday 9 November 2009		
REF:	09.3A		
No:	55 (Since Sept 03)		
Committee Members Present			
	Chairman - Roy Harrison (RH)		
	Treasurer – Rosemary Bennett (RB)		
	Secretary - Howard Clowes (HC)		
	Membership Secretary – Chris Norris (CN)		
	Social Secretary - Nadine Gardner (NG)		
	Diving Officer – Paul Compton (PC)		
	Premises Officer – Rory McGowan (RM)	Apologies	
	Bar Manager – Ian Campbell (IC)	Apologies	
	Peter Kilcline (PK)		
	Simon New (SN)		
	Equipment Officer Alan Mawford (AM)		
	Richard Ellis (RE)	Apologies	
Ordinary Club Members Present			
	None		
<u>REF</u>	<u>ITEM</u>	<u>ACTION</u>	<u>DUE</u>
09.3A.01	APOLOGIES FOR ABSENCE		
	As noted above.		
09.3A.02	SPECIAL RESOLUTION		
09.3A.02.01	<p>This Extraordinary Committee Meeting was convened to discuss one matter only – the proposed financial support by the Club for certain diving trips – especially those that require a lot of notice and/or substantial deposits.</p> <p>The proposal is included at Appendix One, with the agreed amendments highlighted.</p>		

APPENDIX ONE – Proposal (with Agreed Amendments)

PROTOCOL FOR CLUB SUPPORT FOR DIVE TRIPS

The club wants to assist with the organisation of an interesting and progressive programme of diving and will provide support at three levels. As with all such programmes the club reserves the right to review these terms at any time. In all cases these facilities are only available to diving members of the club.

TRAINING DIVES

It's unfair on a training officer to book trips on their own account and thus the club will book these in its own name and take responsibility subject to the following criteria:

- A maximum of three boat bookings will be allowed each calendar year, of a maximum of four days each or a total of 12 days
- The support will only extend to diving activities, not accommodation.
- The trips will be held open for trainees and instructors until four weeks before the event when they will be opened up to club membership generally.
- The TO may book these dives only in consultation with the DO
- The club will pay the deposits for the dives and take responsibility for the final payment. However it is expected that all deposits will be collected within a short period of people booking on dives and the final payment will be collected four weeks before the dive takes place so that last minute drop outs do not cost the club money

GENERAL DIVE TRIPS

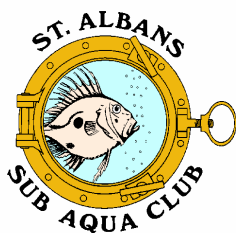
The club will provide cash flow support only for general diving trips in the UK and **all bookings remain the financial responsibility of the organiser**. This is designed to allow the booking of diving trips pending collection of deposits from participants and therefore will always be a relatively short term commitment by the club. The following criteria must be followed:

- The club's overall exposure at any one time under this facility will be £5000. The facility can only be used to make deposit payments as it is expected that trip participant will pay their share of the final costs in time for the organiser to pay the provider
- The use of this will be subject to Committee approval – but the committee will consider requests between committee meetings.
- The trip must meet the rules regarding cost transparency and BSAC safe diving practices.
- Accommodation will only be included when it is either part of the overall package or must be booked at the same time to ensure the trip can proceed
- Payment will be made to the organiser so that there is no doubt that the booking is not in the clubs name
- The organiser will collect deposits from participants as soon as possible after advertising the dive
- Any shortfall in numbers on a dive will be the financial responsibility of the organiser.
- After advertising the dive, the organiser will pay back the Club in the shortest possible time, and must in any case pay back to the Club no later than six weeks prior to the dive.

- The Committee will review the progress of all loans on an ongoing basis, and reserve the right to demand that the money be repaid.

'EXPEDITIONARY' STYLE TRIPS

If a member of group or members wants to organise a trip that is out of the ordinary and will require exceptional support they may put a case to the committee.



