

NSS-CDS BOD MEETING November 24th, 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), Matthew Hardman (MH), Barbara Dwyer (BD), Shannon Perry (SP).

Meeting called to order by FS at 1930 hours.

FS made a motion to accept the minutes from October 20th, 2025. SD seconds. All in favor. Motion passes.

Secretary Report

- Recorded minutes from October meeting.
- Sent approved September minutes to Kevin for website.
- Kevin reported missing finalized minutes from August meeting.
- Completed email blast for volunteers for Clear Cut project.

BD UWS update.

- BD is actively working on articles for next issue.
- BD is very happy with support from the BOD however FS wants to know how the BOD can help more with the publication.
- FS also asks how we can encourage broader participation in UWS.
 - BD suggests a talk to text type article.
 - JD suggests people doing a video type article vs written article.

FS mentions that SD and SP have YouTube channel ideas that are being worked on.

Treasurer's Report

**Report attached.*

Checking: \$42,761.93

Savings (Training Fund): \$6,929.82

Savings (Meeting House Fund): \$5,326.91

Total Cash-in-Bank: \$55,018.66

Manager's Report

**Full report attached.*

- CDS is in a good financial position.
- Budget is actively being worked on.

- AH is incredibly busy this time of year with many things needing done.
 - The online store is active.
 - Inventory, and storage for inventory is good.
 - Instructor renewals are set to open soon.
- DEMA went well and was profitable. Operations went smoothly, with many kudos of that going towards SP.
- Aesthetic design, the printer we have used for a long time, has been experiencing many issues with our orders. Customer service has also not been cooperating with us and is experiencing internal errors. AH is looking into different vendors and is open to suggestions.

Program Director 1 Report

**Full report attached.*

- Clear Cut step project has made great progress but is still ongoing. Volunteers that came out were excellent and helpful.
 - The next work day is this coming Sunday. JH is hopeful of getting enough accomplished that it can open for divers after Sunday.
- JD will send out an eblast to let membership know we are active and working on projects.

MH gave an overview of Diver's Atlas. Diver's Atlas has developed three dimensional (3D) printed quick response codes (QRC) to install at dive sites, enabling visitors and divers alike to scan for information. They are interested in working with us in two ways. First is to accept 3D QRCs for NSS-CDS sites. The second is to be an advocate with park managers for accepting QRCs at state and country managed parks with cave systems.

-JH wants to know if we are endorsing the idea for places we work with, or *our* properties.

-MH confirms it is for both.

-JD asks how the information is vetted to be confirmed true as it is a crowdsourced endeavor.

-MH says that it is moderated by the creators.

SD offered to help moderate for sites he is knowledgeable about and suggested people who know the sites help with the fact checking.

-FS makes a motion for the NSS-CDS to acquire from Diver's Atlas QR codes for the sites we currently manage. JH seconds. Motion passes.

-JC expresses concern that we need to make sure private sites are advertised as such.

-MH shared screen to show that they are trying to represent that accurately, and direct divers to the appropriate places to gain access.

-MH is going to get the project rolling and work with SD to formulate and install the 3D QRCs at NSS-CDS properties.

Program Director 2 Report

**Full report attached.*

- Littering issue is ongoing at Cow Springs.

-It turns out the main culprit was diving without a waiver. SD believes that they signed the waiver once, got the code, and are not worried about it. SD wants to work on ways to eliminate this issue in the future.

-There is an issue with people diving Cow Springs who are only certified entry level cave certifications. SD plans to reach out to the known person doing this and have a conversation with them explaining that it is inappropriate.

-CB notes that there are discrepancies between what level a diver must be to dive Cow Springs. It needs corrected across all platforms.

-Cow Springs rule needs to be clarified that it is only dive able by FULL cave divers (up and down stream).. Training downstream is allowed for non-full cave divers under supervision CDS instructors only. The only training allowable upstream is advanced side mount.

-CB suggests the idea that we make Cow Springs side mount only.

