



NDC Meeting Minutes

Monday 14th January 2013

ScotSAC HQ, Edinburgh

NDC Members Present:

Gordon Young, Ronnie Scrymgeour, James Anthony, Alastair McCulloch, Hugh Fraser, Alan Purcell.

Ex Officio Members Present:

Dot Kisielewski, Marion Brown.

Also Present:

Kate Jenkins.

Apologies:

Graeme Forsyth, Alastair Reid, Joe Campbell, David Fuller-Shapcott, Tony Carter, Don Lees.

Previous Minutes

The minutes of the previous NDC meeting on 12th November 2012 were reviewed. Proposed by Ronnie Scrymgeour and seconded by Marion Brown.

Matters Arising

- Action 2. The ScotSAC Child Protection documents are being updated. Marion Brown will be presenting these at the next Board meeting.
- Action 4. We are now aware of 3 ScotSAC Branches who fall into group 2 (actively recruit under 18's). Retrospective checking is now underway for these Branches. One Branch is based in England, and Marion will enquire as to the procedure for this.
- Action 5. Alastair McCulloch has received updates for the lectures that he is currently working on.

Board Meeting

- ScotSAC are now accepting online payments through our PayPal system.
- A small increase in membership numbers was seen at the end of the year.

National Coach Report

- In Graeme Forsyth's absence, Ronnie Scrymgeour reported that an RI course was held successfully at the end of 2012.
- The next Deep Diving course will be organised around April 2013 – potential dates need to be confirmed before information is sent out to the membership. The format of the course was discussed, as Gordon Young received some feedback about the course possibly being run over two weekends as opposed to the current format of one weekend. Ronnie will discuss this with the other Instructors.

Nitrox Course

- The next Nitrox course is booked for 10th February 2013. Members interested in attending the course were asked to send in their deposits by December 20th, and 14 have been received. The packs have been ordered, and available Instructors will also attend.

Examiner Course

- An examiner course was held on 28th November 2012 with 5 successful candidates, who now have to complete all their assessments.
- Gordon Young has been approached by a Branch to enquire about training weekends. In the past these has been a poor response to these so they are no longer run. However, if a Branch needs additional support they are encouraged to contact their Regional Coach for help. Their Regional Coach can then contact other RI's and RC's for help if needed.

Incident Reports

- One Incident Report has been received this month.

- It was suggested that an article be written for Scottish Diver magazine to summarise some of the key points raised by the analysis of the incident reports received last year.

ScotSAC O2/HeartStart Instructor

- Bert Smith is hoping to take a step back from his role as the ScotSAC O2/HeartStart Instructor. As he is the only instructor in ScotSAC, we need to recruit volunteers. This has been tried in the past with little success.
- The course itself is to be updated, and Ronnie Scrymgeour will make enquiries with the Forth Valley Health Board, with a view to updating the Oxygen Administration and Diver First Aid aspects of the course.
- The pre-requisites for a course instructor were discussed. It was thought that by restricting the ability to become a course instructor to BI's or RI's would seriously limit the number of potentially qualified members available. It was decided that anyone interested in being able to run the courses is to be termed a "Presenter" rather than an instructor. This will allow for medical professionals who are not ScotSAC Instructors to run the course.
- Bert will remain as the course co-ordinator, and will communicate any changes to all other presenters.

Update on New Training Schedule Material

- It is hoped that the final quote for the pack will be received before the next Board meeting.
- ScotSAC procedure states that 3 quotes must be obtained. The NDC were not tasked with this, but have obtained a number of costings for the proposed packs.
- Alastair McCulloch is currently updating the lectures.

AOCB

- "Instructor Assessment Forms" is to be added to the next meeting's agenda. Ronnie Scrymgeour has been updating and tidying the forms up to make them easier to use.
- The next BI course will be run as soon as enough BI recommendation forms have been received.
- The new PVG Scheme retrospective checking is to begin soon. Marion has updated all Child Protection documents and will present these to the Board at the next meeting.
- There has not been a great response to the Master Diver lectures planned at HQ. Hugh will make a decision on Thursday 17th if they are to go ahead or not.

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
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 4th February 2013