

NSS-CDS Board meeting November 10,2024- 1930 hours

Quorum- Yes

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

BOD Absent- None

Members Present- Adam Hughes (AH), Ian Parrish (IP), Shane Paradis (SP), Courtney Parrish (CP)

FS Called meeting to order at 1930 hrs.

FS made a motion to accept October minutes. SD second, All in favor. Motion approved.

Treasurers report.

AH – Details as per report from **RP** and **AH**. Working on 2025 budget. ~\$20,000 cash on hand including funds generated by Choptima.

GH- Reached out to committee members for expenditure estimates for 2025.

RP/AH-

Greetings BOD,

Attached are the October 2024 financials for the NSS-CDS, and below is Adam's manager's report. I have been asked to work at the hospital on Sunday night. I will be on the call, but I may not be able to participate. Adam will give the Treasurer's report.

From Adam: Per Steve's request, we are now providing financial reports as of "Year to Date". However, my monthly manager's reports will reflect mostly on the month I am reporting (in this case October), and year-to-date if relevant.

Cash in Bank:

Checking: 20,993.49

Savings (Meeting House Fund): \$10,658.75

Total Cash-in-Bank: \$31,652.24

Manager's Report:

The month of October was relatively uneventful from an administrative standpoint. Store orders are picking up, as is usually the case this time of year. I am packing orders and processing certs every few days to keep up.

I restocked a few things that we were low on, and now the store is fully stocked in time for the holidays.

There were many large expenses in October, some of which were unplanned:

Cow Repairs (Steve Dalcher): \$262.28
Howard Website Maintenance: \$579.00
Restock-Reaper Signs: \$551.15
Restock-Various Books: \$196.98
Restock-Stickers/Patches: \$189.00
BOD Polos: \$256.75

Despite many large expenses last month, the increase in merchandise sales mostly made up for it, and the section saw very little financial impact as a result.

October Stats:

Membership renewals for October: 48
New Student Registrations for October: 7
Total attendee registrations for 2025 WW so far: 23

Aside from my regular administrative tasks, I have been in communication with Courtney while she and Ian are planning the conference. My role is minimal, and I serve mostly as logistical support.

Very few people understand fully what goes into running these events, and they are on-the-ball. They have been doing a tremendous amount of work, and I am excited to see the conference already coming together.

That's it for me this month. It was relatively quiet on my end. If you have any questions, please don't hesitate to ask!

Thanks,

Adam Hughes

NSS-CDS Operations Manager

561-704-3038

<CDS Financials - October 2024.pdf>

DEMA – SF- Ready to go.

IT Issues – SF- Certification migration is the last project on hand. Howard is working on it.

Membership- Auto renewal is approved effective 1/2025. Instructor dues were \$85 now \$100 per year. SF will email blast instructor renewal notice once links are provided by AH. CB will need to review each instructor's insurance policy prior to renewal. FS asked JC to work on Life Member terms - form a working group and come up with proposals.

FS- Made a motion to make CDS memberships \$35.00. JC second, all in Favor. SF advised BOD to review Bylaws re: Membership. SF also suggested adding a Join/Renew NSS link to our membership renewal page.

Properties – **GH** – “Waiting is the hardest part” Lance Kelly is still out of office on Hurricane Strike Force. Lines and Markers subcommittee is still waiting to put gold line in Ginnie and Peacock. Ken Sallot arranging installation at P1 – await opening. Conservation subcommittee is working on grant for sensors in Alachua.

SD- Still working with property managers on SOP and expectations.

FS- Tara Forest West project is delayed. More to follow.

IP- GREAT NEWS! We have inked a deal with Dennis Martin and are now managing Edward’s Spring. This agreement is a **great** template for future properties. Asked to have an email blast sent once the property is ready.

Pending action items at Edward’s- Erosion control, site access and waiver program. **JC**- Should we add Dennis Martin to waiver?

International Conference -**IP**- Grand Prize-DiveSoft has offered a Liberty Base model, at cost. Jorge Hess will be mandated Instructor. Price point TBD.

