

NSS-CDS BoD Meeting 09 March 2025

Quorum: Yes

BoD Present: Chris Brock (CB), Steve Dalcher (SD), Renee Power (RP) Fred Stratton (FS)

Absent: Jamie Chandler (JC), Steve Forlenza (SF), Gayle Hall (GH)

Members Present: Courtney Parrish (CP), Ian Parrish (IP)

Meeting called to order by FS at 1930.

FS made a motion to accept minutes from the 16 February 2025 BoD meeting. Seconded by CB. All in favor. Motion passed.

International Conference

CP and IP reported tremendous progress on sponsor recruitment. They visited many area business including dive shops in Fort White, High Springs, Jacksonville, Williston, and Luraville, and Colsie Coffee and Bakeshop in High Springs to discuss providing coffee for the event, and The Great Outdoors for the “Date with Paul Heinerth” prize. First Magnitude Brewery of Gainesville will be providing kegs of beer for 30 May social. CP sent an email to all NSS-CDS instructors inviting them to be event sponsors. (She used the email address in each instructor’s profile on the Instructor Listing page under Training.)

Treasurer and Operations Report

Cash in Bank:

Checking: \$40,163.62

Savings (Meeting House Fund): \$9,864.85

Total Cash-in-Bank: \$50,028.47

RP - February Financial Report provided along with the side-by-side 2024/2025 comparison as requested.

Manager’s Report:

As indicated by the attached financials, the month of February was incredibly profitable with nearly \$12,000 in net income alone for this month, bringing the total net income for the year to over \$19,000. This is mostly because of the three grand prize raffles, two of which were opened in February.

Below is a breakdown of raffle ticket sales as of 04 March 2025.

Divesoft Liberty: \$7,185.00 (cost not yet covered)

SF Tech Drysuit: \$2,935.00 (cost is covered)

Dive Rite Choptima: \$2,515.00 (no cost)

Please keep in mind, we have NOT paid for the Liberty Rebreather and SF Tech Drysuit yet. Both prizes will cost the section \$11,000 total (\$8,500 for the Liberty, and \$2,500 for the SF Tech Drysuit). Both payments are due in June immediately following the conference. As of today, the cost of the drysuit is covered.

Following the Conference in May, I will strongly encourage us to set aside the revenues generated for the Choptima into a separate savings account, much like we did with the Meeting House funds. We didn't do that last year, and there was some confusion regarding how much money was earmarked for training since the 2024 Choptima funds remained in the checking account after the 2024 Conference. As long as we don't draw on the savings account more than 5 times a month (which will generate a small fee), there is no downside of isolating the funds into a separate savings account for training related expenses.

Some general stats:

- 1) So far this year I have processed 22 certifications
- 2) There are 51 people registered for the 2025 ICDC as of 03 March 2025
- 3) We have 32 active instructors

About a week ago I paid the second installment for the Booth at DEMA 2025. The final payment of around \$325 is due in May.

Also, I ordered more hoodies as discussed; the WW25 wiped me out. Sweaters are now fully stocked, as is most of our merchandise right now. I do not anticipate needing to place a large order any time soon.

I have a suspicion our insurance premiums are going to go up this year. As discussed in December when we were generating the budget, our premiums

have been steadily going down since Covid, but from what I hear, I think the rates are starting to shift the other way. We budgeted for \$500 more than what we paid last year, and I think that is still a good buffer. I do not think a budget amendment is needed at this time.

Also, we received the funds last month for the Holiday Sweater Fundraiser that Courtney put together last year. The fundraiser generated \$422.01.

Just another reminder, I will not be in attendance at the BOD meeting this month because I will be traveling. If you or anyone else have any questions, please never hesitate to reach out!

Program Director's Report

SD estimates that the total cost of the Wall of Honor to be around \$6K. Joerg Hess arranged the donation of two pallets of red brick. Value - \$1,000, reducing the project estimate to \$5K. SD has been formulating fundraising ideas such as selling actual or virtual bricks with donors names on them. To avoid “donor fatigue” among our members we decided to wait until after the Conference to begin fundraising.

SD reported that we are close to opening Edward’s Spring to members.

Remaining actions include:

- Installation of two diver benches. (We pressure washed and stained two benches salvaged from Madison Blue SP. Cost to the CDS: \$0.00.)
- Finalizing and posting the liability waiver.
- Dives to inspect and repair lines.

Training Director’s Report - CB

Training Committee Report – March 2025

Current Certifications YTD – 25

2024 Certifications -23

Top Contributors

Max Kuznetsov – 3

Ken Sallot – 5

Chris Brock – 9

E-learning Update

1. E-learning program sent to the following people for Beta testing. All TC members and all BOD members have now had an opportunity to see the platform.

