



**KENDAL & LAKES BRANCH (0546)
ANNUAL GENERAL MEETING – 8 January 2013
KENDAL LEISURE CENTRE - 8.00 PM**

Presiding:

- Chairman: Mark Littlewood (ML)
- Diving Officer: Paul Fry (PF)
- Treasurer / Membership Secretary: John Denman
- Secretary: Lucy Rutherford

Minutes of Meeting

29 members out of a total club membership of 47 were in attendance.

1. Minutes and matters arising from the AGM held 20 December 2011

There were no matters arising. Brian Loader proposed the minutes as a true and accurate record of the meeting, this was seconded by Liz Skinner and the minutes were duly approved.

2. Chairman's address

Welcome members and officers to this Annual General Meeting. Thank you for turning out tonight, it's always a bit of a chore on a dark miserable winters evening.

The last year has not been easy for anyone but it is reassuring that we have maintained membership levels throughout the difficult financial times. We have continued to train new members and we have welcomed new members who have trained with other agencies or other BSAC branches.

We have achieved the milestone of a 40 year anniversary and celebrated it in style. Our Friday evening celebration at Capernwray was memorable, the photo call, the diving and the barbecue. The other big celebration, the Dinner, was a tremendous evening. It was fantastic that we had so many current members there, which is often difficult for a regular Christmas party. It was also gratifying as one of the organisers to host so many past members particularly founder members. I have not had a single detrimental comment about the dinner which let's face it didn't exactly go according to plan due to our Guest Speakers other engagement.

I must thank the various officers of the club who have performed sterling work over the past 12 months. Paul Fry's motivation as Diving Officer has been tremendous. John Denman, our Treasurer has done a great job and we were saddened by the fact that John decided not to renew his membership last September, however he has continued to look after our financial affairs until we are able to appoint or elect his successor.

Mark proposed as vote of thanks to John Denman for his efforts as treasurer and membership secretary over the last 3 years. This was supported by the meeting.

In that vane I would like to thank John Thompson (Eloise's dad) for coming forward and offering to take over the duties of Treasurer. Lucy has continued to act as Secretary, Gary has co-ordinated Try-Dives and Naomi has been Welfare Officer for the past year, definitely looking after our welfare with cakes, mince pies etc. Not the official part of the job description but definitely appreciated. All these people have continued to perform their roles in an enthusiastic and professional way. Thank you. My opinion is that the Committee has functioned well and



although Sean Taylor also decided not to renew we co-opted David Fisher on to the Committee in October and I would like to thank all the Committee for their efforts this year. When I have been Chairman in the past I have always singled out the Equipment officer for special thanks and tonight is no exception, although I know that Brian has had lots of consultations with Paul, Gary, Sean Taylor and David Mason amongst others during the installation of the new Nitrox system. So thanks to everyone who has been involved with the acquisition, installation and maintenance of all the club's equipment.

Thanks to Gary for acting as unofficial Press Officer, I am sure everyone will agree that the publicity we have achieved, particularly in the diving press has done our cause no damage at all in maintaining our profile in the community but also in keeping our membership levels up. The press releases wouldn't have had as much impact without such quality photographs which were included, so thanks to the photographers as well.

Some of those press releases related to the Anniversary celebrations and I must thank Brian and Gordon for their work organising the dinner. It's not been an easy year for Gordon but he has continued to throw himself into Diver training with enthusiasm doing a significant amount of Theory for Ocean Diver and Sport Diver trainees. We should wish Gordon a continued successful recovery and hope to get him back in the water soon.

I'm quite sure Paul will praise our pool of instructors who have continued to deliver quality instruction but I would also like to thank them. I was particularly reminded of this a few days ago when I received a new qualification card myself for the AED course, which just goes to show that no matter how long you have been diving there's always something new to learn and we should all consider that our diving education is never totally complete.

I know that Paul will also thank the Dive managers, compressor operators and Trip organizers but we mustn't forget the people who have organized social events, Pizza night, Christmas Eve pub crawl and Barbecues etc. Thanks you.

The Pizza night followed the Steam Gathering and this continues to be our most important fund raiser, so thanks to those who helped out and please, if you haven't helped in the past, come along this year, the more the merrier and the more the easier it is as well.

Paul has continued to look after the Website, but I know it is onerous for him to find the time to keep it up to date and the content refreshing, so if anyone would like to help, I am sure he would be delighted to show someone the ropes.

