

## NSS-CDS Board meeting October 13,2024- 1930 hours

**Quorum**- Yes

**BOD Present**- Gayle Hall (GH), James Chandler (JC), Fred Stratton (FS), Renee Power (RP), Steve Forlenza (SF), Steve Dalcher (SD).

**BOD Absent**- Chris Brock (CBr)

**Members Present**- Adam Hughes (AH), Ian Parrish (IP), Shane Paradis (SP), Barbara Dwyer (BD)

FS Called meeting to order at 1932 hrs.

FS made a motion to accept September minutes. JC second, All in favor. Motion approved.

### **Treasurers report**

RP – Details as per report from RP and AH

**DEMA – SF**- Ready to go. Met with Adam and obtained display items, QR codes for specials etc. Insurance requirement pending. Tee shirts are being sent directly to DEMA. Hotel rooms and airfare secured. Max is working with Steve Lambert of Dive rite to get display items to DEMA.

**IT Issues – SF**- Many achievements over the last month. Instructors can now search for student data independently. Imported some of the old certifications more to follow. Howard is working on it now. Meeting minutes for the last 36 months posted to website. Adam added payment options in the online store. PayPal, Venmo, etc. Working on the search feature for awards and meeting minutes with Howard. LearnPress and eLearning next up. Training now has its own Zoom account. Made conference email for Courtney. Videos and NSS-CDS YouTube have not been forgotten along with the Recognition room.

AH- Auto renewal very possible- will get up and running with a January start date. Members joining mid-year will be prorated appropriately.

**Properties – GH** – Had a meeting with Chris Brown, Sidney Ruetz and Lance Kelly at Wakulla Springs regarding various infrastructure plans. Clear Cut, Cheryl, Emerald and Split sinks discussed. These projects will be a marathon not a sprint. 6 month - two year approval times. Various approvals at various levels with various agencies involved. Primary concern/objective is Clear Cut. Emerald has some issues with reinforcing the platform. Lance believes it will be commingling with a larger project. Multiple use areas make things more attractive.

The Conservation Subcommittee is seeking a \$5,000 budget to put sensors into Mill Creek system to monitor water quality. Grant money is also a possibility.

RP- NSS does have a grant program.

**AH** – fundraisers have been conducted for similar causes in the past. Similar to Meeting House.

**SD**- Busy month. Hurricane damage at Cow. Workday rectified the issues there. Reached out to Peacock and Madison state park managers. Both have received extensive damage. Many widow makers, etc. Work parties will be formed as needed. School sink had some minor damage. Bob Beckner sent SD some photos. Workday pending. No word from Mill Creek.

Working on responsibilities for site managers. Spoke with Cameron regarding same. Developing a written policy for the property/site managers.

**FS**- The volunteer group Our Alachua Water (OAW) has been attending city and county meeting to influence decisions on the Tara development projects next to Mill creek Sink. Wearing blue shirts to make our presence apparent, OAW participated in the 01 October Alachua Board of County Commissioners meeting in Gainesville. Several members and other concerned citizens, such as Mayor Katherine Seitz of High Springs, presented facts and points for the BOCC to consider such as the health, environmental and economic impact of pollution entering the Floridan Aquifer and Santa Fe watershed via Mill creek Sink.

**International Conference** -IP- Progress being made. A list of ~50 sponsors. Budget based on sponsor participation. FS sent an event playbook to Ian and Courtney. Rembert Farm, NW 174<sup>th</sup> in Alachua, will be the venue for the conference. FS and IP Spoke with Stratus Kas about speaking at the conference. Suggestions needed. <https://www.rembertfarms.com/>. Marketing plan is being generated. 5 point plan. Liability insurance required. Courtney received an estimate of \$100. Social can be there. They will allow us time to set up prior.

**Winter Workshop** -SP-Things are progressing well. Many good speakers lined up. Adam made QR codes SP to get them to the DEMA crew. Tee shirt contest/Idea will be emailed blast out soliciting entries. Dive Rite is onboard as a sponsor. Sub-Sea may also be interested. FS spoke with High Springs Brewing Company regarding 50-60 ppl attending the social. Tentatively Saturday for the social.

### **Training Update**

Good morning, Fred and BOD,

I will be traveling to Mexico tomorrow; therefore, I am not sure if I will be able to make our BOD meeting. Just in case, I wanted to update you with the following:

1. Per our last meeting, the TC has discussed the instructor renewal fee and has determined that an increase from \$85.00 to \$100.00 is appropriate. Therefore, if you folks are ok with this increase, I would ask that we vote to accept the increase. My vote is YES, if a vote by email is allowed. ***FS made motion, RP seconded, all in favor. Motion passed***
2. Certifications to date: 76 this year compared to 128 from last year through October 12.

3. I have sent a survey to the instructor base asking for their opinion on several items ranging from Naming of our Cave Courses, Changes needed to our Cave Courses, Reasons for certifying through the CDS, Reasons for not certifying through the CDS. As of today, I have had 12 responses and will have data for you at the next meeting.
4. Congratulations to Justin Judd on becoming an Apprentice Cave Instructor and Congratulations to Joerg Hess on becoming a Full Cave and a Cave CCR instructor.
5. Thanks to Steve Forlenza for the latest website update: My Students Certified tab, where instructors can see their own numbers of students rather than requesting this information from me.
6. Next TC meeting will be Mon, Oct 14 - provided I have internet service otherwise it will be pushed to Oct 21.

