

NSS-CDS BOD MEETING December 15th, 2025

Quorum - Yes

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

BOD Absent- James Chandler (JC).

Members Present- Adam Hughes (AH), Josh Dillaman (JD2), John Rutledge (JR), Justin Reams (JR2), Barbara Dwyer (BD), Shannon Perry (SP).

Meeting called to order by FS at 1930 hours.

FS made a motion to accept the minutes from November 24th, 2025. SD seconds. All in favor. Motion passes.

Treasurer's Report

**Report attached.*

Checking: \$41,471.61

Savings (Training Fund): \$6,934.83

Savings (Meeting House Fund): \$5,328.76

Total Cash-in-Bank: \$53,735.20

-Proposed budget was sent out in email prior to this meeting. RP asks BOD if there are any input, changes, remarks for the draft.

-FS asks what 'overhead allocation' is on line 51. AH clarifies that it is a place holder for training needs.

-No other members of the board had additional input at this time.

Manager's Report

**Full report attached.*

-Few changes to report from the previous meeting.

-Store is going well.

-Draft budget has been created and sent to BOD.

-Annual reporting is due soon and being worked on.

Secretary Report

-Finalized minutes from November meeting.

-Created eblast for Clear Cut project.

-Began working on advertisements for WW26 sponsors and speakers.

-Created and sent eBlast for Cow Springs closure.

-Created and sent WW26 info emails.

-Created Zoom meeting for WW26 meeting.

- Created and scheduled all of the Sponsor and Speaker Facebook posts for the WW26.
- Created Zoom meeting for BOD December meeting.

Social media user guidelines discussion.

- JD gave intro and expressed a need to create guidelines for posting on social media that are easy and consistent for all to use and follow.
- Everyone agrees there needs to be guidelines.
- Discussion ensues about allowing advertising/self-promotion and everyone agrees that it should not be allowed.
- FS wants JD and JR2 to come up with plan and guidelines for fair, stronger, and more quality social media content.
- RP and CB think instructors and supporters should be able to promote student successes.
- All BOD seem to be in agreement that we do not want hard advertisement but do want promotion of students, supporters, and quality media on the page.

Program Director 1 Report

- Clear Cut Steps project is approximately 1 day done from completion. A day is trying to be scheduled with a select few volunteers to finish.
- Various meetings that JH had scheduled were canceled for various reasons, so forward movement on projects will continue once those happen.
- Lance Kelly is still working out details of how divers access the site, but it is an unresolved issue until the project is completed and the site inspected.

Program Director 2 Report

- Cow step project is this coming weekend. The project should be relatively straight forward, SD does not expect it to go longer than planned.

Training Director's Report

**Full report attached.*

- Mexico trip was successful with a new CDS instructor crossover and two IT upgrades.
- Standards will be tweaked based on conversations discussions in Mexico.
- eLearning was having some issues with instructor selection. CB and AH worked with Howard Ehrenberg to resolve the issue. Now students must select an instructor before the can complete purchase of online training.
- Renewals are now open.

SD asked CB if students, who have begun training under a different agency, can be crossed over to CDS, for dual certification, without having to purchase a second eLearning code. CB answered that instructors can submit a waiver to the Training Director on a case-by-case basis.

Cow Springs Waiver and diving guidelines were discussed via email within the BOD. SD brings up concerns about the line between wanting more members to be able to access.

Discussion on the topic ensued with no real decision being made. FS asks SD to put everything on paper so we can put it to a vote in the January meeting.

WW26 update.

-31 paid attendees as of today.

-Zoom meeting with attendees to cover questions and logistics was last night, about 15 attended.

-More raffle prizes are being added.

-Speaker lineup is full.

-T-shirt design is being worked on as well as a banner.

-JD asks how we can get more signed up for the grand prize raffle. BD said to run in UWS. FS thinks we should clarify that it is not a trip FOR the workshop but can be scheduled anytime. JR thinks we should not advertise, but we should have Underworld Tulum share it.

ICDC 2026

-Dive Rite has agreed to provide beer from Halpatter's Brewery of Lake City and man the taps for the Friday Night Social, returning to a longstanding tradition until 2025 when we tried another brewery. Their kegs didn't come with taps which diverted two Cavengers from other tasks.

-FS and Lamar brainstormed ideas for a grand prize, decision TBA.

FS reports that Jim Wyatt, John Rutledge and Lee Ann Waggener agreed to serve on the Nominating Committee, Kelly Jessop agreed to be Election Administrator, and Roderick O'Conner agreed to run the Election Buddy software. We are ahead of the schedule stipulated in the 2022 Bylaws.

There used to be a Midwest cave diving conference and social. There are members who want to revive it since it stopped during Covid. There are volunteers who want to run it and have spoken to FS about it. Kiss is willing to sponsor. The BOD is asked for endorsement and any help with how to run it.

JH asks if we can move the meetings to 19:00 instead of 19:30. Everyone agrees.

