



The Aeromodellers Association (Scotland) Ltd.
trading as the

SCOTTISH AEROMODELLERS ASSOCIATION

Register office — 30 West Baldrige Road, Dunfermline, Fife, Scotland, KY12 9AW

SAA Management System





Issue No.	Change Description	Amended by and Signed	Date
Draft	Preliminary working document created	B Widley	16.09.2022
Addition	Sample working docs added	B Lemm	20.09.2022
1.0	Document issued for release	B Lemm	20.09.2022



1. Background

The Scottish Aeromodelling Association (SAA) has been in existence for more than seventy years. During this time, it has provided a central focus for the sport of model flying in Scotland and has maintained a continual support for modelling clubs and their members. In 2020 the Association became a Limited company registered under The Aeromodellers Association (Scotland) Limited, trading as the Scottish Aeromodelling Association and is also registered as a Scottish charity. (hereafter referred to as the SAA)

The support provided includes, Comprehensive members insurance for flying activities, Examiners to ensure pilot competence through the SAA achievement scheme, a clearly defined Safety Code of practice, Competition directors to facilitate competition within the various disciplines of the sport and freely available advice on all aspects of model flying for clubs and members.

The structure of the organisation is based on volunteer members being elected to a 'council' which then forms the basis of the management team of the Association.

Recent legislative developments, due to the increase in drone usage, and ever changing commercial aspects, has resulted in the need for those who participate in flying model aircraft to meet the requirements of an increasing number of defined conditions for safe flight in the airspace available.

Further to the SAA submitting an application to the CAA for the Article 16 authorisation, the CAA has pointed out that the SAA documentation is lacking a definition of the SAA Management structure and process to ensure legislative compliance as required to fulfil Article 16 authorisation and management.

The Association must now implement and initiate further increased levels of responsibility and control measures to ensure members and clubs are aware of new legislation and maintain full compliance to the increasing complexity of aviation rules.

The SAA administrators have now produced this document to explain and define the management control system currently in place and the required 'continuous improvement plans.'

These plans are intended to be introduced immediately and a controlled implementation undertaken to ensure the SAA is recognised as a suitable body to operate, control and manage the Article 16 authorisation for SAA registered clubs and members.

2. Scope

The scope of this Management System document is to define the operational process of the management of the SAA, and the means by which the SAA management team control and support clubs and members in the compliance of the current legislation and future regulations which may be imposed.



3. Management System

3.1. General requirements

The objective of the SAA management system is:

- To facilitate members and clubs to operate safely and compliantly within current regulations as defined by the various sections of CAP 722 and any future changes to this legislation.
- To provide continued support to clubs and members ensuring they are kept concurrent with CAA regulations, members competency to fly and to generally improve the level of members understanding of regulations, good practices and model flying in Scotland.
- To ensure Article 16 authorisations are fully observed and not unintentionally abused.

To achieve these objectives the SAA intends to:

- Liaise directly with the CAA to ensure the Article16 authorisation is approved and subsequently adhered to, and maintained for future years.
- Ensure the Article16 authorisation is fully implemented at club level and monitored for strict compliance by members.
- Implement a review procedure to ensure that SAA Council members and the appointed Safety Officer are made fully aware of changes to the regulations.
- Ensure that all SAA Achievement Scheme Examiners maintain a current knowledge of CAA regulations and best practices.
- In line with the above, the SAA management will implement a programme of training and support for Examiners and this will also be available to interested members of the Association.
- Ensure that the SAA Council members remain concurrent with CAA regulations and implement the required processes and controls to meet new and existing legislation.
- Determine and produce relevant procedures which will ensure the provision of the correct level of support to achieve the education of the SAA Council, the SAA Examiners, and members. These procedures should be sufficiently robust to ensure the control of airspace by those undertaking model flying.
- The SAA Council will also implement a monitoring and recording system to allow the analysis of the effectiveness of these procedures outlined above.
- The SAA Council will also undertake regular review meetings to discuss the findings of the analysis and to ensure everyone is fully aware of the results.



The use of external experts and consultants to achieve these objectives shall be considered where required to supplement the management experience of the SAA Council members.

3.2. Documentation Requirements

3.2.1. General

In order to ensure that processes and procedures which have been established, conform to requirements, and the management operation is functional, then a robust monitoring system must be established and reviewed at regular intervals and results recorded.

