

## ULSAC Committee meeting for 23<sup>rd</sup> January 2008

### **Actions for Next Meeting:**

**Tom** continue working on Website with input from Jer, Steve, Dan

**Trip Planners** Please write up your trip reports

**Vicks** Send the trip accounting guidelines to Anjali

**Anjali** pass details of bad debtors to Dave and debt collectors; buy us a decent first aid kit for under 55 pounds.

**Dave** Check with Angela for details about the Summer Trip Award

**Bugs** Organise (with proper 50<sup>th</sup> anni. cttee.) an events planning meeting.

**Ali G** Find the logo from the old T-shirt that Marcus suggested revising.

**Next Meeting will be in ULU at 18:30 on 27<sup>th</sup> February**

### **Apologies for Absence:**

Dan, Rebecca, Susie, Jer, Michelle, Martin, Sarah, Alyn

### **Review of last meeting's minutes**

- We only owe 46 to Badgers, not 86.
- Dave was going to chase up the boat depreciation fund.

### **Website**

The website is getting updated as needed, so it's all good at the moment.

Tom is about to start using Dreamweaver to build the updated website

The website is now being looked after by a mini committee of Jer, Tom, Steve and Dan.

### **Trip Reports**

...need to be written up -could people do it please?

**Trip accounting guidelines** Vicks has written them and will send to Anjali.

### **Items for attention:**

#### **Bad debts**

We have collected 585.81 from bad debtors and we could feasibly collect another 460ish.

Helen Collie, John Gadnot (?), Andre each owe more than 100. Anjali is to pass emails onto Dave Pierce and a debt collector.

#### **Branch Direct Debit**

The pilot is ongoing, we might be able to start in July, I.e. pay branch subs straight to BSAC then BSC pays it back to us. This could slightly reduce the membership team's workload. Marcus is happy to help us get it sorted. Anjali has the packs on the way and will investigate

#### **Summer Trip Update**

The committee have met. There are 16 places available. Planing and logistics will be settled and advertised after E.T.

#### **Societies' Meeting report**

ULU have issued a new set of Budget forms his year based around excel. Dave will liase with the committee's various teams (Boat, training etc.) to find their requirements and devise a budget

#### **Societies Development Plan**

We need to write a description of our long-term plans for the club and how we plan to carry them out. Our plans need to be discussed in detail but will probably include 4 boat replacement

**Laurels Nominations** are open between 3<sup>rd</sup> and 28<sup>th</sup> March and will be combined with the Societies' Shield again.

**Convolution:**

**Dave** will ask Angela about the summer trip award

**Framework for Proxy Voting**

Fitz attended the Students' activity committee. They ratified our decision, and our constitutional amendment has been approved by ULU. The ULSAC committee has complete control over how to implement this.

Email voting is perceived as being insecure against fraud or manipulation, so can't be used. A postal vote would let us keep a hard copy of a voter's signature along with their membership number and completed ballot. Forms will only be given out on request – members will be strongly encouraged to attend the AGM to hear the candidates speak in person. Posting the forms to the addresses associated with voters' ULSAC membership would add security but take longer. An alternative would be to email the form and require each voter to phone the secretary and ask for a code unique to each member. This code is then written on the form before returning the completed ballot. Note that the code is in addition to the member's name, not a replacement.

Voting rights – We're not sure whether Honorary Life Members are allowed to vote for all positions at the AGM. The votes for president, treasurer and secretary might be reserved for students only. Fitz will check this. If the vote is restricted, we might want to swap to using ballot papers instead of a had vote. This would be slower but allow us to check each vote against membership status. This can be discussed after we've settled the question of voting rights.

**Location of boats in the coming year.**

Nick disagrees with Nathan's proposal to base the boats away from London, but as he wasn't at this meeting the discussion will have to be continued later.

Anjali researched the insurance requirements for storing the boats and has already sent it to the committee. Several conditions need to be met, e.g. keeping them in a secure fenced area.

**Logo**

Only 8 votes for the logos were received, split between 7 candidates. The overall winner can't be used because it's too similar to BSAC's copyrighted logo. The other designs are being looked at by a graphic designer. S/He is checking their design and flexibility, e.g. suitability for setting up a printing screen for branded clothes. We preferred the idea of making a fleece instead of a T-shirt: it's something different to mark the 50<sup>th</sup> year, and more suitable for a club who spend a lot of time in cold places! Ali G is expecting to hear back by the end of the week; the 50<sup>th</sup> anniversary committee will make the final decision.

**50<sup>th</sup> Anniversary Celebrations**

Michelle is currently looking at more watery locations for the annual dinner and trying to sort out some sort of discount.

Laura is making good headway in contacting old members.

Applications to city banks for sponsorship aren't going well. Only one reply so far, from KPMG

who wanted to wish us luck. How kind. Ali G will continue to send out sponsorship requests to lots of companies.

We need a dedicated meeting to discuss the actual events for the 50<sup>th</sup> year. Bugs volunteered to organise this.

Marcus and Zoe suggested reviving an old society T-shirt to sell to the old members. Ali G will try to find the logo from the old T-shirt (It's like the shirt with two divers in the 69 position, but more obscene). Even if the past members don't remember the T-shirt, it's sufficiently dirty that everyone will buy it anyway!