-FS we could discuss and implement it on Jan 1 if we decide to make that decision.

-Cow has been very busy. The steps need replaced. SD is working on a plan to replace the steps with a few select volunteers. He believes it should only be a day project. The idea is to complete it before Christmas break. SD asks JD for an eblast when the project starts so people know it will be closed.

-SD raised the question of how it can be handled if a volunteer on a work project gets injured.

-JC says we could have a volunteer waiver. SD asked JC to provide a simple waiver for him to include in workdays.

-RP notes there are typos on existing Cow Springs waiver.

-JR agrees that he has noticed some and is willing to go through it.

-SD, along with other entities, is going to work on the waiver to improve and clarify across all platforms.

Training Director's Report

**Full report attached.*

-Certifications are well above (+33) where they were YTD compared to 2024.

-eLearning is doing well.

-Instructor renewal will be \$100 and will include membership dues.

-RP is working on an eLearning cavern program. She and CB will go over it together soon.

-CB and JD are going to Mexico next week to work on upgrades for instructors there.

2026 Winter Workshop Update

-SD and RP have added another guide for the WW.

-Raffle prize connections were made at DEMA

-We are at 36 sign ups currently.

-Lamar Hires of Dive Rite is donating six CX3 lights and if we get 50 participants signed up he plans on donating a Ray or Mini Ray.

-Cave Country Dive Shop, soon to be part of the Paragon Dive Group is donating a \$250 gift certificate.

-JD offered to start making Facebook posts for the WW sponsors.

DEMA after action report has been sent out

- Location was good
- The event shirt color was popular. Packaging membership and shirt together was popular.
- Attendees seemed to enjoy the TV with media vs just static banners.
- POS system was successful.
- Ideas for more products were brought up, especially regarding the grim reaper sign.
- SOP is going to be made.
- There were conversations of translating some of our stuff to Spanish.
- 5 different instructors inquired about becoming CDS instructors.

Little River Park management is requesting a cave system map.

-Our cost would be \$141.90

-FS motions to spend \$141.90 for a 46x28 cave map sign for Little River. JC seconds.

All in favor. Motion passes.

Due to increased tariffs on the ICDC SF Tech dry suit grand prize, Max Kuznetsov requested that the NSS-CDS, Cavemax and the prize winner split the increased cost three ways.

-FS motions that we pay CaveMax \$300 to pay for NSS-CDS's portion of the overage. SD seconds. All in favor Motion passes.

FS shared that Jason Richards a renowned dry caver and cave diving explorer has agreed to speak at the conference. He is a NSS and CDS member. His exploration and mapping projects include sea caves in Hawaii, fresh water caves of Mexico and southeastern U.S.

Facebook site regulations for posting on social media need to be reviewed so that we can regulate and optimize our social media platforms. This will be discussed at a further date.

Next meeting will be Monday December 15th 2025 at 19:30.

FS makes motion to adjourn the meeting at 21:00. SD seconds. All in favor. Motion passes.

Manager's Report

November 4th, 2025

Adam Hughes

Cash in Bank as 11/22/25:

Checking: \$42,761.93

Savings (Training Fund): \$6,929.82

Savings (Meeting House Fund): \$5,326.91

Total Cash-in-Bank: \$55,018.66

Please note: These balances above include DEMA related revenue and expenses incurred in early November that are not reflected in the attached financials. Now that meetings are held later in 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

The past several weeks have been extremely active across all areas. Between DEMA, the ClearCut project, ongoing administrative work, and the early preparation for our upcoming 2026 events, things have ramped up significantly from an administrative standpoint. Store activity is already increasing as we approach the holidays, which is historically our busiest season for merchandise sales. Because of this, I have spent the last few months restocking the store and building up inventory, and we are in a very strong position. Everything is paid for, well stocked, and ready to ship without delays.

Instructor renewals also take place during this period, which means soon I will be needing to print instructor cards every day or two.