SD- IC 2026- Tulum underworld, Technology and Exploration. Dr Bill Stone Keynote speaker.

Winter Workshop -**SP**- Looking good, working on sponsors. Many donations coming in. Emailed SF and Max flier to bring to DEMA. Food price budget? AH ~\$900. Pizza falls within budget. All agreed. **RP**- what are perks for Cavengers? Must be a member. Do not give shirts for WW – can wear a previous shirt. Cavengers get lunch and free admission to workshop.

Training Update- **CBr**- Stage, Deco, Nitrox courses are approved starting January 1, 2025. eLearning will be implemented shortly thereafter. Two cavern courses are coming up. **RP** spearheaded the outlines.

Please see the following for the TC report for 11/10/2024

Certifications to date for 2024 -- 86

Certification in 2023 -- 143

Congratulations to Steve Dalcher on completing the requirements to become a Full Cave Instructor with the NSS-CDS. Special thanks to Josh and Jennifer Dillaman, Renee Power, and Fred Stratton for assisting in the Institute.

Please see the attached standards for the Stage Cave course. I wrote this course for the NSS-CDS several years ago and there were elements of it that needed to be removed in anticipation of our forthcoming Cave 3 course. Namely, the TC removed requirements for time in crossing the line while in zero visibility, mandatory dives that involved either double stages, and/or set up dives, and a requirement for the certain drills to be performed in open water before practicing them in the cave. All of which applied to elements moved to the forthcoming Cave 3 course as it

will require multiple stages. These revised standards are being submitted for you to approval only as no content has been added to the course.

The agreement with Autumn Jefferson for eLearning was sent to the BOD for review and approval.

SF- Issues with the TERM of the revised contract and payment terms.

JC- Information should remain CDS property. Intellectual Property belongs to the CDS.

GH- Break in period should be included in the language. Payment terms an issue.

JC- Future work should be quote/ proposal based. Not hourly.

FS- All suggested language to be submitted to FS.

FS Motion to close the meeting, JC second. 2135 All in favor.

https://us06web.zoom.us/rec/share/1guJWayLTavyrtxQCSS2wJf93RJI0ErCcri3s6lWu34TbM1VjGMZv1_cEAKhili8.nzffgtVNI6Mh2gr0?startTime=1731284370000

Passcode: %Cs4&S+%

3.1 Stage Diving

Unless otherwise noted, all requirements listed under 2.1 Training Programs apply to the course.

3.1.1 Purpose

The Stage Diving Specialty course exposes trained cave divers to the fundamentals of safe stage cylinders use for extended penetration of underwater caves. Students build practical experience in planning dives that may incorporate:

- A. Longer bottom times.
- B. Longer decompression obligations.
- C. Complex dive planning.
- D. Multiple methods of gas management while under controlled conditions.

This course covers safety and conservation practices along with procedures and techniques common while stage diving. Instructors teaching the NSS-CDS Cave 2 course are to integrate these requirements into it.

3.1.2 Limits of Training

- A. Penetration limited to one-third or less of twin diving cylinders, having a minimum starting volume of 2,100 L/75 ft³ for consideration of skills development on short dives, and one third or less of total gas volume with at least 6,400 L/225 ft³ for penetration dives.
- B. Depths not to exceed 40 m/130 ft.
- C. 6 m/20 ft minimum starting visibility.
- D. No equipment removal in caves except for decompression and stage cylinders.
- E. No diver propulsion vehicle use in caves.

3.1.3 Equipment Requirements

Suitably rigged stage cylinder(s) with regulator and team compatibility.

3.1.4 Course Duration and Location

- A. This course generally takes two days. Students must accrue at least 240 minutes of bottom time over at least four dives.
- B. Training must take place at two or more different sites. Caves with two or more distinct entrances or which have two main lines leading from a single entrance may count as different sites.

3.1.5 Student Prerequisites

To be taught as a stand-alone course students must have NSS-CDS Cave 2 level of training or equivalent.

