



# ST ALBANS SUB-AQUA CLUB LTD

Cottonmill Swimming Pool  
Cottonmill Lane  
St Albans  
Hertfordshire  
AL1 1HJ

Tel 01727 859829

## MINUTES OF COMMITTEE MEETING

<b>DATE:</b>	<b>Thursday 10 January 2008</b>		
<b>REF:</b>	<b>07.7</b>		
<b>No:</b>	<b>41 (Since Sept 03)</b>		
<b>Committee Members Present</b>			
	Chairman - Roy Harrison (RH)		
	Treasurer – Rosemary Bennett (RB)		
	Secretary - Howard Clowes (HC)		
	Membership Secretary – Chris Norris (CN)		
	Social Secretary - Nadine Gardner (NG)		
	Diving Officer – Paul Compton (PVC)		
	Premises Officer – Rory McGowan (RM)		
	Bar Manager - Peter Kilcline (PK)		
	Webmaster – Pete Child (PAC)	Apologies	
	Mark Ballet (MB)	Apologies	
	Simon New (SN)	Apologies	
	Equipment Officer Alan Mawford (AM)	Apologies	
	Richard Ellis (RE)		
<b>Ordinary Club Members Present</b>			
	None		
<b>REF</b>	<b>ITEM</b>	<b>ACTION</b>	<b>DUE</b>
<b>07.7.01</b>	<b>APOLOGIES FOR ABSENCE</b>		
	As noted above.		
<b>07.7.02</b>	<b>CLUB MEMBERS AOB</b>		
<b>07.7.02.01</b>	Lisa Shafe – was unable to attend. Nevertheless, her proposal to put the Club premises forward as a possible film location was passed by the Committee.		
<b>07.7.03</b>	<b>MINUTES OF LAST MEETING (and other procedural matters)</b>		
	Minutes of the last meeting were approved		
<b>07.7.04</b>	<b>MATTERS ARISING</b>		
	<b>Issues outstanding from previous meetings:-</b>		
<b>07.7.04.03</b>	The alarm system still needs maintenance/ replacement. A limit of £350 has already been approved.	PAC/HC	Outstanding

<u>REF</u>	<u>ITEM</u>	<u>ACTION</u>	<u>DUE</u>
07.7.04.06	A new members' welcome pack containing a CD with rules, constitution, video etc is to be produced by HC.	HC	Outstanding
07.7.04.15	Fridge does not work - needs to be disposed of.	RH/HC	Outstanding
	<b>Closed Actions Since last meeting</b>		
	None		
07.7.05	<b>CHAIR'S REPORT</b>		
	As submitted - see Appendix 1.		
07.7.06	<b>TREASURER'S REPORT</b>		
	As submitted - see Appendix 1. High interest bond has matured and £20K has been reinvested in another bond.		
07.7.07	<b>SECRETARY'S REPORT</b>		
	Everything up to date with Companies House. NG has now passed me all Gift Aid forms, which can be sent up to HMRC as soon as some addresses have been received from CN. AGM set for Wednesday 30 April. We will try to send out notice with membership renewals.		
07.7.08	<b>MEMBERSHIP SECRETARY'S REPORT</b>		
07.7.08.01	Dropdead letter has been redrafted & circulated for approval. Approved. Social membership - to be pro rataed to nearest half year only.		
07.7.09	<b>DIVING OFFICERS REPORT (Incorporating Training)</b>		
	As submitted - see Appendix 1.  Money approved for inserts for trophies.  MB suggested we start some informal instructor training.		
07.7.10	<b>EQUIPMENT OFFICER'S REPORT (Including Boat)</b>		
07.7.10.01	As submitted - see Appendix 1.		
07.7.11	<b>PREMISES OFFICER'S REPORT</b>		
07.7.11.01	List is still outstanding. Car park has been cleaned. Lights over bar fixed Loos cleaned etc. 4/5 phone nos for tarmac. First thing to do is build equipment store. Agreed.	RM	
07.7.12	<b>BAR MANAGER'S REPORT</b>		
	As submitted - see Appendix 1. Guinness is not going well, so we may have to accept it may run out.		

<u>REF</u>	<u>ITEM</u>	<u>ACTION</u>	<u>DUE</u>
<b>07.7.13</b>	<b>SOCIAL SECRETARY'S REPORT</b>		
	<p>As submitted - see Appendix 1</p> <p>Dinner Dance tickets need to be pushed (RH has a concern).</p> <p>April 12 - request from Netball Club for Race Night. Agreed to open to all club.</p> <p>Made £220 profit on Xmas party.</p> <p>Wanda's party must be finished by midnight to comply with licensing laws.</p>		
<b>07.7.13</b>	<b>WEBMASTER</b>		
	None received.		
<b>07.7.14</b>	<b>PUBLIC RELATIONS REPORT</b>		
<b>07.7.14.01</b>	<p>Alas nothing to report - other than the fact that I am keen to assist with any PR that could be generated from the 40th celebrations</p> <p>And as mentioned before I will not be able to attend as in France</p>		
<b>07.7.17</b>	<b>AOB</b>		
	<p><b>RE</b></p> <ol style="list-style-type: none"> <li>1. The Mutual Scheme has been running for 20 years with same excess of £25, if this had been linked to inflation it would now be £47, how about £50 from next year? <i>It was agreed not to increase the excess from £25. We need to push for more members in 2008.</i> The minimum contribution still is still £10, it should now be £19, how about £20? <i>RB will resend mutual fund details to committee so that a decision can be made at the next meeting.</i></li> <li>2. Should subs stay at £120? It was agreed that they should.</li> <li>3. Should we still charge £100/day for Valkyrie? It was agreed that the price will remain the same. Thanks to RE for being BO.</li> <li>4. Can we set dates for the following if they are going to happen? <ul style="list-style-type: none"> <li>St. Georges (Wed 23/4) – Celebrate on 18<sup>th</sup>.</li> <li>St. Patrick's (Mon 17/3) – Celebrate on 14<sup>th</sup>.</li> <li>Xmas Party will be 20<sup>th</sup> December 2008.</li> <li>AGM – Wednesday 30<sup>th</sup> April</li> <li>Halloween Fri 31st Oct.</li> <li>15 Nov - Reg's &amp; Janets 50th</li> </ul> </li> <li>5. 40<sup>th</sup> Anniversary Party. The lease for the Town Hall is being taken over by St. Albans Arts. They can hire the hall to us for any Saturday in October, we would have to use their bar and one of their approved caterers. We can reserve a date now and elect whether to go ahead when they come up with a price which should be around the end of this month - may be taking bookings end of this month. Agreed to have it here - Sat 18th October</li> </ol>		

<b><u>REF</u></b>	<b><u>ITEM</u></b>	<b><u>ACTION</u></b>	<b><u>DUE</u></b>
	<b>PVC</b> - has signed up for NAS course - cheaper if the club adopts a wreck - agreed in principle.		
	<b>PVC</b> - does Club want to make a donation to Air Ambulance? No - we already donate to relevant causes.		
	<b>RH</b> - Community Sport Network – we need a representative next Monday. PVC volunteered.		
	<b>Meeting Dates:</b>		
	Dates for future Meetings:- <ul style="list-style-type: none"> <li>• February 21</li> <li>• April 3</li> <li>• May 15</li> <li>• April 30 (AGM)</li> </ul>		

## APPENDIX ONE – OFFICERS' REPORTS

### Chairman's Report

I trust that everyone had a good Christmas and enjoyed the new year celebrations without too much of a hangover.

2007 was a good one for the club with lots of diving and a steady increase in membership, also all of the social functions were well attended with a healthy turnover at the bar. The Christmas bash was particularly good with a great turnout of a number of old members that haven't been able to get down on a more regular basis, due no doubt to busy lives generally.

This year should see a number of maintenance jobs done to the premises with Rory's guidance and in-put. He can not do what is required on his own, so please all give as much time as you can to get these necessary jobs done.

Here's to 2008 being a good safe diving year for you all.

Roy.

### Treasurer's Report

*Bank balances as of 08 January 2008*

Main account	2,910.28
Bar account	710.02
Reserve account	11,132.95
High Interest Deposit Bond	20,000.00

*Quicken balances as of 08 January 2008*

Main account	2,910.28
Bar account	710.02
Reserve account	11,132.95
High Interest Deposit Bond	20,000.00

St. Albans Sub-Aqua Club Bar and Main Account				
Category Summary for the period 28/11/07 to 31/12/07 & Year to 31/12/07				
Income	Credit £		Y/E 31/12/07 £	
Bank interest	398.65		864.97	
Bar	1,359.90		11,723.14	
Club boat	1,100.00		2,900.00	
Clubhouse hire	50.00		2,395.00	
Dinner & Dance			2,766.10	
Equipment hire			95.00	
Key deposit	110.00		110.00	
Kit hire			520.00	
Have-a-go	80.00		360.00	
Membership			17,142.21	
Nitrox	100.00		1,039.00	
Services refund - Powergen			1,834.27	
Shop sales			84.00	
Social events			561.28	
St Albans Half Marathon	500.00		500.00	
Training income			110.00	
<b>Total Income</b>	<b>£3,698.55</b>		<b>£43,004.97</b>	
Expenses		Debit £		Y/E 31/12/07 £
Bank charges				8.00
Bar Expenses - consumables				344.07
Beer Seller: Waverley TBS				3422.09
British Gas		51.00		612.00
British Telecom				230.50
Capital expenditure - projection screen				50.00
Capital expenditure - new diving equipment		111.00		111.00
Club boat maintenance		511.17		1832.68
Clubhouse Christmas tree		17.49		17.49
Clubhouse maintenance		172.24		197.24
Companies House filing				15.00
Compressor				950.75

Cottonmill pool			938.19
Dinner & dance			2012.74
Diving equipment expense			47.59
Donation - Scuba Trust			500.00
Electricity	239.00		2868.00
Entanet	18.80		188.00
Fundraising expense: parties			16.37
Insurance: boat			315.39
Insurance: premises	70.00		389.90
Key deposit return			10.00
Meetings refreshments	19.90		164.70
Nitrox expense			1443.45
Overpayment			-20.00
Oxygen kits			448.00
Premises - maintenance			5.98
Premises - refuse	80.55		628.18
Premises - rent			712.50
Premises - rates	29.00		339.00
Publicity			604.30
Publicity - website	14.98		29.96
Security expense - locks			56.30
		<b>Debit £</b>	<b>Y/E 31/12/07 £</b>
Shop sales			69.84
Stationery			118.18
Subscriptions	91.17		2736.49
Training expense	135.00		297.00
Tree surgery			650.00
Uncategorised expense	49.66		49.66
Water			2820.95
Westminster Lodge pool			2670.54
<b>Total Expenses</b>		<b>£1,610.96</b>	<b>28902.03</b>
<b>Excess Income/Expenses</b>		<b>£2,087.59</b>	<b>14102.94</b>

Prepared by Rosemary Bennett  
Treasurer

### Secretary's Report

See minutes.

### Membership Secretary's Report

See minutes.

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

The number of dives logged as of 31<sup>st</sup> December is 1749, which is slightly less than last year. There are a number of logs outstanding but I doubt that they will be reported to me now. There are also two particular members who have done significantly less diving this year.

#### Diver Training:

Wanda Bristow and Dave Emmett have been signed off as Sports Divers since the last meeting.

Helen Singer, and Jonathon & Rachel Meier may have completed their Ocean Diver course in the Red Sea during December, they only had to complete the final Open Water lesson. I will be able to confirm this at the committee meeting.

The Sports Diver course has now started.

## **Diver Awards for 2007:**

I have got a quotation from Boundstone Engraving for 40 of the Trophy Inserts to place on the Annual awards. 40 inserts will last us 10 years. The cost is £69.20 plus VAT (£12.11) and delivery £9.50. Total price of £90.81

**Paul Compton**

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

### **Equipment**

Two cylinders have been tested and both passed. ☺

Most of the regulator mouthpieces have had to be replaced. Could I ask all the instructors to highlight any kit problems that come to light whilst they are using club kit. I found out about the mouthpiece problem whilst kitting out three student for their first open water dives. When I asked them to check their kit prior to leaving the club house, firstly they didn't have much of an idea what to do and when I showed them a few basics I noticed torn mouthpieces. I said that this could lead to wet breathing underwater and they commented on that this had been the case for most of their training. !!!!!

Also purchased Oct reg holders for all the jackets to avoid them dragging on the floor, bottom of the pool, sea bed, club car Park etc.

### **Compressor**

This will need its annual service during February along with a filter change , please refer to previous service charges for approx price.

### **Nitrox**

The take up of this is still slow, but on the up side we got two half full J cylinders from Dave Ronnan (skipper of Dive 125) to empty out before he returned them.

For the 2008 season if the turn over stays the same I will reduce the cylinder we hold to 3.

### Boat

#### *Outstanding Problems:*

Our old radio was received by Force4 Chandlery on 23-nov-2007 and sent on to the distributor Marathon Leisure. There is still no news of it.

#### *New Problems:*

I broke our new radio antenna while removing it so Valkyrie will fit under Rory's mum's car port, I have ordered a replacement.

The bilge float switch is broken, I've ordered a new one.

The propeller has a small dent in it, Rory has volunteered to fix this.

#### *Problems Fixed:*

None.

Thanks to Rory to bringing the boat up for winter maintenance and to his mum for allowing us to store it on her drive.

I've re-greased the wheel bearings on the old trailer in Portland.

Maintenance carried out so far in Harpenden by Steve Titley has been:

1. winterise engine
2. standard engine service
3. adjust throttle linkage
4. check wheel bearings on new trailer

The engine is due a new impeller for the water cooling system but the assembly did not come apart as readily as suggested in the manual so Steve has left this. I anticipate Blue Water Horizon fitting this as soon as Valkyrie is returned to Portland.

<u>Date</u>	<u>Item</u>	<u>In</u>	<u>Out</u>
			55.0
05-Dec	Towing petrol(Rory)		0
02-Jan	Plastic Box		2.99
			12.0
08-Jan	Tinned wire (15m)		0
08-Jan	NMEA Tinned wire		2.40
			25.0
08-Jan	Radio Aerial		0
			12.0
08-Jan	Float Switch		0
			109.
	<b>Total</b>	<b>0.00</b>	<b>39</b>

### Valkyrie in 2007

Total use for last year was 29 days, 281 dives by 31 members. There were no boat handling courses or Diver Coxswain Assessments. 21 days were at Portland, 8 elsewhere.

There is a lot of interest in using the boat but not in taking responsibility for it, only four different people were prepared to hire Valkyrie out.

Total income for the 29 days was £2,900. Outgoings were £2,250.08 or £77.59 per day.

Breakdown of costs were:

	<u>Cost</u>	<u>Cost/Day</u>	
Storage	1140.00	39.31	or £54.29/day of use at Portland
Harbour Permit	25.50	0.88	or £1.21/day of use at Portland
Insurance	364.39	12.57	
Fixed overheads	<u>1529.89</u>	<u>52.75</u>	
Servicing	221.34	7.63	
Oil	94.95	3.27	
Repairs	289.57	9.99	
Running Costs	<u>605.86</u>	<u>20.89</u>	
Upgrades	114.33	3.94	
	<u>114.33</u>	<u>3.94</u>	
<b>Total</b>	<b>2250.08</b>	<b>77.59</b>	

Valkyrie needed approximately 19 days use to cover costs.

Storing Valkyrie in Portland for only April – September would have saved £340 storage costs.

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

None received.



## **Bar Manager's Report**

### General

The winter series of parties have been very well attended. We also had a New Year party, which rounded the year off nicely.

### Beers

Guinness sales have continued to be slow through the winter, and we have yet another barrel past its sell by date before being empty. I intend stocking Guinness very carefully over the next quarter.

### Stock Take

A Stock Take was done for the quarter end of 31-Dec-2007.

### Till Documentation

Pete Child has now handed over all of the documentation that we had on the till, and instructions on the music system have also now appeared in the safe (I assume that Pete has left them there). All of this 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 into a new release of the Bar Manager instructions. This is still outstanding.

### Bar Rotas

Still no progress has been made with respect to getting a rota going for Fridays.

Pete Kilcline

## **Social Secretary's Report**

### **Overview**

Social events continue successfully to date.

Note that that we now need to promote the Dinner Dance, £35, Saturday, February 23<sup>rd</sup> and the photographic competition which is now open.

We also need to consider date and arrangements for SASAC 40<sup>th</sup> Anniversary Celebrations proposed for October.

### **Recent events (since last committee meeting)**

Friday 30<sup>th</sup> November Sipadan and Borneo Night – Videos and takeaway – admission free – reasonable attendance for a Friday night event with 20+ attendees

Saturday 8th December - Tai Kwan Do party - booking by Steve Gore – admission free (bring a dish) open to all as no fee arranged - a successful Christmas Party for Steve's club, all ages attended with games and quizzes for children – Steve commented that it would have been great if more club members and families could have attended – would need more promotion to encourage club members to attend if held in future

Saturday 15th December - Christmas Party with Fat Walters Band - tickets £10GBP – a very successful and well attended evening.

Monday 31<sup>st</sup> December – New Year's Eve – club bar open – no charge – moderate attendance due to vacations and flu bug with approx 20 attendees

### **Forthcoming events 2008**

The 2008 photographic competition is now open – with winners to be announced at the Dinner Dance. Entries Underwater, Surface and Humorous to be posted on board at the club

Saturday 12<sup>th</sup> January – Surprise 50<sup>th</sup> birthday party – all club members welcome

Saturday 19th January – Cerys's Hen Party – all female club members welcome

Saturday 26th January – Pete's Stage Party in Sheffield – all male club members welcome

Saturday 26<sup>th</sup> January – Private 40th party - 50 GBP paid by non-member Pam Case

Saturday 2nd February– Bon Voyage Party for Wanda's daughter – private / open to all tbc

Saturday 23rd February – Dinner Dance - Quality Hotel and disco booked. £500 deposit paid - tickets on sale from bar £35. all committee members encouraged to attend and promote ticket sales

Saturday 5<sup>th</sup> July – ITAKO tbc. This date clashes with a Newquay trip.

Tuesday night Keep fit continues.

### **Other proposed events 2008**

Friday Jan or Feb tbc – Video night and/or tapas night

March tbc – St Patrick's Celebration

April tbc – St George's Celebration

Summer tbc – Club member's pool party

October tbc – SASAC 40<sup>th</sup> Celebrations

October tbc – Hallowe'en Event

November tbc – Reg Ellis / Janet Ballet – joint birthday party

December tbc – SASAC Xmas Party

### **Additional bookings 2008**

Saturday 19<sup>th</sup> January – Eastern Region First Aid for Divers – no hire fee

Sunday 20th January – Eastern Region Oxygen Administration – no hire fee

Sunday 3rd February – Eastern Region Oxygen Admin Refresher (AM) and AED Workshop (PM) – no hire fee

Thursday 17th April - from 7pm - 11pm Allotment Society Newcomers Evening – hire fee £25

Sunday 7th September - from 9am - 4pm for the Allotment Society Annual Summer Show – hire fee £25

Thursday 9th October - from 7pm - 11pm for an Allotment Society Autumn social evening with an external speaker – hire fee £25

Sunday 2nd November - from 10am -3pm for the Allotment Society Annual General Meeting – hire fee £25

### **Webmaster's Report**

None received.

**PR Officer's Report**

None received.

**Marketing Report**

None received

## **Minuets of Committee Meeting held on 21<sup>st</sup> February 2008**

**Those present:** Roy Harrison  
Nadine Gardner  
Rory McGowan  
Rosemary Bennett  
Paul Compton  
Christine Norris  
Peter Kilcline  
Richard Ellis  
Alan Mawford  
Simon New

**Apologies for absence:** Mark Ballett; Howard Clowes; Pete Childs

The minuets of the last meeting were approved

### **Matters arising**

It was agreed that the alarm renewal proposal which has been ongoing for some while will be deleted as the existing system, though at odd times temperamental, is satisfactory.

The secretary will be requested to progress the new member pack as soon as possible when he returns from holiday.

The fridge has been removed from the lecture room, but only to the outside and still needs disposing of.

### **Secretaries report**

As per e-mail sent

### **Membership Secretary**

As per report attached

### **Equipment Officer**

As per report attached other than the fact that there are in fact only 10 regs.

Alan also expressed concern, (which was agreed other committee members) that due to the somewhat boisterous behaviour of those at the have a go session on Wednesday last, it will be requested in future that extra care should be taken by the instructors and a much stricter observation of equipment care must take place.

We will also need to make plans for the replacement of regs and other equipment, and it is recommended that AP Valves equipment be used due to the ease of repair.

### **Boat report**

As per report attached and Richard confirmed that storage should be ok as stated.

### **Premises Officer**

Rory reported that the store room work will commence tomorrow (Friday 22<sup>nd</sup>) with thanks to Ernie Sales and Alan Mawford. Help will be required when the materials are delivered to take them through the club to the rear, this should be on Wednesday next and anyone that can spare time will be very welcome.

When the roof is done on the store the toilet roof will also be re-felted at an approximate cost of £900.00

**Social secretary**

As report attached.

Nadine requested a decision on what charge be made to BSAC when the premises are used for courses, as the system that is currently in place is that donations are made for the dinner dance raffle. It was agreed that £25.00 would be the charge.

Peter Tattons offer of £30.00 was accepted for the use of the club by his photographic society on 26<sup>th</sup> April, also that he will arrange an evening showing his photos for club members.

It was also agreed that the Allotment Society and Herts Police will hold a meeting at the club on either 6/7/8<sup>th</sup> March for a hire fee of £25.00

**P.R.**

Simon reported that things are a bit quiet on this front at present but he will try to get publicity from the 40<sup>th</sup> celebrations and the IKO.

Nadine suggested that the donation that is to be made to the DDRC from the dinner dance raffle also be used, which Simon will try with the local press.

**D.O.**

As report attached, but Paul added that dive numbers are down more specifically because Lisa's trip was blown out which would have added approximately 48 dives.

Paul has also purchased 2 new trophies to replace the broken ones.

**A.O.B.**

Paul spoke regarding our Clubmark accreditation in that some instructors need to be CRB checked and that he is progressing through the detail. This will enable us to apply for grants from Sport England and Roy suggested that as junior membership is beneficial he and Ali had discussed the possibility of making the junior hockey group members of SASAC which was accepted as being a good ideal. Paul suggested a sub-committee of himself with Ali, Vicki, Lisa and Roy to look at its inclusion.

Rory will sort out the barrier and front door locks.

Rosemary reminded the committee that the accounts as printed need to be approved, Paul proposed and Nadine seconded this which was carried unanimously. Also that Tina Burnley will be standing down as the Mutual Fund organiser and that Robin Smith has volunteered to take this on, this will be sorted at the AGM.

Nadine has organised an entry of the clubs details into the Focus local paper and Simon is to organise the same for other local publications.

Mark is welcome to use the clubhouse for his drum practice and as a member is entitled to do so without charge.

A vote was taken for the filling of the pool for this year the result of which was that all were in favour other than Alan who voted against. Rory said that work on the clean up should start some 2-3 weeks prior to the start of filling it in order that enough work is done to minimise leaks as much as possible.