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MINUTES OF COMMITTEE MEETING

DATE:	Monday 30 November 2009		
REF:	09.5		
No:	55a (Since Sept 03)		
Committee Members Present			
	Chairman – Roy Harrison (RH)	Apologies	
	Treasurer – Rosemary Bennett (RB)		
	Secretary – Howard Clowes (HC)	Apologies	
	Membership Secretary – Chris Norris (CN)		
	Social Secretary - Nadine Gardner (NG)		
	Diving Officer – Paul Compton (PC)	Apologies	
	Premises Officer – Rory McGowan (RM)		
	Bar Manager – Ian Campbell (IC)		
	Peter Kilcline (PK)		
	Simon New (SN)		
	Equipment Officer Alan Mawford (AM)		
	Richard Ellis (RE)		
Ordinary Club Members Present			
	None		
REF	ITEM	ACTION	DUE
09.5.01	APOLOGIES FOR ABSENCE		
	As noted above. In the absence of RH, Ian Campbell was elected as temporary Chairman for the meeting.		
09.5.02	CLUB MEMBERS AOB		
09.5.02.01	None		
09.5.03	MINUTES OF LAST MEETING (and other procedural matters)		
	Approved.		
09.5.04	MATTERS ARISING		
	None		
	Issues outstanding from previous meetings: -		
	None		

<u>REF</u>	<u>ITEM</u>	<u>ACTION</u>	<u>DUE</u>
09.5.05	CHAIR'S REPORT		
	None		
09.5.06	TREASURER'S REPORT		
	Not sent, Basic details: Total in account: £43, 486.90 There is an urgent message from HC that the council needs to be contacted as soon as possible re the rent review. HC will call the council.		
09.5.07	SECRETARY'S REPORT		
	As submitted - see Appendix 1. Pete Child has reported that attempts have made to contact the canoe club re unpaid invoice, but to no avail. He has also been unable to contact the Treasurer to hand over this responsibility. Emails are bouncing.		
09.5.08	MEMBERSHIP SECRETARY'S REPORT		
09.5.08.09	As submitted - see Appendix 1.		
09.5.09	DIVING OFFICERS REPORT (Incorporating Training)		
	As submitted - see Appendix 1. Also, congrats to Paul Compton is now a First Class Diver.		
09.5.10	EQUIPMENT OFFICER'S REPORT (Including Boat)		
09.5.10.01	One O2 kit needs replacing; it will be replaced with the same kit (£394) as the other boat O2 kit. Missing mask has not been found. It will be written off. Compressor: Engineer will be booked, as he now has the parts.		
	<u>Boat</u> See report in Appendix 1 Also the engine muffs have gone missing; old spare ones have been found under the lecture room. RE will query the Blue Water Horizon £304 bill for repair to tube (which was coming away from hull), as the original estimate was just £40.		
09.5.11	PREMISES OFFICER'S REPORT		
09.5.11.01	2 new fans bought for toilets, which are smaller in diameter and will therefore have less heat loss. These have not yet been fitted. Rory will look into the external cellar door with a view to replacing it. The floor safe also needs to be progressed.		

<u>REF</u>	<u>ITEM</u>	<u>ACTION</u>	<u>DUE</u>
09.5.12	BAR MANAGER'S REPORT		
	New Gas supplier has now been engaged. A stock take is now due, and will be done by end of year.		
09.5.13	SOCIAL SECRETARY'S REPORT		
	As received. A tapas night has been provisionally set for 24-Jan-2010. Submarine Club wish to book another date in June 2010.		
09.5.13	WEBMASTER		
	<p>Sent out 12 quotes. 3 no-bids, 1 quote, but for £20,000, with £2,000 annual running costs. This is far in excess of what SASAC has in mind. Stuart/Simon will go back to the supplier and ask for reduced quotes for reduced functionality.</p> <p>Recommend that members of the committee, and Stuart/Simon, review other related web-sites and liase in order to agree on what sort of web-site would suffice. Alan will contact North London Scuba club, as their web-site was designed by a member of their club.</p>		
09.5.14	PUBLIC RELATIONS REPORT		
09.5.14.01	We have now had the proper editorial on the club published in Our St Albans.		
09.5.17	AOB		
	There is now car-park-management expertise in the club. As a result, the idea of charging the public for parking in the car part has been re-raised. We need to determine how far we progressed in the last effort. The car-park-management members will present to the club at the next committee meeting to discuss various options that could be considered.		
	Roy has requested volunteers to help with snorkelling lessons. This will be put into announcements, and will be announced at the club.		
	More care needs to be taken with respect to locking of the premises. In particular, the fob override for the main door should not need to be used on Wednesday or Friday, as this is automatically done via a timer. A case of the equipment room not being locked was also noted, as was a case where the bar door was left on the latch. IC will take an action to educate people in the use of the main door override, and will also put up some notices to make things clearer.		
	Meeting Dates:		
	<p>Dates for future Meetings: -</p> <ul style="list-style-type: none"> • 11 January • 22 February • 5 April • 17 May <p>All these meetings are on Monday evenings at 8:00pm at the Clubhouse. They are also on the Club Calendar at www.sasac.co.uk</p>		

APPENDIX ONE – OFFICERS' REPORTS

Chairman's Report

Diving trips both for training and pleasure are still going on at a good pace and on behalf of the club can I thank all those who have given up their time this year for the training ones.