3.1.6 Student Ratios and Instructor Requirements

- A. Maximum student-to-instructor ratio of 3:1.
- B. To conduct this level of training an NSS-CDS Instructor shall be an Active status NSS-CDS Cave 2 Instructor for at least one year and have:
 - 1. Taught at least four complete NSS-CDS Cave 2 courses.
 - 2. Made at least 25 logged non-training related stage dives.
 - 3. Logged at least 200 cave dives.
 - 4. Co-taught at least one Stage Diving course with an NSS-CDS Stage Diving Specialty Instructor.
 - 5. Approval of Training Chairman.
- C. Please refer to Section 4 of Standards and Procedures for general procedures and requirements regarding NSS-CDS Specialty Instructor ratings.

3.1.7 Knowledge Development

- A. When teaching as a stand-alone course, Instructors must ensure students are still able to meet the academic performance objectives listed in the NSS-CDS Cave 2 course standards.
- B. Additionally, the following topics must be covered during the course:
 - 1. Motivations for extended time and penetration
 - 2. Task loading
 - 3. Equipment considerations:
 - 4. Cylinder sizes
 - 5. Rigging for backmount and/or sidemount configuration
 - 6. Streamlining
 - 7. Gas planning and gas management techniques
 - 8. Total Gas planning
 - 9. Different mixes
 - 10. Bottle marking and depth considerations
 - 11. Dive planning and decompression obligations
 - 12. Stage diving techniques suitable for the cave environment
 - 13. Dropping and retrieving stage cylinders
 - 14. Team drop or individual drop considerations
 - 15. Preset drop point
 - 16. Cave conservation
 - 17. Gas volume drop

3.1.8 Open Water Drills or Practice

- A. Open water or in-cavern practice of dropping and recovering stage cylinders while maintaining neutral buoyancy and horizontal body position.

3.1.9 Overhead Environment Exercises

- A. While carrying one or more stage bottles, move efficiently using appropriate propulsion techniques, including modified flutter, frog kicks and pulling.
- B. While carrying one or more stage bottles, effortlessly maintain neutral buoyancy and horizontal body position while swimming, resting and deploying reels/spools and guidelines.
- C. Demonstrate the ability to safely drop and recover stage cylinders on all dives without making contact with the cave.
- D. While carrying one or more stage bottles, respond to a diver signaling out of gas by swapping stage bottles.
- E. Students must demonstrate the ability to drop, then locate, identify and properly attach a stage in simulated zero visibility while maintaining neutral buoyancy and horizontal body position.

CAVE DIVING SECTION OF THE NATIONAL SPELEOLOGICAL SOCIETY, INC.

Profit and Loss

January - October, 2024

	TOTAL
Income	
Donations - Volunteer Workday	190.00
Donations Income	340.00
International Conference Income	
Choptima Raffle Sales	10,085.00
Door Prize Raffle Sales	4,180.00
Event Registration	7,150.00
SF Tech Raffle Sales	6,145.00
Sponsor Income	900.00
Total International Conference Income	28,460.00
Membership Dues	14,640.00
Merchandise Sales	12,516.69
Student Registrations	2,050.00
Winter Workshop Income	
Winter Workshop Merchandise Sales	1,085.55
Winter Workshop Raffle Ticket Sales	1,380.00
Winter Workshop Registration Income	1,520.00
Winter Workshop Sponsor Income	400.00
Total Winter Workshop Income	4,385.55
Total Income	\$62,582.24
Cost of Goods Sold	
Books - Blueprint for Survival	384.61
COGS - Books	519.36
COGS - Grim Reaper Signs	1,334.20
COGS - Hats	532.25
COGS - Hoodies	2,314.00
COGS - T-shirts	718.00
Stickers - Logo/Round	263.05
Total Cost of Goods Sold	\$6,065.47
GROSS PROFIT	\$56,516.77
Expenses	
Awards Expenses	197.80
Certification Card Printing Costs	
Card Printer Supplies	43.96
Total Certification Card Printing Costs	43.96
DEMA Expense	
DEMA - Membership Fees	200.00
DEMA - Registration Fees	695.00
DEMA - Shirts Expense	1,622.40

CAVE DIVING SECTION OF THE NATIONAL SPELEOLOGICAL SOCIETY, INC.

