

NSS-CDS BOD MEETING September 15th, 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- Adam Hughes (AH), Josh Dillaman (JD2), John Rutledge (JR), Shannon Perry (SP), Barbara Dwyer (BD)

Meeting called to order by FS at 1930 hours.

FS made a motion to accept the minutes from August 18th, 2025. SD seconds. All in favor. Motion passes.

Secretary Report

- Completed August meeting minutes and sent out to BOD for approval.
- Completed and sent finalized July meeting minutes to Kevin for post on website.
- Oversaw various communication emails.
- Discussed briefly with Shannon and Fred the need for a photo for the new awards design.
- Missing Flippers promo video from Facebook. BOD approved JD to post again.
- Created and sent out September Zoom meeting invitation.

FS asked the BOD as a whole if they think we should keep more than 3 years' worth of minutes on the website. Question was discussed with decision to be made at a later date.

Treasurer's Report

**Report attached.*

- Cash in checking: \$40,971.85
- Training fund savings: \$6,920.85.
- Meeting House fund savings: \$9,070.87.
- Total cash in bank: \$56,963.57

Manager's Report

**Full report attached.*

- Good headway has been made on merchandise in store.
 - SP has been vital to developing new developing new items and getting fairly priced materials sourced.
 - Sun Shirts are currently in production. They are coming in cheaper than original quote.
 - Marketing ideas have been bounced around between SP and AH.
 - There have been discussions about POS system setup for DEMA.

- SP has volunteered to set up an iPad and our STRIPE credit card readers to have a point of sale system. This will alleviate the issue of CDS DEMA team members using their personal cell phones to ring up customers.
- CDS is doing better than it ever has, financially, since pre-covid era.
 - RP reports that CDS is currently debt free.
- Former Cow site manager Cameron Mahaffey has been removed from the insurance, and JR has been added in place of him.

Program Director 1 Report

**full report attached.*

- Ken Sallot considering October to look into Edward's line.
- Citizen science opportunity: Dr. Spellman would like to put together a training curriculum on how to perform, preserve, and interpret water samples, as well as data sonde usage.
 - JH is looking for the board to say yay or nay on the matter. JD, SD, JC, CB, and FS agreed to the concept. The Board requested an outline of what this project entails.

Program Director 2 Report

- Cow site manager, Cameron Mahaffey, has been replaced by John Rutledge.
 - JR has been very active.

JR reports what he has done as the new manager of Cow Springs.

- General cleaning.
- Surveyed the site.
- Weed eating.
- Confirmed the gold line needs fixed and has made plans to do so.
- There is a 'widow maker' tree branch that needs to be removed. Work for that is scheduled.
- FS suggests adding some information in the waiver email about how to use the lock to preempt any issues. JR agreed to email webmaster Kevin about this.
- JR wants confirmation on who to contact if there is an incident at Cow Springs.
 - SD confirms he is the first person who should be contacted.

Training Director's Report

**Full report attached.*

- 91 certifications YTD.
 - 2 Apprentice Cave certifications have come through since the report came out.
- Small eLearning issues have been resolved.
- Training committee met.
 - Current eLearning is going to be edited and revamped to be used for single tank cavern course.
- Minor website changes need to be discussed later.
- There is a Russian instructor who wants to be reinstated but this brings up questions about what is legally allowed with current political conditions. The Training Committee would like the Board to decide. JC suggests saying that as an organization we are receptive to the idea, however from a legal standpoint we must follow U.S. law. When

conditions permit we will gladly reinstate this instructor. All Board members agreed. CB will inform the instructor.

- CB needs a Sheck Exley award that was not printed when it was already processed.

2026 Winter Workshop Update

- Due to health issues Michal Menduno has been removed from the speaker list.
- SP has been working on creating and updating ads and promotions.
- Robbie Schmittner is being added as either a main speaker or fireside chat speaker.
 - He will donate a guided dive as a raffle prize.
- SD confirms Deep Six is going to present on deco theory and understanding gradient theories.
- SD confirms that Shearwater has committed to donating dry bags.
 - Shearwater is trying to forecast how involved they want to be in both the WW26 and also the 2026 ICDC.
- SD is in conversation with Apeks about becoming a sponsor.
- AH confirms that we have between 20 and 25 registered attendees.
- SD asks that we remember RP's idea of the BOD reaching into their 'circle of people' to try and drive interest for the WW.
- Lanny wanted to revisit the pricing of guided dives. He along with other Mexico guides have all met and agreed on similar basic pricing.
- WW26 T-shirt has been created.
- FS asks AH how many raffle tickets we have sold for the grand prize. AH reports that we have only sold approximately \$400.
- RP asks for advice on how to sell more raffle tickets.
 - JD suggests sending a targeted email.
 - SD agrees.
 - FS agrees.
 - JD will create an email blast promoting it.