The meeting was closed at 10.25pm

The next meeting will be on Monday 31<sup>st</sup> March



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Cottonmill Lane  
St Albans  
Hertfordshire  
AL1 1HJ

Tel 01727 859829

## MINUTES OF COMMITTEE MEETING

<b>DATE:</b>	<b>Monday 31 March 2008</b>		
<b>REF:</b>	<b>07.9</b>		
<b>No:</b>	<b>43 (Since Sept 03)</b>		
<b>Committee Members Present</b>			
	Chairman— Roy Harrison (RH)	Apologies	
	Treasurer – Rosemary Bennett (RB)		
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	Richard Ellis (RE)	Apologies	
<b>Ordinary Club Members Present</b>			
	None		
<b>REF</b>	<b>ITEM</b>	<b>ACTION</b>	<b>DUE</b>
<b>07.9.01</b>	<b>APOLOGIES FOR ABSENCE</b>		
	As noted above. In the absence of the Chairman, HC was elected as chairman for this meeting.		
<b>07.9.02</b>	<b>CLUB MEMBERS AOB</b>		
<b>07.9.02.01</b>	None		
<b>07.9.03</b>	<b>MINUTES OF LAST MEETING (and other procedural matters)</b>		
	The Costco matter was discussed but did not appear in the last minutes. PK would be primary cardholder, with NG also paid for by the club. Anyone else could get a card if they pay for it (at a preferential rate), provided they are willing to get stuff for the club when required. With this addition, the minutes of the last meeting were approved.		

<b>REF</b>	<b>ITEM</b>	<b>ACTION</b>	<b>DUE</b>
<b>07.9.04</b>	<b>MATTERS ARISING</b>		
	<b>Issues outstanding from previous meetings:-</b>		
<b>07.9.04.03</b>	<ul style="list-style-type: none"> <li>AM is to get a quote for replacement equipment.</li> <li>Boat – the Club boat is now in Portland.</li> <li>Premises - work is underway on new store. Barrier and front door locks sorted. HC to talk to PAC about new electronic lock for new store.</li> </ul>		
<b>07.9.04.06</b>	A new members' welcome pack containing a CD with rules, constitution, video etc is to be produced by HC.	HC	Outstanding
<b>07.9.04.15</b>	Fridge does not work - needs to be disposed of.	RH/HC	Outstanding
	<b>Closed Actions Since last meeting</b>		
	None		
<b>07.9.05</b>	<b>CHAIR'S REPORT</b>		
	As submitted - see Appendix 1.		
<b>07.9.06</b>	<b>TREASURER'S REPORT</b>		
	As submitted - see Appendix 1. Tina is resigning as Mutual Fund administrator. Robin Smith has offered to take it on.		
<b>07.9.07</b>	<b>SECRETARY'S REPORT</b>		
	Our Gift Aid claim has been unsuccessful. CN to provide list of current members at AGM.		
<b>07.9.08</b>	<b>MEMBERSHIP SECRETARY'S REPORT</b>		
<b>07.9.08.01</b>	<p>Most renewals have now gone out. About one third in so far.</p> <p>Alistair Irving has resigned due to advanced years. PVC proposed we make him an honorary member. Sec - HC. Passed. Roy to send letter.</p>		
<b>07.9.09</b>	<b>DIVING OFFICERS REPORT (Incorporating Training)</b>		
	As submitted - see Appendix 1.		
	248 dives till the end of March.		
<b>07.9.10</b>	<b>EQUIPMENT OFFICER'S REPORT (Including Boat)</b>		
<b>07.9.10.01</b>	<p>As submitted - see Appendix 1.</p> <p>Nitrox is £400 in deficit, so we need to consider whether we continue this or maybe raise prices. Some of loss may be down to one-off costs of changing supplier. Thanks to those who helped with new store.</p>		

<u>REF</u>	<u>ITEM</u>	<u>ACTION</u>	<u>DUE</u>
<b>07.9.11</b>	<b>PREMISES OFFICER'S REPORT</b>		
<b>07.9.11.01</b>	Store underway. £1200 spent so far - another £500 - £600 to spend. Pipe in car park cleared again. Boiler fixed.  Date of pool cleaning to be decided at AGM. Maybe pumping date earlier.		
<b>07.9.12</b>	<b>BAR MANAGER'S REPORT</b>		
	As submitted - see Appendix 1.		
<b>07.9.13</b>	<b>SOCIAL SECRETARY'S REPORT</b>		
	As submitted - see Appendix 1  It was agreed to make up donation to DDRC to £500.		
<b>07.9.13</b>	<b>WEBMASTER</b>		
	None received.		
<b>07.9.14</b>	<b>PUBLIC RELATIONS REPORT</b>		
<b>07.9.14.01</b>	It was suggested at the last meeting that we need to get our name in papers - Focus on Leisure done, and Sopwell directory. They want photos & 350 words. Plus others.		
<b>07.9.17</b>	<b>AOB</b>		
	<p><b>AM</b> - will write a set of kit hire rules.</p> <p><b>NG</b> - New member came in Friday. Name = Michael Worsley. Coming back Wednesday.</p> <p><b>PVC</b> - Robin Smith was going to propose that we sponsor a plank on Swanage pier. Passed. Max £100.</p> <p><b>PVC</b> - Clubmark - May have to change rules to make it easier for youngsters to join club.</p> <p><b>HC</b> suggested that winners of awards and photographic prizes should be recorded in minutes. This year's were:-</p> <ul style="list-style-type: none"> <li>• PK diver of the year</li> <li>• NG Brian Rimmer</li> <li>• IOY Reg</li> <li>• TOY Kerry Wheeler</li> </ul>		
	<b>Meeting Dates:</b>		
	<p>Dates for future Meetings:-</p> <ul style="list-style-type: none"> <li>• April 30 (AGM)</li> </ul>		



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

### **Chairman's Report**

RH sent his apologies for absence.

### **Treasurer's Report**

#### **Bank balances as of 28 March 2008**

Main account 4,939.86  
Bar account 456.11  
Reserve account 13,757.84  
High Interest Deposit Bond 20,000.00

#### **Quicken balances as of 28 March 2008**

Main account 2,881.92  
Bar account 456.11  
Reserve account 13,757.84  
High Interest Deposit Bond 20,000.00

#### **Income & Expenditure Summary Report For the period 01/01/08 to 28/03/08**

##### **INCOME**

Bank Interest 124.89  
Bar Receipts 2,480.00  
Club Boats 99.95  
Dinner & Dance 2,430.00  
Have a Go 90.00  
Membership Inc 2,205.96  
Nitrox In 135.00  
Party Inc 222.16  
Training Inc-Other 40.00

**TOTAL INCOME 7,827.96**

##### **EXPENSES**

Bar Non-Consumables 25.50  
Beer Seller 741.33  
Clubhouse Maintenance 61.21  
Compressor 420.90  
Costco membership 51.70  
Dinner & Dance 1,401.43  
Diving Equipment 74.00  
Electricity 717.00  
Equipment Store 420.99  
Gas 99.00  
Rates 29.00  
Refuse 118.22  
Shields, Trophies & Engraving 332.69  
Stationery 48.21  
Subscriptions 82.50  
Telephone A 56.40  
Telephone Voice 48.89  
Water 36.01  
Westminster Lodge Pool 528.30

**TOTAL EXPENSES 5,293.28**

**TOTAL INCOME - EXPENSES 2,534.68**

Prepared by Rosemary Bennett  
Treasurer

## Secretary's Report

Apologies for the confusion about the date of the meeting. I had not realised that the date had been changed at the last meeting.

I have at last heard from HMRC about our Gift Aid claim, and they have sent me extracts from the Act, which seem to state that we cannot claim anything on ticket sales unless the payments are voluntary and not linked to attendance at the event. What is not clear however, is how other institutions seem to be able to claim in similar circumstances (e.g. museums charging for entrance, and asking visitors to sign Gift Aid forms).

For the AGM, I am going to need envelopes, labels and stamps. Also maybe paper and printer ink. If there is anyone who can source such items, it would save the Club money - if I get them, I will have to pass on the cost to the Club. It would also be useful if someone is able to print address labels from the Club database (for those not on email). AGM notices will have to be out by 9 April at the latest. The AGM is on Wednesday 30 April.

Howard Clowes  
Secretary

## Membership Secretary's Report

See minutes.

## Diving Officer's Report (Including Training)

The number of dives logged in 2008 so far is 46 dives but this does not include Lisa Shafe's trip to Portland in February and the recent Red Sea trip completed by seven SASAC members.

### Diver Training:

The Sports Diver course is well underway with lectures going on and pool work completed Open Water training will commence in March.

The next Ocean Diver course is due to start in mid April so Instructors will be required for theory lectures and pool lessons.

### Club Mark

No further progress on Club Mark at the moment but I would like to propose a sub-committee is established to push this project forward.

### Paul Compton

## Equipment Officer's Report (Including Boat)

### Equipment

The list of kit referred to in the minutes is:-

Kit description	cost per item	number	cost
XTX 40 set 3 (1st / 2nd / Oct )	£319.00	12	£3,828.00
double consoles for above (depth gauge and content gauge)	£69.00	12	£828.00
Buddy commando jackets ( 4 small /4 med / 4 large )	£320.00	12	£3,840.00
mask / snorkel sets ( small / med) to fit youth / females)	£19.95	12	£239.40
mask snorkel sets ( large)	£29.95	12	£359.40
weight belts (basic webbing with plastic buckles)	£5.00	12	£60.00
Pool fins (6 pairs , small / med / large)	£20.00	18	£360.00
			<u>£9,514.80</u>

## Boat

I've paid WPNSA for storage for 6 months April – September. This cost £820, up 10% on last year despite them promising no costs would rise more than 5%. I also bought a Portland Harbour Permit valid April – October for £27.25.

Thanks to Rory for repairing a dent in the propeller.

Thanks to Steve, Chris and Rory for help with maintenance on 23-Feb-2008 and Steve on 08-Mar-2008.

Thanks to Chris for towing Valkyrie back to Portland

### *Outstanding Problems:*

Bilge pump/new hose and radio antenna still need fitting.

The engine's water impeller is due for replacement.

### *New Problems:*

None.

### *Problems Fixed:*

We successfully connected GPS to radio.

Pumped up tyres.

Put new BNC connector on GPS aerial.

Installed a single waterproof connector for the radio power/loudspeaker/GPS link.

Installed new bilge float switch and put a switch on the console in line with it.

Entered our MMSI number into our new radio.

Re-fixed radar reflector with steel cable.

Removed DGPS aerial and pulled new radio aerial cable through trunking.

Installed crab hook holder.

Re-labelled equipment on the boat.

<u>Date</u>	<u>Item</u>	<u>Income</u>	<u>Costs</u>	<u>Total</u>
04-Mar	Waterproof connector		22.61	
08-Mar	Wire connectors		3.99	
08-Mar	Lunch		4.50	
11-Mar	Labels / signs		15.85	
26-Mar	Oil x 5		94.95	
26-Mar	Storage		820.00	
26-Mar	Harbour Permit		27.25	
	<b>Total</b>	<b>0.00</b>	<b>989.15</b>	<b>-989.15</b>

Reg Ellis

29-Mar-2008

## **Premises Officer's Report**

None received.

## **Bar Manager's Report**

### General

Many thanks to Reg and others for running the bar when I was away.

### Stock Take

A Stock take will be done on 31 March 2008.

### 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.

#### Bar Rotas

Still no progress has been made with respect to getting a rota going for Fridays.

Mark and Janet Ballett now have bar keys, and will hopefully be joining the Wednesday opening/closing rota from 01 Jul 2008.

Pete Kilcline

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

None received.

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

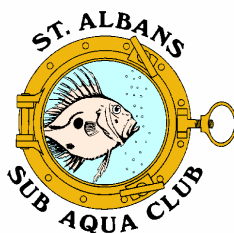
None received.

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

None received.

#### **Marketing 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

<b>DATE:</b>	<b>Monday 12 May 2008</b>		
<b>REF:</b>	<b>08.1</b>		
<b>No:</b>	<b>44 (Since Sept 03)</b>		
<b>Committee Members Present</b>			
	Chairman – Roy Harrison (RH)	Apologies	
	Treasurer – Rosemary Bennett (RB)	Apologies	
	Secretary - Howard Clowes (HC)		
	Membership Secretary – Chris Norris (CN)		
	Social Secretary - Nadine Gardner (NG)		
	Diving Officer – Paul Compton (PVC)		
	Premises Officer – Rory McGowan (RM)		
	Bar Manager - Peter Kilcline (PK)		
	Rob Anderson		
	Mark Ballet (MB)		
	Simon New (SN)	Apologies	
	Equipment Officer Alan Mawford (AM)		
	Richard Ellis (RE)		
<b>Ordinary Club Members Present</b>			
	None		
<b>REF</b>	<b>ITEM</b>	<b>ACTION</b>	<b>DUE</b>
<b>08.1.01</b>	<b>APOLOGIES FOR ABSENCE</b>		
	As noted above. Apologies were also received from Becky Eakins (elected to the committee at the AGM, but not a committee member until the 288a has been signed.		
<b>08.1.01</b>	<b>ELECTION OF CHAIRMAN</b>		
	RH was unanimously elected as Chairman for the coming year. In his absence, HC was elected as chairman for this meeting. All other roles confirmed as last year. RA is going away for the summer, and will consider a role when he returns.		
<b>08.1.02</b>	<b>CLUB MEMBERS AOB</b>		
<b>08.1.02.01</b>	None		

<b>REF</b>	<b>ITEM</b>	<b>ACTION</b>	<b>DUE</b>
<b>08.1.03</b>	<b>MINUTES OF LAST MEETING (and other procedural matters)</b>		
	RE is to put out a message in announcements requesting a Webmaster, as PAC has now left St Albans. Thanks to PAC for sorting out the website following the recent virus attack.		
	RH has phoned Brian Heywood, but has only been able to leave a message.		
<b>08.1.04</b>	<b>MATTERS ARISING</b>		
	<b>Issues outstanding from previous meetings:-</b>		
<b>08.1.04.06</b>	A new members' welcome pack containing a CD with rules, constitution, video etc is to be produced by HC.	HC	Outstanding
<b>08.1.04.15</b>	Fridge does not work - needs to be disposed of.	RH/HC	Outstanding
	<b>Closed Actions Since last meeting</b>		
<b>08.1.04.03</b>	<ul style="list-style-type: none"> <li>AM is to get a quote for replacement equipment.</li> <li>Boat – the Club boat is now in Portland.</li> <li>Premises - work is underway on new store. Barrier and front door locks sorted. HC to talk to PAC about new electronic lock for new store.</li> </ul>		
<b>08.1.05</b>	<b>CHAIR'S REPORT</b>		
	As submitted - see Appendix 1.		
<b>08.1.06</b>	<b>TREASURER'S REPORT</b>		
	As submitted - see Appendix 1  The difference between the bank balance and Quicken balance on the current account is due to cheques that have not been cashed to date, namely: BSAC £2031.00, Westminster Lodge £528.30, DDRC donation £500.00 plus a few smaller cheques.		
<b>08.1.07</b>	<b>SECRETARY'S REPORT</b>		
	288a forms were filled in by RA, but BE was absent.		
	HC tabled the draft Regulations for approval, but it was decided to give committee members another six weeks to read them. They will be re-presented at the next meeting.		
<b>08.1.08</b>	<b>MEMBERSHIP SECRETARY'S REPORT</b>		
<b>08.1.08.01</b>	Norman Mitchell has recently re-joined as a Social Member, but it appears he is still diving (although not on "Club Dives") and filling his cylinder at the Club. It was agreed that he cannot be allowed social membership under these circumstances, and that he should be refunded his £25 membership fee, less £6 for his two air fills.		

<u>REF</u>	<u>ITEM</u>	<u>ACTION</u>	<u>DUE</u>
<b>08.1.09</b>	<b>DIVING OFFICERS REPORT (Incorporating Training)</b>		
	There was a trip to Stoney Cove on 17 May. There are 10 trainees on the Sports Diver course, and 6 in the Ocean Diver course.		
<b>08.1.10</b>	<b>EQUIPMENT OFFICER'S REPORT (Including Boat)</b>		
<b>08.1.10.01</b>	<p>AM said we desperately need five new regulators. Approved, subject to getting approval from the Treasurer. It was agreed that the hire charge for these new regs would be £10, rather than the usual £5.</p> <p>The price for Nitrox is to increase from 1p to 1.3p per litre.</p> <p>Thanks to Steve Titley for his work on the boat.</p>		
<b>08.1.11</b>	<b>PREMISES OFFICER'S REPORT</b>		
<b>08.1.11.01</b>	Rubble moved, and work on the store still ongoing. HC to talk to PAC about new key fob facility for new door, but we may be able to transfer the existing air door unit.		
<b>08.1.12</b>	<b>BAR MANAGER'S REPORT</b>		
	As submitted - see Appendix 1.		
<b>08.1.13</b>	<b>SOCIAL SECRETARY'S REPORT</b>		
	<p>The pool needs looking at on Wednesday, and needs to be filled from next weekend.</p> <p>Faultline has been booked for IKO on 5 July for £150. The entrance fee for the day will be £10, including food.</p> <p>The Club's 40<sup>th</sup> party will be set for 18<sup>th</sup> October. Soulband has been booked for £500. Dress will be smart, and the location will be at the Clubhouse.</p> <p>NG will see what dates are available at the usual hotel – target dates are late Feb/early March.</p> <p>The request to use the clubhouse for practising for a band of a child of a member of the Allotment Society was thought to be impractical.</p>		
<b>08.1.13</b>	<b>WEBMASTER</b>		
	None received.		
<b>08.1.14</b>	<b>PUBLIC RELATIONS REPORT</b>		
<b>08.1.14.01</b>	See Appendix 1.		

<u>REF</u>	<u>ITEM</u>	<u>ACTION</u>	<u>DUE</u>
08.1.17	AOB		
	<ul style="list-style-type: none"> <li>• <b>Lease</b> – HC was volunteered to talk to SG about the possibility of extending the lease further.</li> <li>• <b>AM</b> suggested a dive planning meeting on a Friday in November.</li> <li>• <b>MB</b> would like to see more Instructor training. PVC to action.</li> <li>• <b>PK</b> mentioned Lisa's CRB checks. PVC to contact BSAC HQ to see what the exact requirements are.</li> <li>• <b>RM</b> said that the towing rope used to retrieve boats from beaches has deteriorated and needs replacing. Approved.</li> <li>• <b>Photocopying</b> – an offer has been received from a renewing member, who has offered a year's free photocopying in return for a discount on his membership. The committee felt that this might create a precedent, leading to calls from many members for discounted membership in return for work, which is currently done for free.</li> <li>• <b>Honorary Membership</b> – It has become traditional that members who give a lot of effort to the club over the course of many years, and then move away, be offered Honorary Membership. Pete Child has recently moved to Devon, and it was passed unanimously that he should be offered Honorary Membership.</li> <li>• <b>Clubmark</b> – The committee felt uncomfortable about the amount of progress being made towards Clubmark without the involvement of the committee, especially as it may involve possibly controversial rule changes regarding minimum ages. It was agreed that the Clubmark team would come along to the next committee meeting to give an update.</li> </ul>		
	<b>Meeting Dates:</b>		
	Dates for future Meetings:- <ul style="list-style-type: none"> <li>• To be arranged</li> </ul>		



## APPENDIX ONE – OFFICERS' REPORTS

### Chairman's Report

RH sent his apologies for absence.

### Treasurer's Report

#### Bank balances as of 10 May 2008

Main account	6,662.18
Bar account	882.23
Reserve account	20,789.91
High Interest Deposit Bond	20,000.00

#### Quicken balances as of 10 May 2008

Main account	3,276.24
Bar account	882.23
Reserve account	20,789.91
High Interest Deposit Bond	20,000.00

### Income & Expenditure Summary Report For the period 01/01/08 to 10/05/08

#### INCOME

Bank Interest	156.96
Bar Receipts	5,144.65
Clubhouse	50.00
Club Boats	99.95
Dinner & Dance	2,430.00
Have a Go	150.00
Key Deposit	30.00
Membership Inc	14,269.96
Nitrox In	135.00
Party Inc	222.16
Pay Phone	6.80
Shop Sales	207.50
Training Inc-Other	40.00

#### TOTAL INCOME

**22,942.98**

#### EXPENDITURE

Bar	Non-Consumables	25.50
	Beer Seller	910.21
	Bookers	182.93
	Costco	139.69
	Other Shops	91.88
Boat	Licenses	27.25
	Maintenance	192.36
	Storage	820.00
	Two Stroke Oil	94.95
Clubhouse	Maintenance	61.21
Committee	meetings	69.65
Compressor		420.90
Cottonmill	Pool	45.88
Dinner & Dance		1,401.43
Donation to	DDRC	500.00
Electricity		1,195.00
Equipment	- guards & mouthpieces	74.00
Equipment	Store	1,449.87
Gas		132.00
Postage		15.60
Rates		95.50
Refuse		155.31

Rent	237.50
Shields, Trophies & Engraving	332.69
Shop Sales	207.51
Sponsor a Plank	52.00
Stationery	41.25
Subscriptions	2,668.50
Telephone A	75.20
Telephone Voice	48.89
Training - Ocean Diver packs	199.00
Water	63.83
Westminster Lodge Pool	528.30

**TOTAL EXPENDITURE** **12,555.79**

**TOTAL INCOME - EXPENDITURE** **10,387.19**

Prepared by Rosemary Bennett  
Treasurer

### Secretary's Report

See minutes.

### Membership Secretary's Report

See minutes.

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

See minutes.

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

Oxygen prices for 2008:-

p per ltr	1	0.01	
cyl #	2	2	
rental	100.26	50.13	
	200.52	100.26	£300.78
exchange	78.11		£15.89
volume	9400	£94.00	
			19
	2007	2008	increase
50% in 7ltr	£5.95	£5.95	£0.00
32% in 12 ltr	£3.96	£3.96	£0.00
100% in 3ltr	£6.96	£6.96	£0.00
80% in 7ltr	£12.04	£12.04	£0.00

p per ltr	1.1	0.011	
cyl #	2	2	
rental	100.26	50.13	
	200.52	100.26	£300.78
exchange	78.11		£25.29
volume	9400	£103.40	
			12
	2007	2008	increase
50% in 7ltr	£5.95	£6.55	£0.60
32% in 12 ltr	£3.96	£4.36	£0.40
100% in 3ltr	£6.96	£7.66	£0.70
80% in 7ltr	£12.04	£13.24	£1.20

p per ltr	1.2	0.012	
cyl #	2	2	
rental	100.26	50.13	
	200.52	100.26	£300.78
exchange	78.11		£34.69
volume	9400	£112.80	
			9
	2007	2008	increase
50% in 7ltr	£5.95	£7.14	£1.19
32% in 12 ltr	£3.96	£4.75	£0.79
100% in 3ltr	£6.96	£8.35	£1.39
80% in 7ltr	£12.04	£14.45	£2.41

p per ltr	1.3	0.013	
cyl #	2	2	
rental	100.26	50.13	
	200.52	100.26	£300.78
exchange	78.11		£44.09
volume	9400	£122.20	
			7
	2007	2008	increase
50% in 7ltr	£5.95	£7.74	£1.79
32% in 12 ltr	£3.96	£5.15	£1.19
100% in 3ltr	£6.96	£9.05	£2.09
80% in 7ltr	£12.04	£15.65	£3.61

### Boat

WPNSA is much more congested than last year and less convenient to use.