Ken Sallot	Max Kuznetsov	Cindy Bagnell-Myers.
Zach Haddock	Jonathan Craig	Dave Robbins
Ben Torres	Fred Stratton	James Chandler
Brett Glass	Randy Austin	Penelope Howe
Steve Forlenza	Gayle Hall	

2. Due date for Beta testers is March 21.
3. Evaluation form sent as well looking at Readability, Content, Graphics, Grammar.
4. To date Fred has completed the course and submitted his evaluation form.
5. Next steps will be adjustments and modifications based on feedback followed by a release to all instructors.

CB plans to include photos of Mexican cave systems, divers and NSS-CDS instructors to represent the Section's presence beyond Florida.

CB also explained the need to nail down details on the training platform's debut and marketing, course pricing structure, and final website modifications to support certain administrative functions.

Winter Workshop 2026

SD and RP reported that based on Cave Camp events hosted by Underworld Tulum, Lanny Vogel recommends a maximum of 60 participants. Lodging and diver services along with prices need to be packaged so that we can inform members. RP has been recruiting speakers; there's a lot of talent in the Yucatan area with expertise in conservation, exploration, training and education, and science. The format will be diving followed by one or two talks in the late afternoon and early evening over several days. CB and FS will nail down more details during their April Tulum trip.

The meeting concluded at 2032. FS forgot to adjourn officially the meeting on 09 March 2025 and emailed a motion to adjourn the meeting on the morning of 10 March 2025. CB seconded. All in favor. The motion passed.

The April BoD meeting will commence at 1930 on Sunday, 13 April 2025.

CAVE DIVING SECTION OF THE NATIONAL SPELEOLOGICAL SOCIETY, INC.

Profit and Loss January - February, 2025

	TOTAL
Income	
Instructor Fees Income	400.00
International Conference Income	
Choptima Raffle Sales	2,515.00
Divesoft Liberty Raffle Sales	7,185.00
Event Registration	3,120.00
Knitwise Holiday Sweater Sales	422.01
SF Tech Raffle Sales	2,935.00
Total International Conference Income	16,177.01
Membership Dues	10,710.00
Merchandise Sales	2,056.46
Student Registrations	550.00
Winter Workshop Income	
Winter Workshop Merchandise Sales	981.00
Winter Workshop Raffle Ticket Sales	1,780.00
Winter Workshop Registration Income	825.00
Winter Workshop Sponsor Income	800.00
Total Winter Workshop Income	4,386.00
Total Income	\$34,279.47
Cost of Goods Sold	
Books - Blueprint for Survival	295.47
COGS - Grim Reaper Signs	909.45
COGS - Hats	532.25
COGS - Hoodies	1,287.20
Total Cost of Goods Sold	\$3,024.37
GROSS PROFIT	\$31,255.10
Expenses	
DEMA Expense	
DEMA - Registration Fees	488.40
Total DEMA Expense	488.40
International Conference Costs	
Event Liability Insurance	119.92
Venue Cost & Cleaning Fees	1,250.00
Total International Conference Costs	1,369.92
Merchant Fees	1,545.39
Office Administrator	2,000.00
Office Expense	
iContact Email Membership	65.60
Misc Supplies	131.68
Total Office Expense	197.28

CAVE DIVING SECTION OF THE NATIONAL SPELEOLOGICAL SOCIETY, INC.

Profit and Loss January - February, 2025

	TOTAL
Postage & Shipping	423.99
Repairs & Maintenance	
Cow Porta Potty	365.00
Repairs & Maintenance - Other	176.93
Spypoint Camera Subscription	60.00
Total Repairs & Maintenance	601.93
Software Expense	
Microsoft 365	19.98
QuickBooks Online Fees	130.00
ZOOM Meeting Subscription	83.96
Total Software Expense	233.94
Taxes & Licenses	61.25
UWS Expenses	
Adobe Publishing Software	139.96
Layout & Drafting Fees	600.00
Total UWS Expenses	739.96
Website Expense	
WooCommerce Fees	199.00
Total Website Expense	199.00
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	\$11,928.86
NET OPERATING INCOME	\$19,326.24
Other Income	
Interest Income	8.41
Total Other Income	\$8.41
NET OTHER INCOME	\$8.41
NET INCOME	\$19,334.65

