

Society of Offshore Marine Warranty Surveyors

Board Meeting

Wednesday 8th September 2021 – 14:00 BST

Attendees:-

| James Vavasour (JV) | Ekkehard Stade (ES) |
|---------------------|--------------------------|
| Stephen Norman (SN) | Aureliano Schirripa (AS) |
| Doug Devoy (DD) | Hector Grant (HG) |
| David Ballands (DB) | James Laybourn (JL) |
| | |

| Ref | Item | Action | Due Date |
|-----|--|--------|------------|
| 1 | Apologies for Absence Michael Chan, James Miller, Jonathan Vine, Vishal Sharma, John Munnings-Tomes, Ian Stewart, Sean Hogue, Alison Cooper | | |
| 2 | Minutes of the meeting held on 11/8/2021 | | |
| | The minutes were unanimously approved. | | |
| 3 | Membership Committee Report | | |
| A | SOMWS member recommendations | | |
| | Due to the holiday month and slowdown of | | |
| | responses to questions regarding applications there are no new members this month | | |
| | are no new members this month | | |
| В | Sponsor process agreement | | |
| | This was originally discussed and minuted last | | |
| | month for further discussion at this meeting. | | |
| | Following considerable discussion, it was agreed | | |
| | that the favoured route for the limited number of | | |
| | cases per annum where no Sponsor was put | | |
| | forward, was to ask the applicant for the names of | | |
| | Underwriters that they had worked with. An | | |
| | enhanced Sponsor form will be created which will | | |
| | have additional questions that will allow an | | |
| | Underwriter to act as a Sponsor and thus give the Screening Committee a degree of comfort on the | | |
| | suitability of the applicant. ES will draft a copy for | | |
| | discussion at the October Board meeting | ES | 13/10/2021 |
| | | LJ | 13/10/2021 |



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| С | Amended Application Forms | | |
| | These had been distributed previously and no comments have been received so DB will supply HG | | |
| | with copies for uploading onto the web site. | DB / HG | ASAP |
| | with copies for uploading onto the web site. | | AJAF |
| 4 | Communications report | | |
| А | SOMWS Membership Database System | | |
| | SN detailed a proposal received from Saturn | | |
| | Innovation a company who have considerable | | |
| | experience in membership and qualification online | | |
| | web sites and databases. Their knowledge of this area means that we are as sure as we can be that | | |
| | they have the knowledge and expertise to meet our | | |
| | brief. We would propose to progress matters for a | | |
| | full go-live date before year end. | | |
| | | | |
| В | Website update | | |
| | As above | | |
| С | LinkedIn update | | |
| | Help from SH has helped SN and there are now 581 | | |
| | people on the main site with 162 on the closed site | | |
| | with an increase in the weekly views. | | |
| 5 | SOMWS / JRC Working Group Report | | |
| 5 | The JRC did not meet this month, the next meeting | | |
| | is 16 September. | | |
| | | | |
| | A JRC Risk Engineering meeting took place on 2 | | |
| | September | | |
| 6 | Industry Liaison Group (ILG) | | |
| 0 | No report | | |
| | | | |
| 7 | Secretariat | | |
| A | 2021 Management accounts | | |
| | HG presented the balance sheet and P&L. Finances | | |
| | are in good shape and ahead of budget. | | |



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| 8 | Events Due to the current Covid-19 pandemic there will be no physical events taking place for the foreseeable future. It was noted that RINA had an online meeting entitled "The Added Value of the Marine Warranty Surveyor in the Offshore Industry" on 16 September see <u>here</u> | | |
| 9 A | Any other business JV apologised in advance that he would not be able to attend the October meeting, SN will Chair. | | |
| В | JV confirmed that he will stand down as Chair in November however would be happy to move this to December if the Board think this more appropriate. He has also reflected on his position thereafter and would be willing to continue as a Director of SOMWS as well as assisting the new incumbent Chair in any way that he can. The Board will discuss this out with the meeting and agree the next steps. | All | 13/10/2021 |
| С | SN suggested that it would be timely to hold a one hour workshop after the next Board meeting to discuss a "Code of Conduct" guidance for SOMWS members regarding a number of items but initially how surveyors would deal with handing over a project to another surveyor. This was unanimously supported and all were keen to produce a document and ultimately a presentation that could be made to industry colleagues. SN will put together an Agenda for this extra meeting on 12 October after the Board meeting | | |
| | meeting on 13 October after the Board meeting. | SN | 8/10/2021 |



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|-----|--|--------|----------|
| | Date of next meeting: | | |
| | Wednesday 13 th October 2021 @ 14:00 BST (13:00 | | |
| | GMT) | | |
| | Followed by a Workshop on a SOMWS Code of | | |
| | Conduct @ 15:00 BST (14:00 GMT) | | |
| | | | |