



NDC Meeting Minutes

Monday 3rd September 2012

ScotSAC HQ, Edinburgh

NDC Members Present:

Gordon Young (GY), Alastair McCulloch (AM), Joe Campbell (JC), James Anthony (JA).

Ex Officio Members Present:

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

Also Present:

Kate Jenkins (KJ).

Apologies:

Ronnie Scrymgeour (RS), Graeme Forsyth (GF), Alastair Reid (AR), Tony Carter (TC).

Previous Minutes

The minutes of the previous NDC meeting on 13th August 2012 were reviewed. Proposed by Alastair McCulloch and seconded by Marion Brown subject to one minor emendation.

Matters Arising

- Action 2. The First Class Award is now up and running, but a query has been received as to the validity period of Oxygen Administration/HeartStart/Diver First Aid Award. Gordon Young will contact Bert Smith.
- Action 3. Marion Brown has a meeting arranged next week to discuss the changes needed. The BI procedure will also need to be altered. BI candidates will complete the BI course as normal, then apply for a position with Junior Responsibility. Candidates from group 2 and 3 Branches will complete the new application pack, with candidates from group 2 also requiring a PVG check.
- Action 5. Retrospective checking of all BI's in group 2 will start toward the end of the year.

Board Meeting

- Gordon Young was absent from the last Board meeting so had nothing to report.

National Coach Report

- In both Graeme Forsyth and Ronnie Scrymgeour's absence, Gordon Young announced that a Regional Instructor Course is to be run at the end of November in Cumbrae, with a minimum of 6 candidates.

Incident Reports

- One incident report has been received by HQ, from which no recommendations are to be made

Nitrox Course

- The Nitrox course took place on 1st September at ScotSAC HQ, with all 5 candidates successfully passing the course. Joe Campbell, Alastair McCulloch and Hugh Fraser were Instructing, and all paperwork has been sent off to BSAC and cards will be sent directly to the successful candidates.
- There are 4 packs left and another course is hoped to be run before Christmas if we receive enough interest.
- The marketing of the course was discussed. Information on the new course has been sent out in the newsletter, and is also available from the website. Joe Campbell will contact Jack Morrison to put an advert in the magazine on a regular basis as is done for some of the other courses. Joe will also create a more in-depth item for the website. Unfortunately, we are unable to advertise dates

with free spaces on until enough names have been received, but courses can be arranged for specific Branches or groups of ScotSAC members.

New Training Schedule

- Alan Purcell and Alastair McCulloch met with Jack Morrison, but he hadn't yet seen all the completed content, in particular the Training Schedule complete with Instructor notes. Another meeting is to be set up after Jack has had a follow up meeting with Lawson Wood regarding technical writing.
- The first draft is now complete. Alan Purcell will need to send the completed documents to the potential suppliers for exact costings. A procedure will then be needed to approve and adopt the new Schedule. The procedure should follow the usual procedure of:
 - NDC approve the first draft
 - Board approval
 - Send to suppliers for final quote
- When the Schedule has been approved, it will be introduced to the membership through the Branches with a "go live" date so that Instructors can familiarise themselves with the content and application. Regional Coaches will visit the Branches to help out.
- Alastair McCulloch suggested that the new Schedule can be publicised at the Dive Conference. A breakout room can be allocated for anyone wanting more information, and can ask Iain Graham to mention it in his welcome.

Snorkel Instructor Award

- Kate Jenkins and Marion Brown are making progress with the supporting documentation for the Junior Snorkel programme. Marion will be coming to HQ next week to go over some of the documents needed.

Deep Diving Award

- A Deep Diving course was held on August 25th – 26th at Loch Long, with 15 candidates in attendance.
- The feedback from the course was good and it is hoped that this will become a regular event.
- Anyone wishing to attend one of these courses should register their interest with HQ. Once sufficient number has been received a date can be arranged.
- The kit list will be updated for the information currently on the website.

NDC Nominations

- Nominations have been received for James Anthony, Joe Campbell, Hugh Fraser, Graeme Forsyth and Ronnie Scrymgeour. Additional members can be co-opted after the AGM if anyone else comes forward to volunteer.

AOCB

- Pentland Branch now have their pool nights at the Commonwealth Pool from 1930 - 2030. They have extended an open invitation to other Branches who may want to join them for advanced pool training. Anyone interested should contact Dave Simpson, the BDO of the Branch.
- Joe Campbell stated that a member of Hamilton Branch sent in a Diabetic Divers medical form to HQ some time ago. This form was then passed on to Dr Edge who deals with these. He has not yet received his stamped form back yet, despite another diver having received theirs. Kate has tried to contact Dr Edge several times but has had no response. She will contact Dr Wilmot for advice.

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	MB to liaise with KJ to update child protection documents on website.	MB/KJ	Ongoing

3	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
7	Contact all Regional Coaches to ask for any corrections to be made to the lecture material	GY/KJ	Ongoing – awaiting responses

Meeting Closed at 2110hrs.

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

- Monday 5th November 2012