DEMA 2025 Updates

- RP reports that the booth staff is set.
 - CDS gets 4 booth staff with our current membership level.
 - Carting in and out is being figured out. RP asked if she can pay for both in and out carting and then cancel later if needed. BOD agrees that is the best option.
 - Booth supplies and items are being gathered and organized.
 - We need to decide how many shirts to print.
 - AH mentions that we tend to sell more shirts in the Orlando venue, perhaps due to having more cave divers in the area.
 - Timeline on shirts mockup needed by September 28th, finalized by October 3rd.
 - SP, AH, JD will get together on possible vendor.

FS reports working with SP and JD to modernize our safe cave diving award certificates. FS has submitted an UWS article and website update to follow.

FS was out at Wakulla presentations. Dr. Chris Werner will be a speaker for 2026 ICDC. He also wants to discuss what WKPP and NSSCDS relationship may look like.

FS looking for more speaker ideas for ICDC 2026.

Advertising and new imagery for upcoming store items will need to be created.

- JD offered to do photoshoots of the inventory as it comes out.

- SP gave overview of some of the items in production.

Next meeting will be Monday October 20th 2025 at 19:30.

FS makes motion to adjourn the meeting at 20:51. JD seconds. All in favor. Motion passes.

Manager's Report

Adam Hughes

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

Cash in Bank as 9/09/25:

Checking: \$40,971.85
Savings (Training Fund): \$6,920.85
Savings (Meeting House Fund): \$9,070.87
Total Cash-in-Bank: \$56,963.57

Please note: These balances include revenue and expenses incurred in early September that are not reflected in the attached financials. Now that meetings are held on the 3rd Monday of the month, cash balances reported here will be as-of closer to the meeting date. However, monthly financials will still only include activity through the last day of the prior month.

Managers Report

The month of August was an incredibly expensive month, likely the most expensive of the year. This is by design since August/September is when we pay our largest post-conference expenses and restock the store.

Here is a list of some of the largest non-recurring notable expenses in August:

- 1) Insurance: \$2,522.61
- 2) T-shirts Restocking: \$1,500
- 3) Tumblers: \$660.53
- 4) UWS Layout Fees (Barbara): \$600
- 5) Patches, Stickers, Books, Etc: \$405.11
- 6) 2026 ICDC Venue Deposit: \$1,250.00
- 7) PO Box Annual Renewal: \$425.70
- 8) I also spent about \$200 to restock on Packing and Card Printer supplies.

Among a few other general recurring costs...

This year we are investing heavily in merchandise for two main reasons: recent conference sales significantly depleted our stock, and we want to phase out older items with updated designs. This restock has been part of the budget discussions since last October. After this month, we expect to be well-supplied through the holiday season, which is the busiest time of year.

As discussed, I also completed a mid-year budget review, and I am pleased to report that we remain well within budget. Nothing has fallen outside expectations. In fact, the section is showing the highest profit we have had since before COVID. This is largely due to the three grand prize raffles held at the conference, which generated significant revenue. While this was a major benefit for 2025, it should be noted that this was an anomaly and should not be budgeted for in future years.

Overall, our financial position is strong. Even after paying large annual expenses last month and restocking the store, our cash reserves are nearly double what they were at this time last year. Most expense categories remained under budget, and revenue has exceeded projections. This puts us in a position of growth and stability, allowing the section to take on new projects without multi-year lead times. The financial health we are seeing is the direct result of everyone's efforts, our elevated events, and the positive momentum the section has built over the last couple of years.

Well done to everyone involved.

Webmaster Fees

Beginning in August, a new expense line called Webmaster Fees will appear on the financials. We are now paying Kevin Stiegler \$200 per month for his services. This has been categorized as a sub-item under Website Expense for clarity.