A boat handling course was run for 5 people, Valkyrie was used for 2 days diving by 4 people – 13 dives. The bilge pump wire snapped resulting in the need for a new pump and Valkyrie not being used last weekend.

Thanks to Steve Titley for going to Portland to fit the new bilge pump, re-fix the GPS aerial and make a second attempt at adjusting the throttle control.

### *Outstanding Problems:*

The engine's water impeller is due for replacement.

### *New Problems:*

Navigation Lights don't work.

### *Problems Fixed:*

Bilge pump/new hose and radio antenna have been fitted

Bilge Pump replaced

Main GPS aerial connector repaired

New radio handset bracket fitted

<u>Date</u>	<u>Item</u>	<u>Income</u>	<u>Costs</u>	<u>Total</u>
31-Mar	WD40		0.99	
31-Mar	Padlock		6.99	
05-Apr	Boat Handling	195.00		
06-Apr	Petrol for BH + top up reserve		47.96	
26-Apr	Reg Ellis	200.00		
30-Apr	Bilge Pump		29.00	
11-May	Butane Gas		1.30	
11-May	Screws		1.60	
11-May	Bungee		2.10	
	<b>Total</b>	<b>395.00</b>	<b>89.94</b>	<b>305.06</b>

Reg Ellis

11-May-2008

**Premises Officer's Report**

See minutes.

**Bar Manager's Report**

See minutes.

**Social Secretary's Report**

See minutes.

**Webmaster's Report**

None received.

**PR Officer's Report**

We now have an full page entry (with photos) in the Verulam and Sopwell Directory

Could I have a brief pls for the IAKO and 40th anniversary so I can whet the appetite of the local press? Dates / timings / themes etc

Simon New



# ST ALBANS SUB-AQUA CLUB LTD

Cottonmill Swimming Pool  
Cottonmill Lane  
St Albans  
Hertfordshire  
AL1 1HJ

## MINUTES OF ANNUAL GENERAL MEETING

**Wednesday 30<sup>th</sup> April 2008 at 8:00pm**

### Members Present

Ewa Ambrosius  
Robert Anderson  
Janet Ballett  
Mark Ballett  
Ian Campbell  
Jerry Canny  
Howard Clowes  
Paul Compton  
Penelope Compton  
Sarah Crompton  
Richard Ellis

Nadine Gardner  
Garnett Henderson  
Alison Humphrey  
Brian Jobson  
Wynn Jones  
Sarah Kennedy  
Steven Kennedy  
Robert Latham  
Pierre Leon  
Catherine MacDougall  
Alan Mawford  
Jim McCormack

Debbie McGowan  
Rory McGowan  
Simon New  
David Nicholls  
Ernie Sales  
Lisa Shafe  
Robin Smith  
Felicity Stansfield  
Peter Stansfield  
Peter Tatton  
Clare Thomas  
Hazel Thomas  
Kerry Wheeler

### Apologies

Pete Kilcline  
Brian Heywood

Cerys Kilcline

Pete Child

### 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. Roy reminded members that we are open Fridays and that Underwater Hockey is open to all.

### 2. Minutes of the Previous AGM

The adoption of the minutes of last year's Annual General Meeting, held on the 9<sup>th</sup> May 2007 was accepted by a show of hands. There were no matters arising

### 3. Officers' Reports

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

#### **4. Adoption of 2007 Annual Accounts and Appointment of Auditors**

The Meeting was asked to formally adopt the 2007 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 2007 accounts, as was the case for 2006, and a resolution to this effect was passed by a show of hands.

The 2007 Accounts have been examined by Robin Smith and Mark Ballet.

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

Robin reminded members that premiums are due now for the 2008 season.

#### **6. Election of Committee Officers for 2008 - 2009**

The following nominations were received:-

<b>Position</b>	<b>Nominee</b>
Treasurer	Rosemary Bennett
Membership Secretary	Chris Norris
Secretary	Howard Clowes
Diving Officer	Paul Compton
Bar Officer	Peter Kilcline
Social Secretary	Nadine Gardner
Equipment Officer	Alan Mawford
Premises Officer	Rory McGowan
Ordinary Members	Rob Anderson
	Simon New
	Roy Harrison
	Richard Ellis
	Mark Ballett
	Becky Eakins

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

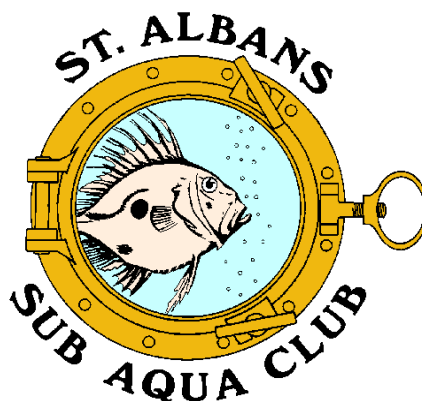
It was agreed by the Meeting that the Committee be increased in size to 14 for the next year. Passed comfortably. There was therefore no need for any voting.

#### **7. Any Other Business.**

- Roy Harrison read out a letter from Brian Heywood, which referred to previous complaints that Brian felt had not yet been adequately dealt with. It was agreed that the Secretary would acknowledge the letter, and that the Chairman would phone Brian to resolve the matter.

The meeting was declared closed by the Chairman at 8:55pm.

## APPENDIX ONE



### St. Albans Sub Aqua Club Ltd

### Annual Report April 2007 - April 2008

and

### Year-end Accounts to 31 December 2007

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Form Of Proxy .....	<b>Error! Bookmark not defined.</b>

**ST ALBANS SUB AQUA CLUB LIMITED**  
**Company Registration Number - 1569822**

**Business Address**

Cottonmill Lane Swimming Pool  
Cottonmill Lane  
St Albans  
Herts.  
AL1 1HJ

**Registered Office**

Cottonmill Lane Swimming Pool  
Cottonmill Lane  
St Albans  
Herts.  
AL1 1HJ

**Principal Bankers**

HSBC Bank PLC  
St Albans Branch  
31 Chequer Street  
St Albans  
Herts.



## **Elected Committee Members at 31st December 2007**

Chairman:	Roy Harrison
Treasurer:	Rosemary Bennett
Secretary:	Howard Clowes
Membership Secretary:	Chris Norris
Diving Officer:	Paul Compton
Premises Officers	Rory McGowan
Equipment Officer:	Alan Mawford
Social Secretary	Nadine Gardner
Ordinary Members:	Simon New
	Peter Kilcline (Bar Manager)
	Mark Ballet
	Richard Ellis (Boat Officer)
	Peter Child (IT)

## **Chairman's Report**

To be delivered at the AGM.

## **Secretary's Report**

At last year's AGM, we amended our constitution in order to enable us to qualify as a Community Amateur Sports Club. As a result, our application has been accepted, and we are now a registered CASC. This entitles us to mandatory rates discount, rather than the discretionary discount that we have received to date. It also entitles us to benefit from the Gift Aid scheme. Under this scheme, we can claim back the income tax that people have paid on any donation to the Club. For example, if someone gives us a donation of £100, by filling in a form with their name and address, we are able to claim back £28 from the government, this being the nominal amount of income tax they would have paid to earn this £100. Unfortunately, subscriptions are specifically excluded, and it now seems that ticket sales do not qualify unless the price paid for entry is entirely voluntary.

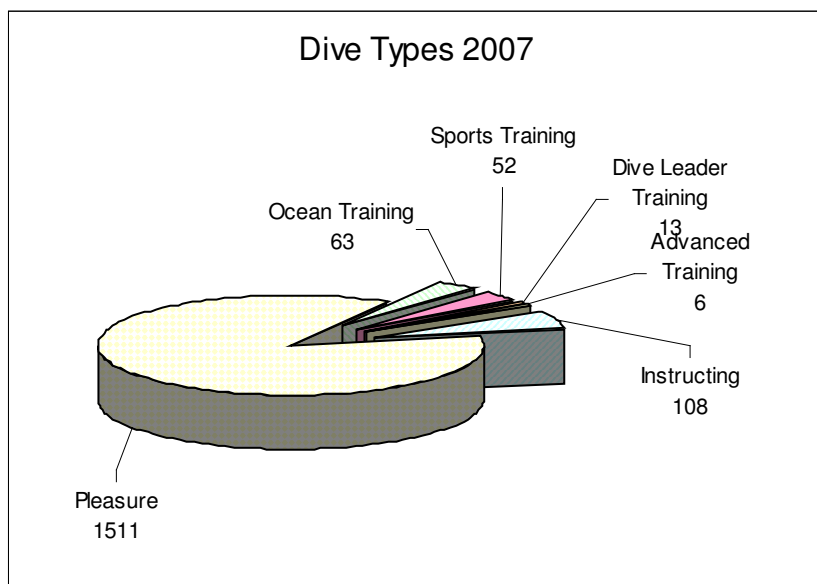
With the above exception, the year has been fairly quiet on the secretarial front. We continue to send our reports, accounts and returns to Companies House, and I continue to record the minutes of the committee meetings. A reminder to all members that minutes are posted on the website, and a copy of the latest minutes is generally pinned up on the noticeboard. And don't forget that any member is entitled to attend our committee meetings.

Remember also (for anyone thinking of volunteering for the job) that the Company Secretary need not be a Committee member, or even a Club member at all.

**Howard Clowes**  
**Company Secretary**  
**March 2008**

# Diving Officer's Report

2007 was another successful diving year with 1753 dives taking place in Scotland and as far away as Micronesia. Weymouth and Stoney cove were still the most popular destinations though with 478 and 268 dives respectively.



Training has been very busy this year with 16 qualifications signed off, a good achievement by our small band of active instructors.

Congratulations go to all the Instructors that have been busy gaining new qualifications.

Rob Anderson completed his Theory Instructor Exam (TIE) and Practical Instructor Exam (PIE) to become an Open Water Instructor (OWI).

Kevin Smyth completed his PIE to become an OWI.

Peter Tatton completed his transfer from Club Instructor to OWI.

Mark Ballett, Lisa Shafe and Becky Eakins have attended the Instructor Foundation Course (IFC) and passed the Theory Instructor Exam to become Theory Instructors (TI) and

Robin Smith has also attended the IFC and is now an Assistant Instructor.

Congratulations also go to the recipients of the Diver Awards for 2007:

**Trainee of the Year** - Kerry Wheeler

**Instructor of the Year** - Reg Ellis

**Diver of the Year** - Peter Kilcline

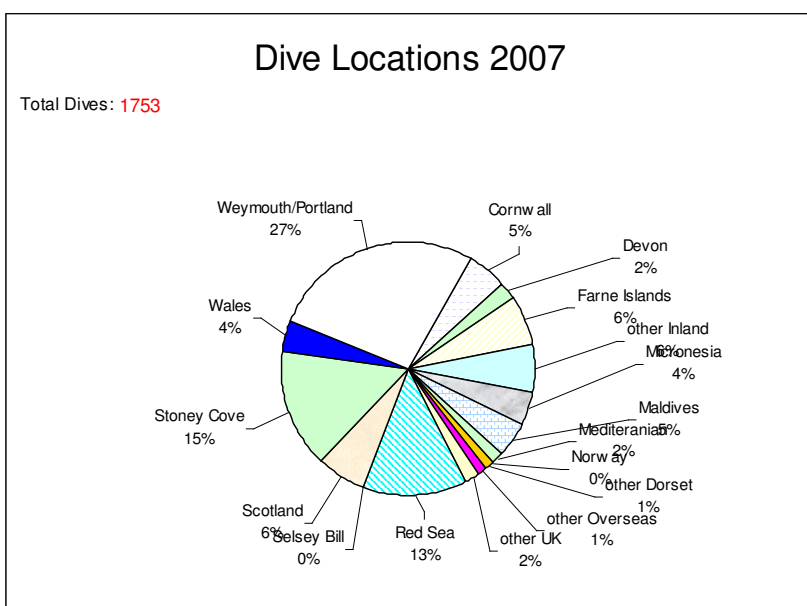
We have hosted several Skill Development Courses last year including the pilot for the new Automated External Defibrillator (AED) Course for the Eastern Region. The first course was attended by four of our members, including myself who has since qualified as an approved AED Instructor.

Two incidents were raised last year but there could have been more. There is no shame in reporting an incident you are involved in. The reports are collated at BSAC HQ to see if there are any particular trends or common occurrences and whether safety can be improved by changes to the diver training programme.

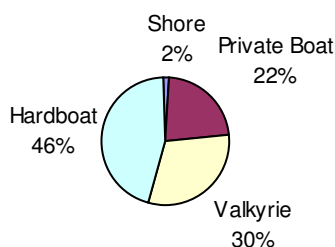
One of the issues that came from last years Incident report was that poor buoyancy control features heavily in a lot of the reported incidents and BSAC will now be setting buoyancy standards for all grades of divers.

Of the 1753 reported dives 75% or 1320 were carried out in the UK and the remaining 25% were abroad.

Looking at the breakdown of the UK diving figures in more detail we find that 378 dives were carried out at inland sites. The majority of these will be training dives and members preparing for the diving season.



### UK Sea Diving



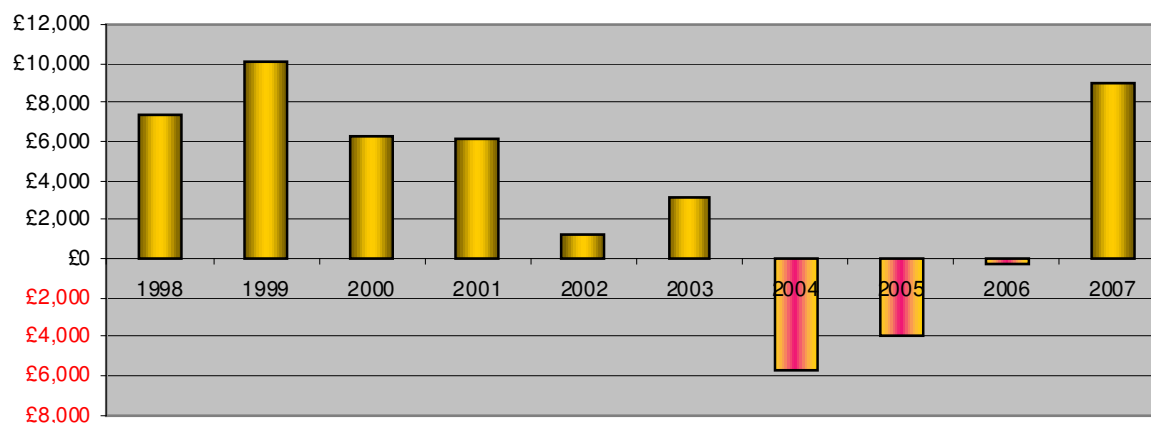
The other 942 UK dives were all carried out in the sea. Only 2% were shore dives and the rest are divided between hardboats, private boats and the club rib, Valkyrie, which was used for 30% of all the sea dives carried out by this club. Having Valkyrie berthed down at Portland for the last three years has been very useful as many of our newly qualified divers have been introduced to UK sea diving by either training or just diving from Valkyrie. It has also been useful in getting a lot of the qualified divers, who join us, involved in the club and out diving on club trips.

**Paul Compton**  
Diving Officer  
March 2008

## TREASURER'S REPORT FOR 2007

I am pleased to present the accounts for 2007 to the club and report that there is a profit of £8,983, a significant improvement from the loss of £300 in the previous year.

### Profit and Loss

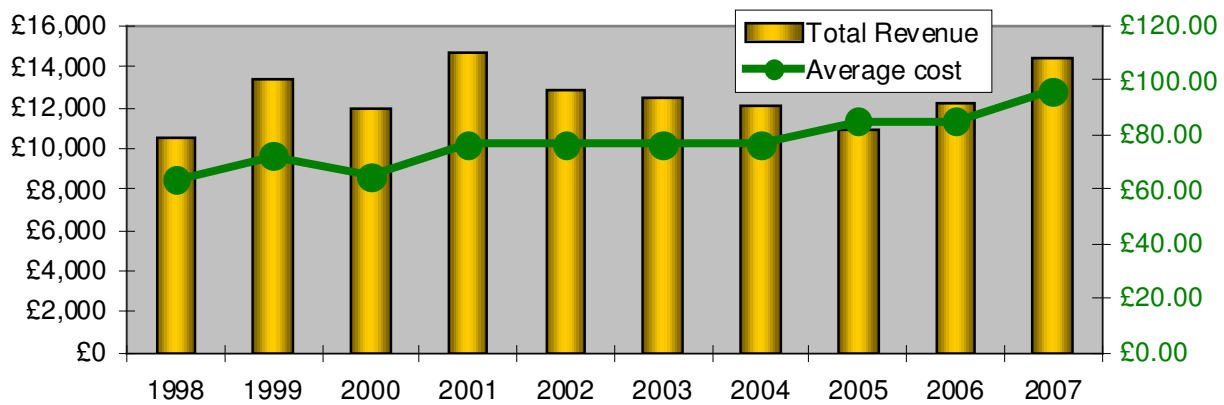


This can be attributed to, in part, a steady year with an increase in membership and a positive return on many areas of the club. There was no major expenditure and we also benefited from the one-off compensation payment from Three Valleys Water and a repayment from Powergen.

Key points to note are:

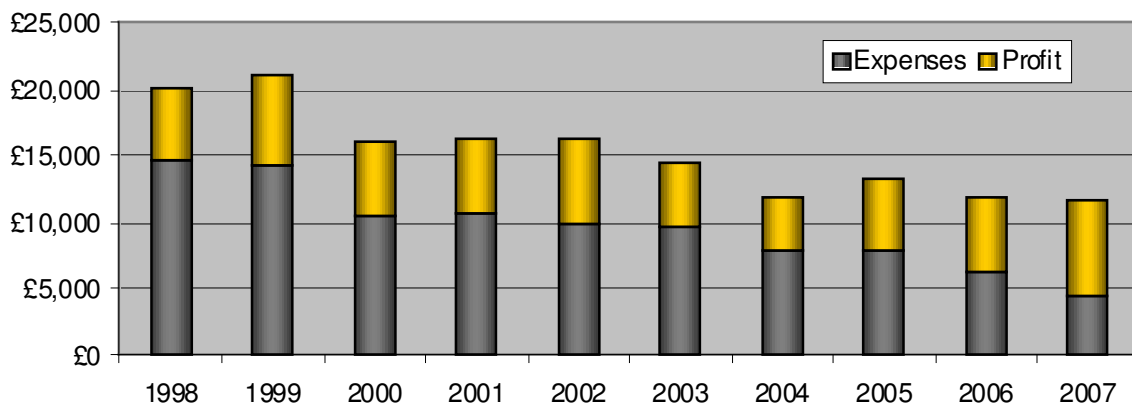
- Membership income improved by £2,195. This was despite the effect of simplifying the membership subscriptions for 2007 and changing to a "Common Renewal Date".

### Membership Revenues and Average Cost



- £2,000 received from Thames Valley Water as compensation for the disruption to the premises during their works.
- £1,834 returned from Powergen.
- The Club boat made a profit of £1,216 compared to a loss of £1,142 in 2006.
- Apart from being very enjoyable, the events that were organised in 2007 made a good profit, so not only contributed to the social and cultural aspects of the club but the finances as well!
- Profits from the bar continue to cover our premises costs. Although income was slightly lower than the previous year, tight control of margins and expenses resulted in a profit of £7,152, compared to £5,642 in 2006; an improvement of £1,510.

### Bar Expenses and Profit



- Pete Child renegotiated the cost of refuse collection with Veolia Cleanaway in July, reducing the cost by half. This has resulted in a saving of £251 in 2007.
- The club continues to be kept clean by the efforts of a few members, resulting in a saving of approximately £1,080 for cleaning bills.
- Nitrox made a loss of £404.
- Increased expenses of £400 to £3,759 for Cottonmill pool due to cost of water.

Looking forward:

2007 was a positive year for the club's finances. Simon New's taking on the role of Publicity & Marketing Officer has helped enormously to promote the club in the community and attract new members – and subscriptions! Rory McGowan's work as Premises Officer, with the help of other volunteers, also helped see essential repairs to the clubhouse carried out without major expenditure. Rory is now in the process of building an equipment store and has other plans to further improve the premises in 2008. These will incur additional costs, but the resulting improvements should be worth it.

There are many ways to support the club financially and my thanks go to all those members who give their time voluntarily to help ensure the future of the club. But, as always, your support by using the club's facilities - be it coming to the club on a Wednesday/Friday evening, hiring the boat, supporting and/or organising social events will make the difference to the financial health of the club this year.

It is our normal practice not to employ auditors (subject to agreement at the AGM) and this recommendation is made once again this year. Robin Smith and Mark Ballett have examined the accounts on behalf of the club and I would like to thank them both for their help.

## Mutual Fund

<b>St Albans Sub Aqua Club</b>			
<b>Mutual Fund</b>			
<b>For the Year Ending 31 December 2007</b>			
		£	£
01/01/2007	<b>Opening balances</b>		
	Current A/C	5,554.14	
	Reserve A/C	<u>9,952.35</u>	<u><b>15,506.49</b></u>
	<b>Income</b>		
01/01/2007	Opening balance		15,506.49
03/07/2007	Subscriptions	734.55	
12/11/2007	Subscriptions	<u>108.00</u>	842.55
31/12/2007	Interest for the year		<u>239.26</u>
			16,588.30
	<b>Expenditure</b>		
23/10/2007	Claim 9 July 2007		<u>492.31</u>
31/12/2007	Closing balance		<u><u><b>16,095.99</b></u></u>
31/12/2007	<b>Closing balances</b>		
	Current A/C	5,904.38	
	Reserve A/C	<u>10,191.61</u>	<u><b>16,095.99</b></u>

**Rosemary Bennett**  
**Treasurer April 2008**

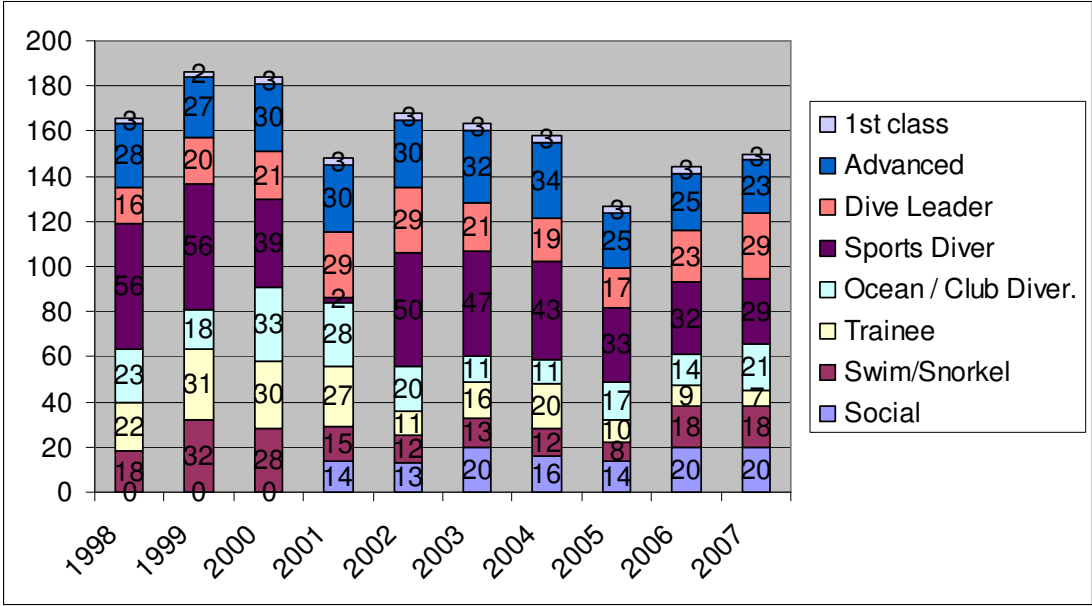
## Membership Secretary's Report

We introduced the common renewal date of 1<sup>st</sup> April, this year, and it has simplified the membership process somewhat. During 2007 a few loose ends were tidied up, so from April 2008, everyone will have the same common renewal date.