We have also drafted the 2026 budget and plan to distribute it to the board prior to the December BOD meeting. The intention is to discuss the draft budget in December and approve it during the January board meeting. Overall, it has been a productive and encouraging period. This level of activity is a positive sign that the organization is engaged and continuing to move forward.

DEMA 2025

This year's DEMA show was one of our most successful events, even if it was not the most profitable compared to past Orlando shows. The section generated a small net profit after covering all travel expenses. In previous years we saw higher margins, but a significant part of that was because volunteers were covering various costs. We are now in a position to properly support our volunteers and cover our own expenses as an organization, which naturally lowers margins on paper but is absolutely the appropriate approach.

While I was not on site, logistically everything seemed to go very well, and financially the event paid for itself. More importantly, engagement was strong. We had several new members sign up who were not previously affiliated with the organization, which is a direct result of our presence at DEMA. Overall, this was probably the least stressful DEMA event we have attended, at least from my point of view 100 miles away....

Fred is preparing a detailed after action review, so I will not reiterate specifics here. From my perspective, these events continue to be worthwhile and beneficial. There are no perceivable downsides to attending. They consistently generate revenue, expand our presence, and create meaningful connections.

DEMA 2025 - Orlando: Financial Performance:

Revenue

DEMA Shirt Sales - \$1,609.87

DEMA Membership Renewals - \$390.00

DEMA Shirt & Membership Combo - \$1,090.00

DEMA Other Merchandise Sales - \$3,554.94

Total DEMA Revenue: \$ 6,644.81

Expenses

Credit Card Fees - \$299.02

DEMA Shirts Expense - \$1,630.80

Other Merchandise Costs - \$1,848.57

Cart Fee - \$176.50

Electric - \$168.87

Travel - \$1,250.00

Membership Fees - \$200.00

Registration Fees - \$814.00

Total DEMA Expenses: \$6,387.76

Net Profit - DEMA 2025 Orlando \$257.05

Other Notable October Expenses

1. All outstanding invoices with Aesthetic Design have been paid. Over the past five months we have restocked polos, sun shirts, tumblers, t-shirts, stickers, and numerous other products. Thousands of dollars in merchandise have been purchased and fully paid for, and our inventory is in excellent condition. There are currently no outstanding balances with Aesthetic Design.

2. Paid Barbara \$600 for UWS layout fees.

3. Paid Howard approximately \$430 for website design and approved functional updates. This work was previously approved by the board.

Aesthetic Design Vendor Concerns

I want to notify the board that we will likely begin exploring new merchandise vendors. We have used Aesthetic Design for many years and have referred a tremendous amount of business to them over the years, including Dive Rite, Halcyon, EE, and Fathom. Candidly, the business we have referred to them is probably ten times what we ourselves spend with them, and we spend a lot.

Unfortunately, the last several months have brought repeated issues. These include communication delays, late proofs, last minute production, incomplete orders, and damaged merchandise. The final, and most troublesome, concern was when I received an invoice for an order that we had already paid for. Additionally, instead of replacing or refunding damaged merchandise, they asked that we bring it in so they could attempt to repair it. This is not standard practice. Most vendors would replace or refund defective items.

My understanding is that the former operations manager, Margo, is no longer involved, and a new person has taken over. This may be contributing to the problems. While it is possible they may stabilize in the future, I believe it is appropriate to explore alternative vendors for upcoming events. Shannon has already connected us with several options who provide similar products. Again, there are no outstanding payments owed to Aesthetic Design.

Budget Update

The 2026 budget has been drafted. It is simple by design and modeled closely after our financial activity in 2024 and 2025. While not identical to last year, it is very similar. This is intentional.

Budgeting for our organization is inherently challenging. Event attendance fluctuates, raffle sales vary widely, merchandise sales are unpredictable, and project timing is constantly shifting. New initiatives emerge throughout the year while others pause. Because of this, the budget is best viewed as a conservative guideline rather than a strict spending blueprint. It exists primarily to satisfy the bylaw requirement and to help us plan for larger expenses throughout the year.