Earlier I mentioned photographers, I particularly like it when on a Sunday evening I get an email with a photograph of myself attached and always think, I don't remember the viz being that good. So please continue to circulate your piccies, it all helps to keep everyone's interest and motivation high. If you are able to download your photo's, email them to other people and put them up on your facebook, I'm pretty sure it wouldn't be a massive step to looking after the club website.

I mentioned Naomi earlier for the confectionery but other people have helped to increase our cholesterol levels, particularly Caroline Peet. But thanks to anyone who has turned up at a dive with a few goodies and handed them round, it all helps maintain the camaraderie of the club.

So, that's pretty much what we have done over the past 12 months, what are we going to look forward to over the next year. I mentioned at the start the economic factors which affect all of us and personally I haven't been on a trip for nearly 3



years for that reason, so I would like to see us diving in more diverse places close to home.

It's a long time since we dived in Haweswater, Ullswater or Thirlmere. I'm sure other people have aspirations to try new sites but we can't expect the same people to organise all the dives. If you are unsure about how to organise a trip yourself, just ask one of the more experienced people to help you.

Non-diving activities for the next year: Naomi has organised a night at the climbing wall in Kendal. I believe it's possible to have a go at rifle shooting at the Gun Club on Parkside Road and if sufficient people are interested I will make enquiries to sort that out. I think we'll need about ten.

To conclude the 40th year of Kendal and Lakes Dive Club has been a truly memorable one. Diving and Social have both been good but best of all is the camaraderie of the members. Everybody gets on with everyone else and everyone will lend a hand if needed.

Good Luck and Safe Diving to all of you.

3. Treasurer and Membership Secretary Report

3.1 Review of the year to 31st August 2012

The Club generated a surplus of £1741 over the year. The Club's financial experience for the year are summarised in the following table. A more detailed analysis of the Profit and Loss Account is given in Appendix 1.

Profit and Loss Account	Actual Year Aug-11 £	Actual Year Aug-12 £	Change £	Change %
Income	8187	19376	11189	137
Expenditure	-8212	-17635	-9424	115
Surplus/(Deficit)	-25	1741	1765	

Balance Sheet	31 Aug 2011 £	Move £	31 Aug 2012 £
Deposit Account	12427	173	12600
Current Account	2089	2695	4784
Cash	14516	2869	17384
Debtors	-1224	2259	1035
Creditors	1517	-3387	-1870
Working capital	293	-1128	-835
Net assets	14808	1741	16549

Surplus/(Deficit) for YTD		1741	1741
Surplus/(Deficit) at previous year end	14809	0	14809
Net assets	14809	1741	16549

Income

1. The Club ended the year with 60 members compared to 55 in 2010/11.



2. Branch membership subscriptions were £3448 compared to £2960 in the previous year, up £488(16%).
3. BSAC membership subscriptions were £1966 compared to £2053 in the previous year, down £87 (40%) as more members chose to pay by Direct Debit.
4. Training fees were £2290, up £300 (15%) on 2010/11.
5. Donations included the £10,000 grant from Sport England.
6. £920 was collected from Fundraising Events, £317 less than in the previous year. This included £800 raised from gate-keeping duties at the Steam Fair.
7. The income from the attendance at the Steam fair represented 46% of the Club's surplus in the year.

Sport England Grant

	<u>Supplier</u>	<u>Equipment</u>	£	£
1	Simulaid	Mannikin		1044.00
2	Zoll	AED	42.01	
			<u>1955.93</u>	1997.94
3	LMNT	King Blender		2936.53
4	BLDS	Helium analyser		545.00
5	Gas Diving	Midi Booster		3180.00
				Accrued at year end
				<u>9703.47</u>
	Grant received			<u>10000.00</u>
	Sum yet to be spent			296.53

Expenditure

1. Kit and Repair costs were £10,508, which included spend of £9,703 relating to equipment purchase funded by the Sport England grant.
2. Insurance costs rose by 14% to £1237.
3. Pool hire costs were £1627, down £728 on the previous year. This was a one-off saving that will not be repeated in 12/13. This saving another major contributor to the surplus in the year.

Balance Sheet

1. Cash funds increased by £2869 as a consequence of the £1741 surplus and the movement of £1128 in working capital.
2. Debtors at 31st August 2012 totalled £1035, which included £800 due from the Steam Fair.
3. Creditors at 31st August 2012 totalled minus £1870, which included pool hire fees of £1749 paid in advance.

3.2 Current projection for the year to 31st August 2013

At the current date the Club is forecast to generate a deficit of £1483 in the year. A more detailed analysis of the Profit and Loss Account is given in Appendix 2.

