



# Putney SAC Committee Meeting Minutes

Meeting Date:  
9th September 2019  
Prepared by:  
Cameron Blackwell

Location:  
Michal's House

Attendees:	Position:
Cameron Blackwell	CB Chairperson
Sarah Turpin	SaT Treasurer
Steve Turner	StT Treasurer
Emma Spring	ES Training Officer
Nick Levesque	NL Boat Officer
George Davidson	GD Membership Officer
Michal Benko	MB Diving Officer
Steph Down	SD Communications Officer

Apologies	
Ellie Dutton	ED Social Secretary
Dan Poppy	DP Club Secretary

Ref	Item	Action	Due
01	Chairperson		
01.1	Welcome to tonight's committee and apologies from those absent.	-	-
02	Diving		
02.1	Update: Previous trips – Swanage trip went well. Upcoming – Medes Islands, River Boat Race support, Farnes, Malta, possible RHIB trips	-	
02.2	Reminder from DO – No solo diving in the pool	-	
02.3	Dive Planning – 1 <sup>st</sup> October. HYC discussing at committee meeting (10/09) will provide response on hosting. Alternative options exist (Dukes Head like last year). MB to update	MB	17/09
02.4	Dive Planning – If at HYC Michal/Steve to do bar, others to offer support. Push more variety of members to organise trips. HYC discussing us using the space at their committee meeting (10/09) will provide response. Alternative options exist (Dukes Head like last year's AGM). MB to update	-	
02.5	Dive Planning – GD to provide list of buddies for trip organisation	GD	
02.6	Dive Planning – MB to send follow up email advertising buddies	MB	17/09
02.7	Dive Planning - Laptop to be set up for signing medicals electronically	CB	
03	Training		
03.1	Updated Sports Diver materials (presentation) are available and to be updated on Dropbox	SD	
03.2	Last minute cancelations continue to be a problem	-	
03.3	Reminder to instructors that completion of training requires experience dives	ES	
03.4	Reminder to trainees that cancellations should be communicated directly to instructor as well as Training Officer	ES	



03.5	Onboarding email to be written for those starting training as exists for new members	ES	
03.6	Training weekends could be booked in advance (at Dive Planning)	ES	02/10
03.7	Training costs – Reminder that air and entrance fee of instructors to be spread amongst trainees. Spreadsheet to be developed for estimating training costs	GD	
04	Membership		
04.1	Numbers steady @54.	-	
04.2	Welcome email has become clearer on purpose and ethos of the club	-	
04.3	Balance will continue to be struck between growing the club and maintaining the commitment of members.	-	
04.4	Targeted follow up email to be sent about medical forms. Electronic submission preferred. Reminder that medicals need to be signed before going on dive trips	GD	
04.5	Draft costs to be included in welcome email	GD/ES	
05	Equipment		
05.1	Cylinder 8 to be taken for test	-	
05.2	Cylinder test dates to be double checked at the pool	ES	
05.3	Inventory to be taken of kit ahead of AGM	MB	
05.4	MB has fixed some bits of equipment. Steve has fixed perished hose	-	
05.5	2 Oceanic regulators are due for replacement and a small BCD. MB to check prices at aquanauts	MB	
06	Treasurer		
06.1	Update for bank accounts can be run directly online. WaveApps lack of support no longer an issue	-	
06.2	Putney Treasurer email address exists – to be used for anything to do with club accounts	-	
06.3	Invoices can now get created automatically and can be traced back against who has paid to compare against membership list. Roughly 37 payments received for this year.	-	
06.4	Payment chase email to be sent out to those with outstanding payment	StT	
06.5	Payments received from Cosmos as expected.	-	
06.6	New members to be put on common renewal date for ease of accounting	GD/StT	
06.7	Independent Auditor to be found from club. Club year ends end of September. – Michal has offered	CB/MB	
06.07	Account to be set up with Aquanauts for air fills.	StT/SaT	
07	Communication		
07.1	Website updated with training report, to be update with pending trip reports	SD	
07.2	Merchandise pending. Will be ready for Malta	SD	
07.3	Website constitution to be double checked	SD	
08	Boat		
08.1	Re-wiring to be booked – radio is critical	NL	
08.2	Newhaven trip to be organised	NL	
08.3	Trailer lights bar needs to be fixed. Quote to be received from Indespension for replacing bars holding the tail board	NL	
08.4	Jerry cans to be replaced	NL	
08.5	Flare pack to be purchased	NL	



09	Socials	
09.1	Next Social 9 <sup>th</sup> October – meal somewhere	ED
09.2	UWR and UWH to be considered for winter socials	ED
09.3	19 <sup>th</sup> October is Trafalgar night – invite to be sent out to club	ED
09.4	HYC dinner and dance in 16 <sup>th</sup> November – invite to be coordinated with Michal	ED/MB
09.5	Another Friday Night to be organised	ED
09.6	Christmas party date to be fixed	ED
10	AOB	
10.1	AGM date to be fixed and advertised, pending confirmation from HYC	CB
	NEXT MEETING Thursday 17 <sup>th</sup> October @ Cameron's house	All