The following will be required:

- Documented minutes of all meetings and the regular review of functional objectives.
- A current and comprehensive Safety Code manual, readily available to all members.
- Documents, including records, determined by the Association to be necessary to ensure the effective training of officials and the operation and control of agreed processes and procedures.
- The full adherence to Article 16 or other CAA Authorisations under which the SAA must operate.
- The SAA Council will ensure that all documentation, including minutes of meetings and results of analysis of objectives and standards are current and archived in a safe and secure manner.
- This information may be held in digital format by creating pdf formats of the original documents and storing in a safe digital media.

3.3. Control of Original Documents

A 'Version Control Software' shall be considered for holding versions of documents and data in a secure format so that earlier documents and updates can be retained securely. It may be appropriate to consider an 'SVN tortoise subversion by Apache' as an option for all future documentation control.

This may be used on a cloud server allowing secure update control.

4. MANAGEMENT RESPONSIBILITY

4.1. Management Commitment

The SAA Council will:

- Strive to achieve the goals set out in the general requirements above. Progress shall be monitored with regular meetings and discussions.



- Ensure that adequate training is available to members, examiners and clubs.
- Monitor and review any training which has taken place at clubs, examiners refresher sessions and of individual members to ensure the training objectives are being met.
- In order to achieve the set objectives, fully review the current processes and procedures at regular intervals of no less than one per year.
- Retain accurate documented notes for all reviews of active processes and procedures.
- Undertake regular monitoring of clubs and members to ensure that SAA objectives and CAA Authorisations are being met. A record of this monitoring will be retained.

5. Management Responsibilities

The following section outlines the management responsibilities of each SAA Council member, however in general, all members have a joint responsibility to follow and observe current CAA regulations pertaining to model flying in the UK.

The main function of SAA Council members is to ensure that the membership is provided with sufficient information and relevant training to allow them to fly safely and in compliance with current UK legislation.

Each Council member must agree to undertake the duties and functions relevant to the position they have been elected to and the Council Chairman must ensure all members are aware of the expectations of them and that the elected person undertakes their duties to an acceptable level.

5.1. General

The SAA Council are responsible for the management of the SAA.

The role of the Council is to ensure that procedures and processes are in place to support members flying models safely and in compliance with the regulations of the CAA and other authorisation bodies. The Council must also ensure all clubs and members are made fully aware of their responsibilities whilst flying models within the UK.

The Council shall maintain a record of all members along with their achievements attained and DMARES status by requiring members to provide this information during the initial membership request or the membership renewal process. The Council role of Membership secretary shall be responsible for this function.

(At the time of writing this document, the SAA does not operate a stand alone competency test nor has any agreement with the CAA to use the members achievement qualification, therefore SAA members must undertake the CAA DMARES testing.)

An audit system for the inspection of club sites is to be implemented, which will require the participation of ALL members of the SAA Council. It is intended that a Council member will visit a club to ensure site safety compliance and that the club is adhering to current regulations. A uniform, standardised audit control document will be completed (**Appendix 1**) by the visiting Council member and if it is not possible to visit



the club or group of flyers, an audit document may be submitted by the club / group representative who will assume responsibility for the validity of the response. Ideally a Council member should carry out this audit and appropriate records of audits retained to ensure recommended actions are completed within an agreed period to ensure club site standards are maintained.

Should an audit produce any immediate concerns then the SAA Council will liaise directly with the club and provide additional support to assist overcome any issues.

It is accepted that this process will take time to complete for all SAA clubs but it is anticipated that the role of Club Liaison officer will play a significant part in providing guidance and undertaking this ongoing requirement.

This visits and the resulting documentation will provide the basis of the audits for the SAA records.

5.2. SAA Council Members

The SAA Council members are volunteers elected by the full membership and the appointment is expected to be for a period of two years.

Listed below are the elected roles deemed necessary to form a complete SAA Council:-

Chairman / Director
Vice Chairman
Secretary / Director
Assistant Secretary (optional)
Treasurer / Director
Safety Officer (Normally this role is undertaken by the Vice Chairman)
Membership Secretary
Club Liaison Officer

These appointments are considered the main roles required for the functionality of the SAA, however further roles are also elected to provide support functions and are not directly included within the governance of the SAA.

These are:-

PRO and Youth Development Officer
Competition Directors representative
Web Master
Merchandise Officer
Newsletter Airtime Editor

Although these posts are elected, not all require to be appointed.

The SAA also operates with an elected Board of Guardians, comprising of three senior SAA members (normally members who have attained the level of Fellow of the SAA). The role of the Guardians is to provide a source of experience and guidance to the SAA Council and to provide stability to the group through longevity of membership.