Profit and Loss Account	Actual Year Aug-12 £	Forecast Year Aug-13 £	Change £	Change %
Income	19375.87	5152.41	14223.46	-73
Expenditure	17635.32	-6635.59	10999.73	-62
Surplus/(Deficit)	1740.55	-1483.18	-3223.73	

Balance Sheet	31 Aug 2012 £	Move £	Current date £
Deposit Account	12600.38	157.50	12757.88
Current Account	4783.96	-797.10	3986.86
Cash	17384.34	-639.60	16744.74
Petty cash	107.91	29.18	137.09
Debtors	1035.00	-1035.00	0.00
Creditors	-1978.01	162.24	-1815.77
Working capital	-835.10	-843.58	-1678.68
Net assets	16549.24	-1483.18	15066.06
Surplus/(Deficit) for YTD		-1483.18	-1483.18
Surplus/(Deficit) at previous year end	16549.24	0.00	16549.24
Net assets	16549.24	-1483.18	15066.06

Income

- To date the Club has 47 members compared to 49 in the prior year. The current membership is listed in Appendix 3.
- Branch membership subscriptions for the year to date are £2631 compared to £3447 in the previous year, down £817 (24%).
- BSAC membership subscriptions for the year to date are £1601 compared to £1965 in the previous year, down £364 (19%) as more members chose to pay by Direct Debit.
- Training fees to date are £300 compared to £2290, down £1990.
- The forecast for year to August 2013 includes no revenue from the July 2013 Steam Fair.

Expenditure

- Pool hire costs are estimated to be £1998, up £371 on 2011/12.

Balance Sheet

- Creditors at 31st August 2013 represent the current estimate of future unpaid expenditure in 2012/13.



With the decline in membership subscriptions and training fees the importance in revenue collect from Fundraising Events is evident. This is particularly so of the Steam Fair in particular which raised £800 in 2011/12.

4. Diving Officer Report

Introduction

Was that a year, it hardly seems like yesterday when I was privileged to be voted in as Dive Officer. What a hard act to follow with Gary having such a successful three year term of office.

Diving Review

We have suffered the second wettest year on record and despite this have managed to have a good years diving. There have over 1300 dives which is down on 2011. The club has had trips to Farnes, St Abbs, Mull and Ireland. With the regular local dives at Capernwray, bailiff Wood, Devils Bridge, Windermere, Hodge Close, and Crummock.

Capernwray being the most dived site and the best attended. The best attended being the 40th Birthday dive in September which saw divers with glow sticks and DSMB's deployed , it was quite a site.

There have been no incidents during 2012 although some divers have been "sailing close to the wind". Low air on exit, buddies not sticking together and solo diving being the major offenders. We must remove these practises and increase our levels of safety and care.

In March Tim Walker and I will be running a skills review weekend at Capernwray to provide referrers to all divers who want it. We will look a kit, its configuration and skills (AS, BDL, rescue skills and DSMB deployment)

Training

As ever training has formed a significant element of the years efforts for the club and the instructors, all of whom I am grateful too for their time and commitment to promote greater learning in the club.

The BSAC Skill Development Courses have featured heavily this year with Buoyancy & Trim being the most popular. Advanced Decompression Procedures being the next. These were the foundations for the four divers in the club who have qualified for the Trimix Mixed Gas Course.

My strategy is to continue offering a variety of SDC's to try and extend the knowledge and skills within the club to encourage more varied diving and increase the safety for all our divers.

Equipment

The club, thanks to the grant aid has been able to purchase training manikin for Resuscitation and rescue training. An AED for diver rescue, which we have 15 trained operators.

The King blender has been installed and we have successfully blended Nitrox and Trimix. The huge benefit of the blender is that it extracts 95% of the oxygen from the bottles making the gas use 20-30% more efficient as well as allowing nitrox



mixes up to 40% to be delivered into standard tested cylinders negating the need for O2 clean bottles for the lower gas mixes.

The final addition has been the pump which allows higher % mixes of O2 and helium to be delivered from a an half and less full bottle. Particularly for Helium this maximises the usage of the contents and keeps the cost down.

The club has also participated in good PR exercises with Paul Rose and his litter picks. Which have been featured in local and regional press as well as national web and scuba magazines. The club has also featured in Scuba magazine for its 40th birthday and Trimix Training.

Awards

The Trainee of the Year Award was presented to Andrew Fletcher for perseverance and hard work in passing his Ocean Diver Exam overcoming some significant health issues to achieve it.

