



NDC Meeting Minutes

Monday 9th January 2012

ScotSAC HQ, Edinburgh

NDC Members Present:

Gordon Young (GY), Graeme Forsyth (GF), Alastair McCulloch (AM), Ronnie Scrymgeour (RS), James Anthony (JA), Hugh Fraser (HF), Alastair Reid (AR).

Ex Officio Members Present:

Don Lees (DL), Marion Brown (MB), Dot Kisielewski (DK).

Also Present:

Kate Jenkins (KJ).

Apologies:

Joe Campbell (JC), Tony Carter (TC), Bert Smith (BS), Alan Purcell (AP).

GY welcomed everyone to the first meeting of 2012, wishing all a Happy New Year.

Previous Minutes

The minutes of the previous NDC meeting on 12th December 2011 were reviewed. Proposed by RS and seconded by DL.

Matters Arising

- 4. The current First Class course was discussed in detail, with the possibility of making it modular being suggested. It was also suggested that as ScotSAC no longer have a VHF or Boat Handling course that the entire award should be made more relevant.
- 9. Letters are to be written to BDO's and Secretaries regarding Regional Coach contact details, and to ask them to inform HQ of any changes in committee.
- 14. No endorsements (other than Instructor information) can be inputted onto the membership cards. The possibility of creating new cards for endorsements was discussed and will be put before the Board.

National Coach Report

- There has been more interest in Deep Diving courses from members. More Instructors are to be trained up first, and it is hoped that this will be done by Feb/Mar this year. Subsequently, it is hoped that we can run one course per month. In order for this to run smoothly and efficiently, it was reiterated that all candidates must have all the necessary pre-requisites before booking onto the course. The booking form is to be altered slightly before going onto the website. All booking forms are to be sent to HQ at least 7 days prior to the course. The website is also to be amended, removing any references to fees.
- GF requested that Regional Coaches only fill in a Regional Coach Report if there is something that needs reporting. This will help make the process more efficient.
- GY expressed the concerns of the Board about the potential burden to GF from having a large number of Branches to account for as Regional Coach. It is thought that as more Regional Coaches are put in place, this number will decrease.

Incident Reports

- None received.

Nitrox Course

- In the absence of JC this matter was postponed until the next meeting.

Branch Instructor Course

- A BI course is now set for 18th February in Grampian. There are still a couple of spaces available for any candidates wishing to attend. Another course will be run in the near future for any candidate unable to make it to Aberdeen.

First Class Award

- The First Class Award was raised at the last Board meeting. The Board are of the opinion that the Award needs updating, and are positive about moving towards a more modular structure.
- Gordon Young has been tasked with asking the NDC to rework the Award in order to make it more achievable.
- There was discussion about the content of the course, and it was decided that GY, GF and DL would form a sub-committee to work through the details before presenting to the rest of the NDC for their feedback.
- There was discussion about the timescales involved, and the administrative process that would have to be followed. It was thought that as it is an Award and not a qualification, it can be implemented as soon as content is agreed. This is to be confirmed and rollout will be discussed at a later date.
- It was decided to keep the name as the First Class Award.

IDEST

- The CEO of IDEST contacted GY with regards to tank testing.
- Jack Morrison has put an advert in Scottish Diver Magazine.
- There was some discussion about experiences with different IDEST testing stations, and some of the issues raised previously were highlighted to the CEO of IDEST, who is now looking into the situation.

New Training Schedule

- The content of the New Training Schedule has now been passed.
- AMc has updated that Instructor Notes which are now ready to pass on to the Board.
- There was discussion as to when the new Training Schedule could be ratified by the Membership. It is to be clarified as to whether it has to be done at AGM, or whether an EGM can be called.

AOCB

- It was established that there are still a number of Instructors within ScotSAC who have not completed their Rescue Refresher.
- There was discussion about Boat Handling courses that could be included as part of the First Class Award. ScotSAC are unable to offer this to the Membership as the partnership with RYA was unfeasible and proved too costly.
- We are in short supply of Regional Coach Stamps. A request is to be put out to all old RC's asking to return their stamps if they still have them.
- We have had a request from **sports**scotland and Children First that must be complied with before March 31st 2012. We need to inform them as to the status of all active Branches, and to ascertain which Branch falls in to which category in their lists. MB will arrange to come in to HQ to go through this information with KJ. It was noted that Branches have been asked for this information a number of times previously, but the responses have been minimal.

Actions Record

No.	Action and Update	Actionee	Status / Date Due
1	BDO's Handbook to be pulled together and a section created on the website – progress underway	GF/GY	Ongoing
2	First Class Award	GY, GF, DL	Ongoing
3	MB to liaise with KJ to update child protection documents on website.	KJ/MB	Ongoing
4	Update and present New Training Schedule delivery supporting documentation	AM	Ongoing
5	Liaise with Jack Morrison to discuss format of new Training Schedule	AM/AP	Ongoing
6	Liaise with webmaster to update Deep Diving Page of website	GY/KJ	February

7	Update Booking Form and send to GY & webmaster for website	KJ	February
8	Contact all RC's re RC Reporting	KJ	February
9	Contact all Branches re Child Protection lists	KJ/MB	February

Meeting Closed at 2110hrs.

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

- Monday 6th Feb 2012.