Profit and Loss
January - October, 2024

	TOTAL
DEMA - Travel & Lodging	1,496.04
Total DEMA Expense	4,013.44
FDACS Reporting	61.25
Insurance & Annual Filings	2,507.83
International Conference Costs	
Breakfast - Conference	281.40
Catering - Conference	2,836.01
Coffee & Dining Supplies	210.92
Drinks & Materials	477.10
Food - Social	687.57
Ice	172.47
Lunch for Volunteers - Social	312.83
Misc. Event Supplies	295.39
Name Badges	130.00
SF Tech Drysuit Cost	2,500.00
Shirts - Conference	3,193.05
Tables	207.88
U-Haul Rental	144.85
Venue Cost & Cleaning Fees	1,382.00
Total International Conference Costs	12,831.47
Merchant Fees	2,102.46
Office Administrator	10,000.00
Office Expense	
Card Reader	79.99
DoorDash - Mark Schroder	60.00
iContact Email Membership	167.13
Misc Supplies	364.31
Printer Toner	107.49
Total Office Expense	778.92
PO Box Renewal	452.58
Postage & Shipping	2,455.32
Property Taxes	328.78
Repairs & Maintenance	
Cow Porta Potty	1,225.00
Cow Property Signage	95.08
Cow Repairs	655.22
Spypoint Camera Subscription	90.00
Surveillance Equipment	1,149.70
Tree Removal	900.00
Total Repairs & Maintenance	4,115.00

CAVE DIVING SECTION OF THE NATIONAL SPELEOLOGICAL SOCIETY, INC.

Profit and Loss

January - October, 2024

	TOTAL
Software Expense	
Checkstock	199.66
Microsoft 365	99.90
QuickBooks Online Fees	615.00
Voting Software	99.00
ZOOM Meeting Subscription	244.82
Total Software Expense	1,258.38
UWS Expenses	
Adobe Publishing Software	699.80
Layout & Drafting Fees	1,800.00
Total UWS Expenses	2,499.80
Volunteer Lunch	244.97
Website Expense	
Hosting Fees	425.25
Website Design & Maintenance	897.75
WooCommerce Fees	825.00
Total Website Expense	2,148.00
Winter Workshop Expenses	
Gift Card for Lamar	50.00
Winter Workshop - Food	989.19
Winter Workshop - Merchandise Costs	770.74
Winter Workshop - Misc Supplies	341.13
Winter Workshop - Shirts	1,208.30
Winter Workshop - Soda	167.46
Winter Workshop - U-Haul Rental	57.94
Winter Workshop - Venue	535.00
Total Winter Workshop Expenses	4,119.76
Total Expenses	\$50,159.72
NET OPERATING INCOME	\$6,357.05
Other Income	
Interest Income	52.75
Total Other Income	\$52.75
NET OTHER INCOME	\$52.75
NET INCOME	\$6,409.80

Agreement for Online Course Content Development

November 1, 2024

This Agreement is made by and between the Cave Diving Section of the National Speleological Society, Inc. ("CDS") and Autumn Jefferson ("Developer")

WHEREAS, the CDS is the world's largest cave diving organization, founded in 1973, focusing on education and conservation;

WHEREAS, Developer is an expert in the development of educational courses, instructional design, e-Learning, and graphic design;

AND WHEREAS, this Agreement is a meeting of the minds of the Parties to accomplish the development of CDS's professional training courses for CDS's online learning platform, and it represents the beginning of a potentially long-term collaboration.