A Safety Committee forms an integral part of the day to day operation of the SAA Council, and this group comprises of SAA members who are experienced modellers and considered to have gained a sound knowledge of safety matters over a number of years. These members provide guidance to the SAA Council and are chosen by, and are under the direct control of, the Safety Officer (Vice Chairman).



The Safety Officer also undertakes the responsibility of appointing SAA Examiners who are volunteer members, and who, after satisfying that they personally meet the required standards of flying ability, safety and knowledge, are selected to train and subsequently examine members to ensure they meet the flying standards as defined in the SAA Safety Award Achievement Scheme.

To promote an element of competition between members flying under various categories, the SAA welcome volunteer members who wish to operate as Competition directors for their chosen category.

There are a number of Competition directors who support the organising and running of league and fun competitions throughout the year for their various disciplines.

If required, the SAA Council may decide to co-opt experienced persons and specialist experts (who may not be members) to augment the management system to provide a more robust governance of the processes and procedures.

5.3. Elected Members Responsibilities

5.3.1. Chairman / Director

The Chairman/ Director's role is that of the lead figure heading the SAA Council. He /she has a responsibility to ensure that all members of the Council fulfil their required duties as expected and at an appropriate level of competence.

The Chairman will conduct regular meetings with all or part of the Council to allocate tasks as required to ensure the correct governance and control of the Council to meet legal responsibilities and the objectives of the SAA.

5.3.2. Secretary / Director

The Secretary / Director is responsible for all general correspondence from the SAA to the membership and external sources.

He / she also undertakes the role of first point of communication with Companies House / OSCAR (Scottish Charities) and HMRC.

He / she will ensure all record keeping is accurately maintained and (in the case where no Assistant Secretary has been appointed) will ensure that minutes are taken and produced for each Council or Directors meeting held. Council minutes are subsequently circulated to confirm agreed actions for Council members.

5.3.3. Treasurer / Director

The Treasurer / Director is responsible for all financial matters of the SAA. He /she must ensure a sound financial control is in place and report to the Council on the financial dealings on a monthly basis.

He /she is responsible for the banking of income and paying of fees to suppliers and for authorising expenses incurred by Council members or those undertaking actions on behalf of the SAA.

In conjunction with the Secretary, he /she will also prepare annual accounts to be externally audited prior to submission to Companies House /OSCAR / HMRC.



5.3.4. Vice Chairman

The Vice Chairman acts as an understudy to the Chairman and can undertake meetings and perform the Chairman's roll in his absence. The Vice Chairman will normally also perform the roll of Safety Officer.

5.3.5. Safety Officer

The Safety Officer is responsible for all matters relating to safety within the SAA and includes the management of the Safety Awards and Achievements scheme.

As such he / she heads the Safety Committee and appoints and oversees the work of the SAA Achievement scheme Examiners.

Responsibilities include:

- The ongoing review of the SAA Safety code to ensure it remains accurate and relevant.
- Ensuring that clubs and members are fully informed of any new developments regarding safety and the requirements which must be observed to comply with current legislation.
- The management of continual 'refresher' training of Examiners to ensure they remain conversant with new regulations and that sufficient training opportunities are offered to member clubs with SAA Examiners available.(normally held by arrangement at club sites).
- The pursuit of the SAA objective to have all model aircraft flyers and drone flyers understand the current regulations and attain a level of competence to allow them to undertake flying models safely.
- Provide safety reviews for club sites when requested.

5.3.6. Membership Secretary

The Membership Secretary is responsible for ensuring all members are registered and subscriptions due are received. He /she must also:

- Ensures there is a record of each members SAA achievement status and their current CAA DMARES status.
- Responsible for reporting the status of the overall membership at regular Council meetings.

5.3.7. Club Liaison Officer

The Club Liaison Officer is responsible for visiting clubs and maintaining regular contact with club Secretaries, with a view to determining if they require any form of support from the SAA.

He / she will report back to the Council to determine what action can be taken to provide the correct support.

This reporting may include:



- Safety reviews, site reviews, members training and advice.
- Site and member audits to ensure rules and Authorisations are being observed.
- Any specific club problems which may require external support /advice.

5.3.8. PRO and Youth Development Officer

Responsible for the public relations of the SAA and for encouraging young members to join the Association. The PRO / Youth Development Officer currently operates a successful incentive to introduce and support air cadets into aeromodelling.