BSAC put their prices for 2008 but it was the first rise for 2 years and was lower than inflation.

As always, we did lose a number of members this year, but these members were replaced by a greater number of new members, some which joined us as qualified divers, rather than as trainees.

Hence for the second year in a row, our membership numbers have grown, and our membership now stands at 151. Whilst the non diving element does appear to be growing, I think it is fair to say that a number of the Social members are taking a proactive role in the club, albeit not diving, and their contribution is invaluable to the smooth running of the club, especially for social functions.



Thanks to Robin for helping me, in during the year, with various aspects of the database.

**Christine Norris**  
**Membership Secretary**  
**February 2008**

## Bar Manager’s Report

### General

It has been an excellent year for the bar. The main standard parties were well attended, and there were a good number of additional parties, which also boasted large turnouts.

### Sales

We have continued to reduce supplier costs on most our high turnover items, which has again increased our profit margin. This has meant that we have again avoided the need for any general price increases over the last year. It is expected, however, that there will be a need for some modest price increases over the next 12 months.

### Bar Volunteers

Thanks to all who have contributed to the running of the bar, both for opening/closing and working behind the bar.

**Peter Kilcline**  
**Bar Manager**  
**February 2008**

# Equipment Officer's Report

## Equipment:

There have been no significant problems over the past year. We currently have 12 tanks, 11 regs, 15 BCD's (which are fit for open water use)

I will start a rolling regulator servicing programme with one serviced per month so all regs will be serviced this year.

The main event in 2008 will be the construction of a dedicated kit storage room. This will allow for all the club kit to be stored in one place and free up the cupboard currently in use in the lecture room.

The compressor is all in good order and has recently been serviced. The spare compressor has been looked at and has been inhibited as much as possibly to avoid internal corrosion whilst being stored.

The main disappointment is the low use of the clubs Nitrox facility. We have the advantage of being able to supply very cheap nitrox fills to club members and as Nitrox training is now part of BSAC syllabus, I was hoping the turn over would increase for 2007/8 season. Anything that can increase the safety for our club members must be a bonus and I would ask everyone to consider using Nitrox as much as possible. Especially if making repetitive dives during a single day. Apart from the more adventurous trips that are currently run in the club a 32% fill will cover you safely to a depth of approx 35m. So look back over your years diving and see how many dives you could have done using Nitrox, so remember if your doing "club" style diving up to a depth of 35m Nitrox is the perfect gas to use.

**Alan Mawford**  
**Equipment Officer**  
**. February 2008**

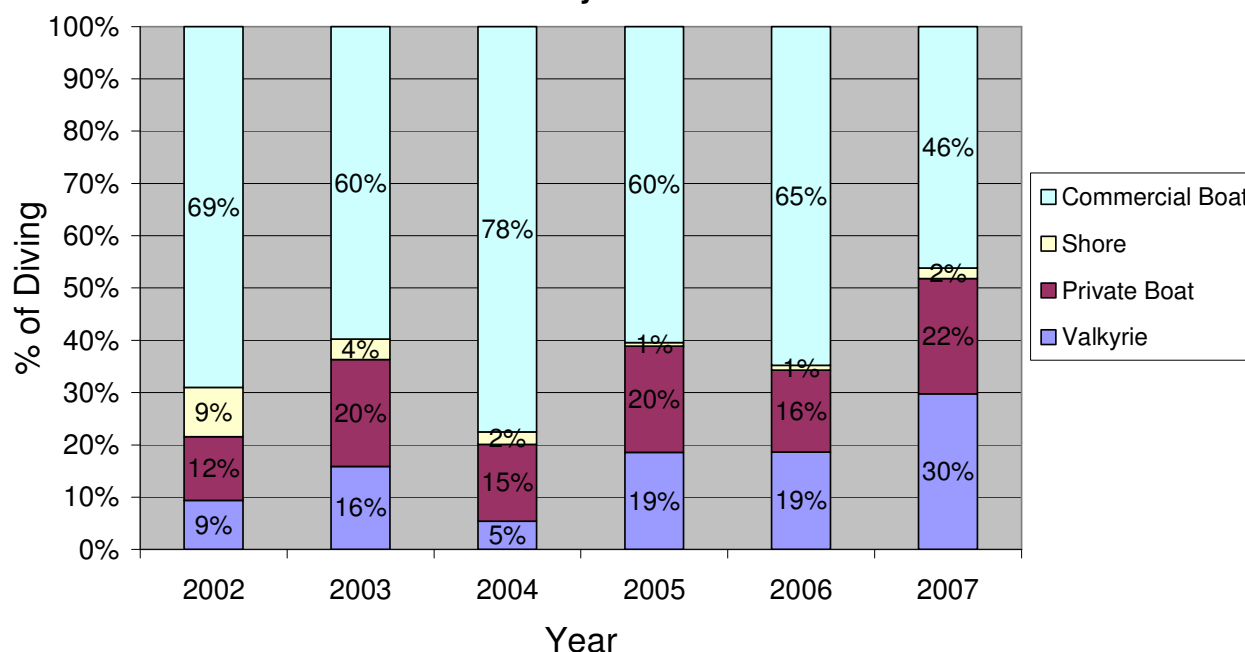
## Club Boat:

Valkyrie was kept at Portland for a third year, this time at Weymouth and Portland National Sailing Academy where access is available 24 hours a day and we can launch her ourselves. This resulted in somewhat higher use than the previous two years. She was also taken to Cornwall and Pembrokeshire for a week each. Total use was 281 dives in 29 days by 31 members. There were no boat handling courses or Diver Coxswain Assessments carried out on her.

Total income for the 29 days was £2,900, outgoings were £2,250.08 or £77.59 per day.

Many thanks to Steve Titley who carried out most of the maintenance during the year. There were persistent problems with the radio for the third year in a row but at year end all seemed to be resolved.

**UK Sea Dives by Platform 2002 - 2007**



There is now enough interest in diving from Valkyrie to warrant the club getting a second boat but at present not enough members are prepared to take responsibility for hiring it out to get full use from it, only four different people hired Valkyrie during the year.

Next summer Valkyrie will be kept at WPNSA again. The hire fee will remain at £100 per day plus petrol.

**Richard Ellis**  
**Boat Officer**  
**. March 2008**

## **Premises Officer's Report**

Over the past month, March, members of the club have embarked on building the new equipment store. The walls are up, the roof is on, eaves and guttering in place and lighting and wiring complete. Moving the hot water tank and the pipe work are underway.

With typical good timing, the boiler chose to go out when we had just enclosed the area prior to knocking through, but this was quickly remedied.

I would like to thank all those involved; Earnie and his son, Al, Dermot, Phil for sourcing out the materials, and not forgetting, the brickie's apprentice, Alan Mawford.

Since Alan will be using the equipment store we've made it as large as possible!

The other main event was the laying of the large water main through the car park. Howard was instrumental in negotiating a £2000 award for disruption and having the car park resurfaced.

We also had the Ash tree outside pruned last year. It has lived through tree shock and seems to be thriving, The arboriculturalist thought that 10 yrs might be a reasonable life expectancy but who knows?

Thanks to Lisa and Jason for the new tables and chairs.

Many minor jobs have been carried out; light fittings, servicing, cleaning, timing clocks, door locks, unblocking toilets and other minor items involved in maintenance of this building.

Plans for the future consist of, replacement of broken tiles on the main roof and general tidying up of the main room. When the lecture room is cleared out, redecoration and a new carpet would not go amiss.

Thank you again to all those who have helped with the up keep of the premises.

**Rory McGowan**  
**Premises Officer**  
**March 2008**

## **Social Secretary's Report**

As last year, the social calendar at SASAC has been very busy this year despite the number of dive trips and other factors, which have made it hard for club members to commit regularly to attend the club's social events..

Social events have included parties organised by club members, private hires and ticketed events with tickets sales at least covering costs. The latter are open events that non-members can attend. All types of event offer significant opportunities to generate income over the bar. Over the last year we have attempted to plan at least one club social event a month. Some of these such as It's a Knockout, the Christmas Party and the Dinner Dance are regular annual social events and these have been supplemented by some very successful parties arranged by club members including Dermot's 40<sup>th</sup> birthday, Cerys's Hen Night and Lucy's Leaving Party.



In addition, prior to the summer dive season we held Friday night dinners to celebrate St Patrick's and St George's Days and in November held a successful Halloween party. During the winter, we have also held several Friday Dive Video nights, which have increased attendance of the Friday Night Bar on those evenings.

It's A Knockout 2007 was a great success due to the hard work of an number of club members and raising funds on ticket sales and the tombola. Entertainment was provided by Fat Walters' Band who, by popular demand, also appeared at the Christmas Party.

The recent Dinner Dance also proved very enjoyable and with some very generous donations from local dive and other business we raised a sum which will be supplemented by the club to donate £500 to the Diving Diseases Research Centre (DDRC). It is anticipated that news of this donation can contribute to PR from the club.

Apart from the main social events the club also continued to host the regular Keep Fit group, several private Parties (including 40<sup>th</sup>, 50<sup>th</sup> and 80<sup>th</sup> birthday parties), BSAC courses and the Allotment Society's Produce show and AGM. Going forward we will also be hosting Photographic Society meetings and a Netball club event.

The clubhouse and pool are real assets to us as a club and I would encourage everyone to make use of them as much as possible by attending or hosting social events. Club members can also make a valuable contribution to the club by offering to open and close, setting up before and cleaning up after social events and also manning the bar for club and private events.

Over the past year, the social events have proved to make important contribution culturally to the club and also to club funds and it is hoped that with the support of all members, going forward into 2008-09, they will continue to flourish and contribute to a very successful 40<sup>th</sup> anniversary year for SASAC.

**Nadine Gardner  
Social Secretary  
April 2008**

## **PR Report**

This last year has seen a concerted effort to raise the profile of St Albans Sub Aqua within the local community.

Flyers were designed and distributed last year and have had an impact in attracting enquiries, Try Dives and new members.

The local press has been courted and the Scout Try Dive last year and It's A Knock Out were given coverage by The Herts. Advertiser.

Furthermore we have an understanding with the Review and Herts. Advertiser that any subsequent newsworthy items will be covered

The club is now featured in several local papers under the 'What's On' section.

We are in discussions with the Verulam and Sopwell Directory to have a one page feature in their May edition.

For this year we are looking at arranging publicity around the Club's 40<sup>th</sup> anniversary as well as any other topical events. .

**Simon New  
PR Officer  
April 2008**

# St Albans Sub Aqua Club Limited Accounts

## Committee Members Responsibilities

Company law requires the committee members to prepare financial statements for each financial year that give a true and fair view of the state of the company and the profit or loss of the company for that period.

In preparing these financial statements, the committee members are required to select suitable accounting policies and apply them consistently. Make judgements and estimates that are reasonable and prudent, and prepare the financial statements on a going concern basis unless it is inappropriate to assume that the company will continue in business. [Notes 1 & 2 of the accounts]

The committee are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the company and to enable them to ensure that the financial statements comply with the Companies Act 1985. They are also responsible for safeguarding the assets of the company and hence for taking reasonable steps for the prevention of fraud and other irregularities.

## Report of the Committee

The committee presents its report, together with the financial statements for the year ending 31<sup>st</sup> December 2007 below.

## Principal Activities and Business Review

The company's activities during the period were:

- the promotion of underwater and other forms of water sport;
- the promotion of safety in these activities and the maintenance of the highest standards therein;
- the maintenance and improvement of the clubhouse and the continued provision of social and leisure services of the club.

## Results and Dividends

The results for the year are set out on Page 16.

## Members of the Committee

A Full list of the members of the committee at the 31<sup>st</sup> December 2007 is shown on Page 2.

No members of the committee received any remuneration for their services.

## Fixed Assets

The movement in fixed assets are shown in the notes to the financial statements.

## Auditors

With the agreement of the club members at the last AGM, no auditors were appointed for 2006 Financial Year.

By Order of the Board,

**Howard Clowes**  
**Company Secretary**  
**March 2008.**

**ST ALBANS SUB-AQUA CLUB LIMITED**

**Detailed Profit and Loss Account for the Year Ending 31st December 2007**

		<b><u>2007</u></b>		<b><u>2006</u></b>	
	<b><u>Notes</u></b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
<b><u>TURNOVER</u></b>					
Bar Sales:		11,723		12,323	
<b><u>COST OF SALES</u></b>					
Stocks at 1st January:		1,248		1,169	
Purchases:		4,523		6,337	
Stocks at 31st December:		1,249		1,248	
Change in Cash float		-49		-424	
		<u>4,571</u>		<u>6,682</u>	
<b><u>BAR GROSS PROFIT</u></b>		7,152	61%	5,642	46%
<b><u>ADMINISTRATIVE EXPENSES</u></b>	[13]	26,605		30,369	
		<u>-19,453</u>		<u>-24,727</u>	
<b><u>OTHER OPERATING INCOME</u></b>					
Subscriptions:		14,406		12,211	
(Membership Fees - BSAC subs)					
200 Club (net)		0		-25	
Capital Grants	[11]	0		0	
Sundry Income ( remaining )		<u>13,165</u>		<u>11,827</u>	
		<u>27,570</u>		<u>24,013</u>	
<b><u>OPERATING PROFIT/LOSS</u></b>		<u>8,118</u>		<u>-714</u>	
<b><u>OTHER INCOME &amp; EXPENSES</u></b>					
Bank Interest received	[4]	865		414	
Bank Interest		<u>0</u>		<u>0</u>	
		<u>865</u>		<u>414</u>	
<b><u>NETT PROFIT / LOSS FOR YEAR</u></b>		<u>8,983</u>		<u>-300</u>	

**ST ALBANS SUB-AQUA CLUB LIMITED**

**BALANCE SHEET AT 31st DECEMBER 2007**

			<b><u>2007</u></b>		<b><u>2006</u></b>	
	<b><u>Notes</u></b>		£	£	£	£
<b><u>FIXED ASSETS</u></b>						
	Tangible assets:	[6]		14,085		17,115
<b><u>CURRENT ASSETS</u></b>						
	Stocks:	[7]	1,249		1,248	
	Debtors:	[8]	1,688		1,685	
	Cash at bank and in hand:		35,194		<u>23,022</u>	
			38,130		<u>25,955</u>	
<b><u>CREDITORS :</u></b>						
	Amount Falling Due Within One Year:	[9]	-2,740		-2,578	
<b><u>Nett Current Assets</u></b>				<u>35,391</u>		<u>23,377</u>
<b><u>Total Assets Less Current Liabilities</u></b>				<u>49,475</u>		<u>40,492</u>
<b><u>Capital Grants And Reserves</u></b>						
	Capital Grants:	[11]		0		0
	Profit and loss account:	[10]		<u>49,475</u>		<u>40,492</u>
				<u>49,475</u>		<u>40,492</u>

The Directors have:-

- (a) taken advantage of the Companies Act 1985 in not having these accounts audited under Section 249A (1) [total exemption]
- (b) confirmed that no notice has been deposited under Section 249B (2) of the Companies Act 1985
- (c) acknowledged their responsibilities for ensuring that the company keeps accounting records which comply with Section 221 of the Companies Act 1985
- (d) acknowledged their responsibilities for preparing accounts which give a fair view of the company and its Profit / Loss (whichever is applicable) for the year ended in accordance with the requirement of Section 226 of the Companies Act 1985 and which otherwise comply with the requirements of this Act, relating to accounts, so far as applicable to this company.

Approved by the Committee on:

\_\_\_\_\_  
Rosemary Bennett  
Treasurer

\_\_\_\_\_  
Howard Clowes  
Secretary

**Registered in England No 1569822**

**A Company Limited by Guarantee**

## ST.ALBANS SUB AQUA CLUB LIMITED

### NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31ST DECEMBER 2007

Note.

#### [1] ACCOUNTING POLICIES

(a) Accounting basis and standards

The financial statements have been prepared under the historical cost convention and in accordance with applicable accounting standards.

(b) Turnover

Turnover represents the total invoice value of goods sold and services provided during the year .

( c ) Subscription Income

Subscription income is recognised in the profit and loss account on a cash received basis .

( d ) Depreciation

Depreciation on fixed assets is provided at rates estimated to write off the cost, less estimated residual value, of each asset over its expected useful life as follows:

Leasehold properties: - Straight line over the life of the lease

Plant and Machinery: - 25% reducing balance

Fixtures and Fittings: - 25% reducing balance

RHIB: - Straight line over 6 years

( e ) Stocks

Stocks are valued at the lower of cost or net realisable value . Net realisable value is based on estimated selling price less further costs to completion and disposal .

( f ) Leasing Commitments

Rentals payable under operating leases are taken to the profit and loss account on a straight line basis over the lease term .

( g ) Capital Grants

Grants are released to the profit and loss account over the expected useful life of the assets for which the grants were received

#### [2] TURNOVER

Turnover is attributed to the principle activities of the company which arose wholly in the United Kingdom .

[3] <u>OPERATING PROFIT</u>	<b><u>2007</u></b>	<b><u>2006</u></b>
[Operating profit is stated after charging]:		
Depreciation:	3,739	4,690
Operating lease rentals:	950	950
and after crediting:		
Subscriptions:	14,406	12,211
Release of capital grants:	0	0

[4] <u>INTEREST PAYABLE</u>	<b><u>2007</u></b>	<b><u>2006</u></b>
Bank interest received:	£865	414
Bank loan and overdraft:	0	0

[5] <u>TAXATION</u>	<b><u>2007</u></b>	<b><u>2006</u></b>
Adjustment in respect of previous years	-	-

[6] <u>TANGIBLE ASSETS</u>	<u>Plant &amp; Equipment</u>	<u>RIB</u>	<u>Fixtures &amp; fittings</u>	<u>Land and buildings</u>	<u>Total</u>
	£		£	£	£
<u>Cost</u>					
At 1 January 2007	43,413	10,000	20,567	15,587	89,567
Additions	709	0	0	0	709
	0	0	0	0	0
At 31 December 2007	44,122	10,000	20,567	15,587	90,276
	0	0	0	0	0
<u>Depreciation</u>	0	0	0	0	0
At 1 January 2007	32,932	10,000	17,515	12,005	72,452
Charge for year	2,797	0	763	179	3,739
	0	0	0	0	0
At 31 December 2007	35,729	10,000	18,278	12,184	76,191
	0	0	0	0	0
<u>Net book value</u>	0	0	0	0	0
At 31 December 2007	8,393	0	2,289	3,403	14,085
	0	0	0	0	0
At 31 December 2006	10,481	0	3,052	3,582	17,115

Analysis of net book value of land and buildings	<b><u>2007</u></b>	<b><u>2006</u></b>
	0	0
Short leasehold	3,582	3,761

[7] <u>STOCKS</u>	<b><u>2007</u></b>	<b><u>2006</u></b>
Finished goods and goods for resale	1,249	1,248

[8] <u>DEBTORS</u>	<b><u>2007</u></b>	<b><u>2006</u></b>
Other debtors	1,688	1685

[9] <u>CREDITORS</u>		<b><u>2007</u></b>	<b><u>2006</u></b>
Amount Falling Due Within One Year			
	Bank:	0	0
	Trade Creditors:	493	431
	Other Creditors:	2,247	2,147
	Accruals:	0	0
		<hr/>	<hr/>
		2,740	2,578
		<hr/>	<hr/>

Other creditors includes £1081 membership support for the club - there are no fixed payment terms

[10] <u>RETAINED FUNDS</u>		<b><u>Profit &amp; Loss Account</u></b>	<b><u>Total</u></b>
		<b><u>2007</u></b>	<b><u>2006</u></b>
	Balance at 1st January 2007	40,492	40,792
	Profit for the Financial Year:	8,983	-300
		<hr/>	<hr/>
	Balance at 31st December 2007	49,475	40,492
		<hr/>	<hr/>

[11] <u>CAPITAL GRANTS</u>		<b><u>2007</u></b>	<b><u>2006</u></b>
	Balance at 1st January 2007	0	0
	Release to Profit and Loss account	0	0
	Addition of Sports Lottery Grant (1999)	0	0
	Released to P&L account for 2007	0	0
	Released to P&L Account - current year:	0	0
		<hr/>	<hr/>
	At 31st December 2007	0	0
		<hr/>	<hr/>

[12] LIMITED COMPANY STATUS

St. Albans Sub Aqua Club Limited is a company, limited by guarantee without share capital. Under the terms of the Memorandum of Association, the liability of the members is limited to an amount not exceeding £10.