NOW THEREFORE, the Parties agree as follows:

Responsibilities of CDS

1. CDS will make available to Developer its existing Cave I and Cave II course outlines and materials. If requested by Developer, CDS will also deliver clarifications and any supplemental information (e.g. tables, video footage, etc.) if readily available.
2. Following research provided to CDS by Developer, CDS will purchase an online learning management system (LMS) and provide and pay for Internet hosting of the LMS.
3. CDS will cooperate with Developer to develop and test the LMS system.
4. CDS will regularly promote its courses for sale at its discretion for the mutual benefit of the Parties.

Responsibilities of Developer

1. Course and E-Learning Platform Development. In cooperation with CDS, Developer will formulate, develop, and enhance CDS's Cave I and Cave II courses for online delivery to students, including but not limited to writing text, creating supporting graphic materials, tables, drawings, quizzes, tests, evidence of certification etc. It is understood that all course content, deliverables, and work executed under this Agreement shall remain the exclusive property of CDS.
2. Developer will formulate ancillary materials for online course delivery to students including but not limited to course application materials, course description and graphics, emails (such as welcome, progress, and congratulatory emails), etc.
3. Implementation. Developer will implement CDS's courses into the LMS to make the LMS fully functional for prospective customers, students, and instructors, including but not limited to uploading content, all media, creating and implementing follow-up sequences,

writing text for various related Web pages, creating username, password, and account protocols, cooperating with CDS to integrate the LMS with CDS's Website, payment portal, accounting software, etc.

4. Time is of the essence of this Agreement. Developer will complete the initial work of development of the Cave I and Cave II courses by November 08, 2024, and work to ensure full functionality of the LMS by December 31, 2024 plus a seven (7) day grace period.
5. Support. Developer will provide ongoing support for CDS's LMS and courses including but not limited to maintaining 100% functionality of the LMS and availability to prospects, customers, and instructors, editing and updating course content as CDS may request from time to time, and such other updates as the CDS deems necessary in its reasonable discretion. Ongoing support will also include responding to inquiries by prospects and students relating to CDS's courses, troubleshooting, and other tasks to ensure that the LMS and its courses are fully functional and of high academic quality.
6. Miscellaneous. All work by Developer will support the educational objectives of the CDS, and will be completed to CDS's satisfaction in its sole and reasonable discretion. Work that does not comply with CDS's specified standards will be corrected by Developer.
7. Developer will keep complete and accurate records and accounting of all work contemplated under this Agreement, and will make those records available to CDS at its request.

Payment

1. Upon development of the Cave I and Cave II courses as described above, Developer will notify CDS and CDS will promptly review the courses. Within fifteen (15) days of its acceptance of the work, CDS will pay Developer the sum of Seventy-five Hundred Dollars (\$7,500) in one lump sum.
2. CDS and Developer may cooperate to develop and implement additional courses for the LMS; in such cases, courses will be developed in accordance with the terms above, and CDS will pay Developer upon completion at a rate of \$50 per hour not to exceed an amount to be later determined by the Parties. Implementation will be billed at the rate of \$35 an hour.
3. For clarity and as described above, Developer will not charge CDS for edits and updates to existing course content that may be requested by CDS.

Term

The Term of this Agreement is six (6) months from the date of execution. After the Term, this Agreement may be renewed by mutual agreement of the Parties for a total of five (5) years from the date of execution. Upon renewal, all terms of this Agreement will remain in effect.

Either Party may terminate this Agreement by delivering written notice to the other at least ten (10) days prior to the date of termination. If upon the date of notice, any work or payments are due and owing, such work or payments will be delivered prior to the date of termination. However, Developer will have a right of first refusal to match the terms of any proposal for the e-learning services contemplated herein. In the event CDS receives such a proposal, CDS will

promptly provide the proposal to Developer and Developer will have ten (10) days to match the terms of the proposal and deliver them in writing to CDS for signature.

Entire Agreement

This Agreement represents the full and entire understanding of the Parties and will be governed by the laws of the State of Florida.

Autumn Jefferson
6583 Elim church Rd.
Fort White, FL 32038

Cave Diving Section of the National Speleological
Society, Inc.
5200 NW 43rd Ave. #102-380
Gainesville, FL 32606