



## **NDC Meeting Minutes**

**Monday 4<sup>th</sup> February 2013**

**ScotSAC HQ, Edinburgh**

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

Gordon Young, Ronnie Scrymgeour, Joe Campbell.

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

Dot Kisielewski, Marion Brown.

### ***Also Present:***

Kate Jenkins.

### ***Apologies:***

Graeme Forsyth, Alastair Reid, Hugh Fraser, Tony Carter, Don Lees, James Anthony, Alastair McCulloch, Alan Purcell.

## **Previous Minutes**

The minutes of the previous NDC meeting on 14<sup>th</sup> January 2013 were reviewed. Proposed by Ronnie Scrymgeour and seconded by Dorothy Kisielewski.

## **Board Meeting**

- Alan Purcell and Marion brown attended the last Board meeting to provide updates on the new Training Schedule, and PVG Scheme.
- Marion was asked to relay a few queries to Children 1<sup>st</sup> and report back..

## **National Coach Report**

- In Graeme Forsyth's absence there was nothing to report.

## **Nitrox Course**

- The next Nitrox course will go ahead on Sunday 10<sup>th</sup> February 2013. 15 candidates have paid their deposits, and 4 Instructors will attend.
- The Nitrox pack format has been altered slightly, and Joe Campbell will ensure that HQ has updated copies of these documents.
- Joe Campbell will liaise with Jack Morrison to enquire about a permanent advert going into Scottish Diver magazine.

## **Deep Diving Course**

- The next Deep Diving course is planned for April 20<sup>th</sup> – 21<sup>st</sup> 2013. The course will follow the original format.
- The website has now been updated to include all pre-requisites and equipment lists.
- Course candidates should be directed to their Regional Coach to oversee the deep rescue part of the course.

## **Incident Reports**

- In James Anthony's absence, it was stated that one Incident Report has been received this month. James will provide an update at the next meeting.

## **ScotSAC O2/HeartStart Presenter**

- Updating the current O2/HeartStart/Diver First Aid Presenter is currently on hold. Iain Graham is making enquiries as to the HeartStart aspect of the course, and whether or not there is a formal procedure or course that potential presenters must undertake.

## **Update on New Training Schedule Material**

- Alan Purcell presented all work completed so far in relation to the new Training Schedule at the last Board meeting.

- A number of questions were raised about the ordering process, and Alan agreed to relay these to the suppliers.

### **Instructor Assessment Forms**

- Ronnie Scrymgeour has updated the Instructor assessment forms in the hope that it will make the forms more relevant and user friendly. Ronnie will send the completed document to Gordon Young once the final changes have been made.

### **OCB**

- A suggestion for a Disabled Diving Instructor course to be held was made. ScotSAC currently only has 2 active qualified Disabled Diving Instructors. It was thought that the course criteria will have changed significantly since its first introduction. At present, ScotSAC do not have the resources to write a course, but this is a potential project for the future. In the current circumstances, it was suggested that Dr Wilmot should be contacted to make recommendations for each circumstance.
- Joe Campbell enquired about the possibility of providing Advanced Nitrox courses. At the present time, ScotSAC will only be offering the basic course.
- A new ScotSAC Branch has been formed. The Branch has submitted its constitutional documents to the Board. A number of amendments should be made due to contradictions to the ScotSAC Byelaws, and the ScotSAC Secretary will relay these to the Branch committee.
- A request was made to re-name the “Events” section of the website to “Courses”. It is hoped that this will help direct members to the important information more efficiently.

### **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 correction to be made to the lecture material	GY/KJ	Ongoing – awaiting responses
6	Liaise with Jack Morrison to add permanent Nitrox advert in Scottish Diver magazine	JC	
7	Liaise with Jim Anderson to change Events tab on website to “Courses”	GY	

Meeting Closed at 2030hrs.

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

- Monday 11<sup>th</sup> March 2013