Line #	Income	BUDGET (2025 Totals)	ACTUAL (January - February 2025)	DIFFERENCE
	General Revenue			
1	Membership Dues	\$ 22,750.00	\$ 10,710.00	\$ (12,040.00)
2	Merchandise Sales	\$ 15,000.00	\$ 3,037.46	\$ (11,962.54)
3	Interest Income	\$ 75.00	\$ 8.41	\$ (66.59)
	Total General Revenue	\$ 37,825.00	\$ 13,755.87	\$ (24,069.13)
	Training Program Revenue			
4	Student Registrations	\$ 2,125.00	\$ 550.00	\$ (1,575.00)
5	Instructor Renewals	\$ 2,500.00	\$ 400.00	\$ (2,100.00)
6	E-Learning Sales	\$ 2,000.00	\$ -	\$ (2,000.00)
	Total Training Program Revenue	\$ 6,625.00	\$ 950.00	\$ (5,675.00)
	International Conference Revenue			
7	IC - Event Registration	\$ 7,500.00	\$ 3,120.00	\$ (4,380.00)
8	IC - Grand Prize Raffle Sales	\$ 12,000.00	\$ 12,635.00	\$ 635.00
9	IC - Door Prize Raffle Sales	\$ 4,000.00	\$ -	\$ (4,000.00)
10	IC - Sponsor Revenue	\$ 1,000.00	\$ -	\$ (1,000.00)
NO BUDGET	IC - Sweater Sales	\$ -	\$ 422.01	\$ 422.01
	Total International Conference Revenue	\$ 24,500.00	\$ 16,177.01	\$ (8,322.99)
	Winter Workshop Revenue			
11	WW - Event Registration	\$ 3,000.00	\$ 825.00	\$ (2,175.00)
12	WW - Door Prize Raffle Sales	\$ 1,500.00	\$ 1,780.00	\$ 280.00
13	WW - Sponsor Revenue	\$ 500.00	\$ 800.00	\$ 300.00
	Total Winter Workshop Revenue	\$ 5,000.00	\$ 3,405.00	\$ (1,595.00)
	DEMA Revenue			
14	DEMA - T-shirt Sales	\$ 2,500.00	\$ -	\$ (2,500.00)
15	DEMA - Merch & Membership Sales	\$ 2,000.00	\$ -	\$ (2,000.00)
	Total DEMA Revenue	\$ 4,500.00	\$ -	\$ (4,500.00)
	Total (Budgeted) Revenue	\$ 78,450.00	\$ 34,287.88	\$ (44,162.12)
	Expenses			
	General Expenses			
16	Merchant (Credit Card) Processing Fees	\$ 3,000.00	\$ 1,868.99	\$ (1,131.01)
17	Postage & Shipping Supplies	\$ 2,000.00	\$ 423.99	\$ (1,576.01)
18	Store & Merchandise Restocking	\$ 5,000.00	\$ 3,024.37	\$ (1,975.63)
19	Insurance & Annual Filings	\$ 3,000.00	\$ -	\$ (3,000.00)
20	Awards Expense	\$ 400.00	\$ -	\$ (400.00)
21	FDACS Reporting & Misc Corporate Registrations	\$ 250.00	\$ -	\$ (250.00)
22	Property Tax	\$ 200.00	\$ 61.25	\$ (138.75)
23	PO Box Renewal	\$ 350.00	\$ -	\$ (350.00)
24	Misc Office Supplies	\$ 400.00	\$ 131.68	\$ (268.32)
25	Office Administrator	\$ 12,000.00	\$ 2,000.00	\$ (10,000.00)
26	Website - Maintenance & Design (Steve F.)	\$ 2,500.00	\$ -	\$ (2,500.00)
27	Website - Hosting Fees	\$ 500.00	\$ -	\$ (500.00)
28	Website - Events Ticketing Software	\$ 300.00	\$ -	\$ (300.00)

