

NSSCDS BOD MEETING February 16, 2025

Quorum- Yes

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

BOD Absent- None

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

Meeting called to order by FS at 1930 hours.

FS made a motion to accept minutes from January ,2024 BOD meeting. Seconded by SD. JC abstained. Motion passed.

IT -SF

- New email sign up on home page- goes directly into icontact database.
- Recognition room established on web page.
- New tab for conference activities on web page. All info in one place.
- No forward progress with Howard on additional certification imports.
- SF sees no immediate need for a You Tube channel. Training has established its own private channel for the eLearning program.

Training Report CBr-

Feb 2025 Board Report

Certifications

Certifications To Date 2025 – 16

Certifications to Date 2024 - 18

Chris Brock – 5

Max Kuznetsov – 3

Ken Sallot – 2

Instructor Additions:

German Yanez, an instructor living in Mexico has rejoined the instructor ranks with dues being paid.

E-learning Update

The editorial team has met 3 times over the last month, 1/13, 2/10, 2/14 with work focusing on edits to the content.

Meetings on 1/13 and 2/10 allowed for editorial discussion and planning followed by Training Committee meeting.

The meeting on 2/14 was in person with discussion focusing on edits to the content.

More substantive edits were conducted on 2/15 – where entire course was printed, checked for consistency in language, movement of chapters into their best format, removal of redundancies, with plans made for additional content updates.

Next step is to put fresh eyes on the project and have 8-10 people take the course. I have a list that includes a professional language expert, two TC members, and people from the community who would be actual cave students

Awards

GH - Motion to accept the awards criteria as written, seconded by SF. All in favor. Motion passes.

Treasures and Operations report. -AH and RP

Attached are the January 2025 financials for the NSS-CDS, and below is my manager's report. The financials are as of "Year to Date". My manager's reports will reflect mostly on the month I am reporting (in this case January), and year-to-date if relevant.

Cash in Bank:

Checking: \$27,909.87

Savings (Meeting House Fund): \$9,860.97

Total Cash-in-Bank: \$37,770.84

Manager's Report:

From an administrative standpoint, January was an incredibly busy month. I will do my best to capture everything here in my report, but with all that's going on right now, I'm sure I'm leaving something out. The level of participation and involvement with the organization is at an all-time high and it's hard to keep up with what everyone is doing.

First, I will start with the financial performance for the 2025 Winter Workshop held in High Springs. NOTE: This encompasses all revenue and expenses for the event incurred in both 2024 and 2025. The attached financials only report activity that took place in January 2025. Here are the event

totals:

Revenue

Attendee Registrations \$3,630.00

Sponsorship Revenue \$800.00

Raffle Ticket Sales \$1,780.00

Merchandise Sales \$981.00

Total Revenue \$7,191.00

Expenses

Credit Card Fees \$323.60

Shirts \$1,408.10

Venue Cost \$400.00

Food (Pizza) \$1,062.57

Merchandise Cost (Product sold) \$490.50

Soda & Water \$250.72

Coffee, Materials and Utensils \$106.49

Name badges \$53.05

U-Haul Rental \$121.26

Misc Supplies and Materials \$69.13

Total Expenses \$4,285.42

WW25 Net Income: \$2,905.59

NOTE: We will be getting \$150 back for the venue deposit, so the venue cost is actually only \$250, not \$400 as reported above.

In regard to the financial aspect, this was an incredibly successful workshop. I'm sure it was successful in other areas as well. We had around 120-125 paid attendees, and around 147 total in attendance throughout the day including volunteers, speakers, and sponsors. I believe this to be another record breaking attendance for a Winter Workshop.

The "cost-per-paid-attendee" of the WW25 was around \$34.28 per head. We charged \$30 for registration, so perhaps we should consider raising \$5 per ticket next year to break even on cost.

In addition to a profitable event last month, we also saw an influx in revenue from numerous sources. In the month of January alone we saw a net income of over \$7k. This is more than what we saw in December, which is rare. There are many things affecting this like standardized membership renewals, life member signups at WW25, and the Liberty Raffle.

We would have done even better, but January was also a very expensive month. Below is a list of just a few large non-recurring expenses that occurred last month:

WW25 Shirts - \$1,408.10

WW25 Food - \$1,062.57
Inventory Restock: Hats - \$532.25
Inventory Restock: Reaper Signs - \$275.57
WW25 – Soda, Wate, Coffee, etc. - \$455.26
Folding Tables - \$182.38
UWS Layout Fees (Barbara) - \$600.00
ICDC25 Rembrent Farm Deposit - \$1,250.00

Just to name a few...

