

NSS-CDS Board Meeting, June 16, 2025

Quorum - Yes

BOD Present- Fred Stratton (FS), James Chandler (JC), Renee Power (RP), Jennifer Dillaman (JD), Steve Dalcher (SD), Joerg Hess (JH), Chris Brock (CB)

BOD Absent- None

Members Present- Ian Parrish (IP), Courtney Parrish (CP), Adam Hughes (AH), Shannon Perry (SP), Barbara Dwyer (BD).

Meeting called to order by FS at 1931 hours. FS made a motion to accept minutes from May 31, 2025. SD seconds. All in favor. Motion passes.

Conference Review – FS led in, IP and CP began overview.

- Full report was provided prior to this meeting.
- IC recommended better footage/video being a priority for next year.
- AH gave sales and logistics overview.
 - Complete after-action report was not quite complete at time of meeting but will be sent soon. Managers report was sent prior to the meeting.
 - This conference was the most profitable event we have ever had if the proceeds from the Choptima are included.
 - The cost per paid attendee is most important for future events.
 - Overall revenue was very high.
- JC noted that CDS did not raffle any items off.
 - Discussion followed about if in the future we should raffle items.
 - No solid decision reached, tabled for future discussion.
- AH reviewed things that could be done better.
 - Overall communication.
 - Suggested investing revenue into infrastructure of future events.
 - 'Out of pocket' purchases for the conference need to be tracked more carefully so we can properly budget for them next year.
- FS announced that a large projector screen was purchased and we are looking into a wireless, four-speaker sound system; large venue requires more powerful system.
- JD gave feedback about the barn half of the venue not being comfortably useable due to the extreme heat.
 - Discussion ensued about potential remedies for the heat.
 - No official decisions were made, but it was generally agreed upon to bring the issue to Rembert's attention.
- RP brought to attention that we heavily use/rely on our volunteers (cavengers) for the conference.
 - Full report of Cavengers feedback will be provided soon.
 - Urged better communication for next event.

- CP voiced discontent that Google drive of ICDC working documents was not properly utilized. “Conference in a Box” that IP and CP created is a very useful event planning resource.
- RP and IC brought up the idea of two screens for future events.
 - RP reported projector is not good enough anymore and that research is being done to potentially purchase a new one.
- JD mentioned she has ideas for helping future raffles run smoother.
 - She was asked to send typed out list after the meeting.
 - JC input that Paul could be relieved of doing the raffle for the next conference.
- FS proposed using the same venue if we can get the same price and work on the issues discussed previously in reports, with the caveat that we can look into other options as well.
- FS discussed in the next weeks putting a team together for the 2026 ICDC.
- FS proposed dates of 29 & 30 May 2026.
 - Concern with those dates over conflict with California show were brought up. After discussion the Board decided on June 5 and 6 2026.

Secretary’s Report

- Getting organized and situated into new position.
- Set up zoom meeting.
- Had meeting regarding social media.
 - Began posting/managing.

Treasurer’s Report

- Reviewed conference info.
- As of June 10th, 2025 checking has \$57,233.04.
- As of June 10th, 2025 savings (meeting house fund) has \$9,059.44.
 - Total cash in bank as of June 10th, 2025, is \$66,292.48.
- Training money has been moved into a separate money market account to gain interest and keep things clean and separate.

JH – Announced that the Liberty CCR has come in after being stuck in customs. Date for training has been set.

Operation Manager’s Report

- Confirmed funds from Choptima sales were moved to a separate account.
 - Approx. \$1,000 is left over from the 2024 Choptima proceeds.
 - AH has been working with SP and RP to design merchandise for the store.
- Large spikes of certifications have been coming through from a variety of instructors.
- Work has begun with regards to getting new board members on insurance.
- FDACS permit to solicit donations is also being updated with new board members.
- Desire to have a short session on ‘dos and don’ts’ expressed.

JH Program Director report

- Report sent prior to meeting was reviewed.

SD Program Director report

- Orange Grove lower stair project was completed in 7 days.
- Several projects are lined up.
 - Madison Blue Springs boardwalk/stair replacement is next on the list.
 - Set to take place next week.
 - Cow Springs project of mulch is happening soon.
 - Edward's Springs work is ongoing. Installing diver benches soon.
 - It is open to members for diving. Online waiver is functional.

Discussion ensued on how to get more volunteers.

- Better advertising was suggested.
- RP brought up the idea of collecting giveaways for volunteers.
 - Board is unsure how to make this happen and idea was tabled.

Training Director report

- Report provided prior to meeting.
- Certification numbers are up.
 - 61 certs to date vs the 58 that were previously sent in the report.
- The newest standards are on the website.
 - Instructors asked to start using them immediately.
- E-learning is up in the store and ready to use. Instructors asked to start utilizing immediately.
- Sean McCarthy will be doing chop training from winning give away on Sept 29th along with his wife.
- Michael Menduno wants article on e-Learning for in InDepth.
- Training Committee is continuing to work on standards.

