

***PDCSAC AGENDA FOR THE 2017 AGM**

To be held at the Boat House Tuesday 7th November 2017 meeting at 1800 for 1830 start.

1: Chairman's introduction: Dave Dyter

1a: Acceptance of minutes for 2016 AGM

1c: Apologies (from members unable to attend)

2: Reports.

Club members are reminded that officials' reports are NOT a question and answer session, make a note of any items you wish to discuss and bring them up during AOB.

Diving Officer: Steve Cox

Training Officer: Bruce Green

Treasurer: Mel Melville-Brown

Equipment Officer: Paul Wilson

RIB s Officer: Ginge Potts

Membership Secretary: Rob Swan

Health & Safety Buildings Rep: Doug Milne

Funding' s Officer: Don Hammer

Social Secretary: Natalie Jasper

Secretary: Vanessa Potts

3: Election of officials:

4: Motions (to be voted on)

Motions to be in writing and forwarded to the secretary and to be received at least 1 week before the AGM.

Items brought up during officials reports will now be discussed and voted on if necessary

5: AOB

Meeting opened 1830hrs 15 members present

1: Chairman's introduction: Dave Dyter

Thank you all for coming, it is good to see a reasonable representation given the difficult year we have had. I don't want to say too much at this stage as I don't want to duplicate later presentations. But I do want to note that despite the problems due to the failure of the winch we have managed to keep diving and I would like to say a big thank you to those who have made this possible, particularly those who have brought the boats over from the basin and those who organised the dives. Well done everybody.

1a: Acceptance of minutes for 2016 AGM

The minutes for the 2016 were accepted as accurate.

1c: Apologies (from members unable to attend)

Guy Balmer, Mel Melville-Brown, Rob Swan, Ken Parton John Wilson -Rudd

Diving Officer: Steve Cox

1. Thanks to David for his contribution to the Club in a variety of roles over the years. Also thanks to Bruce for his major efforts supporting me as the Training Officer.
2. **Safety.** There have been no reportable incidents at all this year which reflects well on the level of Dive Management and the efforts of all involved in the dives taking place. It also shows that our standard of training is good setting good standards for all our members. We have had a couple of minor incidents such as an engine failure resulting in towing a boat back to the Boathouse.
3. **Diving.** We changed our system of booking dives using the email facility on the club website which proved to be a good method. The significant challenge has been the need to keep our boats afloat in 1 Basin and the loss of the capability of the Cobra whilst it has been undergoing some major refurbishment. However a small team of dedicated boat fetchers/drainers/checkers has meant that we have had two boats available to support our diving. Particular thanks to Doug for the loan of his rib. We carried out 305 dives in the calendar year to date which is excellent considering the gaps whilst we resolved the boat issues. One issue has been the limited availability of some of our military qualified Dive Managers – I will be reviewing our Diving Safety Management System to bring us more into line with the National Governing Body supervising regime which will increase the number of Dive manager's available. Overall though a very successful year despite the challenges.
4. **Training.** We have run a Sports Diver course for those who learnt to dive in 2016 and most of the students are close to qualifying. We also ran a successful Accelerated Decompression Procedures and Twin set course with 3 students now fully qualified and two with just a few elements to complete. A successful Boat Handling course was run and a Boat Handling Instructor was also qualified. Finally we completed the theory elements of a Dive Leader course for two students.
5. **2018.** We will run our traditional pre-season courses covering Diver First Aid, Boat Operations and the use of the Boathouse in the New Year for all club members. This will be followed an Instructor Refresher Training session covering both theory and practical elements and will concentrate on the newly released updated Ocean Diver course. On the training front we will concentrate on completing all existing courses and also run an entry level Ocean Diver course for 6 students. We have three students who have applied to do the Advanced Diver Course and have the capacity to run any other courses the members want. We do need to qualify and develop some more instructors and I'm looking at how we do this.

6. **Expeditions.** We have an expedition to the Red Sea planned for June 2018 and 17 members of the club have signed up for what should be a memorable trip. In addition we are looking at a mini-expedition to Portland to dive some of the deeper wrecks – more details in due course. There is also a repeat trip for a weekend's diving in Porthkerris diving the Manacles Reef in the programme.
7. **Summary.** The year has not been without its challenges but we have delivered quality training and above all kept diving. We now look forward to 2018 and even more diving!

Training Officer: Bruce Green

It has been a busy year with a lot of training courses being run, with some still to be completed.

January:

Annual mandatory refresher training (BLS, O2 admin, boat, compressor and boathouse reminder)

Boat Handling Course, 3 students

Boat Handling Instructor Course, 1 student

February:

Sport Diver Course, 5 'home grown' OD's, supplemented by 4 PADI crossovers.