[13] ADMINISTRATIVE EXPENSES (FOR THE YEAR ENDED 31ST DECEMBER 2007)

	<u>2007</u>	<u>2006</u>
	£	£
Rent	950	950
Rates	3,160	2,236
Insurance	1,702	1,808
Light And Heat	3,480	3,269
Repairs And Maintenance	5,813	8,626
Printing Postage & Stationary	133	234
Telephone	468	421
Pool Hire (Westminster Lodge)	2,671	2,493
Boat Storage	1,085	1,266
Fund Raising Expenditure	2,616	4,023
Audit And Accountancy	0	0
Bank Charges	8	14
General Expenses	779	338
Depreciation	3,739	4,690
	<hr/>	<hr/>
Totals	26,605	30,369
	<hr/>	<hr/>







# ST ALBANS SUB-AQUA CLUB LTD

Cottonmill Swimming Pool  
Cottonmill Lane  
St Albans  
Hertfordshire  
AL1 1HJ

Tel 01727 859829

## MINUTES OF COMMITTEE MEETING

<b>DATE:</b>	<b>Monday 23 June 2008</b>		
<b>REF:</b>	<b>08.2</b>		
<b>No:</b>	<b>45 (Since Sept 03)</b>		
<b>Committee Members Present</b>			
	Chairman - Roy Harrison (RH)		
	Treasurer – Rosemary Bennett (RB)		
	Secretary - Howard Clowes (HC)		
	Membership Secretary – Chris Norris (CN)		
	<del>Social Secretary – Nadine Gardner (NG)</del>	Apologies	
	<del>Diving Officer – Paul Compton (PVC)</del>	Apologies	
	Premises Officer – Rory McGowan (RM)		
	Bar Manager - Peter Kilcline (PK)		
	Rob Anderson		
	Mark Ballet (MB)		
	Simon New (SN)		
	<del>Equipment Officer Alan Mawford (AM)</del>	Apologies	
	<del>Richard Ellis (RE)</del>		
<b>Ordinary Club Members Present</b>			
	None		
<b><u>REF</u></b>	<b><u>ITEM</u></b>	<b><u>ACTION</u></b>	<b><u>DUE</u></b>
<b>08.2.01</b>	<b>APOLOGIES FOR ABSENCE</b>		
	As noted above.		
<b>08.2.02</b>	<b>CLUB MEMBERS AOB</b>		
<b>08.2.02.01</b>	None		
<b>08.2.03</b>	<b>MINUTES OF LAST MEETING (and other procedural matters)</b>		
	Approved		

<u>REF</u>	<u>ITEM</u>	<u>ACTION</u>	<u>DUE</u>
08.2.04	<b>MATTERS ARISING</b>		
	<b>Issues outstanding from previous meetings:-</b>		
08.2.04.01	<b>Clubmark</b> discussion will not now take place until Sept.	PC	Outstanding
08.2.04.02	<b>Lease</b> – HC was volunteered to talk to SG about the possibility of extending the lease further. <i>[Post meeting note] SG has advised that, unless there is a need for a further extension at the moment (for example for a grant application or proposed improvements) we should not seek any extension at this time. It may well provoke a review of our rent.</i>		
08.2.04.03	A new members' welcome pack containing a CD with rules, constitution, video etc is to be produced by HC.	HC	Outstanding
08.2.04.04	Fridge does not work - needs to be disposed of.	RH/HC	Outstanding
08.2.04.05	RE is to put out a message in announcements requesting a Webmaster, as PAC has now left St Albans	RE	
08.2.05	<b>CHAIR'S REPORT</b>		
	As submitted - see Appendix 1.  CN is to ask Brian Heywood if he has received RH's telephone message.	CN	
08.2.06	<b>TREASURER'S REPORT</b>		
	As submitted - see Appendix 1 (Two reports)		
08.2.07	<b>SECRETARY'S REPORT</b>		
	As submitted - see Appendix 1.		
	HC tabled the draft Regulations for approval. These will now incorporate the Kit Hire rules. Passed. See Appendix 2.		
08.2.08	<b>MEMBERSHIP SECRETARY'S REPORT</b>		
08.2.08.01	<ul style="list-style-type: none"> <li>Anyone switching to social membership must be approved by the committee.</li> <li>We currently have 122 members. Non-renewers from April have now been sent termination letters.</li> <li>We have been approached by an 11 year-old who wants to learn to dive, but unfortunately he cannot under current club rules.</li> <li>A member has had a dive medical at London Dive Chamber for only £5, which goes to the Scuba Trust.</li> </ul>		
08.2.09	<b>DIVING OFFICERS REPORT (Incorporating Training)</b>		
	As submitted - see Appendix 1.		

<u>REF</u>	<u>ITEM</u>	<u>ACTION</u>	<u>DUE</u>
<b>08.2.10</b>	<b>EQUIPMENT OFFICER'S REPORT (Including Boat)</b>		
<b>08.2.10.01</b>	As submitted - see Appendix 1. Kit hire rules to be inserted into the Regulations - passed.  The Committee approved the proposed purchase of new equipment, as outlined in the report.		
<b>08.2.11</b>	<b>PREMISES OFFICER'S REPORT</b>		
<b>08.2.11.01</b>	<ul style="list-style-type: none"> <li>• See report.</li> <li>• HC returned Elaine Rowsell's keys, and she needs her deposit back.</li> <li>• More work has been done on the equipment room, but it's not quite finished yet.</li> <li>• Car park has been sprayed for weeds. Vote of thanks to all concerned.</li> </ul>		
<b>08.2.12</b>	<b>BAR MANAGER'S REPORT</b>		
	As submitted - see Appendix 1. All going OK.		
<b>08.2.13</b>	<b>SOCIAL SECRETARY'S REPORT</b>		
	As submitted - see Appendix 1. Theme for 40th party to be 1960's.		
<b>08.2.13</b>	<b>WEBMASTER</b>		
	None received.		
<b>08.2.14</b>	<b>PUBLIC RELATIONS REPORT</b>		
<b>08.2.14.01</b>	We are now featured in the local Directory. SN will also approach local papers again.		
<b>08.2.17</b>	<b>AOB</b>		
	<b>HC</b> suggested the possibility of offering concessionary rates to "tropical only" divers. Rejected.		
	<b>RM</b> – is chucking out stuff. Anyone with any items of value stored at the club needs to let him know.		
	<b>MB</b> - wants to hold a corporate event try-dive - agreed.		
	<b>CN</b> - list of members is now on the board. Red are overdue.		
	<b>SN</b> - our biggest asset is our premises. Perhaps we should aim at a different market. Maybe corporate market.		
	<b>RH</b> - We need a big push for IKO.		
	<b>RH</b> - has sent a reply to NM about the social membership issue.		

<u>REF</u>	<u>ITEM</u>	<u>ACTION</u>	<u>DUE</u>
	<b>Meeting Dates:</b>		
	<p>Dates for future Meetings:-</p> <ul style="list-style-type: none"> <li>• 11 August</li> <li>• 15 September</li> <li>• 27 October</li> <li>• 8 December</li> <li>• 19 January</li> <li>• 2 March</li> <li>• 20 April</li> <li>• 25 May</li> </ul> <p>All these meetings are on Monday evenings at 8:00pm at the Clubhouse. They are also on the Club Calendar at <a href="http://www.sasac.co.uk">www.sasac.co.uk</a></p>		

## APPENDIX ONE – OFFICERS' REPORTS

### Chairman's Report

Not very much to report other than I had a response from Norman Mitchell regarding the mail I sent to him about his comments to Chris which seemed both rude and personal, as can be seen by his mail that I sent out to you all he was apologetic.

The pool is filling nicely and will be in perfect condition for IKO other than the fact that it aint gonna be warm, but we're ruffy tuffties.

As requested I sent out the letters to Alistair Irving, Pete Child and Brian Heywood, I had nice replies from Alistair and Pete but no response from Brian so I'm sorry but there is nothing further we can do about his comments.

Roy

### Treasurer's Report

+++Bank balances as at 20 June 2008		Quicken balances as at 20 June 2008	
Main account	1,891.26	Main account	1,847.26
Bar account	165.56	Bar account	165.56
Reserve account	20,878.54	Reserve account	20,878.54
High Interest Deposit Bond	20,000.00	High Interest Deposit Bond	20,000.00

### Income & Expenditure Summary Report For the period 01/01/08 to 20/06/08

#### INCOME

Bank Interest	245.59
Bar Receipts	5,939.45
Clubhouse	80.00
Club Boats	99.95
Dinner & Dance	2,430.00
Have a Go	180.00
Key Deposit	30.00
Membership Inc	15,150.96
Nitrox In	135.00
Party Inc	222.16
Pay Phone	6.80
Shop Sales	207.50
Training Inc-Other	40.00

**TOTAL INCOME** **24,767.41**

#### EXPENDITURE

Bar	Non-Consumables	25.50
	Beer Seller	910.21
	Bookers	182.93
	Costco	139.69
	Other Shops	91.88
Boat	Licenses	27.25
	Maintenance	192.36
	Storage	820.00
	Two Stroke Oil	94.95
Clubhouse	Maintenance	61.21
Committee	meetings	94.45
Compressor		420.90

Cottonmill Pool	308.66
Dinner & Dance	1,401.43
Donation to DDRC	500.00
Electricity	1,434.00
Equipment - guards & mouthpieces	74.00
Equipment Store	1,449.87
Gas	198.00
Nitrox	457.00
Postage	15.60
Rates	130.50
Refuse	243.67
Rent	475.00
Shields, Trophies & Engraving	332.69
Shop Sales	207.51
Sponsor a Plank	52.00
Stationery	41.25
Subscriptions	3,416.84
Telephone A	94.00
Telephone Voice	48.89
Training - Ocean Diver packs	199.00
Water	63.83
Westminster Lodge Pool	1,525.50
<b>TOTAL EXPENDITURE</b>	<b>15,730.57</b>
<b>TOTAL INCOME - EXPENDITURE</b>	<b>9,036.84</b>

I thought it would be useful to produce this report for this evening's meeting. It shows how we are doing so far this year in comparison to the same period last year.

Category Description	01/01/07-23/06/07	01/01/08-23/06/08	Difference
	£	£	£
Bar Inc	4,980.20	5,939.45	959.25
Bar Exp: Other	-115.70	-440.00	-324.30
Bar Exp: Waverley TBS	-2,121.39	-2,139.46	-18.07
<b>Bar Income/Expenditure</b>	<b>2,743.11</b>	<b>3,359.99</b>	<b>616.88</b>
Company Inc: Bank Interest	270.07	245.59	-24.48
Company Exp	-831.02	-756.80	74.22
<b>Company Income/Expenditure</b>	<b>-560.95</b>	<b>-511.21</b>	<b>49.74</b>
Diving Inc: Club Boat	0.00	99.95	99.95
Diving Exp: Club Boat	-1,321.51	-1,134.56	186.95
<b>Club Boat Income/Expenditure</b>	<b>-1,321.51</b>	<b>-1,034.61</b>	<b>286.90</b>
Equipt Inc: Hire	35.00	0.00	-35.00
Equipt Exp	-786.40	-494.90	291.50
<b>Equipt Income/Expenditure</b>	<b>-751.40</b>	<b>-494.90</b>	<b>256.50</b>
Fundraising Inc	2,817.90	2,652.16	-165.74
Fundraising Exp	-2,012.74	-2,286.12	-273.38
<b>Fundraising Income/Expenditure</b>	<b>805.16</b>	<b>366.04</b>	<b>-439.12</b>
Membership Inc	13,909.39	15,150.96	1,241.57
Membership Exp	-2,174.30	-3,416.84	-1,242.54
<b>Membership Income/Expenditure</b>	<b>11,735.09</b>	<b>11,734.12</b>	<b>-0.97</b>

<b>Membership Income/Expenditure</b>	<b>11,735.09</b>	<b>11,734.12</b>	<b>-0.97</b>
Nitrox In	438.50	135.00	-303.50
Nitrox Exp	-1,159.87	-457.00	702.87
<b>Nitrox Income/Expenditure</b>	<b>-721.37</b>	<b>-322.00</b>	<b>399.37</b>
Plant & Equipment	-498.00	0.00	498.00
Pool Exp: Wessie Lodge	-1,349.79	-1,525.50	-175.71
Premises Inc: Clubhouse	145.00	80.00	-65.00
Premises Exp: Clubhouse	-1,347.00	-1,819.74	-472.74
<b>Premises Income/Expenditure</b>	<b>-1,202.00</b>	<b>-1,739.74</b>	<b>-537.74</b>
Publicity Exp: Other	-468.00	0.00	468.00
Refuse	-307.13	-243.67	63.46
Security Exp: Locks	-41.30	0.00	41.30
Services Inc: Powergen & Pay Phone	1,834.27	6.80	-1,827.47
Services Exp	-2,119.04	-1,857.52	261.52
<b>Services Income/Expenditure</b>	<b>-284.77</b>	<b>-1,850.72</b>	<b>-1,565.95</b>
Shop Sales	57.50	207.50	150.00
Shop Exp	-69.84	-207.51	-137.67
<b>Shop Income/Expenditure</b>	<b>-12.34</b>	<b>-0.01</b>	<b>12.33</b>
Training Inc: Have a Go & Other	130.00	220.00	90.00
Training Exp: Training Packs	-57.00	-199.00	-142.00
Unknown Income	20.00	0.00	-20.00
<b>OVERALL TOTAL</b>	<b>7,857.80</b>	<b>7,758.79</b>	<b>-99.01</b>

## Secretary's Report

Not much to report this month, except that I have sent back our annual return to Companies House. I have paid the £15 fee, so could Rosemary please credit my account.

I would also like to adopt the Regulations (attached), which had to be postponed from the last meeting. I've made a few changes since last time, which are shown in red and should be self-explanatory.

Under AOB, I would like the committee to discuss whether we should allow concessionary rates to "tropical" divers, in order to try to attract occasional holiday diver.

## Membership Secretary's Report

See minutes.

## Diving Officer's Report (Including Training)

The number of dives logged in 2008 so far is 651 with 57 of our members having done one dive or more.

At present I am investigating a possible incident involving an Ocean Diver trainee at Wraysbury on Sunday 1<sup>st</sup> June. I cannot give you anymore information at the moment as I am waiting for incident report forms from the Instructor and trainee involved.



## **Diver Training:**

The current Sports Diver course is almost completed with the following members signed off as Sports Divers since the last meeting:

Kerry Wheeler  
Daniel Latham  
Chris Kirwan  
Katrin Abraham  
David Nicholls  
Stephen Moore

Richard Anderson has also been signed off as an Ocean Diver.

Lisa Shafe has been appointed Training Officer and we have already discussed plans to start another Sports Diver course starting in September and an Ocean Diver course starting around the same time depending on demand.

## **Club Mark**

No further progress on Club Mark at the moment but I would like to propose a sub-committee is established to push this project forward.

## **Paul Compton**

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

All the equipment is currently in working order. There has been a lot of usage over the last month with trips and training. I had no reported breakages or problems.

We have a chance to purchase a couple more 10 ltr tanks from one of the club members at £20 each. I've had a look at them and they seem in good condition. I can test them and put them in use as soon as I'm back from Weymouth. It will mean I can remove the 207 bar tank from use as this is continually over pumped and it will only be a matter of time before there is an accident.

The quote for the new regs is £ 305 each

The new single content gauges £ 29 each

Total of £ 1,699

If this is acceptable I can go ahead and order them. *(Approved by Committee)*

The idea will be to use the older regs for pool training only; they will have a single content gauge. The new regs will be for open water only and will be fitted with a double console with content gauge and depth gauge. I will make every effort to ensure the correct regs are used at the correct time but could I also ask the instructors to double check that the pool regs are not used open water. There may be a few circumstances where they may not be enough regs to go round and we will have to work something out for the time being.

The compressor is running all ok. Last week I sold 30 air fills to Dive Force Marine as their compressor had broken down and it was the quickest solution to fill them at the club. We have a £60 credit with them which we can use against our next Oxygen swap.

The use of Nitrox has improved over the last month or so and I have taken in £210 over the last couple of weeks. We are storing some spare J cylinders outside in the Oxygen cage. This will mean that we always have some spares to take in for exchange rather than having to wait for our own cylinders to run out first.

Thanks to Rory for his continued time spent on building the kit room. Could somebody ask Steve Titley if he has any idea when he could finish off the plumbing? As we currently have no hot water for washing and as we are approaching the party season it would be a nice thing to have back.

### Kit Hire Rules (for incorporation into the Regulations)

- 
- NEW MEMBERS RECEIVING OCEAN DIVER TRAINING IN THE POOL / OPEN WATER  
KIT HIRE INC IN JOINING FEE
- INSTRUCTORS TRAINING ANY GRADE OF DIVER BOTH POOL AND OPEN WATER FREE
- ANY COMMITTEE MEMBER USING CLUB KIT EITHER POOL OR OPEN WATER IF AVAILABLE  
FREE
- ANYONE ELSE EITHER RECEIVING TRAINING OR PLEASURE DIVING OPEN WATER £5 PER  
PIECE OF KIT.
- CYLINDERS CAN BE USED ON A WEDNESDAY EVENING FOR USE IN THE POOL FOR FREE BY  
ANYONE QUALIFIED AS LONG AS THEY ARE AVAILABLE.

Kit only for the use of FULL DIVING MEMBERS OF SASAC and not for friends / partners etc.

Kit is to be returned clean / washed

Any faults arising during its use must be reported to the equipment officer as soon as possible so that effective repairs can be made

All kit on loan / hire from SASAC will be the responsibility of the person who signs for it. Any losses or damage apart from fair wear and tear will be charged to the person responsible for that kit.

A loan period will be from a Wednesday to a Wednesday and will be charged at currently £5 per piece of kit.

All kit must be returned before the start of the pool session time so it can be used for training, unless agreed in advance.

It is the responsibility of the person signing for the kit to ensure its serviceability before leaving the club house.

SASAC committee reserve the right to ask a member NOT to fill any cylinder, even if it is in test if they believe it to be in a dangerous condition. **The Committee decision on this will be final.**

The Air cupboard is for the use by any FULL DIVING MEMBER of SASAC.

Training for this is freely available and a written set of instructions are posted on the inside of the air cupboard door.

The cylinders filled MUST be in current structural test in accordance with IDEST test regulations.

The air station is rated to 232bar, any SASAC member filling a cylinder with a lower working pressure than 232 bar MUST be in attendance at all times.

AIR/ NITROX can be filled to 300 bar but this is only available through the blending panel in the compressor room so must be done by a qualified nitrox blender and they must be in attendance at all times.

SASAC members are asked not to fill cylinders for non-club members.

SASAC can supply air / nitrox fills to non members, but only by prior arrangement with Equipment officer as they will be charged for.

Access to the compressor room is strictly controlled. For safety reasons as the compressor will start without warning.

Access to the Oxygen is only available to qualified Nitrox blenders that are registered with SASAC. We will accept any training agency Blending certificate, but any one NOT trained within the club will have to pass a competency test first.

### Boat

No report this month

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

See minutes.

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

See minutes.

## **Social Secretary's Report**

### **Overview**

With people away diving, social activities have been generally quiet during May and June since the AGM. The Mini Marathon Marshalling will generate income for the club and the stall at the Festival of Life should generate awareness of the club.

### **Recent events (since last committee meeting)**

May - John and Jeannie Beha's party

Saturday 7<sup>th</sup> June – BSAC skills course – club hire £25

Sunday 8<sup>th</sup> June – marshalling at St Albans Half Marathon

Sunday June 22<sup>nd</sup> - stall at the Festival of Life, we took names and numbers of those interested in the club for follow up and raised over thirty pounds which will cover our expenses for the day.

### **Forthcoming events**

Sat 05Jul 1300 Its-A-Knock-Out Cottonmill  
Sat 18Oct 40th Anniversary Party Cottonmill  
Fri 31Oct Halloween Party Cottonmill  
Sat 15Nov Janet & Reg 50th party Cottonmill  
Sat 20Dec Christmas Party Cottonmill

Tuesday night Keep fit continues.

### **Additional bookings 2008**

Saturday 20<sup>th</sup> July – club hire for public speaking club - hire fee £25  
Saturday in August – provisional booking for 50<sup>th</sup> birthday party – John Bundy's friend - hire fee £50  
Sunday 7th September - from 9am - 4pm for the Allotment Society Annual Summer Show – hire fee £25  
Thursday 9th October - from 7pm - 11pm for an Allotment Society Autumn social evening with an external speaker – hire fee £25  
Sunday 2nd November - from 10am -3pm for the Allotment Society Annual General Meeting – hire fee £25

### **For committee consideration**

1. ITAKO – Despite conflicts with diving this is going ahead – please support this if you can and encourage other members and friends to attend.
2. 40<sup>th</sup> Birthday – band booked – confirm theme
3. Next year's dinner dance – confirm dates

## **Webmaster's Report**

None received.

## **PR Officer's Report**

See minutes.

## APPENDIX TWO

### ST ALBANS SUB-AQUA CLUB

#### REGULATIONS

Approved by the Committee on 23 June 2008

As a limited company we are bound by the *Memorandum and Articles of Association*, which sets out the high level rules for meetings etc.

Membership is also subject to adherence to the *Terms and Conditions*. (Article 6 refers).

Copies of both these documents are available on request from the Club Secretary, and are available to all members on the Club website at [www.sasac.co.uk](http://www.sasac.co.uk).

From time to time the committee may make additional decisions regarding the running of the club – these can be found in the minutes of the committee meetings. Some (but not all) of these have been brought together in this document for ease of reference. These *Regulations* need to be read in conjunction with the *Terms and Conditions*, with which they share a common numbering system.

These Regulations are subordinate to:-

- *The Memorandum and Articles of Association*
- *The Terms and Conditions*
- *Any decisions made by the Committee after the date of approval above*
- *Any decisions made by the Committee before the date of approval above on matters about which these Regulations are silent.*

These Regulations take precedence where they conflict with decisions made by the committee before the date of approval above.

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## A – Relationship with the British Sub Aqua Club

1. Under clause L2(b) below, these Regulations shall contain no references to the relationship between St Albans Sub Aqua Club and the British Sub Aqua Club.

## B – Membership

- 1) With reference to clause B5 of the *Terms and Conditions*, Membership fees from 1st April 2007 until further notice shall be:-

<b>Membership</b>	<b>Annual Cost</b>	<b>BSAC/Other 3rd Party Insurance Mandatory</b>	<b>Concessions Available (see Note f)</b>	<b>Joining Fee</b>	<b>Notes</b>
Diving (All levels)	£120	Yes	£60	£30	Use of all facilities. Additional costs apply for training. See Note 1
Snorkel/Swimming	£80	Yes if training or open water snorkelling	£40	£15	Use of all facilities (except scuba related)
Short Snorkel Course	£35	Yes	N/A	None	Three month snorkel "taster" membership. Includes training
Non-Diving (Social)	£25	No	N/A but see Note e	None	Not available to divers. No access to Westminster Lodge pool.