Next meeting will be Monday January 19th 2026 at 19:00.

FS makes motion to adjourn the meeting at 21:03. JH seconds. All in favor. Motion passes.

CAVE DIVING SECTION OF THE NATIONAL SPELEOLOGICAL SOCIETY, INC.

Profit and Loss
January - November, 2025

	TOTAL
Income	
DEMA Income	
DEMA Membership Renewals	1,480.00
DEMA Merchandise Sales	3,554.94
DEMA Shirt Sales	1,609.87
Total DEMA Income	6,644.81
Donations Income	513.00
E-Learning Revenue	3,475.00
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	22,915.00
Merchandise Sales	13,986.66
Student Registrations	2,550.00
Winter Workshop Income	
Winter Workshop Grand Prize Raffle	2,250.00
Winter Workshop Merchandise Sales	981.00
Winter Workshop Raffle Ticket Sales	1,780.00
Winter Workshop Registration Income	6,075.00
Winter Workshop Sponsor Income	800.00
Total Winter Workshop Income	11,886.00
Total Income	\$114,047.48
Cost of Goods Sold	
BOD Polos	67.67
Books - Blueprint for Survival	505.47
COGS - Cave Jewelry (DEMA)	132.00
COGS - Coffee Mugs	530.00
COGS - Cooling Towels	445.00
COGS - Grim Reaper Signs	1,494.07
COGS - Hats	532.25
COGS - Hoodies	1,287.20
COGS - Patches	288.15
COGS - Pods	300.00

	TOTAL
COGS - Product Samples	24.53
COGS - T-shirts & Polos	4,846.04
COGS - Tumblers	660.53
COGS - Volunteer Shirts	220.55
Total Cost of Goods Sold	\$11,333.46
GROSS PROFIT	\$102,714.02
Expenses	
Awards Expenses	187.00
Certification Card Printing Costs	
Card Printer Supplies	485.78
Total Certification Card Printing Costs	485.78
DEMA Expense	
DEMA - Cart Fee	176.50
DEMA - Electric	168.87
DEMA - Membership Fees	200.00
DEMA - Other Merchandise Costs	1,848.57
DEMA - Registration Fees	814.00
DEMA - Shirts Expense	1,630.80
DEMA - Travel & Lodging	1,250.00
Total DEMA Expense	6,088.74
Event Display Materials	702.26
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

	TOTAL
Merchant Fees	5,057.35
Office Administrator	11,000.00
Office Expense	
Card Reader	79.99
iContact Email Membership	360.80
Misc Supplies	388.31
Printer Toner	189.77
Total Office Expense	1,018.87
PO Box Renewal	425.70
Postage & Shipping	2,864.50
Repairs & Maintenance	
Cow Porta Potty	1,490.00
Cow Repairs	153.22
Edwards Property Signage	74.18
Little River Signage	146.16
Madison Project Costs	338.06
Repairs & Maintenance - Other	176.93
Spypoint Camera Subscription	330.00
Total Repairs & Maintenance	2,708.55
Report Filing Annual Expenses	1,485.22
Software Expense	
Microsoft 365	136.89
QuickBooks Online Fees	690.00
Voting Software	99.00
ZOOM Meeting Subscription	473.78
Total Software Expense	1,399.67
Taxes & Licenses	61.25
UWS Expenses	
Adobe Publishing Software	769.78
Layout & Drafting Fees	2,400.00
Total UWS Expenses	3,169.78
Website Expense	
Domain Renewal	220.15
E-Learning Layout Fees	2,098.15
E-Learning Software Fees	499.00
Hosting Fees	201.84
Webmaster Fees	800.00
Website Design & Maintenance	1,117.92
WooCommerce Fees	736.00
Total Website Expense	5,673.06

	TOTAL
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	\$74,216.86
NET OPERATING INCOME	\$28,497.16
Other Income	
Interest Income	60.57
Total Other Income	\$60.57
NET OTHER INCOME	\$60.57
NET INCOME	\$28,557.73

Manager's Report
Adam Hughes
December 2025

Cash in Bank as 12/8/25:

Checking: \$41,471.61
Savings (Training Fund): \$6,934.83
Savings (Meeting House Fund): \$5,328.76
Total Cash-in-Bank: \$53,735.20

Please note: These balances include revenue and expenses incurred in early December 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 Summary

Not much has changed since my last report a few weeks ago. Overall, things are busy but in a good way, as this is a peak time of year for the store due to the holidays.

This year has been noticeably less stressful than past years for a few reasons. First, we are very well stocked on merchandise, likely the best inventory position we have been in since before COVID. Second, Fred and Emy put a great deal of time into organizing inventory, which has made order processing significantly easier on my end. I built on that structure at home and created a much smoother fulfillment workflow. As a result, orders are going out faster than they normally would. I always like to remind everyone that I am not Amazon and this is still a one-man operation, but fulfillment times are better than they typically are for this season.

