



Kendal & Lakes Sub-Aqua Club (Branch 0546)
Minutes of Committee Meeting
Tuesday 30th March 2013 at The Ring O’Bells.

Present:

Mark Littlewood	Chairman
Paul Fry	Diving Officer
John Thompson	Treasurer
Lucy Rutherford	Club Secretary
Gary Davis	Try Dive Co-ordinator
Brian Loader	Equipment Officer
Naomi Fisher	Welfare Officer
Debbie Davis	Committee Member
Dave Fisher	Committee Member
Russ Curwen	Committee Member
Paul Jackson	Club Member

Item	Discussion
<p>1 Minutes of last meeting</p>	<p>The minutes of the previous committee meeting on the 26th February were read and approved with a minor update to Equipment Officers Report.</p>
<p>2 Matters arising from last meeting</p>	<p>Action: Paul to produce a costing for continued supply of helium. - ongoing</p> <p>Action: Paul to update the diving standards to make it compulsory to have a written dive plan and redundant air supply for dives deeper than 35m and to make in compulsory to have a written dive plan for planed decompression dives. When this is complete Paul to update version of diving standards on the website. - ongoing</p> <p>Action: Paul to get 40th anniversary plaque etched. - ongoing</p> <p>Action: Paul Fry to updated nitrox log sheets to include a column for fills from the new panel. - ongoing</p> <p>Action: Paul Fry to put 40th anniversary certificate in display case with poster in the Leisure Centre. - ongoing</p> <p>Action: Committee member to think of ideas for new club awards. - ongoing</p> <p>Action: Lucy Rutherford to update committee details with BSAC and get updated Club Constitution signed off. Constitution updated, signed and copy placed on website and committee details updated with BSAC. Action Closed</p> <p>Action: Paul Fry agreed to contact BSAC Headquarters to request further information on what support would be given by BSAC to a member accused of abuse. – Paul has left Mary Tetley two messages relating to this issue. Action Ongoing.</p> <p>Action: Mark Littlewood to contact Capernwray to see if they would be interested in hosting an evening dive to support BSACs 60th Birthday. Mark to also arrange contact with other local branches to arrange a suitable date for the event. ML has contacted Capernwray but not other branches for a 60th Anniversary Dive Evening. See AOB.</p> <p>Action: Mark Littlewood to contact Ian Pennington to discuss club holding a fundraising event for Alice Escapes. See AOB</p> <p>Action: All committee members to think of potential events which could celebrate BSAC 60th anniversary and raise funds for Alice Escapes. See AOB.</p>

Item	Discussion
3 Secretaries Report	Nothing to report.
4 Treasurer's Report	<p>See Appendix 1 for current figures.</p> <p>Still waiting for an invoice for the hire of the pool for the next 12 month period.</p> <p>Current ocean diver trainees have only paid an initial £75 of training fees. The rest of there training fees (£75) are now due.</p>
5 Diving Officer's Report	<p>In summary there were 3 dives in February because of the weather.</p> <p>Advanced Diver Training, last lecture this week.</p> <p>Ocean Diver training – Pool training should be complete tonight. Claire seems unlikely to continue training. A deep pool session for the ocean divers was discussed. Mark Littlewood to contact Sedburgh pool to see if we can hire their pool for a deep pool session.</p> <p>Sports Diver training continuing. Lucy Rutherford will try and get Tiree, Olivia and Eloise in the pool before end of April. Lisa to finish sports diver theory next week, Olivia and Tiree have completed lectures.</p> <p>Motor Boat Club have asked if we can provide rescue diver support, Paul has contacted them with regard to liability insurance.</p> <p>Debris Dive – Paul Rose looking for volunteers to wash rubbish on Thursday morning.</p>
6 Equipment Officer's report	<p>There is a Buddy BC feed missing.</p> <p>Case for the Helium analyser to be purchased.</p> <p>When weather warms up a day will be selected to clear out compressor house. In parallel we need to plan how to reorganise movement of compressor equipment and look at moving O2 and He bottles into the grey shed.</p>
7 Try Dive Co-ordinator's report	Gary to contact groups who have previously dived with us to see if they would like to come for a try dive before the end of April.
8 Welfare Officers Report	Nothing to report.
9 Website	Nothing to report.
10 Social Events	Mark Littlewood to look at organising a night at rifle shooting range on Parkside Road.
11 AoB	<p>Checking of defibrillator. Naomi and Dave Fisher raised the issue that defibrillator should be routinely checked. Naomi to develop a check list for (defib., O2 kit and first aid kit) to be put up in the compressor house. This will then be checked on a routine basis by compressor operators. Defib unit to be brought along to club meeting on 2nd April, to allow club members to be trained in checking defib.</p> <p>Condition of O2 kit mask was discussed, this to be checked and a new mask purchased if needed.</p> <p>Annual defib refresher training. BSAC training for area coaches hasn't been carried out. Gary Davis to run a defib SDC for club members. Paul Fry hasn't</p>

