



## **LUNESDALE SUB AQUA CLUB 0138**

### **AGM MINUTES 2017**

Meeting held at Clarendon hotel at 19:00 on 24th February 2017

#### **1. Chairman's welcome**

Barrie welcomed those to the opening of Lunesdale Sub Aqua Clubs 2017 AGM and asked those present to take a few minutes to read the previous years minutes. He thanked the committee for their work over the past 12 months.

#### **Members Present:**

There were 14 fully paid up members of the club in attendance. (B Cowell, F Cowell, G Robson, R Whittaker, M Whittaker, R Hewitt, J Reddell, P Reddell, D Hemsley, I Hunter, D Willan, A Willan, W Adams & S Dickson).

#### **2. Apologies**

J Henshaw & S King

#### **3. Previous Minutes**

The previous minutes were proposed by Dot Hemsley & seconded by Ian Hunter.

#### **4. Matters Arising from 2016 AGM:**

There were no matters arising from the 2016 AGM.

#### **5. Club Officers Report**

##### **Chairman's report**

Thanked the committee for 2016 lots of work go on in the background to make the club run. He thanked the training team for their efforts over the last 12 months and also to Stephen Grice for assisting with dive progression dives.

The awards were presented to Debbie Willan for Trainee of the year; William Adams for Diver of the Year; Rob Hewitt won the Chairman's Award for all his hard work on maintaining the club RIB & equipment. Barrie Cowell won the Diligent diver award an award for the person, who in the Dive Officer's opinion, does that something to make a difference on a dive.

Going forward to 2017, it looks very good being the clubs busiest ever with 7 trips already planned, with all the usual weekend / midweek and socials. A weeks trip for 2018 has already been organised. People need to keep their eye on the website as trips will be notified on it in advance of being opened up to book on. The RIB can really only hold 6 people so this year we are running consecutive weekends at Loch Fyne leaving the RIB, for future that may extend to 3 weekends running. Trips take a lot of organising and it means a commitment to those going on it, there are costs involved if cancelling. Members are slow to put their names on dives, which does not help the organiser.

It is important to dive regular, as this is a serious activity, you need to be confident in the depth you are diving and being able to deal with problems that can arise. Regular diving improves breathing extending the dive time for you & your buddy.

##### **Vice Chair**

No report.

### Diving Officer

We logged 100 dives in 2016, with 53 being local to the area, understandable really. There were 15 training dives, 13 trips and 19 RIB dives. The diving has to be appropriate for what members have been undertaking.

Reminder to all Dive Managers that the dive logs **have to be completed** as in the event of an accident / incident that is one of the first things looked into by the authorities for information. This needs to be encouraged to be done at the time of the dive. The comments should be completed as these can be used to identify any trends needing intervention. We had one member suffer a broken ankle on a dive.

For 2017, the dive logs have been amended to be more easy to complete, the pre-dive brief should be appropriate for the conditions and on completion any issues to be recorded in the comments.

We are looking to do some Ocean Diver training in 2017 contact Rob W if you know of anyone interested, packs are available from him also.

### Secretary

The main area for me this year was to review the changes to the BSAC welfare of vulnerable policy (Buddyguard) and how that impacts on Lunesdale. I'd like to thank Jenny Reddell for her help with that and taking over the Club Welfare Officer role. The 2 main changes that we can see;

- Criminal Records Bureau check has now become Disclosure and Barring System (DBS).
- Only those in a regulated activity, working with children, now require DBS clearance.

To that end I've amended Bye-Law 4 (iv) to comply with the BSAC policy and with an appendix for BSAC's definition of a "Regulated Activity".

I've not been notified of any changes from the members as required in the Bye-Laws and therefore there are none being made only a piece on depth progression in the members handbook.

