

## Society of Offshore Marine Warranty Surveyors Board Meeting Wednesday 10<sup>th</sup> March 2021 – 1pm GMT

## Attendees:

James Vavasour (JV)
Stephen Norman (SN)
Doug Devoy (DD)
Vishal Sharma (VS)
James Miller (JM)
Michael Chan (MC)

John Munnings-Tomes (JMT)
James Laybourn (JL)
David Ballands (DB)
David Watson (DW)
Hector Grant (HG)

Item	Action	Due Date
Apologies for Absence		
Alison Cooper		
Minutes of the meeting held on 10/3/2021		
Minutes were approved. No comments.		
Matters / Actions arising		
None, not covered below		
Membership Committee Report		
SOMWS recommended two new Full members		
Proposed by DB. Seconded by SN		
No objections.		
There were also three new Associate members.		
No objections.		
Founding members recognition		
The board agreed that this would be an appropriate way of		
recognising the input made by individuals to SOMWS success.		
DD will draft text which will be reviewed by the Board before		
being published	DD	14/4/21
Break in membership		
HG will present a draft recommendation for the Board to		
consider.	HG	14/4/21
Membership Upgrade		
	Apologies for Absence Alison Cooper  Minutes of the meeting held on 10/3/2021 Minutes were approved. No comments.  Matters / Actions arising None, not covered below  Membership Committee Report SOMWS recommended two new Full members Proposed by DB. Seconded by SN No objections.  There were also three new Associate members. No objections.  Founding members recognition The board agreed that this would be an appropriate way of recognising the input made by individuals to SOMWS success. DD will draft text which will be reviewed by the Board before being published  Break in membership HG will present a draft recommendation for the Board to consider.	Apologies for Absence Alison Cooper  Minutes of the meeting held on 10/3/2021 Minutes were approved. No comments.  Matters / Actions arising None, not covered below  Membership Committee Report SOMWS recommended two new Full members Proposed by DB. Seconded by SN No objections.  There were also three new Associate members. No objections.  Founding members recognition The board agreed that this would be an appropriate way of recognising the input made by individuals to SOMWS success. DD will draft text which will be reviewed by the Board before being published  DD  Break in membership HG will present a draft recommendation for the Board to consider.  HG



Ref	Item	Action	Due Date
	There are a number of existing Associate members wishing to upgrade their membership to Full level as well as Full members wishing to add additional categories. DB will produce draft documents and a fee structure to be considered and agreed at the next Board meeting	DB	14/4/21
5 a.	Communications report SOMWS Membership Database System The software contractor has now finished their work, subject to final beta testing by SOMWS. This should be done in the next 3 to 4 weeks before going live.	SN/HG/AC	31/3/21
b.	Website update As 5a above.		
C.	LinkedIn update 478 members in the open group and 95 in the closed. SN highlighted that over 200 people accessed the article on Lillehammer. Plans are afoot to upload at least one article on interesting projects per month.		
6	SOMWS / JRC Working Group Report  JM informed Board members of recent significant personnel and position changes in the JRC. JM suggested that an informal meeting between new JRC people and SOMWS could be beneficial.	JM	14/4/21
	There will be a release of documents on 14/4/21 some of which maybe of interest to SOMWS.		
	JMT updated the Board on 'Lessons Learnt Articles' and four of these will be uploaded on the JRC web site and then regularly on a monthly basis. There has been discussion between JMT, SN & JV regarding how SOMWS would promote this on the web site and it has been agreed that a form of caveat will be agreed with a link through to the relevant articles on the JRC web site. It is important to show that SOMWS is promoting discussion on this matter.		
	A confidential dropbox for sharing information on loses was suggested and it was agreed that the ILG would take this discussion forward.	ILG	14/4/21



Ref	Item	Action	Due Date
7	Industry Liaison Group (ILG)		
	A meeting is being arranged by JM for w/c 15/3/21		
a.	Chair of ILG		
	To be discussed at meeting above.		
b.	Corporate & Affiliate membership		
	To be discussed at meeting above.		
8	Secretariat		
a.	2021 Management accounts		
	The first two months show a positive position with renewals		
	and new subscriptions being received regularly.		
b.	2021 AGM Election of new board members		
	HG put forward a proposal to contact SOMWS Full members		
	informing them of 4 Board positions becoming available at		
	the AGM on 26/5/21. This was agreed and HG will put		
	together the process, timeline and forms required to achieve		
	this.	HG	19/3/21
c.	The SOMWS web site now has a section with some Director		
	bios and photos, those that have not yet forwarded this		
	information to HG are encouraged to do as ASAP	All	ASAP
9	Events		
	No events are being scheduled at this time due to the COVID-		
	19 pandemic.		
10	Any other business		
	None		
	Date of next meeting:		
	Wednesday 14 <sup>th</sup> April 2021 @ 13:00 GMT (2.00pm BST)		
	2021 AGM date 26 <sup>th</sup> May 2021 @ 13:00 GMT (2.00pm BST)		