Books continue to be one of our strongest sellers this time of year, largely driven by holiday gift purchases. Hoodies are also moving well now that temperatures are cooling off.

In addition to increased store activity, instructor renewals are ramping up. We opened renewals one to two weeks ago and they are coming in at a steady pace. Chris can expand further in his report, but operationally everything appears to be functioning properly so far, which has not always been the case in prior years. Overall, from a logistics standpoint, things are running smoother than they normally do this time of year.

Budget

Attached is the draft budget for review. This will be our primary discussion item at the upcoming Board meeting, though I do not anticipate it requiring extensive time.

Compared to last year, this process has gone much more smoothly. The budget is being prepared primarily to satisfy a bylaw requirement and is not intended to be a rigid operating document. It can be amended at any time during the year and there are no restrictions on how or why we revise it. The purpose of the budget is to provide a reasonable operating framework, not to micromanage spending down to individual subscription costs.

The budget is intentionally conservative and is built off prior-year trends. Renee and I have been doing this long enough to have a solid understanding of what to expect. As designed, the budget reflects a break-even philosophy. This aligns with our approach of putting resources back into the mission rather than projecting inflated surpluses. In practice, we typically outperform projections, but we prefer to budget cautiously.

Given the nature of our organization, there are many variables that cannot be accurately predicted, including raffle performance and unplanned site issues. This unpredictability is exactly why maintaining healthy reserves remains important and why the budget serves as a tool for oversight rather than a strict constraint.

We can spend three minutes on the budget at the meeting, or three months like we did last year, whichever the Board prefers.

Annual Reporting and Compliance Requirements

In the coming days, I will be filing our annual FDACS reporting requirement. This is one of our most critical filings of the year as it allows us to legally solicit charitable contributions in the State of Florida. This filing is also extremely important from a Board governance perspective, as the Board operates as agents of the organization for purposes of solicitation and compliance.

Due to the volume of our fundraising activity and the nature of our operations, this reporting carries a higher level of importance for us than it might for many nonprofits of similar size. I take significant time with this filing to ensure accuracy and completeness. Errors in this reporting can jeopardize our solicitation privileges and ultimately our 501(c)(3) status, which would be extremely difficult to recover.

Additional compliance items coming up in the first part of the year include our Sunbiz annual report and certain insurance-related filings that are typically addressed in January and February. For December, my main compliance focus remains FDACS.

I will also be addressing property tax filings this month. Cow Springs is split into two separate parcels and requires two separate filings, both of which are handled in December.

Member Reimbursement – Drysuit Tariffs

The organization has reimbursed Max for the tariff charges associated with his drysuit. The reimbursement totaled just over \$300. Max has confirmed receipt and the matter is now resolved.

Winter Workshop 2026 Grand Prize Raffle

As of now, Winter Workshop 2026 grand prize raffle sales are just over \$2,000. This is lower than what we would normally expect at this point leading into the event. Depending on the final cost structure of the prize package, it is possible that this raffle may underperform or potentially operate at a loss.

At this time this is simply an informational update and not a concern alarm, but it may be beneficial to increase visibility and promotion of the grand prize raffle moving forward.

Closing

Between the online store, instructor renewals, and year-end regulatory filings, December is one of the busiest months for me operationally. That said, this December has gone noticeably smoother than it has in a very long time. The overall health and organization of the Section is in a good place, which directly impacts how manageable my day-to-day workload is.

Training Report December 2025

Certifications :

YTD – 139

2024 YTD – 123

YTD Courses with Certifications:

Advanced Cave - 10

Advanced Sidemount - 2

Apprentice Cave – 29

Cave Diver – 31

Cavern Tec – 11

CCR Cave – 20

CCR Trimix – 2

DPV Cave – 12

Nitrox Diver – 1

Single Tank Cavern – 13

Stage Cave – 8

Top Producing Instructors:

Chris Brock 22

Ken Sallot 12

Max Kuznetsov 13

Jim Wyatt 12

Paul Heinerth 10

Josh Dillaman 8

Steve Dalcher 7

Jeff Loflin, Elena Kryzhanovskaya 6

Lamar Hires 6, Timmy Young 6

Joerg Hess, Bryan Kakuk, Lanny Vogel, Luis Sanchez 4

E-learning update:

Minor bugs addressed by Howard this last month. Students are now required to select an instructor before checking out of the store

Training Committee:

Committee did not meet this month.

Instructor Renewals are open and an email was sent to the instructor base with renewal instructions

Renee continues to work on the Cavern e-learning course for Single Tank Cavern students.

We hope to meet over the holiday and work on this together.

Josh Dillaman and I conducted an institute in Mexico last week and upgraded Lanny Vogel to Instructor Trainer status. Josh interned with me in this event and completed his IT rating yesterday when he interned in the Full Cave Institute for Justin Judd.

Standards Updates:

Impromptu meeting of the Training Committee last evening to address standards changes based on Mexico instructor feedback.