Item	Discussion
	<p>heard anything back from BSAC on training card cost for defib SDC.</p> <p>Drysuit grant and kit hire. Gary got a drysuit quote from Otter which he has emailed out. A further option is that Otter would do a group discount. The potential to speak to Capernwray to see if they would offer club members a discount on kit hire. Long term kit hire was discussed and the issues associated with this were discussed.</p> <p>60th Anniversary. Mark has spoken to Capernwray who are keen. He has also spoken to Phoenix and Lunesdale who may be interested. A date of 14th June was selected for the event. Mark has spoken to Ian Pennington.</p> <p>Divesheets for night dives, should be being produced. Paul to reinforce this point.</p> <p>Paul Fry has an updated next of kin list.</p>
12 Next meeting	Ring of Bells, 7:15 pm 30 th April 2013
13 Summary of Actions Arising	<p>Action: Paul to produce a costing for continued supply of helium.</p> <p>Action: Paul to update the diving standards to make it compulsory to have a written dive plan and redundant air supply for dives deeper than 35m and to make in compulsory to have a written dive plan for planed decompression dives. When this is complete Paul to update version of diving standards on the website.</p> <p>Action: Paul to get 40th anniversary plaque etched.</p> <p>Action: Paul Fry to updated nitrox log sheets to include a column for fills from the new panel.</p> <p>Action: Paul Fry to put 40th anniversary certificate in display case with poster in the Leisure Centre.</p> <p>Action: Committee member to think of ideas for new club awards.</p> <p>Action: Paul Fry agreed to contact BSAC Headquarters to request further information on what support would be given by BSAC to a member accused of abuse.</p> <p>Action: Naomi Fisher to develop a check list for (defib., O2 kit and first aid kit) to be put up in the compressor house. Club members to be trained in checking of defib on 2nd March.</p> <p>Action: To check O2 kit mask and purchase a new mask if required.</p> <p>Action: All committee members to think of potential events which could celebrate BSAC 60th anniversary and raise funds for Alice Escapes.</p>

Appendix 1: Kendal and Lakes Accounts

Kendal and Lakes SAC

	Actual Year Aug-12 £	Forecast Year Aug-13 £	Change £	Change %
Income				
BSAC	1965.50	1769.67	-195.83	-10
Membership fees	3447.50	2946.33	-501.17	-15
Training	2290.00	1005.00	-1285.00	-56
Air/Compressor	210.00	225.00	15.00	
Nitrox	214.00	0.00	-214.00	-100
Try Dives	110.00	145.00	35.00	32
Donations	10020.00	50.00	-9970.00	
Fundraising Events	920.00	122.91	-797.09	-87
	0.00	0.00	0.00	
Kit Hire	15.50	0.00	-15.50	
Compressor Fund	0.00	0.00	0.00	#DIV/0!
Interest Received	178.37	157.50	-20.87	-12
Miscellaneous	5.00	78.38	73.38	1468
			0.00	
Income	19375.87	6499.79	-12876.08	-66
Expenditure				
BSAC Membership	1624.50	1805.67	181.17	11
	0.00	0.00	0.00	#DIV/0!
Instructor Rebates	510.00	0.00	-510.00	-100
Training	1039.35	667.68	-371.67	-36
Nitrox	9.00	0.00	-9.00	-100
Insurance	1237.27	2053.72	816.45	66
Rates/Rent	638.90	550.31	-88.59	-14
Pool	1627.40	1998.50	371.10	23
Kit, repairs, etc	10508.41	374.40	-10134.01	-96
Air/#Oxygen	235.40	287.17	51.77	22
Admin	74.31	46.14	-28.17	
Fundraising Events	130.78	0.00	-130.78	-100
Donations	0.00	0.00	0.00	
Petty cash	0.00	0.00	0.00	#DIV/0!
Miscellaneous	0.00	0.00	0.00	
Expenditure	17635.32	7783.59	-9851.73	-56
Surplus/(Deficit)	1740.55	-1283.80	-3024.35	-174

Profit and Loss Account	Actual Year Aug-12 £	Forecast Year Aug-13 £	Change £	Change %
Income	19375.87	6499.79	-12876.08	-66
Expenditure	-17635.32	-7783.59	9851.73	-56
Surplus/(Deficit)	<u>1740.55</u>	<u>-1283.80</u>	<u>-3024.35</u>	
Balance Sheet	31 Aug 2012 £	Move £	Current date £	
Deposit Account	12600.38	157.50	12757.88	
Current Account	4783.96	-792.86	3991.10	
Cash	<u>17384.34</u>	<u>-635.36</u>	<u>16748.98</u>	
Petty cash	107.91	79.18	187.09	
Debtors	1035.00	-1035.00	0.00	
Creditors	-1978.01	267.38	-1710.63	
Working capital	<u>-835.10</u>	<u>-688.44</u>	<u>-1523.54</u>	
Net assets	<u>16549.24</u>	<u>-1323.80</u>	<u>15225.44</u>	
Surplus/(Deficit) for YTD		-1283.80	-1283.80	
Surplus/(Deficit) at previous year end	16509.24	0.00	16509.24	
Net assets	<u>16509.24</u>	<u>-1283.80</u>	<u>15225.44</u>	