



NDC Meeting Minutes

Monday 13th August 2012

ScotSAC HQ, Edinburgh

NDC Members Present:

Gordon Young (GY), Graeme Forsyth (GF), Alastair McCulloch (AM), Alastair Reid (AR), James Anthony (JA).

Ex Officio Members Present:

Dot Kisielewski (DK), Hugh Fraser (HF), Marion Brown (MB)

Also Present:

Kate Jenkins (KJ).

Apologies:

Ronnie Scrymgeour (RS), Joe Campbell (JC), Alan Purcell (AP).

Previous Minutes

The minutes of the previous NDC meeting on 11th June 2012 were reviewed. Proposed by Hugh Fraser and seconded by Dorothy Kisielewski.

Matters Arising

- 1. The cross over section of the website has now been updated to reflect all corrections

Board Meeting

- There has been no Board meeting since the last NDC meeting. The next Board meeting is set for August 22nd.

National Coach Report

- A couple of BI Rescue Refresher queries have been received, and the matter is in hand.
- The lapsed post holders list was discussed. Letters were sent out to lapsed BDO's, most of who have now sent in their membership forms and payment. Gordon Young will contact Regional Coaches of those lapsed post holders.

Incident Reports

- Two incident reports have been received by HQ, one of which was received a considerable time after the incident took place.
- No recommendations are to be made, but Graeme Forsyth is to contact the Regional Coach of the Branch involved in one of the incidents to get some more information.

Nitrox Course

- The Nitrox course planned for Sunday 24th June was cancelled again due to lack of interest.
- The next course is now planned for September 1st at ScotSAC HQ, with 5 deposits being paid.
- There are still spaces for this course, at a cost of £70, which covers the cost of the Nitrox packs.

Branch Instructor Course

- 6 BI candidates attended the BI course at Perth Branch on June 24th and the course was received well.
- There are a number of candidates on the waiting list for the next course, and one will be organised as soon as we have enough numbers.

First Class Award

- The First Class Award is now up and running and a number of requests for the Award documents have been received by HQ.

- Details of the Award are available online. A newsletter was also sent out to all members, and there will be an article in the next issue of Scottish Diver Magazine.
- Gordon Young will check at the next Board meeting as to the status and procedure regarding ratification.

New Training Schedule

- Alan Purcell has all the costings for the new Training Schedule packs, which Gordon Young will present to the Board.
- It is possible that the new Training Schedule will be presented to the Membership with an intended “go-live” date, and will then be ratified at an AGM. Gordon Young will check this procedure at the next Board meeting.
- Gordon will check at the next Board meeting about having a break-out room at the Dive Conference to introduce the new Training Schedule to the members.

Snorkel Instructor Award

- KJ is making progress with the supporting documentation for the Junior Snorkel programme. Most documents have been drafted, and she’s working on the remaining ones.

Deep Diving Award

- The next Deep Diving course is in place for August 25th – 26th.
- A kit list is to be added to this section of the website so that candidates know in advance what equipment they will need to bring to the course, and the minimum requirements needed.
- The Deep Rescue section of the Deep Diving Award was discussed. It is to be re-worded that only the candidates Regional Coach, or a Regional Instructor appointed by their Regional Coach can take this section of the Award.

AOCB

- In the next issue of Scottish Diver Magazine, there will be an article on divers opening pots at Ballachulish.

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 (monitor)
2	First Class Award	GY, GF, HF	Complete
3	MB to liaise with KJ to update child protection documents on website.	MB/KJ	Ongoing
4	Update and present New Training Schedule delivery supporting documentation, and liaise with Jack Morrison to discuss format of new Training Schedule	AM/AP	Ongoing
5	Contact all relevant BI's to undergo PVG check	MB/KJ	Ongoing
6	Contact all Regional Coaches to inform of update in BI course to reflect rescue refresher	GY/KJ	Complete
7	Contact all Regional Coaches to ask for any corrections to be made to the lecture material	GY/KJ	Complete
8	Create Deep Diving Instructor cards	KJ	Complete

Meeting Closed at 2110hrs.

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

- Monday 3rd September 2012