

National Diving Council Meeting Minutes



Tuesday 3rd June 2008 - 7.30 PM - SSAC HQ

NDC Members Present

Marion Brown (MB), Gordon Young (GY), Sam Paske (SP), Graeme Forsyth (GF).

Ex-Officio Members Present

Nigel Spike (NS), Joe Campbell (JC), Don Lees (DL), Bert Smith (BSm), Billy Symington (BSy), Tony Carter (TC)

Board Members Present

Andy Murray (AM), Jack Morrison (JM)

Apologies

George McBurns, Peter Courtier, David Carruthers

Meeting

Nigel Spike chaired the meeting and thanked all for attending.

Adoption of Previous Minutes

The minutes of the meeting on 1st April were proposed by Graeme Forsyth and seconded by Marion Brown. The minutes of the meeting on 6th May 2008 were proposed by Bert Smith and seconded by Jack Morrison.

Actions from April Minutes

Number	Action and Update	Actionee	Status
1	All RCs to submit RC report to NC 7 days prior to each meeting – <i>Some reports received. It was suggested that RCs liaise with NC and report of any issues as they arise.</i>	All RCs	New action
2	Course Directors to submit report prior to each meeting – <i>as above</i>	Course Directors	New action
3	Sport Diver Assessment (Review) – <i>see below</i>	SP & MB	Ongoing
4	Master Diver Assessment (Review) – <i>GY has drafted a document, which will be circulated following the Sport Diver review</i>	GY	August/September meeting
5	First Class Divers Award (Review) – <i>on hold</i>		
6	BI Award (Review)	AM & MMc	Completed
7	RI Award (Review) – <i>see below. Action now on GF</i>	KW	Ongoing
8	Examiners Award (Review)	KW	Ongoing
9	First Aid (Review)	BS	Complete
10	O2 Course (Review)	BS	Complete
11	Heart Start (Review)	BS	Complete
12	Master Diver Lectures – <i>work is ongoing, lectures nearing completion.</i>	DL & Team	Ongoing
13	FAI – <i>report expected in June</i>	JM	Ongoing
14	Dive Conference – <i>see below</i>	All	Ongoing
15	Incorporate changes to Branch Diver draft – <i>complete</i>	SP/MB	Complete
16	Prepare Buddy Breathing Proposal for Board -	KM	Complete
17	Dive leader endorsement material discussion –	NDO	Next meeting

Actions from May Minutes:

Number	Action and Update	Actionee	Date Due
1	Prepare a flowchart to illustrate the role of NDC & Board in preparing recommendations.	AM	August meeting
2	Chair June NDC meeting	Nigel Spike	Complete
3	Contact Drew Stevenson re First Class and Examiner – <i>discussions regarding First Class candidates and course.</i>	AM	Complete – new action

	<i>DS happy to take this forward</i>		
4	Advertise NDO role and other vacant Director roles – <i>two notes of interest for Director roles, but none for NDO role.</i>	AM	Ongoing
5	Consider joint meetings or workshops	AM + NDO	When new NDO in post
6	Regional Instructor Course – <i>see below</i>	GF	October
7	Communicate buddy breathing ascent training changes via letter and website – <i>communication issued to all Instructors, BDOs, Secretaries. July Scottish Diver to include details.</i>	AM / HQ staff	Complete

Annual Plan Update

- Regional Instructor Course – GF advised that the likely date is 24-26th October, at Cumbrae. 8 candidates have been recommended by RCs including some candidates who could not attend last year. GF to liaise with Examiners to deliver course and compile course material. RCs are asked to help identify any other candidates for RI course. GF to prepare a budget for Board approval.
- For clarity, the current assessment requirements for RI candidates is as per Qualification Record Book.
- NS advised that an Examiner course was ready to run and suggested a Saturday in August. NS and TC offered to assist. AM to liaise with DS.
- BS asked about the purchase of a training defibrillator. However, since members will not have access to one following the course, and it is not required to teach the First Aid or Heartstart courses, it was not felt essential to purchase.
- BS also advised of a requirement for a projector screen for course delivery. DL offered to donate a spare one he had.
- Nitrox course - We are aware of outstanding issues from a previous course. AM to follow up. HQ staff to liaise with ITDA re future course dates.

Summer Solstice Event

- Marion has been coordinating the event, and confirmed arrangements. Poster was sent to all Branches.

Training Schedule Review

- NS led a discussion to review the latest version of the Branch Diver and Sport Diver award drafts. Some areas included the inclusion of a controlled buoyant lift for Branch Diver level.
- AM clarified the timescale for proposal to next years AGM and that the NDC should aim to finalise the proposal and documents in November / December for presentation to the Board at their meeting in December or January in order that the proposal may be issued with the AGM papers.

AOCB

- A Have Your Say query was received re standardised sport and master diver lecture assessments. Various versions of assessment papers are available, but no coherent set was available. SP to look at options for online compilation using a 'bank' of questions.
- JC highlighted an issue regarding powerboat courses being advertised by local authorities, which are for non flowing inland waters only and not for open water or sea conditions. He was aware of some members who had attended the course after seeing the advertising material but were unaware of the limitations prior to attending the course.
- Clarification of byelaws statement on appointment of training personnel.
- It was reported that Walt Deas, honorary life member of SSAC passed away recently. AM will be writing to his widow to convey our thoughts and appreciation for his involvement in SSAC.

Summary of Actions

Number	Action and Update	Actionee	Date Due/ Status
1	Arrange dates for Nitrox course	HQ Staff	Next meeting
2	Circulate Dive Leader draft material for new Sport Diver	AM	July or August meeting
3	Update Branch and Sport Diver document and circulate for next meeting	SP/MB	Next meeting
4	Find out about e-learning options.	SP	Next meeting

5	Clarify minimum age for buddy pairs.	AM/MB	Next meeting
6	Chair July NDC meeting	Nigel Spike	Next meeting
7	Liaise with Drew Stevenson re First Class and Examiner	AM	Next meeting
8	NDO role and other vacant Director roles	AM	Ongoing
9	Regional Instructor Course	GF	October
10	All RCs to liaise with NC and report of any issues as they arise.	All RCs	Ongoing
11	Course Directors to report to each meeting of any issues / current progress	Course Directors	Ongoing
12	Sport Diver (Review)	SP & MB	Ongoing
13	Master Diver (Review)	GY	August/ September meeting
14	First Class Divers Award (Review) – <i>on hold</i>		
15	RI Award (Review)	GF/KW?	Ongoing
16	Examiners Award (<i>Review</i>)	KW	Ongoing
17	Master Diver Lectures	DL & Team	Ongoing
18	FAI	JM	Ongoing
19	Dive Conference	All	Ongoing
20	Incorporate changes to Branch Diver draft and reissue for next meeting	SP/MB	Next meeting
21	Dive leader endorsement material discussion –	NDO	Next meeting
22	Clarification of Byelaws item re training personnel in next BDO mailing	AM / Headquarters staff	Next mailing
23	RCs to consider possible RI candidates within their Branches for next meeting	All RCs	Next meeting

Meeting Closed at 9.45pm.

Future meetings:

(All at 7.30pm)

Tuesday 1st July 08

Tuesday 5th August 08

Tuesday 2nd September 08

Tuesday 7th October 08

Tuesday 4th November 08