Winter Workshop 2026

- SD explained flyers and shirts were sent out to board prior to meeting.
 - Discussed price increase over last year.
 - Michael Menduno (InDepth), along with Deep 6, and a few others reported they are interested in sponsoring WW26.
 - Our need for this workshop is less donated 'items and more cash/services
- RP gave review of speakers/presenters.
- RP and SD are working on getting schedule nailed down and format solidified.
 - FS reviewed \$150 ticket price. Board agreed on the price increase.
- Grand prize discussed.

- Changed from 3 to 2 days of guided dives and added a \$400 rental car allowance.

- SD suggested that Cavengers/volunteers who help on site of WW26 get \$150 fee waived.

- SD mentioned need to discuss sponsorship levels.

- Discussion was tabled for later date.

DEMA 2025

- November 11-14 2025

- FS, RP, SP are working on this.

- JD will provide videos and pictures to be on display at DEMA.

Board off-site event

- Directors asked to look at calendars in August for this to work and send windows of times that may work.

Next meeting 21 July 2025 at 19:30.

Adjournment

- FS motions, JC seconds. All in favor. Motion passes.

Profit and Loss

CAVE DIVING SECTION OF THE NATIONAL SPELEOLOGICAL SOCIETY, INC.

January 1-June 10, 2025

Accrual Basis Tuesday, June 10, 2025 06:17 PM GMTZ 1/3

DISTRIBUTION ACCOUNT TOTAL

Income

Instructor Fees Income 400.00

International Conference Income 0

Choptima Raffle Sales 6,915.00

Divesoft Liberty Raffle Sales 14,005.00

Door Prize Raffle Sales 7,120.00

Event Registration 15,665.00

Knitwise Holiday Sweater Sales 422.01

SF Tech Raffle Sales 6,250.00

Sponsor Income 1,300.00

Total for International Conference Income \$51,677.01

Membership Dues 17,490.00

Merchandise Sales 9,681.89

Student Registrations 1,400.00

Winter Workshop Income 0

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 for Winter Workshop Income \$4,386.00

Total for Income \$85,034.90

Cost of Goods Sold

Books - Blueprint for Survival 295.47

COGS - Coffee Mugs 530.00

COGS - Cooling Towels 445.00

COGS - Grim Reaper Signs 909.45

COGS - Hats 532.25

COGS - Hoodies 1,287.20

COGS - Pods 300.00

COGS - Product Samples 24.53

COGS - Volunteer Shirts 220.55

Total for Cost of Goods Sold \$4,544.45

Gross Profit \$80,490.45

Expenses

Awards Expenses 187.00

Certification Card Printing Costs 0

Card Printer Supplies 199.46

Total for Certification Card Printing Costs \$199.46

Profit and Loss

CAVE DIVING SECTION OF THE NATIONAL SPELEOLOGICAL SOCIETY, INC.

January 1-June 10, 2025

Accrual Basis Tuesday, June 10, 2025 06:17 PM GMTZ 2/3

DISTRIBUTION ACCOUNT TOTAL

DEMA Expense 0

DEMA - Registration Fees 814.00

Total for DEMA Expense \$814.00

Event Display Materials 496.93

International Conference Costs 0

Beer - Conference 179.74

Breakfast - Conference 229.57

Catering - Conference 4,500.00

Cavenger Shirts - Conference 471.50

Divesoft Liberty Cost 7,733.60

Drinks & Materials 499.92

Event Liability Insurance 119.92

Food - Social 1,215.00

Ice 75.14

Lunch for Volunteers - Social 68.51

Marketing Materials - Conference 614.52

Misc. Event Supplies 432.18

Shirts - Conference 2,418.02

Travel Costs - Conference 422.01

U-Haul Rental 219.09

Venue Cost & Cleaning Fees 2,500.00

Total for International Conference Costs \$21,698.72

Merchant Fees 3,777.46

Office Administrator 5,000.00

Office Expense 0

iContact Email Membership 196.80

Misc Supplies 255.34

Total for Office Expense \$452.14

Postage & Shipping 1,601.95

Repairs & Maintenance 0

Cow Porta Potty 615.00

Edwards Property Signage 74.18

Repairs & Maintenance - Other 176.93

Spypoint Camera Subscription 150.00

Total for Repairs & Maintenance \$1,016.11

Software Expense 0

Microsoft 365 71.94

QuickBooks Online Fees 325.00

Voting Software 99.00

ZOOM Meeting Subscription 253.88

Total for Software Expense \$749.82

Profit and Loss

CAVE DIVING SECTION OF THE NATIONAL SPELEOLOGICAL SOCIETY, INC.

January 1-June 10, 2025

Accrual Basis Tuesday, June 10, 2025 06:17 PM GMTZ 3/3

DISTRIBUTION ACCOUNT TOTAL

Taxes & Licenses 61.25

UWS Expenses 0

Adobe Publishing Software 349.90

Layout & Drafting Fees 1,200.00

Total for UWS Expenses \$1,549.90

Website Expense 0

Domain Renewal 220.15

E-Learning Layout Fees 875.00

Hosting Fees 201.84

Website Design & Maintenance 166.00

WooCommerce Fees 587.00

Total for Website Expense \$2,049.99

Winter Workshop Expenses 0

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

Winter Workshop - Venue -150.00

Total for Winter Workshop Expenses \$3,917.80

Total for Expenses \$43,572.53

Net Operating Income \$36,917.92

Other Income

Interest Income 20.57

Total for Other Income \$20.57

Other Expenses

Net Other Income \$20.57

Net Income \$36,938.49

Training Director Report – June, 2025

Certifications:

Certifications YTD – 58

Certifications 2024 YTD – 47

Top Five Contributors YTD. All other instructors have 3 or less certifications in the database.