Lady Diver of the year was presented to Amber Cropley for her efforts in achieving Sport Diver qualification, and also assisting on club try dives and events as well as taking part in regular night dives.

Diver of The Year was presented to Gary Davis for his huge efforts in running social events, fund raising events and obtaining the grant for the club. Not to mention the completion of three years hard work in Dive Officer.

Future

It is my intention to continue to offer a wide variety of dives to the club members, providing both scenic and wreck diving as well as shallow and deep dives. During the year we will continue to offer SDC's, Sports, Dive Leader and Advanced Diver training. We will have four advanced divers training this year. I would like to thank all the instructors, dive marshals and trip organisers for their efforts during this year.

5. Election of club officers and committee members

The following Committee member is standing down.

- Treasurer / Membership Secretary – John Denman

One nomination has been received for this position John Thompson. Johns nomination was proposed by Mark Littlewood, seconded by Naomi Fisher and agreed by majority of club members.

The following Committee members sought re-election and were duly re-elected.

- Chairman- Mark Littlewood
- Diving Officer – Paul Fry
- Secretary - Lucy Rutherford
- Committee member 1 - Debbie Davis
- Committee member 2 - Russ Curwen
- Committee member 3 - Brian Loader
- Committee member 4 - Gary Davis
- Committee member 5 - David Fisher

Thus until the next AGM the Committee will comprise:

- Chairman – Mark Littlewood



- Diving Officer – Paul Fry
- Treasurer / Membership Secretary - John Thompson
- Secretary - Lucy Rutherford
- Committee member 1 - Debbie Davis
- Committee member 2 - Russ Curwen
- Committee member 3 - Brian Loader
- Committee member 4 - Gary Davis
- Committee member 5 - David Fisher

6. **Updates to Club Constitution**

The following updates to the club constitution were proposed.

Update Section 1 (ii): To include all club members must also be members of BSAC. This is a requirement of the BSAC constitution. In the past this would always be the case as both club and BSAC subscriptions were made together. However as now BSAC fees can be made directly to BSAC, it was felt that this requirement should be included within the constitution.

This updated was proposed by Lucy Rutherford, seconded by Paul Fry and agreed by the majority of club members.

Update Section 4 (i): To remove or more than 5. No maximum number of committee members is required by BSAC, it is therefore proposed to remove this requirement to give the club greater flexibility.

This updated was proposed by Lucy Rutherford, seconded by Mark Littlewood and agreed by the majority of club members.

Update Section 5 (i): To include committee members must be club members. It is felt that this is an assumption within the current constitution, but not stated formally it is therefore proposed to update the constitution include this requirement.

Gary Davis raised the issue that John Thompson who had just been appointed as Club Treasurer and Membership Secretary is not a club member. And this proposal would prevent him taking up this appointment. It was proposed by Lucy Rutherford that the club could pay for John Thompson to become an associate member of both BSAC and the branch, to meet the requirements of the updated constitution. This updated was proposed by Lucy Rutherford, seconded by Mark Littlewood and agreed by the majority of club members.

7. **AOB**

Adoption of BSAC Welfare Policy

The BSAC Safeguarding Policies and Guidelines can be found from links on the following website.

<http://www.bsac.com/page.asp?section=1307§ionTitle=BSAC+%2D+Welfare+of+the+Vulnerable+People>

The meeting agreed to formally adopt the BSAC Safeguarding Policy; this was proposed by Mark Littlewood and seconded by Dave Mason.

A query was raised by Andrew Fletcher on how we meet safeguarding requirements. It was stated during the meeting that in general we didn't have



significant numbers of children or vulnerable adults within the club. But that when we deal with children or vulnerable adults we follow the guidance given by BSAC. A further question was then raised by Andrew Fletcher on what support would be given to a club member against which an accusation was made. **Action:** Paul Fry agreed to contact BSAC Headquarters to request further information on this matter.

Present:

P Coates, S Constance, C Constance, M Cropley, A Cropley, R Curwen, T Curwen, G Davis, D Davis, J Denman, A Donald, N Fisher, D Fisher, A Fletcher, G Fletcher, P Fry, R Gibbon, J Greener, D Holmes, A Kent, M Littlewood, B Loader, D Mason, S Mitchell, T Peet, C Peet, L Rutherford, E Skinner, D Skinner, J Thompson and M Thomson.

Apologies:

L Hodgkinson, T Hubbard, B Hubbard and L Singleton.

