

NDC Meeting Minutes

Monday 13th May 2013

ScotSAC HQ, Edinburgh



NDC Members Present:

Gordon Young, Graeme Forsyth, Hugh Fraser, Alastair McCulloch.

Ex Officio Members Present:

Also Present:

Kate Jenkins.

Apologies:

Ronnie Scrymgeour, Joe Campbell, James Anthony, Tony Carter, Alasdair Reid, Dot Kisielewski, Marion Brown, Bert Smith.

Previous Minutes

The minutes of the previous NDC meeting on 8th April 2013 were reviewed. Proposed by Alastair McCulloch and seconded by Hugh Fraser.

Board Meeting

- Alastair McCulloch and Kenny Stewart from Stirling Branch attended the last Board meeting to discuss progress with the Conference.
- The date of the conference has been set for 9th or 16th November, depending on the availability of the keynote speakers.

National Coach Report

- A number of Branches have been busy with Master and Sport Diver open water training. Graeme Forsyth will ask Regional Instructors to help out with the training, and also ask the Examiner candidates to assess the RI's as part of their training.

Deep Diving Course

- Ronnie Scrymgeour has now been officially appointed as the coordinator for the Deep Diving course.
- The last course was successful, and it is hoped that ScotSAC will run another course again in the near future, dependant on numbers.

Incident Reports

- No incident reports were received.

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, although presenters will potentially be required to attend a specialist HeartStart Instructor course.

Update on New Training Schedule Material

- The prototype of the new Training Schedule was received, and current amendments were made.
- Another number of amendments were identified at the last Board meeting;
 - It was agreed that the wording on all certification pages should be changed from "may" to "shall".
 - There was a discussion about the requirement of the Regional Coaches signature on the Branch and Sport Diver certificates. It was suggested that Regional Coaches could be provided with a monthly list detailing all newly qualified divers within their Branches. It was agreed that the NDO would present this to the Board at the next meeting.

Instructor Assessment Forms

- A number of suggested amendments were received, reviewed, and completed.
- The Board suggested the removal of the phrase "meets through questioning" in order to remove any ambiguity. The NDC were happy with this, and the changes are to be made and the form introduced.

ScotSAC Development Meeting

- A ScotSAC Development Meeting is planned for 30th May 2013, 1930hrs at HQ, where the next 4 year development plan will be discussed. Andy Murray will be chairing the meeting, and NDC and ex-officio members will be encouraged to attend.

Membership Numbers

- As most will be aware, the ScotSAC membership numbers are declining. At the last Board meeting, it was suggested that the organisation should be aware that a critical level of membership may be reached at some point in the future.
- It is hoped that the new 1st Class Award and new Training Schedule will help with this, along with the introduction of online payments back in December. However, a number of problems are still being experienced with the online payment system, because of which, Kate will produce a guide to completing the online form and paying using the PayPal system.

Training Days

- The suggestion of creating official training days was discussed.
- It is thought that a location with the necessary facilities would be needed, along with a number of volunteers. ScotSAC has a pool of qualified Regional Instructors who would be willing to help out.

AOCB

- It was re-iterated that Nitrox and Deep Diving course deposits must be paid before candidates can secure a place on the course.
- There is to be no RI course held this year due to limited funds, and insufficient suitable candidates.
- The new Branch Clyde Valley Divers has been added to the database and is now up and running. Graeme Forsyth is the Regional Coach for this Branch.

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 corrections 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	Complete

Meeting Closed at 2035hrs.

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

- Monday 3rd June 2013