



**Society of Offshore Marine Warranty Surveyors
Board Meeting**

Wednesday 8th September 2021 – 14:00 BST

Attendees:-

James Vavasour (JV) Stephen Norman (SN) Doug Devoy (DD) David Ballands (DB)	Ekkehard Stade (ES) Aureliano Schirripa (AS) Hector Grant (HG) James Laybourn (JL)
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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 A B	Membership Committee Report SOMWS member recommendations Due to the holiday month and slowdown of responses to questions regarding applications there are no new members this month 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

Ref	Item	Action	Due Date
C	<p>Amended Application Forms</p> <p>These had been distributed previously and no comments have been received so DB will supply HG with copies for uploading onto the web site.</p>	DB / HG	ASAP
4 A	<p>Communications report</p> <p>SOMWS Membership Database System</p> <p>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.</p>		
B	<p>Website update</p> <p>As above</p>		
C	<p>LinkedIn update</p> <p>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.</p>		
5	<p>SOMWS / JRC Working Group Report</p> <p>The JRC did not meet this month, the next meeting is 16 September.</p> <p>A JRC Risk Engineering meeting took place on 2 September</p>		
6	<p>Industry Liaison Group (ILG)</p> <p>No report</p>		
7 A	<p>Secretariat</p> <p>2021 Management accounts</p> <p>HG presented the balance sheet and P&L. Finances are in good shape and ahead of budget.</p>		



Ref	Item	Action	Due Date
	<p>Date of next meeting: Wednesday 13th October 2021 @ 14:00 BST (13:00 GMT) Followed by a Workshop on a SOMWS Code of Conduct @ 15:00 BST (14:00 GMT)</p>		