



NDC Meeting Minutes

Tuesday 5th October 2010
ScotSAC HQ, Edinburgh

NDC Members Present

Nigel Spike (NS), Gordon Young (GY), Joe Campbell (JC)

Ex Officio Members Present

Billy Symington (BS)

Also present: Kate Jenkins (KJ), Alistair McCulloch (AM)

Apologies:

Marion Brown, Graeme Forsyth, Bert Smith

Previous Minutes

The minutes of the previous NDC meeting on 7th September 2010 were reviewed. Proposed by BS and seconded by JC.

Regional Coach Reports

- JC – continuing to contact EK Pro Divers to discuss the options regarding their lack of a pool.

Regional Coach Reporting

- The proposed new method of Regional Coach Reporting was put to the Board, who agreed the process. Graeme Forsyth is to contact RC's on a monthly basis.

Incident Reports

- There were two incident reports received this month.
- An issue arose regarding the use of trainees in completing the rescue refresher. The dangers of this were discussed, and it was agreed that GY would contact the RC of the branch involved to reiterate the safety guidelines in place for the Rescue Refresher.

Nitrox Update

- JC received contact from BSAC, who identified that their Regional Coach for Scotland is no longer with their organisation, explaining the communication problems experienced.
- JC is attending the Birmingham Dive Show later this year, and will organise a meeting with BSAC to discuss the options in further detail.

Review of Qualifications Record/Logbook

- The proposed new training schedule document version 2 was reviewed, and emendations were made.
- The importance of the inclusion of Buhlmann Tables was discussed. This query is to be put to the Board.
- The computer at HQ is to be checked for a Health & Safety manual.
- The difference between rules, recommendations, and advice was discussed. It was agreed that the Sheriff's documents are to be checked for full clarification before these sections are completed.

Next Steps

- NS to make suggested emendations and to circulate version 3 for next meeting.

Rescue Refresher Progress

- 87 rescue refresher cards have been received at HQ to date (out of a possible 300).
- It was proposed that a letter should be sent directly to those Instructors who have not yet completed their Rescue Refresher, to enquire about their intent to remain active. This proposal is to be put to the Board at the next meeting.

Training Material

- NS extended thanks once again to GY for volunteering to liaise between the NDC and webmaster regarding the uploading of documents to the website.
- A BI manual was circulated for the meeting. AM will attempt to transfer the document into an electronic format for circulation and easier editing.

PVG Scheme

- The new PVG Scheme, which has been simplified, was floated at the AGM.
- The number of applications made should reduce.
- Full details will be given by Marion Brown, and an article will be written for Scottish Diver Magazine.

Children and Diving

- A request has been made from SAA to introduce a cross-party dive organisation approach to junior divers.
- This will provide a common standard of limitations on the number and depth of dives for example.
- JC is to liaise with the SAA and BSAC at the Birmingham Dive Show.

Nautical Archaeology Society

- The NAS has expressed concerns about the uptake of the Marine Archaeology Course from ScotSAC divers.
- It was identified that funding is available from Historic Scotland.
- This issue will be revisited again at the next meeting.

AOB

- Only three nominations have been received to date for the Suunto ScotSAC Awards. The possibility of extending the deadline was discussed and will be put to the Board at the next meeting.

Actions Record

No.	Action and Update	Actionee	Status / Date Due
1	Review progress of new Awards	SM	Ongoing
2	Investigate BSAC crossover levels	JC	Ongoing
3	Risk Assessment of the new Awards scheme	NS	Back Burner
4	Explore options for Advanced Nitrox course – JC discuss options with BSAC re joint logo and insurance	JC	Ongoing
5	Crossover document updated and re-circulated for publishing on website – find out progress from AM for next meeting	AM	On hold
6	NDC to consider what they would like on a 'RC' page of the website	All	Back Burner
7	Assign volunteer to liaise with webmaster re uploading past meeting minutes	NS	Complete
8	Review ScotSAC Nitrox course documents to present to NDC	TC/JC	Back Burner
9	Circulate Training Schedule document to NDC for review at next meeting	TC	Back Burner
10	Working Pool Management guidance document to be put before Board (Run past DF). On agenda for next board meeting.	NS	Ongoing
11	Full RC list to be created, request photos & blurbs	GF, KJ	Ongoing
12	Insurance clarification for guest diving – Iain Graham	NS	Ongoing
13	Draft letter to BDO's re new PVG Scheme	MB	Ongoing
14	Draft letter of thanks to George McBurns	NS	Ongoing

Meeting Closed at 9.30pm.

Future meetings – all at 1900hrs, at ScotSAC Headquarters unless otherwise advised:

Tuesday 2nd November 2010