Here are a few large upcoming expenses to keep in mind:

- 1) \$8,500 – Divesoft Liberty Unit (Due June 2025)
- 2) \$2,500 – SF Tech Drysuit, if the BOD approves the raffle at the next meeting. (due June 2025)

Per our discussion, I also ordered more hoodies. We sold A TON of them at WW25, over \$600 worth, which essentially depleted our stock. They seem to be very popular right now. The re-order is scheduled to be ready this Friday, and the cost will be around \$1200, which I intend to pay at that time when I pick them up.

There is one large expense we incurred recently which is not reported on these financials. We recently reimbursed Steve Dalcher \$812.03 for construction materials to build stairs at Edwards. This was paid for by the Wakulla/Meeting House funds per recent BOD decision. Since this was not paid by the General Fund, it is not an expense being reported here. The current balance in the Meeting House fund after the reimbursement is paid is \$9,860.97. This is the first and only expense associated with that fund to date.

Some stats to report for January 2025:

Student Registrations: 16
ICDC25 Registrations: 5 (total signed up for event so far: 8).
Divesoft Liberty Raffle Sales: \$1,695.00

Also, we received payment this week from Knitwise for the holiday sweaters. This will be reported on the February financials, and the total revenue for that fundraiser was \$422.

A couple of other administrative things:

- 1) I filed our annual report with the state of Florida. This is an annual filing due every year, and I typically file in January. All business owners in FL are required to file each year.
- 2) I have filed for our 2025 resale certificate with the Florida Department of Revenue. This is an annual requirement for resellers and needed for us to maintain tax exempt status. I usually file this almost immediately after the new year begins to maintain compliance.

Finally, I would just like to remind everyone I will not be able to attend the March BOD meeting. I have a planned vacation and will not have access to the internet during that weekend.

If you or anyone else have any questions, please don't hesitate to ask!

Thanks,

Adam Hughes

NSS-CDS Operations Manager

Properties

Program Director Report

February 2025

Clear Cut/Meeting House

- Meeting with Lance Kelly on 2/4/2025 (Joerg Hess, Sidney Ruetz, Chris Brown)
- Sidney is designing steps and access point for Clear Cut for CDS and Parks approvals

Committees

Safety

- Accident Analysis - report pending on diver death at Peacock
- Lines and Markers – Fred drafted guidelines/SOP. Ken Sallot had additional feedback to share

Science

- Biology – Dr. Thomas Sawick and Nicholos Coppola presented at Winter Workshop
- Conservation – Dr. Patricia Spellman (Pati) has joined Conservation.
Sensors are not available; Team (Bryan Buescher, Andrew Johnston, Guide: Ken Sallot)
Obtained grab samples on 2/16/2025; upstream side of debris cone in Lewis Room and Mill Creek River tunnel

SD- Wall of Honor- Motion made to accept proposed structure. No second. Motion failed.

FS- opened floor for debate on Wall of Honor.

Cbr- Only advanced side mount taught at Cow. All instructors carry wipe boards. Apprentice may be taught downstream. Wipe boards are not necessary, passersby may vandalize.

Second vote- **SD** made motion, **Cbr** seconded all in favor. Amended plan passes.

SD- Stairs at Edwards just about complete. Benches up next. Cow steps will require replacement. Stringers are rotten.

By Laws amendments

SF- By-law changes require ratification by the members. Amendments can be sent out with the upcoming elections. This will assist with participation. Many updates/clarifications are required. Further discussion required.

JC- Proposed By laws change

Amend Article II Section B. Classes of Members to read;

1. Individual Membership

a) NSS-CDS Regular (annual)

Privileges of membership;

i. Can vote in any election brought before the membership, and;

ii. Can hold office if other qualifications are met, and;

iii. Can participate in and NSS-CDS function, and;

iv. Receives Underwater Speleology, and;

v. May access any property owned or maintained by the NSS-CDS, if other qualifications are met and adhere to current BOD policies concerning property access.

vi. Annual Membership will run from February 1 of each year thru January 31 each year.

Responsibilities of membership:

i. Respect current rules regarding properties

ii. Sign waivers as mandated by BOD policy prior to accessing properties.

b) NSS-CDS Life Member

i. Can vote in any election brought before the membership, and;

ii. Can hold office if other qualifications are met, and;

iii. Can participate in and NSS-CDS function, and;

iv. Receives Underwater Speleology, and;

v. May access any property owned or maintained by the NSS-CDS, if other qualifications are met and adhere to current BOD policies concerning property access.