This initiative will continue and expand over the coming years to secure the future growth of the SAA.

5.3.9. Competition Directors Representative

With direct contact to the SAA Council, the Competition Directors Representative is able to provide a link between the various disciplines and ensure the Competition Directors have the resources to run their competitions. Support may be in the form of funds, advice or correlating the reporting of results..

The Competition Directors Representative will also ensure the Council is fully informed of the progress of events to continue promoting competition in the sport.

5.3.10. Web Master

The SAA Web Master is responsible for keeping the SAA web site up to date with concurrent news and announcements.

The primary function of the role being the entering of information onto the web site in a timely manner to inform members and clubs of events and developments happening within the Scottish Aeromodelling Association. This information may also include submissions from clubs and members relating to their local activities.

5.3.11. Merchandise Officer

The Merchandise Officer is responsible for the administration of the sale and acquisition of garments, badges, caps and other SAA saleable merchandise. Funds from these sales are subsequently recorded, banked and detailed information provided to the SAA Treasurer.

5.3.12. Newsletter (Airtime) Editor

The SAA normally produces a newsletter each quarter to keep members up to date with activities going on within the SAA and with Clubs in Scotland.

It is the responsibility of the Newsletter editor to receive articles, news and SAA information and announcements and to edit these into a newsletter.

This newsletter may be made available to members on the website in digital format or provided as a printed document.



5.4. Non elected Members Responsibilities

5.4.1. Safety Committee

The Safety Committee members are volunteers chosen from the most experienced modellers who are deemed to have the appropriate experience regarding model flying safety. Typically the Safety Officer (and/or Vice Chairman) will head the Safety Committee and there must be a minimum of two full SAA members seconded to make up the committee.

The responsibility of the Committee is to discuss and review all safety matters, including:

- Ensuring SAA operating safety documents are up to date.
- That current information and documentation is circulated to clubs and members.
- Ensuring any flight authorisations are reviewed, distributed and implemented.
- Providing safety advice to clubs and members when requested.

5.4.2. SAA Examiners

It is the duty of the SAA Examiners to ensure they personally remain up to date with current regulations.

They must:

- Ensure that the testing they conduct encompasses current regulations as they officially test members of the SAA for the various Safety achievement awards.
- It is the duty of the Safety Officer to ensure that Examiners are given every opportunity to maintain their testing skills, by organising Examiners meetings (either in person or by holding internet based 'Zoom' meetings)
- Examiners require to be familiar with and understand, the current regulations and training techniques when testing SAA members for an achievement qualification.
- The Safety officer will arrange these meeting once or twice annually or more frequently if regulations substantially change.
- The retention of records of Examiners attendances at meetings and the content of the discussions / training undertaking will be mandatory and archives held.
- The SAA Council can request to view these if required for audit purposes.
- A monthly updated Register of Examiners must be maintained by the Safety Officer and available for review by the SAA Council if required.
- The SAA Council and Safety Officer will be jointly responsible for ensuring that Examiners are provided with a set questionnaire based on current regulations



which when used during examinations can confirm that members being tested fully understand the current regulations.

5.4.3. Club Committees

The SAA will continue to ensure club committees are informed of all safety information and changes when they occur:

- It will be the responsibility of the SAA Secretary to maintain up to date club site addresses and email address of each club secretary. He /she will routinely circulate to clubs, an email update of SAA information including any safety and regulatory bulletins.
- The main objective of the above action being to provide sufficient information to make sure club committees' are fully aware of the SAA authorisations that their club must operate under.
- The club committee is ultimately responsible for ensuring its members operate in accordance with the current relevant regulations.
- The SAA Club Liaison officer will be available to provide support for club committees and individual members should this be required.

6. Management Reviews

In order to maintain confidence in the robustness of the SAA processes, controls and training competencies etc., A full management review /audit of all aspects of the Management system will be conducted at least once per year. This review will question each process for suitability, adequacy, effectiveness and continuous improvement opportunities.

The Council will also ensure the integrity of the management system is maintained when changes to the management system are planned and implemented.

The Council Chairman shall be the person responsible for this review activity and ensure that the relevant data required to conduct this is provided from those persons responsible for the gathering and control of such data.

6.1. Review input

In order to conduct a satisfactory Management Systems review the following must be taken into consideration:

- Suitability of policies and procedures.
- Reports from other elected Council and non elected committees and SAA Examiners.
- Results of any internal and external audit reports.
- SAA Clubs and members correspondences, complaints and other feedback.