All memberships run for one year from 1st April – new members/renewals at other dates are pro-rated

- a) Trainees also pay the following costs when they join:
  - Course materials (currently £38)
  - Training Administration - £35
  - Kit hire - £65There are no other direct costs for training although trainees are expected to cover instructors' daily costs when visiting open water sites.
- b) If BSAC membership is required this also means that a medical self – certification is required.
- c) The above costs do not include BSAC membership rates
- d) Joining fee is also payable on renewals later than two months from due date
- e) Includes all children under age of 18 unless the children are snorkellers/divers in which case they pay the relevant amount for their own membership.
- f) The Concessionary rate is available to:-
  - i) those who are
    - 65 or over, or

- under 18, or
  - under 23 and in full time education, on 1st April of the membership year
  - ii) those in receipt of means tested jobseekers allowance,
  - iii) others suffering hardship (at the discretion of the committee)
  - iv) those living outside the counties of Hertfordshire, Bedfordshire, Buckinghamshire, Essex, Greater London or Cambridgeshire.
- g) All members under 18 are Associate Members (not Full Members) - clause B6(b)(i) - and cannot vote at meetings of the club
- 2) Payment by instalments shall generally not be allowed, except in cases of genuine hardship in which case the Membership Secretary is authorised by the Committee to collect the full amount in any reasonable way.
- 3) Under clause B6(a) of the *Terms and Conditions*, the categories of Full Membership offered by the Club are as follows:
- a) Full Diving Membership, which entitles the member to all benefits of membership and the use of all Club facilities (subject to being suitably qualified).
- b) Non-Diving (Social) Membership, which entitles the member to use any facilities at the Clubhouse on Cottonmill Lane, with the exception of any diving related facility (including the compressor, scuba diving cylinders, regulators, club boats).
- i) Non-Diving (Social) Members may:-
- attend the Club at any time,
  - hold club keys,
  - serve at the bar,
  - stand for committee (but refer to clause B4 of the *Terms and Conditions* for restrictions),
  - swim or snorkel in Cottonmill Pool
- ii) Non-Diving (Social) Members may not attend the Club's weekly pool session at Westminster Lodge Swimming Pool
- iii) Non-Diving (Social) Membership is not available to those who dive using scuba diving equipment, inside or outside the Club environment.
- iv) No application for Non-diving (Social) Membership shall be accepted unless the total number of Non-diving (Social) Members (including the applicant under consideration) is less than the total number of Full Diving Members at the time of application. Applicants turned down under this rule shall be wait-listed, and invited to re-apply in turn, if the ratio changes in the future. No existing member shall be expelled from membership, or have any renewal rejected, under this rule.
- 4) Under clause B6(b)(i) of the *Terms and Conditions*, Junior Membership shall be subject to the following conditions:-
- a) Junior Diving Membership shall only be available to those who are the responsibility of at least one *Responsible Adult* who must:-
- i) be a member of the Club and

- ii) agree to maintain a diving qualification equal to or higher than the Junior Member, and
  - iii) agree to accompany the Junior Member on all Club trips (excluding pool training and theory lessons) to take responsibility for the Junior Member's welfare and discipline, and
  - iv) be either:-
    - the Junior Member's parent or legal guardian, or
    - another adult, who with the agreement of the Club and the Junior Member's parent or legal guardian, is willing and able to act "in loco parentis".
  - b) Under the *Terms and Conditions*, All Junior Members are Associate Members, and may not vote at any meeting of the association or branch, nor be eligible for membership of any committee.
  - c) The minimum age for Junior (Associate) Membership of the club will be 14 and the maximum age will be 17.
  - d) Junior Members will automatically become Full Members on their 18<sup>th</sup> birthday, and shall have full rights and obligations from that date.
  - e) Junior Members shall not buy or consume any alcohol on Club premises, nor shall they serve behind the bar.
  - f) Junior Members shall not be entitled to attend the Clubhouse, or to swim or snorkel in Cottonmill Pool unless accompanied by a *Responsible Adult*.
- 5) Abated Membership, as referred to in clause B6(b)(ii) of the Terms and Conditions, is not currently available.
- 6) It should be remembered that members of Clubs or Associations, as referred to in clause B6(b)(iii) of the Terms and Conditions who are attending an official event at the Club, are not full members, and are not permitted behind the bar.
- 7) Under clause B7 of the *Terms and Conditions*, guests may be invited up to three times a year, as well as to an unlimited number of ticketed events. They are entitled to use all facilities available to Non-Diving (Social) Members (see above) but must obtain permission from the Diving Officer before using any additional facilities (eg scuba equipment or Westminster Lodge Pool).

#### C- Diving Activities

1. When dive trips are advertised on the board, or by word-of-mouth to other members, it must be made clear if any member(s) of the trip is benefiting (eg a free or discounted place) or if costs are not being allocated equally.
2. The official in charge of the (Westminster Lodge Pool) session, referred to in clause C4 of the *Terms and Conditions*, shall be the Diving Officer, or any other competent member appointed by the Diving Officer.

#### D – Committee Matters

1. Under clause 52 of the *Memorandum and Articles of Association*, a resolution in writing signed by all the members ... of the Committee ... shall be as valid and effectual as if it had been passed at a meeting of the Committee ... Under this clause, an email shall be regarded as being "a resolution in writing", and a plain text signature on an email shall be regarded as a valid signature.
- 2.

## **E – Equipment**

1. Kit only for the use of FULL DIVING MEMBERS OF SASAC and not for friends / partners etc.
2. Kit is to be returned clean / washed
3. Any faults arising during its use must be reported to the equipment officer as soon as possible so that effect repairs can be made
4. All kit on loan / hire from SASAC will be the responsibility of the person who signs for it. Any losses or damage apart from fair wear and tear will be charged to the person responsible for that kit.
5. A loan period will be from a Wednesday to a Wednesday and will be charged at currently £5 per piece of kit.
6. All kit must be returned before the start of the pool session time so it can be used for training, unless agreed in advance.
7. It is the responsibility of the person signing for the kit to ensure its serviceability before leaving the club house.
8. SASAC committee reserve the right to ask a member NOT to fill any cylinder, even if it is in test if they believe it to be in a dangerous condition. The Committee decision on this will be final.
9. The Air cupboard is for the use by any FULL DIVING MEMBER of SASAC.
10. Training for this is freely available and a written set of instructions are posted on the inside of the air cupboard door.
11. The cylinders filled MUST be in current structural test in accordance with IDEST test regulations.
12. The air station is rated to 232bar, any SASAC member filling a cylinder with a lower working pressure than 232 bar MUST be in attendance at all times.
13. AIR/ NITROX can be filled to 300 bar but this is only available through the blending panel in the compressor room so must be done by a qualified nitrox blender and they must be in attendance at all times.
14. SASAC members are asked not to fill cylinders for non-club members.
15. SASAC can supply air / nitrox fills to non members, but only by prior arrangement with Equipment officer as they will be charged for.
16. Access to the compressor room is strictly controlled. For safety reasons as the compressor will start without warning.
17. Access to the Oxygen is only available to qualified Nitrox blenders that are registered with SASAC. We will accept any training agency Blending certificate, but any one NOT trained within the club will have to pass a competency test first.
18. Kit Hire Prices

New members receiving ocean diver training in the pool / open water	kit hire included in joining fee
Instructors training any grade of diver both pool and open water	free
Any committee member using club kit either pool or open water if available	free
Anyone else either receiving training or pleasure diving open water	<b>£5</b> per piece of kit.



Cylinders can be used on a Wednesday evening for use in the pool by anyone qualified as long as they are available.	free
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## **F- Social Activities**

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## **G – Premises**

- Any member is entitled to free hire of the premises for any event, provided that
  - it is available
  - the event is open to all members, and has been advertised
  - the hiring member can arrange setting up, clearing away and bar staff
  - it is for members and their guests only
- Club hire rates are:
  - Bar £25
  - Bar + Pool £35
  - Lecture Room £20

Rates are per session (morning, afternoon, evening) and may be varied at any time by the Committee.
- Rules regarding private hire etc.
  - Licensing laws must be adhered to. The bar must close and the premises vacated on time.
  - Only alcoholic drinks purchased at the bar may be consumed on the premises. (Licensing Act 2003 62(6))
  - It is illegal to smoke inside the clubhouse. Smokers please use the poolside at the rear of the premises, not the car park at the front.
  - The pool cannot be hired for private exclusive use at weekends or public holidays from 1 June to 30 September.
  - Bar staff are all unpaid volunteers. The Club cannot therefore guarantee that they will be available. It is the responsibility of the hirer to ensure that bar staff and keyholders to open/close are available, and if no Members are available to run the bar, the bar cannot open
  - Although it is illegal to give the bar staff “pecuniary benefits” (money), the hirer might like to consider thanking the bar staff by non-monetary means. (maybe free drinks or a small gift).
  - Read and understand section H of the *Terms and Conditions*.

## **H- Bar**

- The Considerate Neighbour Policy, referred to in clause H8 of the *Terms and Conditions*: requires the following actions to be taken no later than 11pm on all evenings that the Club is open:-
  - all external doors and windows to be closed.
  - external poolside lights to be turned off
  - all members and their guests to move inside from the poolside or the car park
  - music to be turned down to a level that will not cause disturbance
  - members and their guests must leave the premises quietly

## **I – Finances**

1. Members spending their own money on behalf of the Club should ask the Treasurer for reimbursement, which will be made promptly. Money must not be taken from the bar till to reimburse expenses.

## **J- Risk Assessment**

1. See the separate Risk Assessment file.

## **K – Welfare Policy**

1. All covered in the *Terms and Conditions*

## **L – Changes to these Regulations**

1. These Regulations may be amended by the Committee at any properly constituted Committee Meeting, or by any other means that are in accordance with the *Memorandum and Articles of Association*
2. These are low level regulations, and must not contain anything relating to:-
  - a. The Club's incorporation as a Limited Company
  - b. The Club's relationship with the British Sub-Aqua Club
  - c. The supply of alcoholic beverages, or any other matter relating to the Club's licensing under the Licensing Act 2003.
  - d. Any other matter which would create an obligation to notify, or send a copy of these Regulations to, any external body.



# ST ALBANS SUB-AQUA CLUB LTD

Cottonmill Swimming Pool  
Cottonmill Lane  
St Albans  
Hertfordshire  
AL1 1HJ

Tel 01727 859829

## MINUTES OF COMMITTEE MEETING

<b>DATE:</b>	<b>Monday 11 August 2008</b>		
<b>REF:</b>	<b>08.3</b>		
<b>No:</b>	<b>46 (Since Sept 03)</b>		
<b>Committee Members Present</b>			
	Chairman - Roy Harrison (RH)		
	Treasurer – Rosemary Bennett (RB)		
	Secretary - Howard Clowes (HC)		
	<del>Membership Secretary – Chris Norris (CN)</del>	Apologies	
	Social Secretary - Nadine Gardner (NG)		
	<del>Diving Officer – Paul Compton (PVC)</del>		
	<del>Premises Officer – Rory McGowan (RM)</del>	Apologies	
	Bar Manager - Peter Kilcline (PK)		
	<del>Rob Anderson</del>	Apologies	
	Mark Ballet (MB)		
	Simon New (SN)		
	Equipment Officer Alan Mawford (AM)		
	<del>Richard Ellis (RE)</del>	Apologies	
<b>Ordinary Club Members Present</b>			
	None		
<b><u>REF</u></b>	<b><u>ITEM</u></b>	<b><u>ACTION</u></b>	<b><u>DUE</u></b>
<b>08.3.01</b>	<b>APOLOGIES FOR ABSENCE</b>		
	As noted above.		
<b>08.3.02</b>	<b>CLUB MEMBERS AOB</b>		
<b>08.3.02.01</b>	None		
<b>08.3.03</b>	<b>MINUTES OF LAST MEETING (and other procedural matters)</b>		
	Approved, but it was decided to change the rates of room hire to £25 per room (or pool) per session.		

<u>REF</u>	<u>ITEM</u>	<u>ACTION</u>	<u>DUE</u>
<b>08.3.04</b>	<b>MATTERS ARISING</b>		
	<b>Issues outstanding from previous meetings:-</b>		
<b>08.3.04.01</b>	<b>Clubmark</b> discussion will not now take place until Sept.	PC	Outstanding
<b>08.3.04.02</b>	RH has had no communication from BH except a verbal on the poolside. Matter closed unless he responds.		
<b>08.3.04.03</b>	A new members' welcome pack containing a CD with rules, constitution, video etc is to be produced by HC.	HC	Outstanding
<b>08.3.04.04</b>	Fridge does not work - needs to be disposed of.	RH/HC	Outstanding
<b>08.3.04.05</b>	RE is to put out a message in announcements requesting a Webmaster, as PAC has now left St Albans	RE	
<b>08.3.04.06</b>	AM needs membership flyers to give to enquirers.	<b>CN</b>	
<b>08.3.05</b>	<b>CHAIR'S REPORT</b>		
	As submitted - see Appendix 1.		
<b>08.3.06</b>	<b>TREASURER'S REPORT</b>		
	As submitted - see Appendix 1  No reports have been received from the Boat Officer this year. RE is to be asked to produce a report for the next meeting.  RM produced a list of "other creditors" which includes key deposits of about £2,000. It was agreed that key deposits lapse one year after members leave the club. It was confirmed it is £5 fee + £10 returnable deposit. Proposed AM, seconded RB. Passed unanimously.  RH proposed that the club website password be changed annually, probably at the AGM. Sec AM. Passed unanimously.		
<b>08.3.07</b>	<b>SECRETARY'S REPORT</b>		
	As submitted - see Appendix 1.		
	HC proposed a vote of thanks to Mark Ballet, who has now resigned from the committee. Passed unanimously.  Michael Worsley is to be asked if he wants to take up a vacant post on the committee. Also Becky Meakins.  Vote of thanks was passed to Cat MacDougall for work on the fishtank.		
<b>08.3.08</b>	<b>MEMBERSHIP SECRETARY'S REPORT</b>		
<b>08.3.08.09</b>	None received.		

<b><u>REF</u></b>	<b><u>ITEM</u></b>	<b><u>ACTION</u></b>	<b><u>DUE</u></b>
<b>08.3.09</b>	<b>DIVING OFFICERS REPORT (Incorporating Training)</b>		
	As submitted - see Appendix 1.		
<b>08.3.10</b>	<b>EQUIPMENT OFFICER'S REPORT (Including Boat)</b>		
<b>08.3.10.01</b>	<ul style="list-style-type: none"> <li>• An ex-member has donated two 12l tanks.</li> <li>• Re last meeting's purchasing list - contents gauges are now included. This means we can now afford another reg. Agreed that we buy 6. Total £1,830.</li> <li>• New Nitrox regs now in force. A letter is to be sent to all Nitrox users for their signature explaining the new situation. Also a notice is to be put up. AM to send form of words to committee for approval.</li> <li>• Nitrox for non-members - see AM's suggested rules. Accepted by meeting. 1 against 1 abstention. To be added to regs.</li> <li>• Boat - No report. One is needed for next meeting.</li> </ul>		
<b>08.3.11</b>	<b>PREMISES OFFICER'S REPORT</b>		
<b>08.3.11.01</b>	<ul style="list-style-type: none"> <li>• Equipment room is coming on well. Hot water should be in by the end of this month. Air cupboard now has no lock, but a lock will be put on it for functions etc. The old electric lock is now on the equipment room.</li> </ul>		
<b>08.3.12</b>	<b>BAR MANAGER'S REPORT</b>		
	As submitted - see Appendix 1. Friday night rota is needed. Opening hours now officially 9pm Fridays, and we must open promptly Weds 7:30pm.		
<b>08.3.13</b>	<b>SOCIAL SECRETARY'S REPORT</b>		
	As submitted - see Appendix 1. Target price will be about £15 per head for the 40th party.		
<b>08.3.13</b>	<b>WEBMASTER</b>		
	None received.		
<b>08.3.14</b>	<b>PUBLIC RELATIONS REPORT</b>		
<b>08.3.14.01</b>	SN is coordinating all last year's efforts & now has lists of newspapers etc. Radio Verulam is interested. Similar blurb also being sent to papers.		
<b>08.3.17</b>	<b>AOB</b>		
	None		

<u>REF</u>	<u>ITEM</u>	<u>ACTION</u>	<u>DUE</u>
	<b>Meeting Dates:</b>		
	<p>Dates for future Meetings: -</p> <ul style="list-style-type: none"> <li>• 15 September</li> <li>• 27 October</li> <li>• 8 December</li> <li>• 19 January</li> <li>• 2 March</li> <li>• 20 April</li> <li>• 25 May</li> </ul> <p>All these meetings are on Monday evenings at 8:00pm at the Clubhouse. They are also on the Club Calendar at <a href="http://www.sasac.co.uk">www.sasac.co.uk</a></p>		

## APPENDIX ONE – OFFICERS' REPORTS

### Chairman's Report

I've actually been diving with Ali and had a great weekend with some foodstuffs caught and eaten, so that's 4 dives to add in to the total Paul. I'm still working at keeping the pool clear which amazingly enough seems to be working.

All else seems to be going well and we will soon have one new snorkel member who has been coming on the past couple of Wednesday and Thursday evenings. He is a Springbok who has lived in St. Albans for a few years and has a disability due to a stroke he suffered, but he is very self sufficient and keen.

Issues we need to discuss and resolve on Monday are the points that Steve Archer raised about non-club member Nitrox and the key deposits. Though it is not for him as a non-member to insist that we sort it, he is correct and we must in fact do so.

Roy

### Treasurer's Report

Bank balances as at 6 August 2008		Quicken balances as at 6 August 2008	
Main account	2,246.38	Main account	2,246.38
Bar account	654.90	Bar account	654.90
Reserve account	13,000.00	Reserve account	13,000.00
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 06/08/08

#### INCOME

Bank Interest	854.45
Bar Receipts	7,329.45
Clubhouse	80.00
Club Boats	99.95
Dinner & Dance	2,430.00
Have a Go	180.00
Key Deposit	20.00
Membership Inc	15,699.13
Nitrox In	375.00
Party Inc	498.56
Pay Phone	6.80
Shop Sales	207.50
Sponsored Events	10.65
Training Inc-Other	60.55

**TOTAL INCOME** **27,852.04**

#### EXPENDITURE

Bar	Non-Consumables	25.50
	Beer Seller	1,847.54
	Bookers	397.73
	Costco	139.69
	Other Shops	91.88
Boat	Licenses	27.25
	Maintenance	192.36
	Storage	820.00
	Two Stroke Oil	94.95
Clubhouse	Maintenance	61.21
Committee	meetings	94.45

Companies House Annual Return	15.00
Compressor	420.90
Cottonmill Pool	741.08
Dinner & Dance	1,401.43
Donation to DDRC	500.00
Electricity	1,912.00
Equipment - guards & mouthpieces	74.00
Equipment Store	1,792.34
Gas	231.00
Nitrox	457.00
Postage	15.60
Rates	200.50
Refuse	331.09
Rent	475.00
Shields, Trophies & Engraving	332.69
Shop Sales	278.05
Sponsor a Plank	52.00
Stationery	41.25
Subscriptions	3,686.01
Telephone A	131.60
Telephone Voice	97.78
Training - Student Packs	626.00
Water	2,416.57
Westminster Lodge Pool	1,525.50
<b>TOTAL EXPENDITURE</b>	<b>21,546.95</b>
<b>TOTAL INCOME - EXPENDITURE</b>	<b>6,305.09</b>

## Secretary's Report

Since the last meeting Mark Ballet has resigned from the committee, and as a director of SASAC Ltd. I'm sure we would all like to thank Mark for the efforts and enthusiasm he has put in during his time on the committee. His departure leaves two vacant places on the committee - the other being the position Becky Eakins was unable to take up following the AGM. We are under no obligation to fill these places, but we could (if we could find anyone) co-opt two members to fill these places.

The new Regulations were passed at the last meeting, and need to be circulated to members. I'll put a copy on the website, and maybe the notice board, and they will be incorporated in the long-overdue CD for new members.

One of my tasks from the last meeting, was to talk to Steve Gore about the possibility of extending our lease. He has advised that, unless there is a need for a further extension at the moment (for example for a grant application or proposed improvements) we should not seek any extension at this time. It may well provoke a review of our rent.

It seems to have fallen to me to hand out keys and fobs for the entry system. I'm quite happy to do this, but we need to have a system in place for the taking of deposits etc. Cheques are fine - I can leave these behind the bar in Rosemary's folder - but I'd rather not deal in cash, particularly as I don't see Rosemary very often. On the same subject, a suggestion has been made that any deposits for keys, which are not reclaimed within a year of a member leaving the club, shall be forfeit. This will enable the Treasurer to release the funds from our liabilities.

Finally, I was talking to Stephen Archer a few weeks ago when he visited the club, and he was having a bit of a whinge about the fact that he has never been thanked for the work he did on the committee. I will try to make sure this is not forgotten in future years, by putting an extra item on the AGM agenda proposing a vote of thanks to all outgoing committee members, but maybe a letter to Stephen might be in order. He did put in a lot of work as Treasurer.



## **Membership Secretary's Report**

See minutes.

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

None received

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

All the equipment is currently in working order. There has been a lot of usage over the last month with trips and training. I had to replace one HP gauge and hose and a reg hose, through wear and tear

The compressor is running all ok. I need to order 4 new filters I will get these over the next couple of weeks direct from

Nitrox for NON members.

Rules governing the supply of NITROX to non Club members

We will only do this by prior arrangement; you can't just turn up on the night. Ideally drop the cylinders one Wednesday night and Collect the following Wednesday.

Cash only no cheques

If they have to wait they MUST be at the club house by 20:00 with empty cylinders

The person or persons bringing the cylinder in can not buy anything or have bought for them anything from the bar. (This gets round the signing in bit at the club House.)

### **Any one any thoughts?**

Thanks to Rory for his continued time spent on building the kit room.

We no longer have the electric lock on the air cupboard. This has been moved to the new kit room door. I will get some sort of lock for the air cupboard so it can be secured for social event etc.

### Boat

No report this month

## **Premises Officer's Report**

See minutes.

## **Bar Manager's Report**

### General

The bar appears to be doing well, with a number of summer events being well attended.

### Stock Take

A Stock take was done as at 30 June 2008.

### 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. Progress will not be made on this until the diving season winds down.

## Bar Rotas

Still no progress has been made with respect to getting a rota going for Fridays.

Mark Ballet has come off the Bar opening/closing rota. Michael Worsley, who now has a set of keys, has taken his place on the rota.

## **Social Secretary's Report**

### **Overview**

The main event since the last committee meeting was It's a Knockout, which proved to be a well-attended and successful event.

The public speaking group cancelled club hire as they found a venue with kitchen facilities for refreshments and better car parking.

### **Recent events (since last committee meeting)**

Saturday July 5<sup>th</sup> – It's A Knockout – a well attended and successful event

### **Forthcoming events**

Sat 18Oct 40th Anniversary Party	Cottonmill
Fri 31Oct Halloween Party	Cottonmill
Sat 15Nov 50th party	Cottonmill
Sat 20Dec Christmas Party	Cottonmill

Tuesday night Keep fit continues.

### **Additional bookings 2008**

Saturday 16<sup>th</sup> August – booking for 50<sup>th</sup> birthday party – John Bundy's friend - hire fee £50

Sunday 7th September - from 9am - 4pm for the Allotment Society Annual Summer Show – hire fee £25

Thursday 9th October - from 7pm - 11pm for an Allotment Society Autumn social evening with an external speaker – hire fee £25

Sunday 2nd November - from 10am -3pm for the Allotment Society Annual General Meeting – hire fee £25

### **For committee consideration**

1. I would like to clarify the premises booking fees published in last meeting's minutes – previously we charged £25 each for bar, lecture room and pool. For a party using bar and lecture room we used to charge £50, this was easy to administer but now we charge £45. Is there a reason for reducing the fees?

From the minutes....

*" Club hire rates are:*

*Bar                    £25*

*Bar + Pool        £35*

*Lecture Room   £20*

*Rates are per session (morning, afternoon, evening) and may be varied at any time by the Committee."*

2 40<sup>th</sup> Birthday, 18th October– Soul Connection band booked – theme to be sixties – need to confirm price of tickets and final arrangements for catering. Should we do a mailer to all members – current and ex?