**Agenda:**

E-learning update

Stage Cave, Decompression Course, Nitrox courses finalized

Cavern Course group discussion Renee and Lamar

Instructor Survey discussion

Cave Courses discussion (Names, sequence etc.)

Instructor Development,

Max -- Advanced Side mount

Warm Regards,

Chris Brock

**Treasurer's Report**

NSS-CDS Manager / Financial Report September / YTD 2024 Cash in Bank: Checking: 21,551.99 Savings (Meeting House Fund): \$10,653.32 Total Cash-in-Bank: \$32,205.31 Manager's Report: The month of September was a very busy month as far as the administrative side of things go. I will do my best to summarize everything, but please let me know if you feel I left something out. Sorry in advance for the long report! The online store saw above average sales, and there was a slight increase in student registrations. Despite this, the month of September saw a small net loss because we had some large one-off expenses. Here is a list of a few large non-recurring expenses that occurred in September: 1) DEMA Shirts cost: \$1,622.40 2) Howard Website Charges (billed hourly): \$318.75 3) WooCommerce Ticketing Software Renewal: \$149 4) Cow Property Signage: \$95.08 Despite these expenses, they were mostly offset with the higher than average store sales. I needed to package orders every few days just to keep

up, and I expect to see a gradual increase in sales leading up to the holidays, which is when the store usually does the best. Also, we will recover the costs of the DEMA shirts in November. We also made the final payment for our insurance & annual filing expenses in September. Overall, the cost came in at \$2,507.83 for the entire which is nearly \$500 Less than what we anticipated. Remarkably, our premiums went down this year and we came in under budget. Despite this, I would recommend we continue to budget \$3k a year as we have been since the premiums fluctuate so inconsistently. In January, we can discuss in more detail when working on the budget. NSS-CDS Manager / Financial Report September / YTD 2024 So far there are 12 people registered for the 2025 Winter Workshop, and we reported \$360 in ticket sales for September. There were 13 students certified in the month of September. October will be another expense heavy month due to the following items we will be paying soon: 1) Howard #2 Website Charges (hourly): \$579 (check issued, he has not cashed it yet) 2) Woo-subscription package: Around \$250. This is software we need to invest in to do auto-renewals through our membership platform. 3) BOD Polos: Around \$260. They are done, we just haven't been billed for them yet. I am also going to place a few orders to restock items in the store. We sold a lot of stock last month, and in preparation for the holidays. I am going to place an order for more reaper signs which will be around \$500, and for some books we are low on (not sure which ones yet). I intend to do inventory this week, but overall, I plan to restock around \$800 in merchandise. This should carry us for the remainder of the year and into next year's events. I anticipate October being the last "Expense Heavy" month, because we are now entering the time of year where we become profitable. The next major revenue event is DEMA in November, where Steve & Max will be selling shirts. We also have instructor renewals in December, as well as the anticipated increase in store merchandise revenue around the holidays. January is the workshop, and then hopefully around that time we will have the grand prize raffle secured for the international cave diving conference. In other words, after October we will be entering the "busy season" and start generating profit again. Some other things I have been working on this month: As discussed, I have spent A LOT of time familiarizing myself with the current membership platform, and how it integrates into the store. This had been my primary focus last month. I am also working on a membership reporting package that I can provide to the BOD to let us know where we NSS-CDS Manager / Financial Report September / YTD 2024 stand. At the last meeting, I was asked a few questions that I was unsure about (people signing up as CDS-only vs NSS-CDS, etc.). Going forward I should be able to provide better information to the BOD when questions like this come up. Prior to our last BOD meeting, I was dreadfully unaware of how membership integration works since this was something Sam always handled. With the help of some online training, I was able to set up the ticketing software through our website, which allowed for membership discounts, as well as collecting specific information at the request of event coordinators. (ex. Vegan preferences). Ticket sales for the WW are now live, and I have already drafted the ticketing program for the conference. I also became familiar with the woo-subscription package, which is the software we need to implement to do auto-renewals for members. I intend to implement this feature into the website this week, in time for our next BOD Meeting. The learning curve on this was steep, but I think I can manage it going forward. I have also been discussing with Steve the logistics of implementing standardized January renewals for members, and how that will look. Now that I am more familiar with the membership platform, and subscription package, I am confident that we can implement the processes needed to manage the membership in this way. Also, I have been working on the UWS advertising program, and plan to roll it out in the next week or two. I have already reached out to a few people, and so far, I am getting some good feedback. Unfortunately, I am not as far along with that as I would like to be since I had to focus on the tasks mentioned above. Nevertheless, progress has been

made, and I should have a better update in time for the next BOD meeting. That's it from me. Sorry for the long report, it was a very busy month for me! Thanks, Adam Hughes NSS-CDS Operations Manager.

Ian Parrish spoke about the International Conference. I don't see any notes about that.

**Zoom Meeting Link**

<https://us06web.zoom.us/rec/share/D2AO4LfQMN3scWhBHw2A6PeDdtsvlgL5SsOHd7SwXnlQAYpT1eO5F5XrhuaMcGB.M0R9NBrk3KIKxcTK?startTime=1728862068000>

Passcode: 2=&4ULnQ