



**Society of Offshore Marine Warranty Surveyors**

**Board Meeting**

**Wednesday 8<sup>th</sup> December 2021 – 14:00 GMT**

**Attendees:-**

James Vavasour (JV) Stephen Norman (SN) Sean Hogue (SH) Hector Grant (HG) Doug Devoy (DD)	David Ballands (DB) Aureliano Schirripa (AS) Jonathan Vine (JV) Alison Cooper (AC) James Laybourn (JL)
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<b>Ref</b>	<b>Item</b>	<b>Action</b>	<b>Due Date</b>
1	<b>Apologies for Absence</b> Michael Chan Vishal Subhash Sharma John Munnings-Tomes Ian Stewart Ekkehard Stade James Miller		
2	<b>Minutes of the meeting held on 10/11/2021</b> The minutes were approved.		
3	<b>Membership Committee Report</b>		
A	<b>SOMWS member recommendations</b> Five new members were put forward. Proposed David Ballands, seconded Stephen Norman.		
B	<b>Additional Enhanced Sponsor Form</b> DB, SN and ES had a meeting last week. As ES was absent today, an update will be provided during the January 2022 meeting.		
C	<b>GDPR Compliance</b> We will be dealing with GDPR once we move to the new database. We will do an audit of our data as we transfer it into the new system.	ES	12/1/22



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4 A  B  C	<p><b>Communications report</b></p> <p><b>SOMWS Membership Database System</b> SN, HG and AC attended a meeting with the database designer yesterday. Timeline for majority of system completion is for the next board meeting. SN demonstrated how the new skills matrix will be pre-populated with fields from the new database with the outcome potentially to be agreed at online SC meetings.</p> <p><b>Website update</b> Current web site continues to be updated with Board minutes and news articles when appropriate. New web site will go live at same time as online application system.</p> <p><b>LinkedIn update</b> SH is looking after LinkedIn. Nine of the new members have joined the private group. SH is working on a content calendar to be rolled out to the board and greater membership at which time we will ask for contributions. Numerous marine articles came out in the last month, it would be good to add them as content to LinkedIn.</p> <p>Stephen Norman shared an article on the CCI website, written by Clyde &amp; Co which was well received but had areas that could be construed as misleading for our members. When articles are posted that have reference to MWS the question was raised on whether we as a board respond, or leave it up to individuals? Board to review here:- <a href="https://cci-int.com/offshore-wind-is-the-mws-still-the-eyes-and-ears-of-underwriters/">https://cci-int.com/offshore-wind-is-the-mws-still-the-eyes-and-ears-of-underwriters/</a> Discussion to be held at next meeting.</p>	All	12/1/22
5	<p><b>SOMWS / JRC Working Group Report</b> Nothing to report.</p>		



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6	<p><b>Industry Liaison Group (ILG)</b></p> <p>SN raised a discussion with JMT alongside ES about the way payments are made to MWS. The current process of decreasing spirals of ‘the cheapest price wins’ does nothing to promote maintenance of a highly skilled workforce nor an equitable process of risk reward. This is being reviewed urgently by the JRC. We should have some feedback in the new year.</p> <p>The current fee structure is not working for the existing MWS market. The contracting status needs to be discussed. There are numerous questions around the surveyor allowance.</p> <p>SN advised we need to draw up a list of interested operators/contractors that would be willing to be engaged as becoming a consultative body that we can bounce ideas off.</p> <p>JV suggested sending out a meeting schedule as meetings are ad hoc. Having scheduled meetings, even if once a quarter, would be a good idea otherwise meetings end up not being scheduled as everyone is so busy.</p>		
7 A  B	<p><b>Secretariat</b></p> <p><b>2021 Management accounts</b> Continues to reflect budget and tight control of costs.</p> <p><b>New Year members invoices 1/1/2022</b> The invoices will be sent manually.</p> <p>The first batch of members have been uploaded to the new database as a starting point to test the database, followed by associates and then the rest of the members. By late January we should have everyone on the new system.</p>		



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	JV agreed we should now remove the 'FastTrack' reference.		
8	<p><b>Set SOMWS Board Meeting Dates</b></p> <p>Board meetings will take place on the 2<sup>nd</sup> Wednesday of the month at 2pm (GMT/BST) with the AGM on the 25<sup>th</sup> May 2022. The October meeting will be delayed two weeks due to industry event.</p>		
9	<p><b>SOMWS Events 2022</b></p> <p>TBC</p>		
10	<p><b>Any other business</b></p> <p>JV thanked everyone for giving him the opportunity to be the Chair. The board extended their thanks back to JV.</p> <p>SN said if anyone had any targets/ambitions/long-term strategies in relation to SOMWS please do raise them so we can put together a wish list.</p> <p>JV said he had always wanted to put together a two day event however unfortunately because of present circumstances this has not been achievable. Hopefully this is something we can do in the next couple of years.</p> <p>The mental health review was briefly discussed. HG to distribute the mental health review as an addendum to these minutes.</p>	HG	ASAP
11	<p><b>Review of new MWS incidents for 'Lessons Learned'</b></p> <p>Will be discussed as part of AOB in future Board meetings when applicable.</p>		
	<p><b>Date of next meeting:</b></p> <p>Wednesday 12<sup>th</sup> January 2022 @ 14:00 GMT</p>		