- Process' performance survey results.
- Corrective and preventive actions (undertaken and pre-planned.)
- Any actions, proposed or outstanding, from previous management system reviews. This should include all recommendations or suggestions for improvement.

6.2. Review output

The review output will determine and provide the resources from which the SAA Council can:-

- Implement and improve the processes of the management systems in order to continually improve the effectiveness of the Council structure.
- Enhance club activity and members satisfaction by meeting expectations.

7. Competence, Awareness and Training

Council members have a responsibility for defining and ensuring a level of competence is met to satisfy that required for each functional position within their area of responsibility.

In addition, they shall ensure that members working on behalf of the Council, are aware of the relevance and importance of their activities and how they contribute to the achievement of the SAA system objectives.

This information will be discussed and shared as part of Council reviews and regular meetings.

Training program(s) will be regularly reviewed to ensure they remain relevant to the current regulations. All anticipated tasks in relation to safety matters and conforming to the SAA Safety code and any Authorisations (such as Article 16) shall take precedence and undergo a review prior to the task commencing.

The Council shall ensure that appropriate training is provided to all personnel whose actions or functions may have an impact on the ability to comply with the SAA safety code and all authorisations granted to the SAA.

The effectiveness of the training actions taken will be evaluated.

The maintenance of records covering this training, skills and experience is the responsibility of the Council and shall be securely archived.

7.1. Council

The Council will hold regular meetings and the Secretary will retain minutes of these meetings. (**Appendix 2**) An agreed criteria is as follows:



- It has been deemed appropriate that Council meetings will take place six times per year to ensure that the Council members remain current to all the activities of the various SAA functions.
- The meetings shall include a report from each Council member of their specific responsibilities detailing what has occurred in the period prior to the meeting
- Special attention must be given to any changes in regulations or authorisations granted to the SAA with a view to ensuring the information is freely available to all members.
- The Council shall ensure a comprehensive review of the work of the Safety Committee and, when they take place, the minutes of Examiners meetings is discussed to ensure all members of the Council know what has occurred in these meetings.
- Full reviews of current management systems will be undertaken each year to ensure the objectives of the SAA continue to be met.

7.2. Safety Committee

The Safety Officer is required to conduct meetings with the Safety Committee at regular intervals, normally quarterly. The following practices will apply:

- Minutes are required to be undertaken and an archive maintained of all Safety Committee meetings which will be reviewed by Council prior to acceptance.
- The Safety Committee has a responsibility to review the SAA Safety Code and provide updates based on current legislation or deficiencies found over the period.
- Constant review and updating of the Safety Code documents is required and members informed of any such changes.
- Members of the Safety Committee will require to be fully informed of any changes to current practices implemented by the CAA or other official bodies and be aware of any concerning safety related trends developing within the sport.

7.3. Examiners

The Safety Officer, in conjunction with the Council, will ensure that sufficient training shall be given to Examiners in order that they are fully conversant with current regulations and are able to effectively and legally test and train members of the Association.

This will ensure that members can reach their required achievement qualifications for safe flying within the Safety Code requirements and comply with any SAA authorisations obtained.

In addition, the following action are to be adopted:



- A record shall be kept by the Safety Officer of the training undertaken and the Examiners who took part. These records must be available to be reviewed by Council and subsequently archived to form an individual audit trail for Examiners experience and competence to function as an SAA Examiner.
- Examiners ' testing of members ' shall be recorded and the outcome of each test made known to the Safety Officer who shall retain a record of the achievement status of each member. An analysis of how effective the training has been will be done by the Council each year with a view to improving the effectiveness and scope of the testing.
- Examiners will also be required to provide a ' flight record ' of each training session given to members on any scheduled training days and these records shall be maintained by the Safety Officer and information used for future analysis.

8. Monitoring, Reviews and Assessments.

8.1. Members Satisfaction

The Council, via the Club Liaison Officer and local Club Secretaries shall conduct a ' members satisfaction survey ' as a means of measuring the performance of the SAA management system and to ensure that members requirements are met.

The feedback provided by members shall be recorded and made available to the Council for further review. This process is anticipated to be conducted quarterly.

8.2. Internal Audit

The SAA Council will conduct an internal audit each year to ensure that the procedures contained within this document are being adhered to, and that each elected and non elected member is correctly following the process, and reports and reviews are readily available.

This should include members feedback and a resultant audit document is to be produced and safely archived.

8.3. External Audit

The SAA Council shall, as required, conduct external audits of Clubs to ensure processes and any Authorisations are being correctly adhered to by members.

