

August 11th, 2024, Board of Directors meeting NSS CDS

The meeting was called to order at 1930 hours.

BOD members - Fred Stratton (FS), Jamie Chandler (JC), Steve Forlenza (SF), Renee Power (RP), Gayle Hall (GH) (Departed 2032 hrs.), Steve Dalcher (SD), Chris Brock (CBr)

Members Present- Adam Hughes (AH), Chris Brown (CB), Ian Parrish (IP), Courtney Parish (CP), Bryan Buescher (BB) @ 1955 hrs.

IT issues

SF- Website corrections/edits complete. Email inboxes up and running for all BOD members. Over 100 modifications were made to the website. Search feature for Instructor database, awards database and UWS pending.

AH working on setting up PayPal, Zelle, Apple pay. Venmo with financial institutions. Review of Cow waiver by SD and JC, Review of Training outlines by CBr, Review of Property Management plan by SD and GH. All pending. A

All contact info removed from website to help with spam/phishing issues. AH will be the CDS traffic director. He will disseminate requests/inquiries to the appropriate individual(s).

DEMA 2024

SF- Will start ramping up DEMA preparations mid-September.

Treasurers report.

As per the report from RP and AH \$35,380.13 Total Cash on hand.

Winter Workshop

FS- Touched base with Shane Paradis. Planning progressing nicely. Took BOD suggestions into consideration. Details to follow.

Program Directors

AH- Cow sign is complete. SD to handle getting it installed with Cameron Mahaffey,

FS- Tera Forest West project- Bryan B has extensive experience getting projects like this modified or cancelled.

BB- Reviewed plans from EPD. Alachua Sink property meets 441. Access should be unrestricted. More to follow.

GH-CB, GH and SD met with Lance Kelly at Wakulla RE: Meeting House and Clear Cut projects. Approved to use funds for the Clear Cut project ~4k. 10k total funds on hand for both projects. Meeting House is still~ 1year out.

SD- Walk through with Lance and Sydney will be forthcoming. Lance is leaning towards a hands off approach, having divers dive at their certification level. Self-monitor.

GH-Lance is looking for a more automated waiver system. Will reference our Cow Waiver system if needed.

SD- Madison Spring- Performed a few minor repairs with Tom Johnson and Cindy Meyers.

SD- Worked with Bob Beckner to get cameras installed. All up and running. Log in info forwarded to the BOD.

SD- Suggests a familiarization video to highlight features of both School Sink and Alachua Sink for our members.

RP- Need more CDS instructors on the list to guide at these locations.

GH- Asked SD if there is any update on Telford? Recommends attendance at the WMD's meeting in Live Oak. Next meeting 8/13/2024 at 0900. SD will attend or send surrogate.

Training Committee

CBr suggestion about giving instructors free advertising space within our email blasts on a rotating basis as an added value to their membership has been implemented. SF will send out an email blast requesting instructor logos for future blasts.

CBr – Candidate ready for his institute, September 14th. Justin Judd. May have 2 more candidates.

The committee is looking into standards, formatting issues and some changes. Changing the way instructors are made. 4 out of 7 TC members have given their submissions on changes.

eLearning-Additional chapters completed. August 25th meeting with FS, CBr and Autumn.

CBr- Market specialty classes to our membership.

August 19, 2024, TC meeting. TC members were encouraged to be at the Alachua meeting.

International Conference 2025

IP – Made business card template. Will submit to AH for distribution and safekeeping. Members are encouraged to utilize cards for meetings with agency heads.

CP- Met mayor of High Springs- Conference usually at Armory- Researching options. Thinking of a possible "Theme" for the event. Any suggestions welcome. Would like to recognize senior members of the section.

Motion to close the meeting by FS seconded by SF. All in favor.

Next meeting is September 08, 2024, at 1930 hours.

Meeting Adjourned 2051 hours.

Zoom link

https://us06web.zoom.us/rec/share/kMjd70l59YoFN9uwzNq0MNqV44KN_wiqClUJ-vUlRDUUD8ux_PIJzA5XFEVryq2b.KTEokphXDrLgjHwy?startTime=1723418099000

Passcode: z9*QmNv4

Operations Managers Report

Cash in Bank: Checking: 24,738.18 Savings (Meeting House Fund): \$10,641.95 Total Cash-in-Bank: \$35,380.13 Manager's Report: As you can see from the financials, July was a very expense heavy month, resulting in a net loss of -\$3,348.11 for the month of July. This was due to a number of reasons, primarily being we covered a lot of one-off, annual expenses which are common this time of year. Here is a list of some large non-recurring expenses we incurred in July. We talked about all of these already, so nothing is listed here that we were not anticipating: 1) Las Vegas Airfare reimbursement for Max: \$1,223.92 2) Store Restocking: Blue "New-Logo" Shirts: \$718 3) Store Restocking: Various books (Blueprint, cavern manual...): \$519.66 4) Insurance Payment: \$1,507.83 Just to name a few... I also stocked up on some card printing supplies and shipping materials. The month of August probably won't be as bad but is not going to look much better, as we still have more large expenses coming up but have not been paid yet. Again, these are all items we have already talked about and budgeted for. This time of year, is always expense heavy, since we usually wait to pay large bills until after the international conference. This is normal for this time of year. Here is a list of some large expenses I am expecting to pay this month: 1) UWS Layout fees: \$600 (I issued Barbara a check a few weeks ago but she hasn't cashed it yet) 2) Annual filing fees (either in August or September). 3) Any lingering insurance policy renewals and annual filings. As far as the administrative side of things go, everything is operating as normal. There were a few hiccups with the website and training platform last month, but between Teri and I, we were able to get people sorted out relatively quickly. Teri has been incredible and is a delight to work with. I encourage the BOD to continue utilizing her expertise and assistance. She has made life for me easier. With that said, I do feel like store sales have been low lately, so I will likely post on Facebook about deals. We just ordered a bunch of shirts, and we still have a lot of hats, hoodies, etc. I may also ask Steve to send out a blast email of specials/deals on the new merchandise we just ordered. I also have some 2024 international conference shirts left-over which I am planning to inventory and post for sale on the website. I also plan to talk to you about ordering NSS-CDS license plates and flags soon. This was something Fred suggested lately, and I like it. I think items like those would sell very well. In addition to higher-than-average expenses this month, student registrations also appear to be lower than usual. In the month of July, there were only 6 certifications submitted and processed. Aside from that, this week I am working towards setting up PayPal and Zelle as a payment option on the website. This is something I discussed with Steve & Teri during the last few weeks. This is an action item for Fred, and I really think it needs to be done. I am sure we are missing out on sales because we do not offer those options. My plan is to have that all set up hopefully by this weekend in time for the BOD meeting on Sunday. The only hold-up on this is me, I just need to dedicate time to do it. It should only take me a few hours to get it all sorted out. That's all I can think of for now. If you have any questions, just let me know! See you Sunday! Thanks, Adam Hughes NSS-CDS Operations Manager