Appendix 1

	Actual Year Aug-11 £	Actual Year Aug-12 £	Change £	Change %
Income				
BSAC	2053	1966	-87	-4
Membership fees	2960	3448	488	16
Training	1990	2290	300	15
Air/Compressor	0	210	210	
Nitrox	-1	214	215	
Try Dives	80	110	30	
Donations	0	10020	10020	
Fundraising Events	1237	920	-317	
Kit Hire	0	16	16	
Interest Received	2	178	176	
Miscellaneous	-134	5	139	
			0	
Income	8187	19376	11189	137
Expenditure				
BSAC Membership	2053	1625	-428	
BSAC Shop	870	0	-870	
Instructor Rebates	400	510	110	
Training	144	1039	895	
Nitrox	0	9	9	
Insurance	1085	1237	152	
Rates/Rent	576	639	63	
Pool	2355	1627	-728	
Kit, repairs, etc	158	10508	10350	
Oxygen	206	235	29	
Admin	0	74	74	
Fundraising Events	365	131	-235	
Donations	0	0	0	
Petty cash	-1	0	1	
Miscellaneous			0	
Expenditure	8212	17635	9424	115
Surplus/(Deficit)	-25	1741	1765	-7181

Appendix 2

	Actual Year Aug-12 £	Forecast Year Aug-13 £	Change £	Change %
Income				
BSAC	1965.50	1601.00	-364.50	-19
Membership fees	3447.50	2631.00	-816.50	-24
Training	2290.00	300.00	-1990.00	
Air/Compressor	210.00	170.00	-40.00	
Nitrox	214.00	0.00	-214.00	
Try Dives	110.00	170.00	60.00	
			-	
Donations	10020.00	0.00	10020.00	
Fundraising Events	920.00	122.91	-797.09	
Kit Hire	15.50	0.00	-15.50	
Compressor Fund	0.00	0.00	0.00	
Interest Received	178.37	157.50	-20.87	
Miscellaneous	5.00	0.00	-5.00	
			0.00	
			-	
Income	19375.87	5152.41	14223.46	-73
Expenditure				
BSAC Membership	1624.50	1601.00	-23.50	
Instructor Rebates	510.00	0.00	-510.00	
Training	1039.35	587.70	-451.65	
Nitrox	9.00	0.00	-9.00	
Insurance	1237.27	1338.53	101.26	
Rates/Rent	638.90	550.31	-88.59	
Pool	1627.40	1998.50	371.10	
			-	
Kit, repairs, etc	10508.41	256.06	10252.35	
Air/#Oxygen	235.40	257.35	21.95	
Admin	74.31	46.14	-28.17	
Fundraising Events	130.78	0.00	-130.78	
Donations	0.00	0.00	0.00	
Petty cash	0.00	0.00	0.00	
Miscellaneous	0.00		0.00	
			-	
Expenditure	17635.32	6635.59	10999.73	-62
Surplus/(Deficit)	1740.55	-1483.18	-3223.73	-185

Appendix 3: Kendal and Lakes SAC membership as at 8th January 2013

		<u>Instructor</u>	<u>Committee members</u>
Sandra	Constance		
Chris	Constance		
Matt	Cropley		
Amber	Cropley		
Russell	Curwen	Assist. Diving	Committee member
Terence	Curwen		
Gary	Davis	Open Water	Try Dive Co-ordinator
Deborah	Davis	Open Water	Committee member
Alexander	Donald	Open Water	
David	Durnford		
Christopher	Edmondson		
Naomi	Fisher		Welfare Officer
David	Fisher		Committee member
Andrew	Fletcher		
George	Fletcher		
Paul	Fry	Open Water	Diving Officer
Russell	Gibbon		
John	Greener		
David	Harvey		
Reanne	Harvey		
Olivia	Harvey		
Lorna	Hodgkinson		
Daniel	Howarth		
Toby	Hubbard		
Rebecca	Hubbard		
Paul	Jackson	Assist. Diving	
Andrew	Kent	Open Water	
Mark	Littlewood	Open Water	Chairman
Brian	Loader	Advanced	Equipment Officer
Dave	Mason	Open Water	
Stephen	Mitchell		
Terry	Peet		
Caroline	Peet		
John	Reddy		
Stephen	Richards	Open Water	
Lucy	Rutherford	Open Water	Club Secretary
Julia	Salisbury		
Lisa	Singleton		
Elizabeth	Skinner	Open Water	
David	Skinner	Open Water	
Eloise	Thompson		
Tim	Walker	Advanced	
Tiree	Withers		
David	Holmes		
Philip	Coates		
Mark	Thompson		
Andrew	Dixon		