DEMA Preparations

Preparations for DEMA are underway. We purchased and configured a second credit card reader, which means we now have two fully functioning units available for events. I have also begun working on the logistics to ensure the store is represented at DEMA and that card payments can be processed smoothly by volunteers on-site.

Event Materials Organization

Fred and Emy have begun the long overdue task of consolidating and organizing our event materials. These items were moved from my house this past weekend to Fred's, where they are now being properly sorted and prepared. This effort will go a long way toward improving our professionalism at events and will help streamline setup and operations as our events continue to grow.

Cow Springs Repairs

We incurred about \$155 in expenses for repairs at Cow Springs last month, primarily for mulch. This came in under Steve Dalchers original estimate. At this point, I am not aware of any additional pending repair costs, so the work appears to have been completed under budget. (Thanks Steve).

Receipts and Donations

I want to repeat a standing reminder: please submit receipts, even if items are donated or purchased personally without requesting reimbursement. Doing so helps us in two important ways. First, it ensures we understand the true cost of operations and avoid gaps if a past donation is no longer available. Second, it allows me to recognize contributions properly in this report so that everyone can see the support being given.

Training

Students registered in August: 9
E-learning codes sold in August: 4

Winter Workshop 2026

Total attendees registered as of 9/9/25: 22
Grand prize raffle revenue to date: \$450

Closing Comments - August 2025

That's it from me! August was a busy month across many fronts including financial activity, preparations for upcoming events, and long-term organizational improvements. What I am personally most excited about is the store. We will soon be fully restocked, with some excellent new merchandise in production. The online store is looking better than it has since before COVID, and I believe we are well positioned for a strong finish to the year.

Program Director 1 Report
September 15th 2025

Clearcut

I finally had the opportunity to spend some time with Lance Kelly, the Wakulla Springs park manager.

For matters regarding the CDS, he apologized for dropping the ball on Clearcut when we had the opportunity to inspect the site for the specifics on platform deployment. Opening Clearcut to diving is unlikely to significantly increase diver's attendance numbers of the area, partially due to unpredictability in water quality, partially due to lack of overall infrastructure for divers, such as fill stations, and overall remoteness. Furthermore, attendants will choose either Clearcut or Emerald, while still hopefully increasing overall attendance at least a little. While the site needs to be developed this fall/winter, it is not the highest priority for the time being, until water quality improves.

Science

For the last few months I have privately reached out to old contacts in the field of underwater science. As some of you are aware, I have been actively involved in teaching science diving and underwater science projects since 2000, and have collaborated actively in numerous projects with universities, federal and local agencies as well as private entities. A large number of contacts are by now retired, yet some are still active. My personal impression, admittedly highly subjective, is that there has been a shift in the community; from being perceived as fringe activity, divers seem to now show interest in getting involved in data collection.

A phone conference with our science&conservation committee on September 3rd showed Dr. Spellman already working with different groups to acquire specific water samples, which can be used, for example, to make educated policy decisions by local law makers. I see an opportunity for the CDS to be actively involved, e.g. by allowing our members to participate as Citizen Scientists. For that purpose, Dr. Spellman would like to put together a training curriculum on how to perform, preserve, and interpret water samples, as well as data sonde usage. I offered to look into an initial list of potential participants for the first training session(s), to get the process started. Members on that list would be expected to become active leaders in data collection. I hope for board members to participate, and suggestions are highly welcome.

To facilitate safety in the Citizen Science project, if the board agrees, I would like to put together a minimal set of Standard Operating Procedures for discussion and board approval. Any input is welcome.

Profit and Loss

January - August, 2025

Cash Basis Tuesday, September 9, 2025 03:11 PM GMT-04:00 1/4

TOTAL

Income

Donations Income 225.00

E-Learning Revenue 2,000.00

Instructor Fees Income 400.00

International Conference Income

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 International Conference Income 51,677.01