Chris Brock -15

Ken Sallott – 8

Jim Wyatt –7

Max Kuznetsov -5

Lamar Hires – 4

Standards

Standards Update Version 8 has been submitted to Howard for uploading to the website.

1. This revision makes mandatory the use of NSS-CDS e-learning content through the Advanced Cave Program and per the BOD's request, all students coming from a different agency to the NSS-CDS for Full or Advanced Cave must complete our e-learning program
2. This revision introduces the following changes approved by the BOD last year:
 - a. New Single Tank and Cavern Tech programs
 - b. New Nitrox and Tech Nitrox and Cave Decompression courses.
 - c. New Cavern Instructor development program.
 - d. Minor revisions to Stage Diver, Cave CCR and Cave DPV courses
 - e. Grammar and Type setting problems
 - f. New Table of Contents
3. Per Fred's recommendation, each new course title has been submitted to Howard for uploading into our Instructor/Student Management System.
4. Standards Requirements for teaching each of the new courses are reflected in the specific instructors who might certify students in each of the new courses. This information was also submitted to Howard for updating in the Instructor/Student Management System.
 - a. Single Tank Cavern – All current instructors for OC. Only Rebreather Instructors for the CCR option
 - b. Cavern Tech – All current instructors for OC. Only Rebreather Instructors for the CCR option
 - c. Nitrox – All current instructors
 - d. Tech Nitrox and Cave Decompression – All current Apprentice and Full Cave Instructors will be granted access to teach this new specialty.
5. Updating the standards for 2025 revealed many typographical errors and other items that were outdated or brought into question with modern teaching practices. In our June 9, 2025 Training Committee meeting, I passed along a highlighted version of the standards that bring this content to the attention of the committee members. We will begin work on Version 8.1 of our standards at our July meeting.

6. Two Items already addressed were the CDS Basics Course and the First Responder Program within Advanced Cave.
 - a. The CDS Basics course is to become a program that awards certification. It will become our version of Intro to Tech or Fundamentals. The course will be 2-3 days and can be taken OC or CCR. I have started the writing of these standards and will submit them to the Training Committee for editing. Upon completion they will be submitted to the BOD for approval.
 - b. The First Responder lectures bring the IUCRR victim recovery lectures into the Advanced Cave Program. Approximately 3 years ago, there was a death at Cow Springs. After the recovery, the IUCRR chose not to release any information to the CDS. Because of this action, it is my understanding that the BOD at that time elected to not allow IUCRR recoveries on NSS-CDS properties. Because of this information, in addition to a changing direction for the Advanced Cave program, the Training Committee has chosen to remove the First Responder IUCRR content from our Advanced Cave Course and the standards are to be reworked to include a working dive that will include safety diver concepts. These standards are being worked on currently and will be submitted to the BOD for approval when complete.

Student Certification Portion of the Website:

Last week while certifying a student already having a picture on the website, I experienced one of our intermittent certification system crashes. I was able to screen grab the error codes and send it to Howard for analysis. With this information, Howard was finally able to identify the problem and implement certain requirements for instructors and students uploading pictures. After uploading these new requirements, file size, type etc. the picture functionality is now working. Pictures not adhering to the requirements uploaded by Howard, will not be accepted. Hopefully the problem is now finally resolved.

E-learning:

The new E-learning course and back-end development were submitted to Adam and Autumn for uploading into the system. As of Wednesday, June 11, 2025 the course is live and on the website for purchase. Autumn has written a course description and provided a photo to attach to the platform in the CDS Store. Furthermore, an email is to be sent to all instructors announcing that it is live and explaining to them how to purchase the product either via instructor code purchase or by direct student purchase.

Further updates to the content will continue to be an ongoing process. I have received some very nice recommendations from our instructors in Mexico and will be taking those to the Training Committee for review.

E-learning Budget and Funds Earmarked for Training Projects

2024 Choptima Revenue- \$10,606

Total spent on E-learning Creation and Implementation \$9598.15

Funds remaining from 2024 Choptima- \$1007.85

2025 Choptima \$6915 earned at 2025 ICDC

Total funds in Training Money Market Account **\$7,922.85**

Instructors

Terrance Tysall, a former CDS Instructor and Current Naui Training Director has decided to rejoin the NSS-CDS. Because of the length of his absence, Terrance was assigned a sponsor (Renee) and she went through our Standards and the new E-learning program with him. Renee also spent a weekend diving with Terrance to ensure his configuration and skill set were in alignment with what we are looking for in instructors. We welcome Terrance back to the NSS-CDS.