



**Society of Offshore Marine Warranty Surveyors**

**Board Meeting**

**Wednesday 13<sup>th</sup> October 2021 – 14:00 BST**

**Attendees:-**

<p>Stephen Norman (SN)          Doug Devoy (DD)          Vishal Sharma (VS)          John Munnings-Tomes (JMT)          Ian Stewart (IS)</p>	<p>Sean Hogue (SH)          Hector Grant (HG)          Michael Chan (MC)          Alison Cooper (AC)</p>
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<b>Ref</b>	<b>Item</b>	<b>Action</b>	<b>Due Date</b>
1	<p><b>Apologies for Absence</b>            James Laybourn            David Ballands            James Miller            James Vavasour            Aureliano Schirripa            Ekkehard Stade            Jonathan Vine</p>		
2	<p><b>Minutes of the meeting held on 8/9/2021</b>            No comments on last month's minutes.            Proposed - Vishal Sharma            Seconded - John Munnings-Tomes</p>		
3 A	<p><b>Membership Committee Report</b>  <b>SOMWS member recommendations</b>             Seven full members were proposed with no objections.            Proposed - Doug Devoy            Seconded - Ian Stewart            One candidate is approved for Associate membership.</p>		
B	<p><b>Additional Enhanced Sponsor Form</b>            Ekkehard Stade sent his apologies and item deferred until the next meeting.</p>	ES	10 Nov 21



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4 A       B	<p><b>Communications report</b></p> <p><b>SOMWS Membership Database System</b></p> <p>We have instructed a new web company – Saturn Innovation - to build the website and database. It will take around 6 to 8 weeks for completion and we plan to be live in January 2022.</p> <p><b>Website update</b></p> <p>IS showed some slides with some thoughts on potential ‘high level’ content for the website introducing the basic elements of marine warranty, sign-posting to key documents, anonymised case studies etc to better explain as an industry what we do. With this leading to lessons learned.</p> <p>JMT said the ‘lessons learned’ piece that he had been working on would be a huge area we can mine going forward.</p> <p>SH said there is a distinct growth in website traffic when posts are made on LinkedIn. There is limited content available so it would be good to have more content on the website to help promote the site on LinkedIn.</p> <p>With the new website we have the option to email 1,000 contacts giving us the ability to message members going forward with content at least once a month.</p> <p>IS talked about mental health. It would be good to have something on the SOMWS website to sign-post members to mental health events and resources to provide guidance for help and support. This appears to be missing from other societies websites.</p> <p>SN proposed for IS to develop a roadmap along these lines. It would be good to have a SOMWS app</p>		



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C	<p>whereby members can press a button and it will go to, for example, the Samaritans.</p> <p>We need to have a content map focusing on mental health. Should we offer a confidential reporting process if members don't feel that they want to air their concerns with their employer? It was decided that more thought should go into this. We need to think through how SOMWS deals with this type of information going forward.</p> <p><b>LinkedIn update</b> Nothing further to report.</p>	IS	10 Nov 21
5	<p><b>SOMWS / JRC Working Group Report</b></p> <p>Two new members joined the group with a renewables background. There is now an equal split among the committee between oil &amp; gas and renewables. That being said they are not moving away from their oil &amp; gas roots, it is more of a recognition of additional insurance capacity and greater involvement of LMA members in the renewables sector.</p> <p>Lloyds have published the Risk Codes for renewables.</p> <p>The profile of membership is changing, they don't plan to recruit anyone else from the renewables sector. Going forward it will be a one in one out basis.</p> <p>Cargo scopes of work have now been published. This has not been published on the website but a bulletin has been shared with members. JMT to send to HG a link. It was advised to check to whom the link had been sent as some members of the board had not received notification of this.</p>	JMT	13 Oct 21

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	<p>JRC will also present at the City Jack up Conference, 2 to 4 Nov 21. It gives an opportunity to talk about the JRC and talk about the development of the renewables scopes of work with particular reference to the use of jack-up vessels during offshore operations.</p>		
6	<p><b>Industry Liaison Group (ILG)</b>            There has been no further meeting since the summer therefore there is nothing to report. Melanie Raven, Chair of JRC was at the energy conference that took part in London last week. She has a lot of questions that need answering. A meeting to discuss will be set up w/c 25<sup>th</sup> October.</p>	JMT	22 Oct 21
7 A	<p><b>Secretariat</b>  <b>2021 Management accounts</b>            Renewals are continuing to be received. There has been a refund from FastNet. Subscriptions are on target. Overheads and fees are as expected.</p>		
8	<p><b>Events</b>            Due to the current Covid-19 pandemic there will be no physical events taking place for the foreseeable future.</p>		
9	<p><b>Discussion on Chairman succession</b>            James Vavasour is retiring from the Chair position at the end of this year. He will still carry on as a director. There is a pressing requirement for the board to decide on the next Chairman. The board has the responsibility of electing the Chairman under the Articles Clause 15.1</p> <p>The most straightforward approach is that the Vice-Chairman moves into the Chair position which would leave the Vice-Chairman role to be filled.</p>		



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	<p>The Vice-Chairman can be filled by existing directors proposing themselves or someone else proposing them for the role.</p> <p>We need to decide if this is a route we want to take or open up to the board for nominations for the Chair position. There is an option to do a blind vote if necessary. We would need to do this next month.</p> <p>In the past the Chairman holds the position for a two year tenure. So anyone who holds the Vice-Chairman position will effectively be a Chair-in-waiting.</p> <p>SN, as current Vice-Chairman, said he would be willing to take on the duties of the Chair if asked.</p> <p>If everyone is in agreement with this, then we will need proposals for Vice-Chairman with the view to them becoming Chairman in two years' time.</p> <p>There was a unanimous six votes for SN to take up the Chair role. As the Board is quorate, SN would become Chairman for the next two years starting 1/1/2022. It was agreed that in line with good governance and transparency, colleagues not present today should be asked for their acceptance before final ratification.</p> <p>The guidelines therefore need to be updated to reflect that the Vice-Chairman, in normal circumstances, will become Chairman once the existing Chair's 2 year tenure had come to an end.</p> <p>SN advised that he would prefer directors to volunteer for the Vice-Chair role. If there was more than one applicant then a silent vote would be taken.</p>		



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	<p>HG to email absent board members with news on the new Chairman, the requirement to update the procedure to cover the Vice-Chairman taking on the Chair role once the existing Chairman's tenure has ended and finally a request to be made for volunteers to take up the Vice-Chair role with a vote to take place if there is more than one volunteer.</p> <p>Subsequent note: - these three points were distributed to all board members and full acceptance received by 21/10/2021 thus ratifying the decisions.</p>	HG	18 Oct 21
10	<p><b>Any other business</b></p> <p>There has been a jack-up incident in the North Sea. SN thought it was a good idea to add an item to agendas going forward to discuss incidents. There has also been an incident in California, and many others.</p> <p>Going forward this will be added as an item for discussion on the agenda. It was suggested to add the item at the beginning of the meeting.</p> <p>It was decided that for the next five months, until March, inclusive, the monthly meetings will take place at 13:00 GMT. A diary reminder will be sent out to Board members</p>	<p>HG</p> <p>AC</p>	<p>10 Nov 21</p> <p>29 Oct 21</p>
	<p><b>Date of next meeting:</b> Wednesday 10<sup>th</sup> November 2021 @ 13:00 GMT</p>		