

NSS-CDS BoD Meeting - May 11, 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), Chris Brown (CB), Ian Parrish (IP), Courtney Parrish (CP)

Meeting called to order by FS at 1930.

FS made a motion to accept minutes from April, 2025 BOD meeting. Seconded by SD. Motion passed.

Key Takeaways

E-learning platform launch approved with pricing set at \$125 retail/\$100 for instructors

International Cave Diving Conference preparations on track; expecting 300+ attendees

Winter Workshop 2026 in Tulum, Mexico planning underway; limited to 50 attendees

Organization in strong financial position with \$64,324 total cash in bank

Conference Update

Most attended conference in NSS-CDS history expected

Food, catering, event shirts, and raffle prizes secured

35 unique sponsors, 12 at platinum/diamond levels

Discussing hiring professional photographer for sponsor deliverables

Venue logistics on schedule; no red flags

FS motion to provide a 50% discount to nonprofits at ICDC. JC second. All in favor. Motion passed.

E-Learning Platform Launch

Howard completed backend build-out under budget

SD made motion RP second eLearning pricing structure as follows: Pricing approved: \$125 retail, \$100 for instructors Revenue split: \$20 to IT fund, remainder 50/50 between training and general fund.

Introductory pricing until board decides to increase,

Training Committee Report

46 certifications year-to-date, up 11 from previous year

Two instructor institutes scheduled for upcoming months

Proposal for quarterly dive nights at Ginnie Springs for community building

Certifications, YTD -- 45

Notable Numbers 2025

Chris Brock 11

Ken Sallot 8

Jim Wyatt 6

Max Kuznetsov 5

Certifications, YTD 2024 – 35

E-learning

Howard has completed the following tasks of the back end build out: Fred, Autumn and Chris are testing:

All of the following are currently functioning properly:

1. Back end registration process for students at a cost of \$125 – compared to TDI @ \$144
2. Back end registration process for instructors who want to give a coupon code to their students and then upcharge \$100 – compared to TDI \$72
3. Coupon Code emailed to the instructor to forward to the student
4. Email sent to instructor when student registers for the course
5. Email with course report sent to the instructor when student completes the course.
6. The course report contains all missed questions/with correct answer indicated, from all quiz and final exam attempts.

The last item that I need to see is that the certification credit is populating into the instructor account when the student registers.

The entire back end project is set to come in under budget from Howard, which was approx. \$1,700 for 20 hours of work.

My goal is to announce that the E-learning is live and being used at the ICDC.

Next Course: The Training Committee has decided that Cave DPV will be the next E-learning course. No timetable decided yet.

E-learning Profits Proposal:

All codes sold have a set amount to go into a fund for maintenance – Proposal is that \$20 go into an IT fund to pay Autumn or Howard, as required, to build courses and maintain the platform functionality.

The remaining profits are to be split between the General Fund for the NSS-CDS and an account for Training.

Community Outreach:

Quarterly Dive Nights Sponsored by Training:

Get together at Ginnie one afternoon/evening: Social setting with hotdogs and beer/soft drinks/ water – people can group up and go diving together etc.

Spring Fest

Summer Summit

Fall Forum

Winter?

Training Project for 2025:

The Training Committee has decided to re-survey and map Cow Springs. (Ted McCoy, Renee Power, Jim Wyatt, Josh Dillaman, Timmy Young and I are the current volunteers). The project will end with a new/accurate map of the system, and with BOD permission will be donated to the NSS-CDS to be sold through the store with proceeds going to the NSS-CDS and Training.

Institutes Scheduled:

Josh Dillaman Full Cave – May 12-13 (Ted McCoy and Jim Wyatt Evaluating)

Justin Judd – Full Cave – June 5 (Jim Wyatt and Timmy Young Evaluating)

Next Training Committee Meeting is Scheduled for June 9.

Financial Update

[\\$54,451.88 in checking account](#)

[\\$9,873.10 in meeting house fund](#)

[Total cash in bank: \\$64,324.98](#)

[Conference expected to be most profitable yet, despite higher expenses](#)

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

Cash in Bank:

Checking: \$54,451.88

Savings (Meeting House Fund): \$9,873.10

Total Cash-in-Bank: \$64,324.98

Manager's Report

April was another *very* profitable month, once again driven largely by three active grand prize raffles. Despite some significant expenses, we ended the month with a net profit of over **\$7,700**, bringing our year-to-date profit to **\$34,153.42**.