March:

DL Course, 2 students

Twin set and Accelerated Decompression Procedures Course, 4 students

Instructor Refresher covering both theory and practical

Pool elements of Twin set and SD courses

April:

Open Water diving commenced.

Looking forward to next year, the club will be conducting annual refresher training prior to the open water season, as well as instructor refresh and it is intended to run an OD course for a small number of students. Details of these events and further training TBA.

There have been a lot of factors this year which have hampered our ability to dive and therefore conduct open water training. These issues, coupled with student and instructor availability have resulted in training, which started in Feb/March, still going on.

In recent years we have run an instructor refresher in the pool prior to commencing any practical training, all instructors are strongly urged to attend this. This year we had 2 National Instructors ready to conduct the practical refresher for which only 2 of our instructors attended ! It is important that we as instructors are current and competent, the refresher is an opportunity to confirm this. This point is particularly relevant now as there is a new OD training syllabus available for download on the BSAC website - ensure you are using the most current materials ! The amount of training conducted over the year and 1 course having 9 students, has proved a challenge with instructor resources – all qualified instructors are strongly urged to support the training programme and make their availability known to the TO/DO.

As in a lot of other areas of responsibility within the club, we need to share the load - any club members meeting the instructor criteria and showing an interest in the qualification should be encouraged to do so and directed towards the DO/TO

The BSAC criteria for instructors is:

Assistant Diving Instructor	Sport Diver
Theory/Practical/Open Water Instructor	Dive Leader
Advanced Instructor	Advanced Diver
National Instructor	First Class Diver

As always, if you have any training requirements/interests, let the TO/DO know - we have the ability within the Club to conduct a vast amount of training. Lastly, thank you to all those who have taken part in supporting the training, both as 'enablers' and instructors.

Treasurer: Melville-Brown

Treasurers Report for the AGM

Sorry I can't make it this year - I am in Sri Lanka on holiday.

We began the calendar year with an opening balance of £8418.26 which was a positive start to the year and continued the strategy of building club funds overall in order to allow for capital purchases and large scale repairs.

Thankfully, this strategy has enabled us to ward off the costs of replacing both the trailer and some considerable repair investment to the cobra and engine etc.

Full breakdown of financial position (un-audited) is as follows:

	2017	2016
Opening Balance	8418.26	6767.56
<u>Income</u>		
Club Fees	3480.00	3000.00
Equipment Hire	80.00	
Diver Training		900.00
Try Dives		180.00
Cash to Bank		1.43
Total	3560.00 = 11978.26	4081.43 = 10848.99
<u>Expenditure</u>		
Diver Packs	559.40	
Insurance (Boats)	276.08	276.08
Insurance (Fund)	215.77	212.19
<u>Repairs:</u>		
Engine Service kit	178.80	
Fibre Glass Kit	116.72	
Tube Servicing parts	355.04	
Radio Repair		116.70
Trailer purchase	556.36	

Equipment Purchases		1040.10
Diving Equip Servicing	376.00	275.84
Total	2074.77	2480.31
Current year balance to date (25 October)	£9903.49	£8368.68 (at same time last year)

Comparing year on year - this year our costs have revolved around main equipment repairs/replacement, whereas last year we replaced dive gear (regs etc). We have not had the income and expenditure associated with the Try Dives and Diver Packs in 2017 although the net gain in this area in 2016 is compensated by higher club fee revenue. We have increased club membership revenue by nearly £500, which is encouraging and is the main stay of our income. Equipment hire fees contributes about a 1/5 of the cost of the equipment servicing costs this year.

If we don't have any further foreseeable expenditure for the rest of the year then we have managed to contain the expense of the repairs and trailer purchase and continued to maintain and grow a healthy balance sheet for the future.

Although I was trying to help Sandra with the fund raising effort - I haven't been able to do so for various reasons - apologies.

Equipment Officer: Paul Wilson

Over the last year there have been no reports of any equipment problems or failures. Now the bad stuff. At the beginning of this year a din fitting from a cylinder was found missing, it also transpired that a members din fitting was also missing, I later found parts of a stab jacket missing ie. rubber cushion on the back of stab, direct feed / mouth piece missing, some one is cherry picking bits of equipment. Now the really bad stuff' a demand valve and cylinder have also gone missing, all the serial numbers of the missing equipment I have and will be pasted on, all this brings suspicion on all of us. Who can be trusted who can't. It leaves a bad taste in ones mouth. That's all for now it's been a bad year on my watch and I am not happy.

RIB s Officer: Ginge Potts

At the end of last year and start of this year we were experiencing continual power loss on the cobra. This was eventually sorted out by changing over the Port engine with the spare that Vern had in his workshop. We have since had a few problems with this replacement engine mainly because various parts were missing. ie. choke T piece and an oil pump control arm. Both engines have been looked at by Mel who was contracted for this, and in his opinion they are as good as they are going to be considering their age. Mel and I refitted the control box for the port engine. I had to manufacture a spacer and a bearing which when fitted took out a lot of free play and this was successful in having better operation of the fast idle. The engine we removed eventually went into Vern's workshop with an undecided way ahead as to funding for its repair. So as far as I know the engine in Vern's workshop is a non runner awaiting repair.