We should try to organise speakers and possibly some awards for the annual dinner. Awards could be serious or more off-beat (e.g. most creative use of VHF radio).

### **Treasurer**

In theory we have about 4,000 in the accounts, but this is mostly ET deposits which Vicks will need to spend soon. Our ULU Grant has 4,400 to be spent by July. Much of this is pre-allocated for the stuff we originally applied for: e.g. 2 regulators, 2 BC jackets and cylinders. These aren't our most urgent needs, but we can't use the money to buy anything else.

The full credit / debt list is coming, but Dave wants to collect all the big debts before paying out to our creditors. In a terrible stroke of luck, he forgot to show the list to the committee, who're basically a big group of creditors!

The MPV charges for ET need to be paid soon. The MCS (Marine Conservation Society?) and Badgers charity will be paid out of the credit / debt list, as the ULU account withdrawal form doesn't have an entry for Blood Money.

### **Diving Officer**

Hasn't been informed about recent activities, so no report to give. The DO should have been consulted about the PRM course: although the course didn't involve diving, it still involved members kitting up and getting into the water and therefore carried risks.

Incident reports from last year were not completed for forwarding to BSAC. In future we should make the requirement to complete the forms more explicit in the trip organisers' pack. It shouldn't be and currently isn't the DO's job to complete the forms alone. The trip organisers should do it with people involved in the incident, with input from the DO before submitting to BSAC. We should check whether the BSAC website has any suggestions on protocol, but BSAC's rules say that the procedures followed are ultimately at the discretion of the DO.

### **Training Officer**

Still about four million of the buggers. 57 people are currently signed up for ET, of whom nearly 30 are trainees and only 12 are instructors. We urgently need more instructor power. [ Heroes in a dry suit... Instructor power! ]. Additional dive leaders would also be really useful. We should have plenty of boaties.

The hostel has 36 beds available. We've booked an additional two 6-bed cabins a few minutes' drive outside Plymouth. These huts will mostly be used for people who aren't too heavily involved in the training, so all the trainees and probably all instructors will be kept at the hostel. That said, we need to make sure someone responsible is there to organise getting out in the mornings, getting to the hostel for group meals etc. The huts could also be used as a makeshift snorers' ghetto.

The total of 48 beds is currently fine, but we have no spares. If anyone else signs up we won't have

anywhere to put them. More of the 6-bed cabins are available, but filling up fast; we'd need to book them very soon. Otherwise we might have to resort to telling the OD trainees that sleeping outside in a borrowed drysuit is a traditional ULSAC initiation ritual. The fumes from some of the drysuits should help them sleep, at least.

Pool training is going well. 8-10 people have passed their OD assessments already, many others are near. A few trainees are still in early stages. They have time to catch up but not much margin for error.

We need volunteers to pay for ET stuff. We have 1425 in OD deposits so far, most of which has gone to the 900 hostel deposit.

We'll need 34 sets of regs and BCs; this is more than we actually have. All of these plus a few extra will need cylinders, which is also more than we actually have.

### **Advanced Training Officer**

...was absent, but the weekend training courses have gone well. The Personal Rescue Management Course went well with some award-winning acting from the casualties. Automated External Defibrillator and dive Planing and Management courses are soon and well subscribed.

### **Steve's Report:**

The water for the pasta is boiling, the bolognaise is bubbling. Motion to start cooking the pasta was voted on and carried.

### **Membership Secretary**

Everything is OK. We've had a surge of membership applications, though BSC are being slow processing them. This is probably because BSAC are moving offices. A few people need to be stalked for ULU numbers Vicks offered to badger people (that's a worrying verb when it comes from Vicks). We have about 70 members, but some of those use BSAC direct; we need to check whether they've also paid their ULSAC membership.

### **Equipment Officer**

Everything is under control. Richard needs to get a bit of information from other committee members but will sort this out after the meeting.

We've been given a set of diving kit which isn't in great condition damp and mouldy.

- Open water fins for small feet
- 3ml wetsuit with two masks and a snorkel
- Large Commando BC jacket with an old-style inflator. Rich says that even with his large hands he has trouble controlling its inflate and dump valves at the same time.
- A US Divers regulator, which needs a service.
- A triple gauge console.

We've also been given a set of fins by Vicks' dad. We considered naming them the Lees Bequest and marking them as such with a small brass plaque.

### **Boat Officer**

...was absent

### **Social Secretary**

Absent, but encouraged us all to buy tickets for the trip to the London Aquarium because it will be great.

**Any Other Business**

Anjali asked whether the club wanted to buy a decent first aid kit. We don't actually have a decent club kit, instead we rely on members' personal kits, especially Anjali's handy travel-sized A&E ward. ULU refuse to us their kit, on the entirely reasonable grounds that if we take it we might actually use it, thus depleting their supplies.

After checking with Dave (Treasurer), the committee voted that Anjali should buy us a decent first aid kit, which she said will definitely cost less than 55.

**Next Meeting will be in ULU at 18:30 on 27<sup>th</sup> February**