

NDC Meeting Minutes

Monday 8th April 2013

ScotSAC HQ, Edinburgh



NDC Members Present:

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

Ex Officio Members Present:

Dot Kisielewski, Marion Brown, Bert Smith,

Also Present:

Kate Jenkins.

Apologies:

Graeme Forsyth, Joe Campbell.

Previous Minutes

The minutes of the previous NDC meeting on 4th February 2013 were reviewed. Proposed by Ronnie Scrymgeour and seconded by Marion Brown

Gordon Young wished to begin the meeting by informing those present that Alan Purcell has decided to resign from his position as an NDC member. Alan is more and more frequently working away from home, and as such feels he is unable to give as much of a commitment to the NDC. Gordon wished to express thanks to Alan for his work with the NDC, in particular his work and tremendous commitment to the new Training Schedule. In Alan's absence, Alastair McCulloch wished to thank everyone on Alan's behalf, and to wish everyone all the best.

National Coach Report

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

Nitrox Course

- Joe Campbell held a Nitrox course at HQ, with 11 candidates successfully completing the award.
- Courses are able to be run for a minimum of 6 candidates.
- Joe will look at the incorrect exam paper answers to see if there is any pattern which can be identified, and extra support for those questions can be given.

Deep Diving Course

- Only 3 deposits have been received by HQ for the course planned on 20th – 21st April 2013.
- The cut off date for the course was set at Thursday 11th, after which if the minimum of 6 deposits have not been received the course will be re-scheduled.

Incident Reports

- Two incident reports have been received at HQ.
- The key points raised were:
 - Divers must remember to complete a full body check prior to the dive
 - Once the signal to finish a dive has been given, the dive should finish.

ScotSAC O2/HeartStart Presenter

- Iain Graham has contacted HeartStart UK to enquire as to the validity of the HeartStart aspect of the course. Iain has not received a reply as yet, so will continue to pursue this.

Update on New Training Schedule Material

- The minimum order number will be 1000.
- We are currently awaiting the prototype before a final order is made. This will be to check the quality and content of the materials. The cost for this prototype will be absorbed by the cost of the final order.

Instructor Assessment Forms

- The final document was agreed, and Gordon young will present this to the Board at the next Board meeting.

AOCB

- There was no other business.

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 - awaiting responses
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	Complete

Meeting Closed at 2030hrs.

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

- Monday 13th May 2013