Rudder's comments (as part of the Boats Officer presentation) were:

I have spoken to Vern who has finished the engine we have with him. The work was done by his apprentices under his supervision. He found that there was

damage to the fuel connection on the engine. This would have let air leak into the fuel system and could have given the symptoms we reported. There was non standard oil in the tank. The oil was a light brown colour, not the 2 stroke green that he would have suspected. He has flushed the oil system through and there seems to have been no damage done. All please note that you must make sure to use the correct oil when topping up the oil tank. Vern also found a number of other connections missing or disconnected. They have all been replaced. The engine has been tested and is ready to go.

The Transom cracks on the cobra have been repaired and we are now waiting for the tubes & hull joints to be tidied up. The parts for this as far as I am aware have been purchased. Also as far as I am aware Steve Cotterell has a new drain plug which needs fitting.

As regards the Tornado I do not know of any problems.

I handed over the fuel fund earlier in the year after having to stop diving for medical reasons.

Membership Secretary: Rob Swan

1. Membership this year stands at 60. This is 5 less than the 65 from 2016. However, 11 members did not renew this year. We did recruit 6 people this year. Considering we did not run an Ocean Divers Course this year this is a good year for retention/recruitment. A point of note is that we lost 4 service personal to natural wastage and 2 service personal left the services. This reduced last years total of 18 service personnel to 12 for this year. We may want to focus on service recruitment in the New Year. The pitfall of this is that we do not retain them due to the drafting system and high operational demands of the service.
2. Membership is now 60 broken down as follows: Service 13; Mod Civ 2; MoD Contractors 25; families 6; Service Veterans 10; veteran's families 2; civilians 2.
3. I propose that we should increase our club Levy from £60 to £70 with immediate effect. This can be voted on in AOB
4. Also for AOB is the fact that we now require a military sponsor within the Dockyard since our last one, Thomo, has retired from the Services.
5. There is no indication at this time, that BSAC will increase their annual fees.
6. Self Certifications are required to be filled out by everyone annually and are to be lodged with the Membership Records. There are copies on the wall outside the compressor room and I will email copies out to everyone in the new year. If these forms are not filled out individual members are not covered by BSAC 3rd Party Insurance.

Health & Safety Buildings Rep: Doug Milne

Ongoing maintenance on the building continues with PAT testing completed, repairs to toilets and front door and the installation of replacement heaters.

The issue of the winch is still ongoing but I'm still anticipating a replacement being installed under Babcock contract. This incident highlights the need for care when operating unfamiliar equipment. And for those who are familiar to keep a watchful eye. IF IN DOUBT ASK

Funding' s Officer: Don Hammer Absent

It was decided that as it was unlikely that we would see Don in the near future so we should appoint a new Funding' s Officer.

Social Secretary: Natalie Jasper

I have been social club secretary for about 10yrs or so & have arranged 15-20 events, I'm not sure, if I can include slipway BBQs but they were a great success! We have enjoyed endless Indian meals, quite a few cheap meals with bad seating & a few really awful meals & one with no meal at all! The house parties at mine were a huge success which have all been very well attended!

My commitments changed this year when I decided I would have to step down & Sandra was so keen that she took over in the summer, so I'd like to officially step down & look forward to a good Christmas get together.

Secretary: Vanessa Potts

I am not sure if I will be diving with the club much more So I will continue in post to complete this AGM 's minutes and then I will be stepping down.

3: Election of officials:

Chairman: Guy Balmer nominated by Dave Dyter seconded by Steve Cox; subject to the Club accepting the provisos in Guy's e-mail below:

David. Many thanks and of course I'm highly honoured that you should think me worthy enough to be the next Chairman of the PDCSAC (or am I the only potential volunteer????)

As you know come next Easter I will be back in Plymouth and keen to get back into Sub-Aqua again after an enforced break of a couple of years. Obviously part of me moving back home is the fact I will be leaving the Corps and whilst I will be based in Plymouth my next career path will, hopefully, involve me working quite a bit overseas so there could well be periods of time (months) when I'm not around; if that's acceptable to the Club then ideal. Obviously having been the Chairman of the RNRMSAA I have a pretty good understanding of what the role involves and how military Sub-Aqua has been run (although having handed over that role earlier this year my own levels of knowledge are diminishing rather quickly) and therefore I certainly hope that I would be able to provide the appropriate levels of leadership and management that comes with the role.

