

# NDC Meeting Minutes

Monday 8<sup>th</sup> July 2013  
ScotSAC HQ, Edinburgh



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

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

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

Dot Kisielewski, Marion Brown, Don Lees

## ***Also Present:***

Kate Jenkins.

## ***Apologies:***

Joe Campbell, Tony Carter, Alasdair Reid, Bert Smith.

## **Previous Minutes**

The minutes of the previous NDC meeting on 13<sup>th</sup> May 2013 will be circulated for the next meeting.

## **Board / Development Meeting**

- The development meeting was held where the next 4 year plan was discussed.
- The meeting was chaired by Andy Murray, and a good turnout was seen.
- An update will be provided once notes have been collected and typed up.

## **National Coach Report**

- There have been a number of problems with the phone lines. Kate will contact sportscotland to get the issues looked at and fixed ASAP.
- It was suggested that ScotSAC have some sort of alternative contact for when Kate is away from the office. Gordon will suggest this at the next Board meeting.

## **Deep Diving Course**

- The date for the next course has been set for November 2<sup>nd</sup> – 3<sup>rd</sup> at HQ.
- A minimum of 8, maximum of 12 are needed for the course to run. Details will be put onto the website.

## **Branch Instructor Course**

- 17 candidates completed the BI course, with one no-show.
- All forms should be sent in via the candidate BDO to [branchinstructor@scotsac.com](mailto:branchinstructor@scotsac.com)
- Another course is potentially to be held at the end of the summer.

## **Incident Reports**

- No incident reports were received.

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

- The previous wording and figure amendments have been made, and a number of no longer relevant courses have been removed (VHF, Boat Handling etc).
- The Board were happy to go ahead and alter wording from “may” to “shall”, and were also happy to remove the Regional Coach signature from Branch and Sport Diver qualifications.
- Payment terms will now be negotiated and verified.

## **Proposal to increase membership**

- An e-mail was received from a member with a proposed idea of how ScotSAC can increase its membership numbers. The idea involved sharing of resources with a PADI school/Instructor in order to train Junior members wishing to learn how to dive.
- A number of barriers to this proposal were identified, including logistics, insurance, instructors and ScotSAC’s minimum age requirements.
- The proposal was discussed in detail, and it was agreed that Gordon Young contact the member to give feedback.

## Training Days

- The tea Rooms at Loch Fyne have been identified as a potential venue for regional training days. However, the number of divers allowed here has now been limited by the venue due to a number of issues experienced.
- The recent pleas for help sent via HQ seem to be working well, and have resulted in success for those Branches with fewer Branch Instructors.

## AOCB

- The Conference planning is going well so far, with the venue and speakers being booked, and deals for accommodation being negotiated. Volunteers will be requested as soon as they are needed, and would be very much appreciated.

## 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

Meeting Closed at 2025hrs.

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

- Monday 12<sup>th</sup> August 2013