Membership Dues 19,520.00

Merchandise Sales 11,130.88

Student Registrations 1,925.00

Winter Workshop Income

Winter Workshop Grand Prize Raffle 450.00

Winter Workshop Merchandise Sales 981.00

Winter Workshop Raffle Ticket Sales 1,780.00

Winter Workshop Registration Income 4,125.00

Winter Workshop Sponsor Income 800.00

Total Winter Workshop Income 8,136.00

Total Income \$95,013.89

Cost of Goods Sold

BOD Polos 67.67

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 - Patches 288.15

COGS - Pods 300.00

COGS - Product Samples 24.53

COGS - T-shirts 1,500.00

COGS - Tumblers 660.53

COGS - Volunteer Shirts 220.55

Total Cost of Goods Sold \$7,060.80

GROSS PROFIT \$87,953.09

Expenses

Awards Expenses 187.00

Certification Card Printing Costs
Card Printer Supplies 199.46
Total Certification Card Printing Costs 199.46

DEMA Expense
DEMA - Registration Fees 814.00
Total DEMA Expense 814.00

Event Display Materials 496.93
Insurance Expense 2,522.61
International Conference Costs
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
SF Tech Drysuit Cost 2,500.00
Shirts - Conference 2,418.02
Travel Costs - Conference 422.01
U-Haul Rental 219.09
Venue Cost & Cleaning Fees 3,750.00
Total International Conference Costs 25,448.72

Merchant Fees 4,345.99
Office Administrator 8,000.00
Office Expense
Card Reader 79.99
iContact Email Membership 262.40
Misc Supplies 305.84
Total Office Expense 648.23

PO Box Renewal 425.70
Postage & Shipping 2,030.35
Repairs & Maintenance
Cow Porta Potty 1,115.00
Cow Repairs 153.22
Edwards Property Signage 74.18
Madison Project Costs 338.06
Repairs & Maintenance - Other 176.93
Spypoint Camera Subscription 240.00
Total Repairs & Maintenance 2,097.39

Report Filing Annual Expenses 1,485.22
Software Expense

Microsoft 365 97.92
QuickBooks Online Fees 540.00
Voting Software 99.00
ZOOM Meeting Subscription 341.84
Total Software Expense 1,078.76
Taxes & Licenses 61.25
UWS Expenses
Adobe Publishing Software 559.84
Layout & Drafting Fees 1,800.00
Total UWS Expenses 2,359.84
Website Expense
Domain Renewal 220.15
E-Learning Layout Fees 2,098.15
Hosting Fees 201.84
Webmaster Fees 200.00
Website Design & Maintenance 637.67
WooCommerce Fees 587.00
Total Website Expense 3,944.81
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
Winter Workshop - Venue -150.00
Total Winter Workshop Expenses 3,917.80
Total Expenses \$60,064.06
NET OPERATING INCOME **\$27,889.03**
Other Income
Interest Income 37.85
Total Other Income \$37.85
NET OTHER INCOME **\$37.85**
NET INCOME **\$27,926.88**

Training Report September 2025
Chris Brock

Certifications :

YTD – 89

2024 YTD – 68

YTD Courses with Certifications:

Advanced Cave - 5

Advanced Sidemount - 2

Apprentice Cave – 15

Cave Diver – 20

Cavern Tec – 3

CCR Cave – 17

CCR Trimix – 2

DPV Cave – 7

Nitrox Diver – 1

Single Tank Cavern – 11

Stage Cave – 6

Top Producing Instructors:

Chris Brock 16

Ken Sallot 10

Max Kuznetsov 10

Jim Wyatt 7

Lamar Hires 5

Josh Dillaman, Joerg Hess, Steve Dalcher 4

E-learning update:

Ch 5 Test problem has been resolved by Autumn. Test was reloaded and people experiencing problems need to clear their cache for the system to work correctly

Training Committee:

Committee met 9/8/25

Discussion of not requiring Single Tank Cavern students to complete the e-learning program as it is too much information for their level of training. Renee and Chris to edit the current course for Single Tank Cavern students.

We have an inactive Russian Instructor that would possibly like to be reinstated. Due to the conflicts with Russia and the US not being allowed to conduct business in Russia, the TC felt as if we needed BOD approval to do this. Currently our Russian instructors are purchasing materials and cert cards with international credit cards to get around using Russian sources of commerce.

Website fixes:

“Test Instructor” is still located on the Instructor Listing Page

“Back Up Cave” and “NSS-CDS Back Up Cave” are courses listed on the e-learning page. These should be removed.

Damaged line at Cow was discussed with Ken passing along the information to John Rutledge.

Standards Updates:

Standards updates were not addressed at this meeting.