

# National Diving Council Meeting Minutes

Tuesday 5<sup>th</sup> January 2010 - 7.30 PM - ScotSAC HQ



## NDC Members Present

Nigel Spike (NS), Marion Brown (MB), Sam McKay (SM),

## Ex-Officio Members Present

Billy Symington (BSy), Bert Smith (BS)

Also Present: Kate Jenkins (KJ)

## Apologies

Andrew Murray (AM), Graeme Forsyth (GF), David Carruthers (DC), Don Lees (DL), Hugh Fraser (HF), Gordon Young (GY), Joe Campbell (JC)

## Adoption of Previous Minutes

The minutes of the meeting on 1<sup>st</sup> December 2009 were proposed by MB and seconded by BS.

## Regional Coach Reports

- JC, BS, BSy submitted written reports
- SM – Stirling – members attending BI course set for 07/02/2010
- MB – nothing to report

## Incidents

- No incidents to report this month.

## First Aid

- BS produced a "job specification"
- NS suggested producing an advert to report to the NDC that can be placed in the magazine and website to recruit volunteers.

## New Award Scheme: part three

- NS suggested the NDC should utilise the membership to accomplish its aims for this subject. NS asked the NDC to think about exactly what they want, and how they will do it.
- Advertise for volunteers, and possibly for professionals, through the membership to help with the logistics of the new award scheme (eg. design, print, etc). An advert should be linked to each section of the new scheme in order to identify those able to help.
- The format of the new documents was discussed. SM suggested looking at exactly what is wanted, and deciding how it will be distributed to the membership. Spreadsheet to be produced for the NDC to decide detail of what need to be done, to delegate tasks, allocate budgets, and state who to report to for each task. A specific brief that should reflect the new award scheme is needed for this to work.
- NS to provide a rationale via e-mail. A list of questions to be circulated which can be added to and allow progression.
- TC suggested for SM to translate document into a list of questions to send to NS for circulation.

## AOCB

- Next board meeting to be held Tuesday 2<sup>nd</sup> February 2010
- BS – O2 kits tested and complete. An equipment sign in/out book is needed to keep track of items lent out. Also, possibly advertise the use of the rescue dummy on the website.
- NS – float the idea of having meetings at 7.00pm at the next meeting.

## **Actions Record**

<b>No.</b>	<b>Action and Update</b>	<b>Actionee</b>	<b>Status / Date Due</b>
1	Review progress of new Awards	SP	Ongoing
2	Investigate BSAC crossover levels	JC	Ongoing
3	Risk Assessment of the new Awards scheme	NS	On hold
4	Explore options for Advanced course – JC discuss options with BSAC	JC	January
5	Crossover document updated and re-circulated for publishing on website – find out progress from AM for next meeting	AM	On hold
6	Develop Try Dive leaflet for participants – NS to present full set of try dive documents to Board	NS	Ongoing
7	Letter to all BDOs with pro-forma to confirm receipt and understanding of the changes, once documents have been agreed	NS	Ongoing
8	Update Try Dive instructor notes for next meeting	GY	Complete
9	RC report template to be added to website	AT/KJ	Complete
10	NDC to consider what they would like on a 'RC' page of the website	All	Ongoing
11	Drop NDC loop in favour of NDC and Ex-Officio members	AM	Ongoing
12	Explore option of BSAC Nitrox course	JC	Ongoing
13	"Clean" version of New Awards Scheme to be prepared for next meeting	SM	Complete
14	Create a draft Os/HS/DFA course information document, detailing criteria, and the process for becoming an Instructor	BS	Complete
15	Assign volunteer to liaise with webmaster re uploading meeting minutes	NS	Ongoing
16	Make enquiries with other dive organisations as to the type of training materials they provide – BS type up comparisons and attain CD's	BS/JC	Complete
17	Review ScotSAC Nitrox course documents to present to NDC	TC/JC	Ongoing
18	Circulate Training Schedule document to NDC for review at next meeting	TC	Ongoing
19	Produce booking sheet/book for ScotSAC equipment	KJ	February

Meeting Closed at 9.30pm.

**Future meetings – all at 1930hrs, at ScotSAC Headquarters unless otherwise advised:**

- February 2<sup>nd</sup> 2010