29	Website - Membership/Auto-Renewal Platform	\$ 350.00	\$ -	\$ (350.00)
30	Website - Misc . Woocommerce Subscriptions	\$ 250.00	\$ 199.00	\$ (51.00)
31	Subscription - iContact	\$ 393.60	\$ 65.60	\$ (328.00)
32	Subscription - Zoom Meeting	\$ 503.76	\$ 83.96	\$ (419.80)
33	Subscription - Microsoft 365	\$ 119.88	\$ 19.98	\$ (99.90)
34	Subscription - Voting Software	\$ 99.00	\$ -	\$ (99.00)
35	Subscription - QuickBooks	\$ 720.00	\$ 130.00	\$ (590.00)
36	Cow - Porta Potty	\$ 1,476.00	\$ 365.00	\$ (1,111.00)
37	Cow - Spypoint Camera Subscription	\$ 360.00	\$ 60.00	\$ (300.00)
38	Cow - Signage (Steve D.)	\$ 100.00	\$ -	\$ (100.00)
39	Properties - General Repairs	\$ 1,000.00	\$ 176.93	\$ (823.07)
40	Properties - Hurricane Contingency & Tree Removal	\$ 2,000.00	\$ -	\$ (2,000.00)
41	UWS - Layout & Drafting Fee	\$ 2,400.00	\$ 600.00	\$ (1,800.00)
42	UWS - Adobe Software Subscription	\$ 839.76	\$ 139.96	\$ (699.80)
	Total General Expenses	\$ 40,512.00	\$ 9,350.71	\$ (31,161.29)
	Training Program Expenses			
43	Training - Cert Card Printing Supplies	\$ 500.00	\$ -	\$ (500.00)
44	Training - New Cert Card Printer	\$ 1,000.00	\$ -	\$ (1,000.00)
45	Training - Postage & Shipping	\$ 150.00	\$ -	\$ (150.00)
46	Training - Elearning (Variable based on Revenue)	\$ 1,500.00	\$ -	\$ (1,500.00)
47	Website - Learndash	\$ 500.00	\$ -	\$ (500.00)
48	Website - Uncanny Owl	\$ 150.00	\$ -	\$ (150.00)
49	General - Merchant (Credit Card) Processing Fees	\$ 400.00	\$ -	\$ (400.00)
50	General - Misc.	\$ 500.00	\$ -	\$ (500.00)
51	General - Overhead Overhead Allocation	\$ 1,500.00	\$ -	\$ (1,500.00)
	Total Training Program Expenses	\$ 6,200.00	\$ -	\$ (6,200.00)
	International Conference Expenses			
52	IC - Venue Cost	\$ 4,000.00	\$ 1,250.00	\$ (2,750.00)
53	IC - Grand Prize Raffle Cost	\$ 7,500.00	\$ -	\$ (7,500.00)
54	IC - Shirts	\$ 3,500.00	\$ -	\$ (3,500.00)
55	IC - Catering (Main Event)	\$ 3,000.00	\$ -	\$ (3,000.00)
56	IC - Food (Social)	\$ 1,000.00	\$ -	\$ (1,000.00)
57	IC - Breakfast	\$ 300.00	\$ -	\$ (300.00)
58	IC - Coffee & Dining Supplies	\$ 250.00	\$ -	\$ (250.00)
59	IC - Drinks & Materials	\$ 500.00	\$ -	\$ (500.00)
60	IC - Ice	\$ 200.00	\$ -	\$ (200.00)
61	IC - Lunch for Volunteers	\$ 150.00	\$ -	\$ (150.00)
62	IC - Misc. Event Supplies	\$ 1,000.00	\$ -	\$ (1,000.00)
63	IC - Name Badges	\$ 150.00	\$ -	\$ (150.00)
64	IC - U-Haul Rental	\$ 100.00	\$ -	\$ (100.00)
NO BUDGET	IC - Event Liability Insurance	\$ -	\$ 119.92	\$ 119.92
	Total International Conference Expenses	\$ 21,650.00	\$ 1,369.92	\$ (20,280.08)
	Winter Workshop Expenses			
65	WW - Shirts	\$ 1,500.00	\$ 1,408.10	\$ (91.90)
66	WW - Food	\$ 1,000.00	\$ 1,062.57	\$ 62.57
67	WW - Soda	\$ 200.00	\$ 250.72	\$ 50.72
68	WW - Venue	\$ 400.00	\$ 400.00	\$ -
69	WW - Misc Supplies	\$ 250.00	\$ 501.55	\$ 251.55
70	WW - U-haul Rental	\$ 100.00	\$ 121.26	\$ 21.26

Total Winter Workshop Expenses

\$ 3,450.00 \$ 3,744.20 \$ 294.20

DEMA Expense

71	DEMA - Travel & Lodging	\$ 1,250.00	\$ -	\$ (1,250.00)
72	DEMA - Membership Fees	\$ 200.00	\$ -	\$ (200.00)
73	DEMA - Registration Fees	\$ 835.00	\$ 488.40	\$ (346.60)
74	DEMA - Electric	\$ 150.00	\$ -	\$ (150.00)
75	DEMA - Shirts Expense	\$ 2,000.00	\$ -	\$ (2,000.00)
76	DEMA - Misc Expenses	\$ 200.00	\$ -	\$ (200.00)

Total DEMA Expenses

\$ 4,635.00 \$ 488.40 \$ (4,146.60)

Total (Budgeted) Expenses

\$ 76,447.00 \$ 14,953.23 \$ (61,493.77)

Budget Net Profit

\$ 2,003.00 \$ 19,334.65 \$ 17,331.65