3. Xmas Party, 20<sup>th</sup> December – Fat Walters band booked

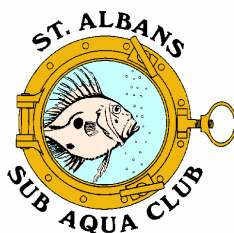
4. Next year's dinner dance – Quality Hotel booked for Saturday March 7<sup>th</sup> – deposit not yet paid

**Webmaster's Report**

None received.

**PR Officer's Report**

See minutes.



# ST ALBANS SUB-AQUA CLUB LTD

Cottonmill Swimming Pool  
Cottonmill Lane  
St Albans  
Hertfordshire  
AL1 1HJ

Tel 01727 859829

## MINUTES OF COMMITTEE MEETING

<b>DATE:</b>	<b>Monday 15 September 2008</b>		
<b>REF:</b>	<b>08.4</b>		
<b>No:</b>	<b>47 (Since Sept 03)</b>		
<b>Committee Members Present</b>			
	Chairman - Roy Harrison (RH)		
	Treasurer - <del>Rosemary Bennett (RB)</del>	Apologies	
	Secretary - Howard Clowes (HC)		
	Membership Secretary - Chris Norris (CN)		
	Social Secretary - Nadine Gardner (NG)		
	Diving Officer - Paul Compton (PVC)		
	Premises Officer - Rory McGowan (RM)		
	Bar Manager - Peter Kilcline (PK)		
	<del>Rob Anderson</del>	Apologies	
	Mark Ballet (MB)		
	Simon New (SN)		
	Equipment Officer Alan Mawford (AM)		
	Richard Ellis (RE)		
<b>Ordinary Club Members Present</b>			
	None		
<b>REF</b>	<b>ITEM</b>	<b>ACTION</b>	<b>DUE</b>
<b>08.4.01</b>	<b>APOLOGIES FOR ABSENCE</b>		
	As noted above.		
<b>08.4.02</b>	<b>CLUB MEMBERS AOB</b>		
<b>08.4.02.01</b>	None		
<b>08.4.03</b>	<b>MINUTES OF LAST MEETING (and other procedural matters)</b>		
	Approved.		
<b>08.4.04</b>	<b>MATTERS ARISING</b>		
	<b>Issues outstanding from previous meetings:-</b>		
<b>08.4.04.01</b>	<b>Clubmark</b> discussion will not now take place until October.	PC	

<b>REF</b>	<b>ITEM</b>	<b>ACTION</b>	<b>DUE</b>
<b>08.4.04.03</b>	A new members' welcome pack containing a CD with rules, constitution, video etc is to be produced by HC.	HC	Outstanding
<b>08.4.04.04</b>	Fridge does not work - needs to be disposed of.	RH/HC	Outstanding
<b>08.4.04.05</b>	RE is to put out a message in announcements requesting a Webmaster, as PAC has now left St Albans	RE	
<b>08.4.05</b>	<b>CHAIR'S REPORT</b>		
	As submitted - see Appendix 1. It was also decided to pump the pool out in November.		
<b>08.4.06</b>	<b>TREASURER'S REPORT</b>		
	As submitted - see Appendix 1  Thanks to RB for the accounts		
<b>08.4.07</b>	<b>SECRETARY'S REPORT</b>		
	As submitted - see Appendix 1.		
	Michael Worsley has declined the offer of a vacant post on the committee. Becky Meakins has not yet been approached.		
<b>08.4.08</b>	<b>MEMBERSHIP SECRETARY'S REPORT</b>		
<b>08.4.08.09</b>	As submitted - see Appendix 1.		
	Ali & Roy will talk to Willem Hofland about getting his medical forms signed. Then he will be able to complete his membership application. He will not be permitted to use the pool until his medical and membership have been sorted out.		
<b>08.4.09</b>	<b>DIVING OFFICERS REPORT (Incorporating Training)</b>		
	As submitted - see Appendix 1. A disappointing summer.		
<b>08.4.10</b>	<b>EQUIPMENT OFFICER'S REPORT (Including Boat)</b>		
<b>08.4.10.01</b>	<p>As submitted - see Appendix 1</p> <ul style="list-style-type: none"> <li>• New regs have arrived and are OK, but we need to buy 6 new direct feed hoses - passed. £150 - £200.</li> <li>• Equipment hirers must check their gear before leaving club.</li> <li>• Disk has burst on filter stack – It was lucky that people were here on Saturday.</li> <li>• PC is going to come up with a system to cut out the compressor after 8 hrs continuous running. HC to ask Steve Hooker for advice.</li> <li>• Thanks to all who have helped with EO's store.</li> <li>• Club lead is gradually going missing. PC is now to sell lead, but cannot now lend out to members.</li> </ul>		

<b>REF</b>	<b>ITEM</b>	<b>ACTION</b>	<b>DUE</b>
	Boat  As submitted - see Appendix 1.		
<b>08.4.11</b>	<b>PREMISES OFFICER'S REPORT</b>		
<b>08.4.11.01</b>	<ul style="list-style-type: none"> <li>We need to put in a disability ramp and/or a handrail. Also maybe wheelchair access to the poolside.</li> <li>There are a few minor leaks on heating/HW and still some wiring to do. Thanks to Steve Titley.</li> <li>Racking needs to be designed..</li> </ul>		
<b>08.4.12</b>	<b>BAR MANAGER'S REPORT</b>		
	Fridays still an ongoing problem. RH said now is time to sort out a rota for Fridays over the winter period. Rota was agreed for October.		
<b>08.4.13</b>	<b>SOCIAL SECRETARY'S REPORT</b>		
	As submitted - see Appendix 1.  Lots of invites need to go out for 40th party. Agreed that our usual sponsors get 2 free tickets. Agreed we spend up to £150 on fireworks.		
<b>08.4.13</b>	<b>WEBMASTER</b>		
	None received. AM to ask Jason if he is willing to take over.		
<b>08.4.14</b>	<b>PUBLIC RELATIONS REPORT</b>		
<b>08.4.14.01</b>	As submitted - see Appendix 1.  Got some coverage in Herts Ad. SN approached Radio Verulam - maybe for a live phone-in. Possibly a wall planner. Agreed to spend up to £130 on this.		
<b>08.4.17</b>	<b>AOB</b>		
	<b>CN</b> - a new member has listed IT skills on his CV, so CN will talk to him.		
	<b>AM</b> - needs a stand-in EO while he is off for his op. PC volunteered, but suggested AM seek a deputy		
	<b>PC</b> - has updated a few items on website but it now is well out of date.		
	<b>RH</b> - Has talked to Ali who says that a member's wife believes that we no longer have a social membership. RH was authorised by the committee to say that we have!		

<u>REF</u>	<u>ITEM</u>	<u>ACTION</u>	<u>DUE</u>
	<b>Meeting Dates:</b>		
	<p>Dates for future Meetings: -</p> <ul style="list-style-type: none"> <li>• 27 October</li> <li>• 8 December</li> <li>• 19 January</li> <li>• 2 March</li> <li>• 20 April</li> <li>• 25 May</li> </ul> <p>All these meetings are on Monday evenings at 8:00pm at the Clubhouse. They are also on the Club Calendar at <a href="http://www.sasac.co.uk">www.sasac.co.uk</a></p>		

## APPENDIX ONE – OFFICERS' REPORTS

### Chairman's Report

Not much from me as I've not been around much, other than the fact that the pool has gone a bit green but it is recoverable and Alan is keen to keep it going so I've instructed him on what to do and as far as I know he has done what's required. I'll check things out with him on Monday.

Roy

### Treasurer's Report

#### Bank balances at 12 September 2008

Main account	1,862.40
Bar account	551.99
Reserve account	11,560.91
High Interest Deposit Bond	25,000.00

#### Quicken balances at 12 September 2008

Main account	1,733.43
Bar account	551.99
Reserve account	11,560.91
High Interest Deposit Bond	25,000.00

### Income & Expenditure Summary Report For the period 01/01/08 to 12/09/08

#### INCOME

Bank Interest	915.80
Bar Receipts	8,171.45
Clubhouse	155.00
Club Boats	149.95
Dinner & Dance	2,430.00
Have a Go	270.00
Key Deposit	35.00
Membership Inc	15,699.13
Nitrox In	445.00
Party Inc	518.56
Pay Phone	6.80
Shop Sales	322.50
Sponsored Events	10.65
Training Inc-Other	60.55

#### TOTAL INCOME

**29,190.39**

#### EXPENDITURE

Bar	Non-Consumables	25.50
	Beer Seller	1,847.54
	Bookers	397.73
	Costco	139.69
	Other Shops	91.88
Boat	Licenses	27.25
	Maintenance	192.36
	Storage	820.00
	Two Stroke Oil	94.95
Capital Expenditure - New Diving Equipment		1,862.00
Clubhouse Maintenance		61.21
Committee meetings		94.45
Companies House Annual Return		15.00
Compressor		420.90
Cottonmill Pool		856.23
Dinner & Dance		1,401.43
Donation to DDRC		500.00
Electricity		2,151.00



Equipment - guards & mouthpieces	74.00
Equipment Store	1,792.34
Gas	297.00
Keys cut	37.50
Nitrox	553.22
Postage	15.60
Rates	235.50
Refuse	384.39
Rent	475.00
Shields, Trophies & Engraving	346.64
Shop Sales	278.05
Sponsor a Plank	52.00
Stationery	41.25
Subscriptions	3,686.01
Telephone A	150.40
Telephone Voice	97.78
Training - Student Packs	626.00
Water	2,416.57
Westminster Lodge Pool	1,525.50
<b>TOTAL EXPENDITURE</b>	<b>24,083.87</b>
<b>TOTAL INCOME - EXPENDITURE</b>	<b>5,106.52</b>

## Secretary's Report

Not much to report this month. We made a few alterations to the Regulations at the last meeting, but I don't think it's necessary to propose the amended Regulations at every meeting, so I'll save them up and bring them up 2 or 3 times a year.

I haven't forgotten that I need to send off the 2007 accounts to Companies House by the end of October.

## Membership Secretary's Report

See minutes.

## Diving Officer's Report (Including Training)

The number of dives logged in 2008 so far is 1161. This figure is a little down on the figures for this time last year but hardly surprising considering the poor weather we have had throughout July and August.

I am still waiting for an incident report form from the trainee involved in an incident I am investigating that occurred at Wraysbury on Sunday 1<sup>st</sup> June.

### Diver Training:

The current Ocean Diver course is almost completed with the following members signed off as Ocean Divers since the last meeting:  
Eva Ambrosius

Brian Jobson has also been signed off as a Dive Leader and Garnett Henderson has been signed off as an Advanced Diver.

The Sports Diver course starts Wednesday 17<sup>th</sup> September and an Ocean Diver course will be starting on 22<sup>nd</sup> October

## Equipment Officer's Report (Including Boat)

See minutes.

### Boat

I bought a new rope for towing Valkyrie on the beach on the club holiday.

Following 2 days of bad weather on the club holiday Valkyrie was only used for 1/2 a day before the engine management system signalled a malfunction. Valkyrie was not used in the following 3 days and another weekend of use was lost before the problem was fixed. Thanks to Hornblower for rescuing Valkyrie.

On the way back from Cornwall to Portland the jockey wheel disintegrated.

I asked Blue Water Horizon to look at the engine problem and also replace its water impeller and check the throttle linkage, as the throttle control had not seemed to be correct from new. The engine fault was due to a sensor reading out of range, this was replaced along with the impeller. The throttle linkage was adjusted but the throttle lever still moves a long way before the revs pick up. They also spayed the engine with Corrosion Guard, which should apparently be done at every service.

Valkyrie has since been used for 4 days; the weekend of 6<sup>th</sup> September was blown out.

Last year we took out trailer recovery insurance to cover breakdown while towing. This has just come up for renewal but the company has ceased trading and I can't find an alternative.

Our boat insurance is due for renewal next month.

#### *Outstanding Problems:*

Navigation Lights don't work.

There is a bad connection on the GPS aerial.

#### *Old Problems Fixed:*

The engine's water impeller has been replaced.

#### *New Problems Fixed:*

Engine sensor replaced.

Jockey wheel for new trailer replaced.

Total use of Valkyrie to date this year is 2 days boat handling, 6.5 days diving, total 43 dives logged plus the weekend of 12<sup>th</sup> July. 4 days have been lost due to weather and 7.5 with boat failure

<u>Date</u>	<u>Item</u>	<u>Income</u>	<u>Costs</u>	<u>Total</u>
20-May	Rope 50m x 12mm		114.99	
27-May	Pete Kilcline	50.00		
04-Jun	Post keys to BWH		2.66	
20-Jun	BWH Sensor, impeller & throttle		525.15	
28-Jun	Reg Ellis	200.00		
12-Jul	Steve Titley	200.00		
10-Sep	Jockey Wheel		20.99	
	<b>Total</b>	<b>450.00</b>	<b>663.79</b>	<b>-213.79</b>

Reg Ellis  
15-Sep-2008

## Premises Officer's Report

See minutes.

## **Bar Manager's Report**

See minutes.

## **Social Secretary's Report**

Some points for considerations and my Social Sec Report below:

### **For Committee Consideration/Overview**

Thanks to all who helped with the bar at social events - these are really worthwhile ways of raising income for the club.

40th Party arrangements are underway - Soul Connection band (£500) and Pig Roast (£550) booked. Please can everyone invite as many friends as possible to make this a really successful evening. I would also like to arrange fireworks if the committee agree.

We have a disabled member and others who occasionally need assistance - can we please look into disabled access e.g. ramp and handrail - would we need planning permission for this.

The club has not always been open recently on Friday nights - can we think of some events to regain interest - e.g. newcomers night - invitations to new members and a free drink - with as many of the committee as possible present - can we agree date?

### **Recent events (since last committee meeting)**

Saturday 16<sup>th</sup> August – booking for 50<sup>th</sup> birthday party – John Bundy's friend - hire fee £50

Sunday 7th Sept - Allotment Soc Show - hire fee £25

Tuesday 9th Sept - Children's Party - hire fee £25 (to follow up with Paul Goby)

### **Forthcoming events**

Saturday 4th October - BSAC Tests - no fee

Thursday 9th October - from 7pm - 11pm for an Allotment Society Autumn social evening with an external speaker – hire fee £25

Friday October 31st Halloween Party - SASAC Friday night event

Sunday 2nd November - from 10am -3pm for the Allotment Society Annual General Meeting – hire fee £25

Saturday 15 November 50th party - club member

Saturday/Sunday 15/16th November - BSAC SDC - hire fee to confirm

Saturday 22nd November - BSAC SDC - hire fee to confirm

Saturday 20 December Christmas Party - Fat Walter's Band Booked

Saturday 14th February - Birthday Party - club member

Saturday 7th March - Dinner Dance - booked but deposit (£500) not yet paid

Tuesday night Keep fit continues.

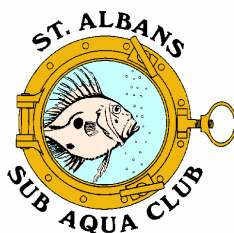
Monday photographic continues

## **Webmaster's Report**

None received.

## **PR Officer's Report**

See minutes.



# ST ALBANS SUB-AQUA CLUB LTD

Cottonmill Swimming Pool  
Cottonmill Lane  
St Albans  
Hertfordshire  
AL1 1HJ

Tel 01727 859829

## MINUTES OF COMMITTEE MEETING

<b>DATE:</b>	<b>Monday 27 October 2008</b>		
<b>REF:</b>	<b>08.5</b>		
<b>No:</b>	<b>48 (Since Sept 03)</b>		
<b>Committee Members Present</b>			
	<del>Chairman – Roy Harrison (RH)</del>	Apologies	
	Treasurer – Rosemary Bennett (RB)		
	<del>Secretary – Howard Clowes (HG)</del>	Apologies	
	<del>Membership Secretary – Chris Norris (CN)</del>	Apologies	
	Social Secretary - Nadine Gardner (NG)		
	Diving Officer – Paul Compton (PVC)		
	Premises Officer – Rory McGowan (RM)		
	Bar Manager - Peter Kilcline (PK)		
	<del>Rob Anderson</del>	Apologies	
	Mark Ballet (MB)		
	Simon New (SN)		
	Equipment Officer Alan Mawford (AM)		
	Richard Ellis (RE)		
<b>Ordinary Club Members Present</b>			
	Garnett Henderson		
	Robin Smith (Mutual Fund)		
<b><u>REF</u></b>	<b><u>ITEM</u></b>	<b><u>ACTION</u></b>	<b><u>DUE</u></b>
<b>08.5.01</b>	<b>APOLOGIES FOR ABSENCE</b>		
	As noted above.		
<b>08.5.02</b>	<b>CLUB MEMBERS AOB</b>		
<b>08.5.02.01</b>	Garnett Henderson offered to do a security audit of the premises. He will report to the next Committee meeting.		
<b>08.5.02.02</b>	<p>Mutual Fund Presentation – Robin Smith (See Appendix 1)</p> <p>Steve Archer and Tina Burnley have stood down fro the Mutual Fund committee. They will be replaced by Paul Compton and Lisa Shafe. Proposed by AM, 2<sup>nd</sup> RB.</p> <p>A number of minor changes have also been made to the Mutual Fund rules. Further changes include minimum premium of £20, and excess of £40. These changes were proposed by PC, 2<sup>nd</sup> by AM. Robin will email them on to</p>		

<u>REF</u>	<u>ITEM</u>	<u>ACTION</u>	<u>DUE</u>
08.5.03	<b>MINUTES OF LAST MEETING (and other procedural matters)</b>		
	Approved.		
08.5.04	<b>MATTERS ARISING</b>		
	<b>Issues outstanding from previous meetings:-</b>		
08.5.04.01	None		
08.5.04.03	A new members' welcome pack containing a CD with rules, constitution, video etc is to be produced by HC.	HC	Outstanding
08.5.04.04	Fridge does not work - needs to be disposed of.	RH/HC	Outstanding
08.5.04.05	RE is to put out a message in announcements requesting a Webmaster, as PAC has now left St Albans	RE	
08.5.05	<b>CHAIR'S REPORT</b>		
	None received.		
08.5.06	<b>TREASURER'S REPORT</b>		
	As submitted - see Appendix 1		
08.5.07	<b>SECRETARY'S REPORT</b>		
	As submitted - see Appendix 1.		
08.5.08	<b>MEMBERSHIP SECRETARY'S REPORT</b>		
08.5.08.09	None received.		
08.5.09	<b>DIVING OFFICERS REPORT (Incorporating Training)</b>		
	As submitted - see Appendix 1.		
08.5.10	<b>EQUIPMENT OFFICER'S REPORT (Including Boat)</b>		
08.5.10.01	As submitted - see Appendix 1		
	<u>Boat</u>  As submitted - see Appendix 1, except for the decision to store the boat in Rory's garage for the 5 winter months, at a cost of £300. Proposed by PC, 2 <sup>nd</sup> AM.		
08.5.11	<b>PREMISES OFFICER'S REPORT</b>		
08.5.11.01	None received.  Thanks Rory and Pete Child for all of their work sorting out the aftermath of the burglary.		

<u>REF</u>	<u>ITEM</u>	<u>ACTION</u>	<u>DUE</u>
08.5.12	<b>BAR MANAGER'S REPORT</b>		
	As submitted - see Appendix 1.		
08.5.13	<b>SOCIAL SECRETARY'S REPORT</b>		
	None received. Halloween will be on Friday 31-Oct-2008, no charge, and food will be takeaway. Reg's party will be on 15 <sup>th</sup> Nov. Xmas do is on the 20 <sup>th</sup> Dec.		
08.5.13	<b>WEBMASTER</b>		
	None received.		
08.5.14	<b>PUBLIC RELATIONS REPORT</b>		
08.5.14.01	As submitted - see Appendix 1.		
08.5.17	<b>AOB</b>		
	None		
<u>REF</u>	<u>ITEM</u>	<u>ACTION</u>	<u>DUE</u>
	<b>Meeting Dates:</b>		
	<p>Dates for future Meetings: -</p> <ul style="list-style-type: none"> <li>• 8 December</li> <li>• 19 January</li> <li>• 2 March</li> <li>• 20 April</li> <li>• 25 May</li> </ul> <p>All these meetings are on Monday evenings at 8:00pm at the Clubhouse. They are also on the Club Calendar at <a href="http://www.sasac.co.uk">www.sasac.co.uk</a></p>		

## APPENDIX ONE – OFFICERS' REPORTS

### Chairman's Report

None received

### Treasurer's Report

Bank balances at 25 October 2008		Quicken balances at 25 October 2008	
Main account	2,880.12	Main account	2,292.60
Bar account	740.08	Bar account	740.08
Reserve account	10,584.87	Reserve account	10,584.87
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 25/10/08

#### INCOME

Bank Interest	939.76
Bar Receipts	8,903.65
Clubhouse	180.00
Club Boats	149.95
Dinner & Dance	2,430.00
Have a Go	330.00
Key Deposit	35.00
Membership Inc	17,285.88
Nitrox In	625.00
Party Inc	1,638.56
Pay Phone	6.80
Shop Sales	322.50
Sponsored Events	10.65
Training Inc-Other	214.55

**TOTAL INCOME** **33,072.30**

#### EXPENDITURE

Bar	Non-Consumables	25.50	
	Beer Seller	2,654.60	
	Bookers	630.07	
	Costco	139.69	
	Other Shops	<u>91.88</u>	
TOTAL	Bar		3,541.74
Boat	Licenses	27.25	
	Maintenance	192.36	
	Storage	820.00	
	Two Stroke Oil	<u>94.95</u>	
TOTAL	Boat		1,134.56
	Capital Expenditure - New Diving Equipment		1,862.00
	Clubhouse Maintenance		72.00
	Committee meetings		136.65
	Companies House Annual Return		15.00
	Compressor		420.90
	Cottonmill Pool		1,029.38
	Dinner & Dance		1,401.43
	Donation to DDRC		500.00
	Electricity		2,390.00

Equipment - guards & mouthpieces	74.00
Equipment Store	2,222.31
Gas	330.00
Keys cut	37.50
Insurance Buildings	335.50
Music License	179.86
TOTAL Insurance	515.36
Nitrox	553.22
Party exp	355.18
Postage	15.60
Rates	270.50
Refuse	428.19
Rent	712.50
Shields, Trophies & Engraving	346.64
Shop Sales	278.05
Sponsor a Plank	52.00
Stationery	41.25
Subscriptions	3,686.01
Telephone A	188.00
Telephone Voice	146.67
Training - Student Packs	626.00
Water	2,784.24
Westminster Lodge Pool	2,744.30
<b>TOTAL EXPENDITURE</b>	<b>28,911.18</b>
<b>TOTAL INCOME - EXPENDITURE</b>	<b>4,161.12</b>

### Secretary's Report

The Accounts were due to be delivered to Companies House by the end of October, and were sent off a couple of weeks ago. There have been a couple of minor amendments to the Regulations over the past few months, and I shall probably bring these up for ratification at the next meeting.

