



Society of Offshore Marine Warranty Surveyors
Board Meeting
Wednesday 14th April 2021 – 14:00 BST (13:00 GMT)

Attendees:

James Vavasour (JV)
Vishal Sharma (VS)
Stephen Norman (SN)
Michael Chan (MC)
John Munnings-Tomes (JMT)
James Laybourn (JL)
Doug Devoy (DD)
David Ballands (DB)
Hector Grant (HG)
Alison Cooper (AC)

Ref	Item	Action	Due Date
1	Apologies for Absence James Miller		
2	David Watson resignation 1/4/2021 DW resigned at short notice due to taking on another role. HG will organise the purchase of a gift as a thank you for DWs hard work.	HG	
3	Minutes of the meeting held on 10/3/21 Minutes of the last meeting were approved.		
4 A	Matters / Actions arising Learning from Experience webpage JMT provided an overview of the wording for the new Learning from Experience webpage. The proposed wording was agreed by JMT, SN		

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	<p>and JM. The board had no objections to the proposed wording. The board thanks JMT for his work on the webpage.</p> <p>The upload onto the web site will be organised by SN and HG</p>	SN / HG	
5 A B C	<p>Membership Committee Report SOMWS member recommendations</p> <p>The Screening Committee recommended 7 applicants for Full Membership of the Society.</p> <p>Proposed DB, Seconded DD</p> <p>In addition, the Committee approved A candidate for Associate Membership:</p> <p>Additional Category application costs</p> <p>The proposal is to move to a category-based system so that the application fee of £50 pays for one category with an additional fee of £10 per category. Once accepted as a member, the annual membership fee will be £115 for one category plus an additional £10 per category applied for. This update will apply after the AGM and HG will include paper for this. The board unanimously agreed.</p> <p>Founding members recognition</p> <p>DD put together a 'History of SOMWS' draft paper for the website including details about Len Messenger. Board members to review the wording and advise HG accordingly.</p>	<p>HG</p> <p>All</p>	<p>30/4/21</p> <p>30/4/21</p>

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D	<p>Break in membership HG discussed the 'SOMWS payment holiday' document. There were no comments from the board. It was agreed to proceed with the two options outlined in the document.</p>		
6 A B C	<p>Communications report SOMWS Membership Database System After a few hiccups with a Woocommerce update, we are looking to go live with the database in late May. Testing will take place in the next few weeks. SOMWS Budget will be reviewed to take into account additional support for new database going forward</p> <p>Website update See 4A above and 5C above.</p> <p>LinkedIn update SN asked board members to send through any articles/videos relevant to the LinkedIn page.</p>	<p>SN, HG and AC to test</p> <p>SN</p> <p>All</p>	<p>31/5/21</p> <p>30/9/21</p>
7	<p>SOMWS / JRC Working Group Report JRC will be meeting formally tomorrow. Today was the first JRC forum with 180 attendees. Mel Raven is the new chairman. JRC launched the Lessons Learnt programme today as well as the Project Cargo and Renewables scope of work. There is now a JRC scope of work and code of practice for each of those areas that are being released today. An LMA bulletin will</p>		



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	<p>be released looking at the differences between the JRC rig movement document and the LSW498 document. JMT will share the slides with the board once permission has been received from Mel Raven.</p>	JMT	
8	<p>Industry Liaison Group (ILG)</p> <p>SN informed the Board that the ILG will work with the JRC on MWS wording and contractual relationships over the coming weeks.</p>		
9 A B C	<p>Secretariat</p> <p>2021 Management accounts P&L shows positive figure.</p> <p>2020 Draft Annual Accounts 2020 HG asked board members to comment by the end of the week to provide feedback. If no response this will be taken as a positive response and JV will sign.</p> <p>Proposer DD, Seconder SN</p> <p>2021 AGM Election of new board members HG discussed the Board Applications 2021 document. Each candidate has been assigned a number. Full members will be sent the document alongside a voting paper. 17 candidates have put forward their applications and all are Full paid-up members. Members can vote for a maximum of 4</p>	JV	

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	<p>candidates. The Board can submit final comments by close of play 15/4/21, candidates will be informed of next step on 16/4/21 followed by an email to all voting members.</p> <p>The deadline for sending voting forms back will be 30th April 2021. The result will then be distributed to the Board prior to the AGM and May Board meetings. Successful candidates will be informed before the AGM and officially announced at the AGM.</p>	<p>HG</p> <p>HG</p>	<p>18/4/21</p> <p>7/5/21</p>
10	<p>Events</p> <p>There will be no events held in the foreseeable future.</p>		
11	<p>Any other business</p> <p>How is SOMWS approaching Remote Controlled Vessels (or Autonomous Vessels) in a suitability survey?</p> <p>To be rolled over to the next meeting.</p>	<p>DB</p>	<p>12/5/21</p>
	<p>Date of next meeting:</p> <p>Wednesday 12th May 2021 @ 14:00 BST (13:00 GMT)</p> <p>AGM – Wednesday 26th May 2021 @ 14:00 BST (13:00 GMT)</p>		