



# **NDC Meeting Minutes**

**Monday 12<sup>th</sup> November 2012**  
**ScotSAC HQ, Edinburgh**

## ***NDC Members Present:***

Gordon Young (GY), Alastair McCulloch (AM), Ronnie Scrymgeour (RS), Hugh Fraser (HF),

## ***Ex Officio Members Present:***

Don Lees (DL), Dot Kisielowski (DK), Marion Brown (MB), Alan Purcell (AP), Tony Carter (TC), Alan Purcell (AP).

## ***Also Present:***

Kate Jenkins (KJ).

## ***Apologies:***

Graeme Forsyth (GF), Alastair Reid (AR), Joe Campbell (JC), James Anthony (JA), David Fuller-Shapcott (DFS).

## **Previous Minutes**

The minutes of the previous NDC meeting on 3<sup>rd</sup> September 2012 were reviewed. Proposed by Hugh Fraser and seconded by Alastair McCulloch.

## **Appointment of National Coach**

- Graeme Forsyth was appointed as National Coach for the forthcoming year.

## **Co-option of Additional NDC Members**

- Gordon Young proposed to officially co-opt Alan Purcell on to the NDC. Alan's nomination was received at HQ after the deadline to be voted on at the AGM. All agreed to the proposal with immediate effect. Alan, Hugh Fraser, and Ronnie Scrymgeour were asked for a photograph of themselves along with some information for the NDC section of the website.

## **Matters Arising**

- Action 2. The ScotSAC Child Protection documents are being updated. There are two new documents that need to go up on to the website, and the old version removed.
- Action 4. As far as we have been informed, Forth Valley is the only Branch who fall into group 2 (actively recruit under 18's). Retrospective checking is now underway.

## **Board Meeting**

- A new online payment system is now in place and is set to go live in the coming weeks once the database is set up to support this.

## **National Coach Report**

- In Graeme Forsyth's absence, Ronnie Scrymgeour reported that 4 BI candidates have now completed their pool assessments.
- Another 3 Deep Diving courses are to be organised for 2013.

## **Incident Reports**

- There were no Incident Reports received this month.

## **ScotSAC Conference**

- A number of comments and suggestions were made regarding the ScotSAC Annual Conference.
- This year an NDC breakout room was not organised. This wasn't a success at last year's conference so was not included in this year's agenda. There is also the issue of taking up conference time, when members could be attending the other breakout sessions.
- The online booking system went offline earlier than advertised. It was suggested that the cut off date should have been closer to the conference date to allow for more online ticket sales. A

number of comments were made at the conference about this. Gordon Young will speak to the Board about this matter.

- There were no options for family, joint or under 18's tickets. This is to be looked into for next year.
- Sandy McPherson has stepped down from organising the conference next year. He has organised a number of successful events over the last few years, and now has a young family, so due to time constraints he will no longer be organising the Annual Conference. He has stipulated that he will give as much of his support as he can to the next organisers.

### **Branch Instructor Enquiry**

- An e-mail has been received from a member regarding the possibility of Branch Instructors being able to instruct out with their own Branches.
- The current Job Description for a Branch Instructor states that a BI can only instruct within their own Branch.
- There was a discussion about the details of such a change.
- It was reiterated that a Branch Instructor is able to change Branch within which they are then able to instruct. After much discussion it was agreed that, at the present moment, the BI job description will not change. If a number of enquiries or requests are received then the NDC will look into it in more depth.
- In the meantime, ScotSAC has a pool of active RI's that can be called upon to help provide extra support to Branches. Branches that need extra support are advised to contact their Regional Coach to ask for RI support. The ScotSAC database currently has an e-mail loop for active RI's, but that can only be used through HQ. A separate RI loop is to be investigated.

### **New Training Schedule**

- The new Training Schedule documents are now complete, and a draft copy printed. The document size will be A5, as will the logbook.
- Alan Purcell has spoken to Northern Diver, and everything is in place to receive the final quote, to include all paperwork, plastic inserts, and folder as per specifications.
- This does not include the Instructor Notes, but these can be added as a plastic insert under a separate section.
- The quote is to be based on 1500 units, and all documents will be collated at production, not at HQ.
- The blue logbooks will be available for as long as there is reasonable, cost effective demand.
- Alan is now waiting for the final quote, which he will forward on once received.
- Tony Carter suggested that the Health and Safety Manual should be updated following the changes to the Training Schedule. It is hoped that once everything has been approved and implemented this can be done – a re-ordering is all that should be needed as detailed content has not changed.
- Gordon Young expressed his thanks to Alan Purcell and Alastair McCulloch for all their hard work on this project.

### **Snorkel Instructor Award**

- This item is ongoing. It is to be removed from the agenda and placed on to the actions record to monitor.

### **AOCB**

- A number of typos have been spotted in Scottish Diver Magazine. This does not look very professional to any potential advertisers who may pay money to advertise in the magazine.
- A number of comments were received that there was too much emphasis on wreck diving at the conference. It is hoped that a greater variety can be seen at forthcoming events.
- Hugh Fraser is hoping to organise some Master Diver lectures for Branches to take place at HQ. Dates of these are to be put onto the website and Facebook pages. The exam will not take place at HQ. Members must ask their own BDO for this.
- Joe Campbell will be organising another 2 Nitrox courses in the forthcoming year.

### **Actions Record**

<b>No.</b>	<b>Action and Update</b>	<b>Actionee</b>	<b>Status / Date Due</b>
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
4	Contact all relevant BI's to undergo PVG check	MB/KJ	Ongoing
5	Contact all Regional Coaches to ask for any corrections to be made to the lecture material	GY/KJ	Ongoing – awaiting responses

Meeting Closed at 2120hrs.

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

- Monday 3<sup>rd</sup> December 2012