Howard Clowes  
Secretary

### Membership Secretary's Report

None received

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

The number of dives logged in 2008 so far is 1200, which is well down on the figures for this time last year but hardly surprising considering the poor weather we have had throughout July and August.

I have now received an incident report form from the trainee involved in an incident at Wraysbury on Sunday 1<sup>st</sup> June. I have not sent both reports to BSAC HQ yet as I want to read the two accounts together.

#### Diver Training:

The current Ocean Diver course is almost completed with the following members signed off as Ocean Divers since the last meeting:  
Jack Semple.

The Sports Diver course is well underway with the lectures almost complete and the trainees ready to begin open water lessons.

The next Ocean Diver course has already started on 22<sup>nd</sup> October with 6 trainees on the course.



## **Instructor Training:**

Sarah and Stephen Kennedy have passed their Practical Instructor Exams and are now OWIs.

## **Paul Compton**

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

All the equipment is currently in working order.

We currently have  
10 open water / pool BCD's  
10 Pool only regs  
6 open water regs  
14 cylinders

### **Weight belts**

In future the trainees as part of their basic kit need to supply their own basic cam weight belt along with a couple of 1 kg weights for the start of their Ocean diver course. I have asked Becky to include this in her ocean diver info pack for all future intakes.

There will only be weight belts with a couple of small weights on for the come and try's

Paul will be selling weights to club members in future

I have been asked to modify the open water regs to extend the exhaust deflectors. The XTX regs have the option of longer exhaust deflectors. I have now fitted these

We have taken delivery of new filters from Collin; these were collected from Wraysbury by Bob Bartholomew of BATSAC.

The kit room is now on the home straight. We now have shelves and hanging rails for the BCD's. Pete Child moved the key fob swipe pad from the air cupboard to the kit room door. At the moment the only people with access will be myself, Rory and Paul Compton

I have a sink and working surface to go into the room. These have been donated from a friend who's having a new kitchen fitted

I will be talking with Kevin to finish the door off with a grill for the opening

I have added my number to the contact list on the outside of the compressor room

Regards

Alan Mawford

### Boat

Valkyrie has not been used since the last meeting, the weekend of 4<sup>th</sup> October was blown out.

I've renewed our boat insurance, the premium has decreased for the 2<sup>nd</sup> year in a row.

Last weekend I went to Portland to re-grease our old trailer's wheel bearings, wash Valkyrie and winterise the engine. The cover had ripped across the top of the windscreen but looks repairable so I brought it back. Valkyrie is now temporarily in Rory's garage in Portland on our old trailer. Thanks to Rory for the temporary storage and to Pete Kilcline for giving me a lift, putting me up and towing Valkyrie up to Rory's.

*New Problems:*  
Cover has torn.

*Outstanding Problems:*  
Navigation Lights don't work.  
There is a bad connection on the GPS aerial.  
I can't find anyone to provide trailer recovery insurance.  
Valkyrie needs a home for the winter.

*Old Problems Fixed:*

*New Problems Fixed:*

Total use of Valkyrie to date this year is 2 days boat handling, 6.5 days diving, total 43 dives logged plus the weekend of 12<sup>th</sup> July. 6 days have been lost due to weather and 7.5 with boat failure

<u>Date</u>	<u>Item</u>	<u>Income</u>	<u>Costs</u>	<u>Total</u>
13-Oct	Insurance		262.93	
24-Oct	Grease		5.49	
25-Oct	Split Pins		2.50	
	<b>Total</b>	<b>0.00</b>	<b>270.92</b>	<b>-270.92</b>

Reg Ellis  
27-Oct-2008

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

See minutes.

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

##### General

The bar appears has had a great summer, and the non-diving party season has also started well.

##### Stock Take

A Stock take was done as at 30 September 2008.

##### Bar Rotas

A Bar Rota has now been put in place for Fridays. It is going well, but a few remain to be sorted out with respect to training and keys.

##### 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. Progress will be made over the Winter period.

##### Cash levels

Following the break in directly after the 40<sup>th</sup> party, it will be ensured that in future we never have more cash overnight on premises, than is covered by insurance.

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

See minutes

## **Webmaster's Report**

None received.

## **PR Officer's Report**

The main emphasis over the last few weeks has been working with Radio Verulam on a radio ad

I will update you this evening and may hopefully have a draft for you to listen to

See you this evening

Simon New

## **Mutual Fund Report**

### **SASAC MUTUAL FUND UPDATE FOR SASAC COMMITTEE**

I thought it would be a good idea to provide a report on how the Mutual Fund stands, and to cover one or two points.

#### **INCOME V CLAIMS**

	INCOME	CLAIMS
2006	£807	£353
2007	£842	£642
2008 so far	£1065	£432

#### **FUNDS HELD**

All funds are held with HSBC and in accounts with any two of four committee members to sign.  
Total funds held are £16,884

#### **CURRENT MEMBERS OF THE COMMITTEE**

Rosemary and I are current members, Steve Archer and Tina have just stood down so we need to appoint two others..... Paul Compton and Lisa Shafe have agreed to do this

#### **REVISED RULES**

I have taken the opportunity to revise the rules as attached. Changes are highlighted in yellow. Comment please, otherwise once we have appointed new members to the committee I will adopt these rules.

#### **SUMMARY**

**If there are any questions please ask. I don't see the need to increase premium levels at the moment. We could do with widening the number of people participating so will have a big push on this in the spring when renewals come around.**

**Robin Smith  
20 9 2008**

## **PROPOSED REVISED RULES**

### **St Albans Sub Aqua Club**

#### **Mutual All Risks Cover on your personal diving equipment**

You may wish to know that the Club runs a mutual scheme for the benefit of Club members at much cheaper rates than commercial companies. The scheme has been in successful operation since 1988.

#### **What does mutual mean in this context?**

This is an internal scheme and does not involve outside companies at all. Each participating member pays an annual contribution into a central fund maintained by the Club, which is used to settle claims. If the central fund contains insufficient money to settle any claim each individual member will be called upon to pay pro rata to cover those claims. This has not been necessary since the scheme began. Funds held will be kept in bank accounts subject to signature of any two of four members of the committee.

#### **All Risks Cover on Equipment**

Your own personal gear will be covered for loss or damage. You will have to pay an annual contribution based upon the value of your diving equipment and possibly an additional amount if claims exceed the central fund. The scheme year is 1st May to 30th April. Cover is "New for old" and therefore it is most important that the declared value of your equipment represents the replacement cost. Equipment acquired during the scheme year is automatically covered for no further cost, but no claim will be paid without sight of a receipt evidencing date of purchase

#### **Contributions**

Contributions are layered, according to the replacement value of your diving equipment, in the following manner:

Value up to £1,000.00                      Contribution £10.00

Value from £1,001.00 to £1,500.00      Contribution £15.00

Value from £1,501.00 to £2,000.00      Contribution £20.00

Values above £2,000.00 will pay £20.00 plus £1.00 per £100.00 (or part thereof) of equipment value. This is equivalent to 1% of equipment value - e.g. equipment value £3,245.00 = contribution £33.00.

#### **Excess**

An excess or deductible of £25.00 each and every claim will apply.

#### **Exclusions**

Cameras and associated equipment are not covered. Dive watches (as distinct from computers) are not covered. This scheme does not cover personal accident, third party liability, boats, engines, trailers and ancillary equipment.

#### **Claims**

When claims are submitted they will be dealt with by the scheme sub committee who will meet when necessary to deal with them. This sub committee consists of 4 members of the club nominated by the main committee. Claims under £250 will be agreed by any two members, above that any three.. Please retain receipts for your diving equipment. If you lose or damage any equipment obtain a witness who can confirm the loss or damage. If a theft occurs it must be notified to the police and a police station report and reference obtained.

Robin Smith has claim forms which are also available on the web site at [www.sasac.co.uk](http://www.sasac.co.uk)

Please complete the **fully itemised** proposal form which is printed overleaf and attach your cheque payable to SASAC Mutual Fund for the appropriate amount and return it to me

**Robin Smith for St Albans Sub Aqua Club Mutual Committee**

St Albans Sub Aqua Club Members Mutual Cover

Proposal form for cover commencing 1st May .....

NAME OF PROPOSER .....

	CURRENT EQUIPMENT LIST	REPLACEMENT VALUE
Regulator one		
Regulator two		
Cylinders		
Dry Suit		
Undersuit		
Wetsuit		
BCD/Wing		
Depth Gauge		
Computer /Dive timer		
Weight Belt		
Gloves		
Fins		
Masks		
Knife/Cutters		
Kit Bags		
Compass		
Torch		
SMB/Reel		
Rebreather		
Other - specify		
Other - specify		
Other - specify		
Other - specify		
Other - specify		
Other - specify		
Other - specify		
	TOTAL SUM COVERED	£

An excess of £25 will apply to each claim

Please make cheques payable to SASAC Mutual Fund

PREMIUM GUIDE

Total value up to £1000 = contribution £10

Total value up to £1500 = contribution £15

Total value up to £2000 = contribution £20

Values in excess of £2000 charged at the rate of £1 per £100 covered (or part thereof)

I enclose a cheque for £.....

Signed..... Date.....



# ST ALBANS SUB-AQUA CLUB LTD

Cottonmill Swimming Pool  
Cottonmill Lane  
St Albans  
Hertfordshire  
AL1 1HJ

Tel 01727 859829

## MINUTES OF COMMITTEE MEETING

<b>DATE:</b>	<b>Monday 8 December 2008</b>		
<b>REF:</b>	<b>08.6</b>		
<b>No:</b>	<b>49 (Since Sept 03)</b>		
<b>Committee Members Present</b>			
	Chairman - Roy Harrison (RH)		
	Treasurer – Rosemary Bennett (RB)		
	Secretary – Howard Clowes (HC)	Apologies	
	Membership Secretary – Chris Norris (CN)		
	Social Secretary – Nadine Gardner (NG)	Apologies	
	Diving Officer – Paul Compton (PVC)	Apologies	
	Premises Officer – Rory McGowan (RM)		
	Bar Manager - Peter Kilcline (PK)		
	Rob Anderson		
	Simon New (SN)	Apologies	
	Equipment Officer Alan Mawford (AM)		
	Richard Ellis (RE)	Apologies	
<b>Ordinary Club Members Present</b>			
	None		
<b>REF</b>	<b>ITEM</b>	<b>ACTION</b>	<b>DUE</b>
<b>08.6.01</b>	<b>APOLOGIES FOR ABSENCE</b>		
	As noted above.		
<b>08.6.02</b>	<b>CLUB MEMBERS AOB</b>		
<b>08.6.02.01</b>	None		
<b>08.6.03</b>	<b>MINUTES OF LAST MEETING (and other procedural matters)</b>		
	Approved.		
<b>08.6.04</b>	<b>MATTERS ARISING</b>		
	<b>Issues outstanding from previous meetings: -</b>		
<b>08.6.04.01</b>	None		
<b>08.6.04.03</b>	A new members' welcome pack containing a CD with rules, constitution, video etc is to be produced by HC.	HC	Outstanding

<u>REF</u>	<u>ITEM</u>	<u>ACTION</u>	<u>DUE</u>
08.6.04.04	Fridge does not work - needs to be disposed of.	RH/HC	Outstanding
08.6.04.05	RE is to put out a message in announcements requesting a Webmaster, as PAC has now left St Albans	RE	
08.6.05	<b>CHAIR'S REPORT</b>		
	Thanks to Rory for all of the repair work. Also thanks to Pete C for sorting out the alarm.		
08.6.06	<b>TREASURER'S REPORT</b>		
	As submitted - see Appendix 1  Taking into account all of the expenditure over the summer months, Rosemary estimates that we will still break even on the year. There is a serious discrepancy with respect our meter reading and EONs estimate (we could be owed approx £4000).		
08.6.07	<b>SECRETARY'S REPORT</b>		
	As submitted - see Appendix 1.  Secretary to arrange the ratification through a committee meeting of the amendments to the regulations re companies house. <i>[Post meeting note – ratification of the Regulations will not affect the Memorandum and Articles of Association. Hence Companies House need not be informed]</i>		
08.6.08	<b>MEMBERSHIP SECRETARY'S REPORT</b>		
08.6.08.09	As submitted - see Appendix 1.  Major highlight: BSAC membership is going up about £3. It was agreed that over 65's will be included in the concessionary rates. It was agreed that before use of the pool is permitted, people need to be full member. It was re-confirmed that for any new application for membership for an existing diver to be considered, their dive details have to be ratified by their previous club.		
08.6.09	<b>DIVING OFFICERS REPORT (Incorporating Training)</b>		
	As submitted - see Appendix 1.		
08.6.10	<b>EQUIPMENT OFFICER'S REPORT (Including Boat)</b>		
08.6.10.01	As submitted - see Appendix 1  In addition to the received report, charges will one again be levied on kit being hired out. This will apply to all club, and non-club hiring.		
	<u>Boat</u>  Nothing to report.		

<b><u>REF</u></b>	<b><u>ITEM</u></b>	<b><u>ACTION</u></b>	<b><u>DUE</u></b>
<b>08.6.11</b>	<b>PREMISES OFFICER'S REPORT</b>		
<b>08.6.11.01</b>	None received.  Thanks Rory and Pete Child for all of their work sorting out the aftermath of the burglary.		
<b>08.6.12</b>	<b>BAR MANAGER'S REPORT</b>		
	As submitted - see Appendix 1.		
<b>08.6.13</b>	<b>SOCIAL SECRETARY'S REPORT</b>		
	As submitted - see Appendix 1.  A special request was made for every committee to push the sales of Christmas party tickets.		
<b>08.6.13</b>	<b>WEBMASTER</b>		
	Jason offered to help as webmaster, but due to his friendship with a previous member, this was thought would put him in a difficult position. In the interim, Pete Child will continue as webmaster.		
<b>08.6.14</b>	<b>PUBLIC RELATIONS REPORT</b>		
<b>08.6.14.01</b>	We are all in agreement that the radio ad can go ahead unchanged.		
<b>08.6.17</b>	<b>AOB</b>		
	A proposal will be made by Alan for next committee meeting for a decision on how to handle non-SASAC members attending SASAC training courses.		
	Roy asked what is happening with respect to the floor safe. A decision on this must be made on the next committee meeting.		
	<b>Meeting Dates:</b>		
	Dates for future Meetings: - <ul style="list-style-type: none"> <li>• 19 January</li> <li>• 2 March</li> <li>• 20 April</li> <li>• 25 May</li> </ul> All these meetings are on Monday evenings at 8:00pm at the Clubhouse. They are also on the Club Calendar at <a href="http://www.sasac.co.uk">www.sasac.co.uk</a>		



## APPENDIX ONE – OFFICERS' REPORTS

### Chairman's Report

None received

### Treasurer's Report

Bank balances at 08 December 2008		Quicken balances at 08 December 2008	
Main account	1,843.08	Main account	678.69
Bar account	638.01	Bar account	638.01
Reserve account	10,000.00	Reserve account	10,000.00
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 08/12/08

#### INCOME

Bank Interest	958.70
Bar Receipts	9,463.65
Clubhouse	290.00
Club Boats	744.95
Dinner & Dance	2,430.00
Have a Go	330.00
Key Deposit	40.00
Membership Inc	18,257.88
Nitrox In	625.00
Party Inc	1,833.56
Pay Phone	6.80
Shop Sales	322.50
Sponsored Events	10.65
Stolen cheque reimbursement	140.00
Training Inc-Other	258.55

**TOTAL INCOME** **35,712.24**

#### EXPENDITURE

Bank Charges - Unpaid cheques	8.00
Bar Non-Consumables	25.50
Beer Seller	2,760.36
Bookers	630.07
Costco	139.69
Other Shops	<u>91.88</u>
TOTAL Bar	3,647.50
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	2,171.45
Clubhouse Maintenance	483.27
Committee meetings	136.65
Companies House Annual Return	15.00
Compressor	590.90
Cottonmill Pool	1,029.38
Dinner & Dance	1,901.43

Donation to DDRC			500.00
Electricity			2,868.00
Equipment - guards & mouthpieces			74.00
Equipment Store			2,465.03
Gas			363.00
Keys cut			37.50
Insurance	Club Boat	262.93	
	Buildings	335.50	
	Music Licence	179.86	
TOTAL	Insurance		778.29
Nitrox			553.22
Party exp			355.18
Postage			15.60
Rates			340.50
Refuse			526.99
Rent			712.50
Security - Locks			282.78
Shields, Trophies & Engraving			346.64
Shop Sales			278.05
Sponsor a Plank			52.00
Stationery			41.25
Stolen cheque			140.00
Subscriptions			3,920.10
Telephone A			206.80
Telephone Voice			146.67
Training - Student Packs			626.00
Water			2,989.57
Westminster Lodge Pool			2,744.30
<b>TOTAL EXPENDITURE</b>			<b>33,235.85</b>
<b>TOTAL INCOME - EXPENDITURE</b>			<b>2,476.39</b>

## Secretary's Report

I was intending to update the Regulations at this meeting, but as I will be away, I will postpone this to the next meeting.

The insurance claim for the burglary has now been completed and sent off to the Loss Adjustor. We are now awaiting his response.

I have sent off a cheque for £500 to the Quality Hotel for the Dinner Dance deposit.

Howard Clowes  
Secretary

## Membership Secretary's Report

Just one thing to report  
BSAC membership costs are increasing again this year. as follows:

### BSAC Branches

Full Member	£50.00	Associate	£43.00	Life	£1000.00
CI, OWI, AD, SI OWSI	£45.00	Junior	£25.00	Life Abated	£500.00
AI, FCD.ASI, SIT	£40.00	Student	£25.00		

NI	£30.00	Full Snorkel	£50.00
Abated	£35.00	Snorkel	£21.00

Due to increasing administration costs, BSAC HQ will also be introducing a processing charge of £2 for all payments made by **Credit Card**, w.e.f 1.1.09. - This does not affect us because we don't accept payments via credit card.

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

The number of dives logged in 2008 so far is 1249, which is well down on the figures for this time last year but hardly surprising considering the poor weather we have had this year.

On a more positive note we have had 69 of our diving members log one dive or more this year.

#### **Diver Training:**

The current Ocean Diver course is going well with all theory lessons completed. Pool sessions are going well but there have been some interruptions with the Try Dive evenings taking priority.

Some of the Ocean Diver trainees may be at Stoney Cove for the Christmas Dive if all goes well.

Another Ocean Diver course is being planned for early in the New Year because of several enquiries from new members. Now we have lots of new Instructors we can deliver more courses now.

#### **Try Dives:**

The Try Dive sessions are going well with Becky Eakins running them.

I have had an enquiry from Steve Howard, Exercise Referral Scheme Manager with Leisure Connection Ltd, about him sending us 1 – 3 Try Divers a month potentially.

I had a meeting with Steve at the London Colney Recreation Centre last Tuesday to discuss this with him. I gave Steve copies of the Try Dive waiver form and the UK Sport Diver Self Certification form and said that so long as the people he sends to us can meet the criteria for health fitness on the forms we could take them into the pool.

#### **Paul Compton**

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

Equipment Officer Report 5<sup>th</sup> Dec 2008

All the equipment is currently in working order.

We currently have  
 10 open water / pool BCD's  
 10 Pool only regs  
 6 open water regs  
 14 cylinders

#### **Weight belts**

Could I remind all the instructors that there will only be weights belts with a couple of small weights on for the come and try's and NOT for open water dives. Divers going into open water should have their own basic weight belt and the necessary weights.

Paul will be selling weights to club members in future

The club has also purchased 10 new masks which are part of the come and try kit

I have been asked to modify the open water regulators to extend the exhaust deflectors. The XTX regulators have the option of longer exhaust deflectors. I have now fitted these

The kit room is now complete and up and running. I would like to thanks Rory, Ernie and everyone else who has helped over the past months.

Kevin Smyth as made a stainless steel grill for the kit room door to finish it all off

At the moment the only people with access are

Myself, Rory, Reg (for the boat kit), Paul Compton and Ewa as she is now helping me.

Kit hire

I will be reinstating the kit hire charges for open water kit as 01 Jan 2009. Now I can hopefully control the hiring easier than before. The charges will be as follows

£5 per item per hire so a regulator + BCD + 2 cylinders is £20

NEW MEMBERS RECEIVING OCEAN DIVER TRAINING IN THE POOL / OPEN WATER	FREE
INSTRUCTORS TRAINING ANY GRADE OF DIVER BOTH POOL AND OPEN WATER	FREE
ANY COMMITTEE MEMBER USING CLUB KIT EITHER POOL OR OPEN WATER IF AVAILABLE	FREE
ANYONE ELSE EITHER RECEIVING TRAINING OR PLEASURE DIVING OPEN WATER	£5 per item
Club kit can be used by anyone who is suitable qualified on a Wednesday evening as long as it is available	FREE

Kit is only for the use of FULL DIVING MEMBERS OF SASAC and not for friends / partners etc.

Kit is be returned clean / washed

Any faults arising during its use must be reported to the equipment officer as soon as possible so that effect repairs can be made

All kit on loan / hire from SASAC will be the responsibility of the person who signs for it. Any losses or damage apart from fair wear and tear will be charged to the person responsible for that kit.

A loan period will be from a **Wednesday to a Wednesday** and will be charged at currently £5 per piece of kit.

All kit must be returned before the start of the pool session time so it can be used for training, unless agreed in advance.

It is the responsibility of the person signing for the kit to ensure its serviceability before leaving the clubhouse.

Regards

Alan Mawford

## Boat

There is nothing to report.

I cannot attend the meeting.

Reg

## **Premises Officer's Report**

See minutes.

## **Bar Manager's Report**

### General

The non-diving season is going well in terms of bar sales, with a number of 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 40<sup>th</sup> party, it has now been ensured that we never have more cash overnight on premises than is covered by insurance.

### Guinness

Kegged Draft Guinness will no longer be on general sale. It will be available in cans. Requests to make it available for particular events will be considered.

## **Social Secretary's Report**

1. Need a big push on the Xmas Party Dec 20th - tell all your friends.
2. Still concerned about ability to switch on heating for events.

Forthcoming events:

- Monday keep fit continues
- Steve Gore's Tae Kwan Do party on Sat Dec 13th (all welcome, bar staff needed)
- Xmas Party Sat Dec 20th
- Private booking Wed Dec 24th daytime (1st birthday, no bar)
- Nadine and Rory party Sat Jan 10th
- UK Waters Photo Talk by Pete Tatton Fri Jan 28th
- We have dates for BSAC skills courses and Alan Mawford's Equipment course in January/Feb
- Felicity's Opera Party Sat Feb 14th
- Dinner Dance Sat March 7th

**Webmaster's Report**

None received.

**PR Officer's Report**

You should have all received the approved version of the radio ad that is going out on Radio Verulam

This will commence on Jan 1st for one month - 5 slots a day - target audience St Albans and surrounding area (5 mile radius). 40,000 listeners

All for £99

Timed to coincide with people's new year resolutions and desire to work off excess turkey!!

If the number that has been given on the add still is linked to Paul's home - pls be aware of potential calls coming thru

Simon New

**Mutual Fund Report**

None received