### Treasurer & Membership Secretary report

The accounts are detailed in Appendix 1. The balance as at the end of 2016 was £3447.46 so financially in a healthy position. Rob H will cover the outgoings for the RIB later, the income from levies etc was up on 2015. There are still monies for training held by BSAC (£370) which is available should anyone require it from the Sports Council grant. We paid £1480 to BSAC for training during 2016 for Theory Instructor, Practical Instructor, Advanced Instructor do we're in a good position with that. Club expenditure was down (+ve) and this is due mainly to the servicing of the RIB which is a 2 year cycle so this is understood why we did not spend as much on the RIB.

We currently have 39 diving members and 1 social. Membership income was £1855.

We have a healthy balance, which is looking good. Recommend the club fees remain at £50 (Inc. MSC fees) for full diving members, £35 for Junior members and £30 for social members. We need to look at why people leave the club to understand the reasons for it and what we can do.

### Boat Officer

Following on from last year we have continued to improve the condition of the RIB to support our diving activities. We have replaced corroding/seized rollers on the trailer. Replaced out of date flares, replaced trailer light board with improved LED lights (no more failed lamps!). We have replaced propeller, painter line and also replaced the boat cover.

There were a couple of emergent repairs:

- Brake lining collapsed, seizing up the rear trailer wheel and needed replacing
- Steering ram seized, required freeing off (hence included in 2017 service)
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Expenditure / Income for the RIB was;

- Routine costs (insurance, Rib Storage) - £390
- Repairs /improvements - £706
- Income (Rib Levy, Remainder of Fuel Money, Windermere Swim, etc) - £760
- Cost to the club for 2016 was £336 (in line with 2015 @£320)
- **Cost PER MEMBER for the year is £8.85**

A small cost to ensure we have the opportunity to dive sites that other clubs cannot reach. Makes weekend trips more affordable!

Expenditure / Income for the equipment was;  
Routine costs (servicing) - £243  
Purchases (1<sup>st</sup> aid kit / O2)- £96  
Income (Equip use / Sale of equipment) - £90  
Cost to the club for 2016 was £248.94

- **Cost PER MEMBER for the year is £6.65**
- This allows us to support our newer members through training
- Provides extra cylinders for club members on remote dives
- Club spares (ie regs) to support trips away (Ireland)

A full service of the engine and steering mechanism is planned for 2017.

### **General Committee**

JR – Have undertaken the role of Club Welfare contacting BSAC over the changes to WoV. There have been no real issues to take to the committee from members.

FC – Most of the undertakings this year have been dealing with the club awards nights & social events.

### **6. Vote Tellers**

Rob H & Rob Wh were appointed as vote tellers

### **7. Membership rates for 2017/18**

Proposal to retain the club fees at £50 (including £10 towards Yacht Club membership it may need to be increased following MSC AGM.) for Diving Members £35 for Junior Diving Members & £30 for Social Members. **Carried unanimously**

### **8. Proposed rule changes**

#### **Rule 22. Amendment**

- (ii) Notwithstanding anything to the contrary contained in these Bye-laws, no amendment may be made to this Bye-law or to Bye-laws 2, 7, 21 and 23 unless prior to the meeting at which such amendment is proposed an Officer or the Chief Executive of the British Sub-Aqua Club shall have notified the Branch in writing of the British Sub-Aqua Club's approval of the subject and text thereof.

#### **Rule 23. British Sub-Aqua Club Rules**

- These Bye-laws are made in compliance with Article 85 of the Articles of Association of the British Sub-Aqua Club, shall be subject to the provisions and requirements of that Rule, and shall only be valid to the extent that they are not in conflict with the said provisions and requirements or with those of the Articles of Association of the British Sub-Aqua Club.

### **9. Welfare of Vulnerable People**

Briefed the changes to the BSAC policy regarding WoV, the Buddyguard scheme and those eligible for an enhanced DBS check, namely;

- **a) All Full Instructors (Those who have attended the ITC/IFC and wish to act as instructors within the branch)**
- **b) The Club Welfare Officer**
- **c) Both**

The options were put to the meeting and it was **Carried unanimously** that both Full Instructors & the Club Welfare Officer were required to have DBS clearance in the event of training Children.

