



**Society of Offshore Marine Warranty Surveyors**  
**Board Meeting**  
**Wednesday 12<sup>th</sup> May 2021 – 14:00 BST (13:00 GMT)**

**Attendees:**

James Vavasour (JV) - Chair Stephen Norman (SN) Doug Devoy (DD) David Ballands (DB) Vishal Sharma (VS)	Michael Chan (MC) John Munnings-Tomes (JMT) James Miller (JM) Hector Grant (HG) - Secretary Alison Cooper (AC) - Admin
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Ref	Item	Action	Due Date
1	<b>Apologies for Absence</b> James Laybourn, Jonathan Vine		
2	<b>David Watson thanks</b> David Watson extended his thanks for the parting gift.		
3	<b>Minutes of the meeting held on 14/4/21</b> No comments.		
4	<b>Matters / Actions arising</b> No matters / actions arising.  It was decided to remove this item from upcoming agendas.		
5 A	<b>Membership Committee Report</b> <b>SOMWS member recommendations</b> No candidates have been put forward for membership this month due to time pressures.		



Ref	Item	Action	Due Date
B	<b>Additional category application costs, AGM paper</b> The SOMWS Membership Cost paper was circulated with AGM papers.		
C	<b>Founding members recognition</b> The SOMWS board has an agreed text. We need to decide who will be deemed as a founding member.  It was thus decided that 2018 board members should be recognized as founding members. It was also agreed that the JRC should be recognised too.	DD	9/6/2021
	Once complete HG to publish on SOMWS web site	HG	14/5/21
6 A	<b>Communications report</b> <b>SOMWS Membership Database System</b> We expect the membership database will be released for beta testing next week. All being well the database should be live by July. The cost has had to be re-adjusted from the original and an additional sum has been identified for enhancements. A new budget to manage on-going maintenance will be agreed  <b>Website update</b> See 6A above.		
B	<b>LinkedIn update</b>		

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C	SN asked for board members to send through any relevant non-contentious articles to publish on the page.		
7	<p><b>SOMWS / JRC Working Group Report</b></p> <p>JMT advised the renewables and cargo scopes of work are completed but they are having an administration issue with the LMA who provide the admin source for the JRC therefore the documentation is still not live on the LMA website. There appears to be a resource issue in the LMA.</p> <p>Mel Raven joined the group for the first time on 6<sup>th</sup> May. Mel Raven has taken over from Chris Walker as Chair. The immediate priorities are renewables and off-shore wind; recognising the transition within the sector. There will also be a focus on ESG. There will be a discussion on oilsands and Arctic drilling. We are also looking at raising the profile and accessibility of the JRC technical documents.</p>		
8	<p><b>Industry Liaison Group (ILG)</b></p> <p>It's important that the ILG engage with other members of the JRC. It was agreed that James Miller set up a meeting with James Miller, Stephen Norman, Mel Raven, James Flude and Clive Magnus</p>	JM	21/5/21
9 A	<p><b>Secretariat</b></p> <p><b>2021 Management accounts</b></p>		



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B	<p>SOMWS has sufficient cash in the bank some of which has been ear-marked for the new database. The first invoice for the new database has been paid. We have two outstanding invoices to be paid once the database is up and running.</p> <p><b>New SOMWS Directors</b></p> <p>This has been very well supported by the membership. We received 25 notes of interest for the four positions available. As part of the process, the Board asked all members to vote for a maximum of four people each. The Board discussed the two representatives per company on the board rule which had been adhered to thus far in electing directors. In order to ensure clarity going forward it was agreed to formalise this and make it clear in the Rules.</p> <p>Proposed by David Ballands, seconded by Stephen Norman, it was unanimously agreed by the Board.</p> <p>Reviewing the candidates, their companies, their votes, their geographic location and their expertise fit within the current Board, there was a tie for two candidates from the same company. The board were asked to consider all these criteria and decide on which candidate they thought would be the best fit with the current range of experience in the Board. If there was still a tie then there</p>	HG	14/5/21

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C	<p>could be a video call with the two candidates to make the final decision.</p> <p>The secretary would email the four invited members with a hoped for outcome by Friday 21/5/2021 prior to the AGM and provided the invited members confirmed their acceptance they would be announced at the AGM on 26/5/2021.</p> <p><b>N.B.</b></p> <p>Subsequent to the secretary contacting each invited member, one was unable to take up the invitation and as such the Board were in agreement that second person from that company be invited onto the Board. When invited, he responded positively and the four new Board members will be formally introduced at the next Board meeting on 9 June 2021. An email to all members will be sent out following that meeting.</p>	JV/SN	21/5/21
	<p><b>2021 AGM</b></p> <p>As confirmed this will take place on Wednesday, 26 May 2021 at 14:00BST (13:00GMT)</p>	HG	11/6/21
10	<p><b>Events</b></p> <p>Due to the current Covid-19 pandemic there will be no physical events taking place for the foreseeable future.</p>		
11	<p><b>Any other business</b></p> <p>None</p>		



Ref	Item	Action	Due Date
	<p><b>AGM:</b> Wednesday 26th May 2021 @ 14:00 BST (13:00 GMT)</p> <p><b>Date of next Board meeting:</b> Wednesday 9<sup>th</sup> June 2021 @ 14:00 BST (13:00 GMT)</p>		