Timelines wise I wouldn't be in a position to take over until I stop working up in Shrivenham and also hand over my other military secondary duties (I'm currently the Chairman of RN & RM Orienteering and have a few other projects that I'm running at Shriv at the moment) which would mean a handover late March next year (clearly we would need to see the Captain of the Base at some stage and it may be beneficial if I were still in uniform at that point)

Therefore, as I say, I'm very honoured that you should think of me as worthy of being the next Chairman and given my previous experience I would be more than willing to have my name put to the vote on 7 Nov. However there are a couple of caveats and as such I certainly wouldn't stand in the way if there were other volunteers who the Club felt were more worthy future Chairmen. Guy.

accepted unanimously.

Diving Officer: Steve Cox: Happy to remain in post There were no objections.

Training Officer: Bruce Green: Stepping down due to work commitments.

Treasurer Mel Melville-Brown: Happy to stay in post

Equipment Officer: Paul Wilson: Happy to remain in post

RIB s Officer: Ginge Potts: Stepping down because of the uncertainty of future diving. Dave Dyter would be speaking to John Wilson-Rudd as a candidate as he has

the knowledge and expertise required

Membership Secretary: Rob Swan: Happy to remain in post

Health & Safety Buildings Rep: Doug Milne: Happy to remain in post

Funding's Officer: Don Hammer: Retired from post.

Social Secretary: Natalie Jasper: Handing over to Sandra Summers

Secretary: Vanessa Potts: Stepping down. Sandra Summers volunteered to take over, agreed unanimously.

4: Motions (to be voted on)

There were no motions to be voted on.

Items brought up during officials reports will now be discussed and voted on if necessary

5: AOB Security

1. A more robust signing in and out of club equipment needs to be implemented.
 - a. Signing out book needs to be used and controlled by the deputy dive manager.
 - b. Kit fees need to be collected and put in the kit box on the wall by the dive store door, this should then be accounted for by the treasurer and cross checked with the kit book.
2. All of the boat house needs a good clean out this should be done at least at the beginning and end of the dive season and conducted by all club members.
3. Constant emails need to be sent for an up date on the winch and a temporary system in place until the winch is fixed.
4. A club WhatsApp group should be set up to send club information out alongside the email system already in place. A club night should be used to show all club members how to use the clubs information systems i.e. website, facebook, WhatsApp and emails.
5. Tommo will look in to sourcing funding from Help for Heroes for new club kit.
6. A list of all boat house key holders needs to be compiled and possibly a new lock fitted to the front door and possibly a lock box on the equipment and compressor rooms doors.
7. Club Website
Would new committee members log on to the club website and add their profiles.
Would everyone please use the website to send out diving and other club information.
Then send emails to direct members to the website.
All dive managers to use email.
8. Emails both Chris Brown and Natalie have not been receiving emails, this needs investigating. Will they both report back if this is rectified.

9. Rudders to act as co-ordinator for the service schedule of the ribs. Cal is willing to assist,
10. John Wilson-Rudd to be asked to be our Dockyard sponsor.

11. With the retirement of the funding manager Steve agreed to approach Guy and for both of them to co-ordinate funding.

12. An article for Link magazine at the beginning of 2017 to recruit qualified divers needs repeating for 2018.

13. Equipment and fuel costs

£10 per dive to cover all fuel costs

£10 per dive for OD's and SD's during training

Tommo proposed and it was agreed it should be a free dive for instructors training OD's.

Instructors for OWD for skills and drills only to be £5

Ocean Diver's

A training pack to include renting kit, club membership, BSAC pack to be costed, Steve to action.

14. Doug would like to highlight the need for maintenance of the boathouse The boathouse has become very untidy this year and a major clear up is required. I would remind all members that over winter even when there is no diving on Tuesday nights there are jobs to be done around the boathouse and on the boats. I will have a list of jobs so please turn up and support your club. It is therefore suggested that members continue to attend on Tuesdays. He will make a work list. Possibly send out an email to arrange a specific Tuesday for as many people to attend as possible, especially if numbers turning up are too few.

15. Cal suggested logging what fuel each boat used, dive managers to action. This was agreed.

16. Tommo added that the boathouse is presently a mess. Life jackets need checking. O2 kits to be updated, Jon Parlour may be able to help.

Cylinders need testing.

17. Winch We are awaiting Babcocks' decision.

Meeting ended 20.25.

Additional To the minutes

As Dave has stepped down as Chairman this year on behalf of everyone I think we should give him a big thank you for everything he has done for the club over 31 years. He jointly founded the club and has maintained it since 1991, without him we wouldn't have a club. When JSSAC rules changed he fought with Guy and Steve (Cox) to keep us running and do all the work to get the encroachment and keep the club running from our base in the boathouse. So a BIG THANKYOU Dave.

Also a big thank you to Bruce and Ginge for all their work over many years and thanks to Natalie to the varied socials.