This may take the format of a member of the SAA Council performing an informal audit of members flying and a review of the layout of club sites. A simple template for this audit will be used to provide uniformity across the various clubs.

This information will prove invaluable in not only 'checking' that current processes and Authorisations are being adhered to, but will also provide an insight into what changes may need to be introduced to improve the SAA management systems and strengthen compliance to CAA regulations.



8.4. Reviews

The SAA Council will conduct reviews of its own internal processes and management systems on an annual basis as a minimum requirement.

The reports resulting from these reviews shall be safely archived in a similar manner to the regular reporting also conducted by individual Council members fulfilling their regular responsibilities.

All review data provided from any Council source shall be securely archived and be made available to be accessed for future analysis.

8.5. Assessment

These review documents shall be regarded as an assessment of the resultant performance of the SAA Management system and of the performance of each Council members individual roles and levels of responsibility.

This assessment and any recommendations shall form the basis for implementing ongoing improvements and undertaking any changes required to the processes in place within the SAA.

All documentation shall be recorded and safely archived for future use.

9. Continuous Improvements

The SAA Council recognise the need to maintain a continuous assessment of documentation, processes and systems, and to also conduct physical reviews of members flying practices. safety and site audits.

The following actions will be integral to achieving this objective:

- The results of the ongoing review of the above will form the basis for improvements to be made to the SAA Management system and processes.
- Ensure that communication between the Council and clubs / members is unrestricted and continues to improve using the SAA website updates and notifications, together with the use of regular targeted emails and surface mail where required.
- Maintain awareness of the requirement for other users of the available airspace and continuously interact with the CAA and other authorisation bodies to ensure that the SAA is fully briefed on impending changes to legislation.
- To promptly disseminate information relating to legislation / regulation changes to members and to update SAA processes and procedures accordingly.
- Securely archive all documentation using a digital 'subversion' technology to facilitate changes and updates easily by means of an electronic controlled process within the document.

10. Roadmap for Improvements



<u>Date:</u>	<u>Actions.</u>
20/09/22	Production of a Management system document
22/23	<p>Create working matrix for the below actions to drive improvements and systems monitoring:</p> <ul style="list-style-type: none">• Introduce and review additional processes required to maintain and check compliance to current regulations,• Produce audits of SAA systems and recommended improvements.• Conduct informal audits of clubs and members flying practices.• Initiate an internal review of SAA management performance• Continual review of SAA safety code and compliance with authorisations awarded.• Annual review of Council management responsibilities.• Create an 'SVN subversion' document version to facilitate the control of the SAA database.• Creating and implementing an SAA members compliance testing service online to mirror the CAA DMARES testing. An SAA equivalent would require to be approved by the CAA.• Liaise with the CAA to discuss the future recognition of the validity of the SAA Safety Achievements awards qualifications for members.

Appendices:



Appendix 1 Club Site and members audit document:



Club Site and Members Audit Document

Date of Review _____
 SAA Auditor _____ Signed _____
 Club Name _____
 Club Address _____

Review checklist:

Members general Flying standards:

Very good
 Good
 Needs to improve

Models Present :

Under 7.5kg Over 7.5 kg

Max flying height required:

Below 400ft Above 400ft

Site obstructions noted :

Buildings Paths/roads other dangers (see notes)

Risk mitigation in place :

Yes No

Rough Sketch of Site Layout below:

Auditors Notes:

Appendix 2 - Council meetings – template.



The Aeromodellers Association (Scotland) Limited trading as SAA

Minutes of Council Meeting

Meeting scheduled

The purpose of this meeting is

Attendees: *Name* *Position held* *Initials*

Apologies: *Name* *Position held* *Initials*

Absentees: *Name* *Position held* *Initials*

Item	Subject	Action
-------------	----------------	---------------

1 **Acceptance of previous minutes as accurate:**

Proposed: *Name* *Position held*

Seconded *Name* *Position held*

2 **Council members reporting:**

 2.01 **Chairman:**

 2.02 **Vice chair /Safety Officer:**

 2.03 **Secretary:**

 2.04 **Treasurer:**

 2.05 **Membership Secretary:**

 2.06 **Web / Events Manager:**

 2.07 **PRO / Youth Development:**

 2.08 **Merchandising Officer:**

 2.09 **Club Liaison Officer:**

3 **Actions outstanding from previous meetings.**

4 **Review of legislation update:**

5. **AOCB**

Date of next meeting :