



NDC Meeting Minutes

Monday 6th February 2012

ScotSAC HQ, Edinburgh

NDC Members Present:

Gordon Young (GY), Alastair McCulloch (AM), Ronnie Scrymgeour (RS), James Anthony (JA), Hugh Fraser (HF), Alastair Reid (AR), Alan Purcell (AP)

Ex Officio Members Present:

Don Lees (DL), Marion Brown (MB), Dot Kisielewski (DK), Tony Carter (TC)

Also Present:

Kate Jenkins (KJ).

Apologies:

Graeme Forsyth (GF), Joe Campbell (JC), Bert Smith (BS).

Previous Minutes

The minutes of the previous NDC meeting on 9th January 2012 were reviewed. Proposed by DL and seconded by RS.

Matters Arising

- 1. Course application forms have recently been updated and standardised.
- 3. TC requested a fact sheet to be produced for the website to include a Child Protection Policy summary. ScotSAC already has a document in place that cannot be shrunk any further.
- 6. The Deep Diving form has been updated. GY is still timing course cost.

Board Meeting

- GY was absent at the last Board meeting so there was nothing to report.

National Coach Report

- In GF's absence RS had nothing to report.

Incident Reports

- None received.

Nitrox Course

- JC intends to hold the next Nitrox course in April once Instructors have been given the pdf student notes.

Branch Instructor Course

- Progress is being made for the planned BI course in Grampian on 18th February, but GY is still awaiting paperwork for some candidates.
- After this course is complete, there are 3 more candidates on the waiting list.

First Class Award

- Progress is being made in restructuring the First Class Diver Award to make it more achievable to ScotSAC members (ScotSAC currently has only 9 First Class Divers).
- It is hoped that by making the award more achievable it will increase interest in the award, and also reduce any burden on the few volunteers currently able to run the course.
- GY presented the proposed structure of the new Award as constructed by the sub-committee of GY, DL and GF.
- There was a discussion about the proposed structure, with suggestions for expedition organising to be included. It was reiterated that the intention of the First class Award is to reward members for

their achievements, and to be about the enjoyment of the sport, rather than about diver training. It was also stated that expedition organising already forms part of the Master Diver training schedule.

- GY will present the proposals to the Board at the next meeting he attends.

New Training Schedule

- Instructor notes to accompany the new Training Schedule are complete.
- The Health and Safety Manual needs updating.
- Lecture slides and notes will need updating.
- ScotSAC Rules, Recommendations and Advice need to be defined.
- AP would like to make a start on the format as soon as possible in order to create a running version by September.
- A new risk assessment will not be needed for the new Training Schedule as nothing new has been added – the content has been restructured.
- DK, DL, AP volunteered to help with any work going forward.
- A number of potential packs were presented to the NDC. P is currently costing up different options to see which will result in a lower cost to the Organisation.

AOCB

- TC expressed his concern at a letter being sent out to Larkhall Branch from the ScotSAC Board regarding membership of ScotSAC and a ScotSAC Branch, which resulted in the resignation of the current Secretary of the Branch. TC will contact the ScotSAC Chair to discuss this further.
- The date of the next meeting has not yet been set due to Y annual leave. He will circulate a date nearer the time.

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

Meeting Closed at 2110hrs.

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

-