Responsibilities of membership:

i. Respect current rules regarding properties

ii. Sign waivers as mandated by BOD policy prior to accessing properties.

DEMA 2025- FS, CBr, RP and Emy Stratton will represent. The booth has been reserved by SF at 2024 conference. AH has paperwork and has paid downpayment and renewed DEMA dues.

Winter Workshop

SP- Net \$2505.59 income. 147 attendees 120-125 paid. All went well, always room for improvement. Breakout sessions require some improvement. Working on an article for UWS.

International Conference

Ian/Courtney-Created google drive with all conference content. Stratis Kas will be speaking. Joerg Hess, Joe Firkaly-Paciera, Divers Atlas, Renee Nowicki will also speak.

75 sponsors to call. Flippers diving donated \$2500.00 worth of gear to raffle. Insurance paid \$119.00

FS- Made motion to obtain SF Tech dry suit to raffle off. SF seconded. All in favor. Uncapped number of raffles.

FS- Motion to Adjourn meeting at 2106 hours seconded by Cbr. Next meeting March 9, 2025.

https://us06web.zoom.us/rec/share/p1b73uPAgWv8cLz1SE_eWvIV_RjXMHu5L7nFedCJDtbF2Gaj9aEoQ_ObtjAwiqyd.KEl3s0NB_wpcVKbl?startTime=1739752099000

Passcode: e8CjD.p3

CAVE DIVING SECTION OF THE NATIONAL SPELEOLOGICAL SOCIETY, INC.

Profit and Loss

January 2025

	TOTAL
Income	
Instructor Fees Income	400.00
International Conference Income	1,695.00
Divesoft Liberty Raffle Sales	325.00
Event Registration	325.00
Total International Conference Income	2,020.00
Membership Dues	8,015.00
Merchandise Sales	1,370.25
Student Registrations	400.00
Winter Workshop Income	981.00
Winter Workshop Merchandise Sales	1,780.00
Winter Workshop Raffle Ticket Sales	825.00
Winter Workshop Registration Income	825.00
Winter Workshop Sponsor Income	800.00
Total Winter Workshop Income	4,386.00
Total Income	\$16,591.25
Cost of Goods Sold	
COGS - Grim Reaper Signs	275.57
COGS - Hats	532.25
Total Cost of Goods Sold	\$807.82
GROSS PROFIT	\$15,783.43
Expenses	
DEMA Expense	
DEMA - Registration Fees	162.80
Total DEMA Expense	162.80
International Conference Costs	
Venue Cost & Cleaning Fees	1,250.00
Total International Conference Costs	1,250.00
Merchant Fees	725.26
Office Administrator	1,000.00
Office Expense	
iContact Email Membership	32.80
Misc Supplies	52.40
Total Office Expense	85.20
Postage & Shipping	172.09
Repairs & Maintenance	
Cow Porta Potty	115.00
Spypoint Camera Subscription	30.00
Total Repairs & Maintenance	145.00

CAVE DIVING SECTION OF THE NATIONAL SPELEOLOGICAL SOCIETY, INC.

Profit and Loss

January 2025

	TOTAL
Software Expense	
Microsoft 365	9.99
QuickBooks Online Fees	65.00
ZOOM Meeting Subscription	41.98
Total Software Expense	116.97
UWS Expenses	
Adobe Publishing Software	69.98
Layout & Drafting Fees	600.00
Total UWS Expenses	669.98
Winter Workshop Expenses	
Winter Workshop - Coffee, Materials and Utensils	106.49
Winter Workshop - Credit Card Fees	323.60
Winter Workshop - Food	1,062.57
Winter Workshop - Merchandise Costs	490.50
Winter Workshop - Misc Supplies	69.13
Winter Workshop - Name Badges	53.05
Winter Workshop - Shirts	1,408.10
Winter Workshop - Soda	250.72
Winter Workshop - Tables	182.38
Winter Workshop - U-Haul Rental	121.26
Total Winter Workshop Expenses	4,067.80
Total Expenses	\$8,395.10
NET OPERATING INCOME	\$7,388.33
Other Income	
Interest Income	4.53
Total Other Income	\$4.53
NET OTHER INCOME	\$4.53
NET INCOME	\$7,392.86