### **10. Continued Social Membership of Morecambe Sailing Club**

To continue the social membership of MSC, for a period of 12 months. **Carried unanimously**

### **11. Appointment of Dive Committee for 2017/18**

At this point the committee stood done and voting took place for the election of the dive committee for 2017/18. As not all positions were filled we may look to the members in assisting the committee as required.

Chair	Barrie Cowell	Proposed by committee continuing in role.	Elected unopposed
Vice Chair	Graeme Robson	Proposed by the committee	Elected unopposed
Dive Officer	Rob Whittaker	Proposed by committee continuing in role.	Elected unopposed
Secretary	Rob Hewitt	Proposed by the committee	Elected unopposed
Treasurer & Membership	Marie Whittaker	Proposed by committee continuing in role.	Elected unopposed
Training	Not filled		
Boat / Eqpt Officer	Not filled		
Comms	Not filled		
Social Secretary / General Member	Freda Cowell	Proposed by committee continuing in role.	Elected unopposed
Gen Member / Club Welfare Officer	Jenny Reddell	Proposed by committee continuing in role.	Elected unopposed

### **12. Cheque Signatories**

It was agreed to continue on with authorised signatories being any 2 from the Chairman, Treasurer or Secretary.

### **13. Election of auditors to examine the accounts for 2016**

Freda Cowell & Lesley Robson were selected to be auditors (1 member & 1 non-member)

### **14. Club Charter**

The club charter for 2016 was reviewed at the meeting. The charter was a working document giving the committee a direction and focus for the benefit of the members with clear expectations and agreed actions. This was reviewed at the 2017 AGM we were measured on how the club performed. It was very satisfying to see that almost the entire aims were met and it was agreed to carry on with this for 2017 when once agreed it would be sent to members.

### **15. AOB**

Dot Hemsley asked about having a club pool night during the winter months, this was discussed at the last committee meeting and will be looked into at the next committee meeting with the possibility of sharing use with another local BSAC branch.

There was also a question of having a club night, as we are all social members of Morecambe Sailing Club it seems reasonable that a Friday night when the clubhouse is open would seem appropriate.

There was no other business and the meeting ended at 21:30

Appendix 1  
Treasurer Accounts

Month	TOTAL INCOME	Membership	Boat	Training	Equipment	Social	Other	TOTAL EXPENDITURE	Boat regular	Boat repair/renewal	Equipment	Training	Grant	Social	Other	BALANCE
																<b>3108.76</b>
Jan-16	29	9			20			415.49		66.9	199.99	19			129.6	2722.27
Feb-16	140	100			40			381.34	272.05		31.95				77.34	2480.93
Mar-16	150	150						367.38		278	43				46.38	2263.55
Apr-16	1209	879	60			270		172.85		44.5	64	19		29.76	15.59	3299.7
May-16	219	109	110					80							80	3438.7
Jun-16	9	9						62.35							62.35	3385.35
Jul-16	159	159						662.97	117.8	155.17				390		2881.38
Aug-16	109	109						0								2990.38
Sep-16	283.3	109	144.3		30			176.57		161.57					15	3097.11
Oct-16	429	119	310					342						250	92	3184.11
Nov-16	14	14						0								3198.11
Dec-16	249.35	114	135.35					0								3447.46
<b>TOTALS 2016</b>	<b>2999.65</b>	<b>1880</b>	<b>759.65</b>	<b>0</b>	<b>90</b>	<b>270</b>	<b>0</b>	<b>2660.95</b>	389.85	706.14	338.94	38	0	669.8	518.3	<b>3447.46</b>
<b>TOTALS 2015</b>	<b>5728.65</b>	1955	971.65	1274.5	400	1124	3.5	<b>10160.91</b>	378.43	1325.79	281.13	1094.5	4977.5	1714	389.6	<b>3108.76</b>