It's important to note that we anticipate several major expenses over the next 30–60 days, primarily related to the upcoming conference. Due to the way we structure the logistics of the conference, we collect the majority of revenue upfront but defer many payments until May and June. In total, we expect to pay approximately **\$20,000** in invoices in the near future. Here is a breakdown of the large expenses due around the time of the conference:

Liberty CCR: \$8,500
SF Tech Drysuit: \$2,500
Conference Food: \$4,000
Conference Shirts: \$3,000
Miscellaneous Conference-Related Costs: \$2,000

Grand Prize Raffle Performance (as of 4/30/25)

Choptima: \$5,715.00
Divesoft Liberty: \$11,290.00
SF Tech: \$4,910.00

As you can see, we've already begun generating strong returns on these raffles, with a full month remaining before the event. All raffles are fully funded and in the Black.

April Expenditures

April was another expense-heavy month, driven by the number of active projects. However, nearly all of these projects are self-sustaining, resulting in minimal financial impact on our overall profitability. Below is a list of notable expenditures from April:

1. Remaining conference venue balance – \$1,250.00
2. Volunteer shirts – \$220.55
3. Coffee mugs (merchandise) – \$530.00
4. Awards for presentation at conference – \$187.00
5. UWS layout fees (Barbara) – \$600.00
6. Website hosting fees – \$201.84
7. Stratis ICDC travel (funded by Knitwise Holiday Fundraiser) – \$421.01
8. Sales tax – \$370.81

Conference Update

As of today, we have approximately **167** individuals registered for the International Cave Diving Conference in May.

Training Comments

According to my records, I have processed around **44 certification cards** so far this year. I'll let Chris speak for his own numbers during his report, but it feels like this is a noticeable increase. I'm printing cards every few days now, whereas prior to a year ago, it felt like weeks would go by between certifications.

Edwards Construction

One final note regarding upcoming expenses: Steve D. and Tom Johnson submitted and received reimbursement for a total of **\$817.57** in May 2025. This brings the total Edwards Construction expenses to **\$1,629.60** for the year. Per the BOD's vote, these expenses are being funded entirely from the Meeting House (Money Market) account. Accordingly, they are **not** included in the attached financials and are being tracked separately.

Thanks,

Adam Hughes

NSS-CDS Operations Manager

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Conservation Projects

[Orange Grove steps replacement scheduled for June 15-20](#)

[Madison boardwalk replacement upcoming](#)

Mulch to be placed on Cow Springs path to the platform.

Wakulla area projects in holding pattern.

Mill Creek Sink water samples recently taken.

The Conservation subcommittee will set up a table at the ICDC.

Edwards to open prior to ICDC.

Winter Workshop 2026 - Tulum, Mexico

[Limited to 50 attendees due to venue constraints](#)

[\\$65 ticket includes events, t-shirt, raffle ticket, goodie bag, drink tickets](#)

[Local vendors being sourced for merchandise and banners](#)

[Collaboration with Quintana Roo Speleological Society \(QRSS\)](#)

Merchandise and Store Update

[New items include license plates, mugs, and other small merchandise](#)

[Summer sale planned with expanded inventory](#)

Next Steps

[Negotiate photographer pricing for conference sponsor deliverables](#)

[Launch e-learning platform at conference](#)

[Prepare announcement for Winter Workshop 2026 at upcoming conference](#)

[Review bylaws for updates after the conference](#)

[Implement Outstanding Service Award recognition](#)

Action Items

Set e-learning pricing with Howard: \$125 retail, \$100 for instructors, \$20 to IT fund, remainder 50-50 split between training/general fund.

Update financial processes: Move 70% of each e-learning sale to training money market monthly (50% + \$20).

Chris Brock to plan quarterly CDS dive nights at Ginnie Springs.

Adam will order diving guidelines sign for Edwards Spring.

Send Edwards Spring waiver to Steve Forlenza, arrange gate code w/ Teri.

Orange Grove closed May 15-20 for step construction.

Prep store/QR code for Winter Workshop 2026 Tulum ticket sales (50 spaces) at ICDC.

<https://us06web.zoom.us/rec/share/6u8LOEFij8DYuajel5Wctq4yJtzbE-HKFRkO3Wio62eX-IPIyFD80L05mVIMYTynT.aLwbYtZ8XxgGoQPT>

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