There was an extra ordinary committee meeting on November 9th with regard to the costs of booking boats for training and other dives. Robin Smith set out suggestions under which the club could help with the initial financial burden. These point were discussed but the committee and generally accepted but with one or two provisos. These new points will now be incorporated into the club rules and can be seen on the web site. It is imperative for all members to be aware that if they put their name onto a list for a dive and pay a deposit, that it is not refundable unless they find a suitably qualified replacement.

Roy. Chair

Treasurer's Report

See minutes

Secretary's Report

Unfortunately, neither Roy or I will be at this meeting, so a temporary Chairman will need to be elected, and a volunteer will be required to take minutes.

Nothing to report on the Secretarial front, with just one item for AOB.

Pete Child has been trying to contact Rosemary about the collection of the rent from the Canoe Club, but Rosemary seems to have changed her email address. Pete's email of 11th November refers.

Howard Clowes
Secretary

Membership Secretary's Report

See minutes.

Diving Officer's Report (Including Training)

Diving:

The number of dives recorded so far this year is now 852. This number is down compared to the same time last year and it could either be down to bad weather again or the Credit Crunch or members simply not reporting their diving activities.

Diver Training:

I am pleased to report the following members have completed their diver training:

Stephen Bolton - Sports Diver.

Paul Compton - First Class Diver No 925

The Ocean Diver course is going well and the trainees are almost ready to start their open water training.

The Advanced Diver course is going well so far. The lectures will be run again soon as not all the candidates were able to attend all lectures at the planned time due to other commitments. There will also be another session of rescue assessments for the Advanced Diver candidates at Stoney Cove in December.

Paul Compton

Equipment Officer's Report (Including Boat)

See minutes

Boat Report

Valkyrie is now on Jane Sawyer's driveway, thanks to Steve Titley for towing it.
I have received a new radio under warranty, this still needs wiring.
I have winterised the engine.
The repair to the tube has been done by Blue Water Horizon.

Old problems fixed:

Tube came away from hull

New problems:

None

Old problems still not fixed:

Replacement radio needs wiring
Fire extinguisher broken
Bilge Override switch intermittently does not work
Prop cover needs replacing
Sand Wheel needs welding
Bilge float switch doesn't work
Cover needs replacing
Navigation lights don't work

<u>Date</u>	<u>Item</u>	<u>Inco me</u>	<u>Costs</u>
29-Sep	Radio postage		8.65
29-Sep	Towing petrol (Reg)		37.00
02-Oct	Tube Repair		306.45
03-Oct	Towing petrol (Steve)		55.00
	Total	0.00	407.10

Reg Ellis
30-Nov-2009

Premises Officer's Report

See minutes.

Bar Manager's Report

See minutes

Social Secretary's Report

Events since last committee meeting

Recent club hire

Nov 8th - club hire - Eastern Region Oxygen Admin (£25)
Nov 22nd - club hire - Eastern Region Oxygen Admin Refresher (£25)
Nov 28th - club hire - Spike Brown - Photography (£25)
Nov 29th - club hire - Helen Pearson - Two Year Old's Birthday Party (£25)

Social Events

Nov 15th - bowling Stevenage vs Mid Herts and Potters Bar - Very enjoyable afternoon - 12 representatives from St Albans - these included friends, family and former members - only 4 current members attended

Nov 21st - Zoox folk night - very enjoyable evening however only 32 tickets sold at £10 and the band cost £350 plus food. Hopefully there were good receipts on the bar.

Other

We have decorated a Christmas tree at the Town Hall as part of the Festival of Trees in aid of Herts and Middx Wildlife Trust (HMWT). These will be on view Dece 5th-6th. and the trees will be auctioned. Details of SASAC will be displayed and I have added a link re the event to our website as requested by HMWT.

Forthcoming events

Sat December 21st - Xmas Party - Fat Walters Band
Sat February 27th - Dinner Dance - Blue Amber Booked
Sat Jan or Feb - club hire Leyland Avenue Residents Soc
Sat Jan 23rd - club hire - Eastern Region - First Aid for Divers
Sun Jan 24th - club hire - Eastern Region - Oxygen Admin
Sun Feb 7th - club hire - Eastern Region - Oxygen Admin Refresher

Webmaster's Report

See minutes.

PR Officer's Report

See minutes

Mutual Fund Report

None received