With that said, the budget will likely end up being very accurate given the experience Renee and I have, but it should not be interpreted as rigid. It can be amended at any time if circumstances change.

Instructor Renewals

I plan to open instructor renewals within the next week or two. Unless the board advises otherwise, renewals will remain at \$100, consistent with last year. It is important to clarify that instructors are paying their membership dues at the same time. Instructor renewal fees are technically \$65. The remaining \$35 covers their annual membership.

We require both fees to be paid together so that instructor status and membership remain aligned and compliant. Membership is required for instructors, and combining the payments eliminates any risk of lapses. This distinction is worth noting because many people believe it costs \$100 to be an instructor when the instructor fee itself is \$65.

Little River Springs Sign

I received an invoice for approximately \$140 for the Little River Springs sign. I am holding off on payment until formal board approval is provided.

Winter Workshop 2026

Below are the current statistics for Winter Workshop:

- 35 registrations so far
- Approximately \$1,250 in Grand Prize Raffle sales

Grand Prize Raffle revenue is significantly lower than previous years at this stage. More marketing will be needed, as this is one of the lowest Grand Prize totals we have seen leading up to an event.

Training

There were eight new certifications issued in October, bringing the total for the year to approximately 94 (I think?). This feels higher than average based on the last few years. From a logistical standpoint I can say that I am printing certification cards much more frequently. After Covid, I was printing a card every few weeks. Now it is every few days. Card printer supply usage has increased as well, which further suggests higher activity. I have increased the budget for card printing supplies slightly because of the increased certs this year.

Chris will provide more details in his report, but this is what I am seeing from the logistical and administrative side.

ClearCut Stair Project

I have been working closely with Joerg to coordinate payments for the ClearCut project. This has included multiple Home Depot purchases, returns, and several small personal expenses that were reimbursed. These reimbursed items were typically under \$100. The larger purchases were paid directly by the organization. The primary vendor in this case

was Home Depot.

The current balance in the Meeting House fund is \$5,326.91. These funds remain designated for Meeting House and ClearCut related work.

Closing Summary

In summary, the last few weeks have been very busy and December will be even more so. Store sales will continue to increase as we get closer to the holidays, and I will be printing instructor cards daily once renewals open. Please let me know if I need to prioritize anything specific, otherwise I will continue addressing items as they come in. Also keep an eye out for the draft budget prior to the December meeting so we can review it together at the next BOD Meeting.

I also want to note that we are heading into year end in the strongest financial position we have been in since COVID. Not only has 2025 been an extremely profitable year, but we have also been investing more money back into the organization than we normally do. This is a very healthy sign. It means we are active, expanding our infrastructure, supporting ongoing projects, and directing our revenue toward long term stability and growth. We are using the success of this year to strengthen the organization, and the results are already showing.

Program Director 1 Report

Joerg Hess

November 2025

The most important progress was made on Clearcut sink steps. Lance Kelly, the park manager, works closely with us, and is very supportive of what we do. He introduced himself to the work party, and provided a generator on top of transporting all material to the site.

The initial work weekend only resulted in the layout of the steps' foundation, as a new permitting officer out of Panama City now required to review the exact position of each post prior to digging and concrete. As they only work during the week, it effectively put a stop to any further progress at the time. In the future, we will likely coordinate with the officer to be present on the first day if possible. This was a new development, hence unforeseen.

The second weekend allowed excellent progress with all posts set, even all in-water ones. The deck is finished, and all steps but the in-water steps are mounted.

What remains are in-water steps, in-water cross-bracing, guard rails and benches. We hope to achieve safety to open up the steps for use on Sunday 11/30, probably with the benches to be worked on at a later date.

An issue that came up was that the decking boards were the wrong length - the deck has dimensions of 8' x 12', with 12' required to cover perpendicular to the deck beams. The BOM showed the right square footage, but in 8' length. Steve Dalcher stepped up and purchased the right amount of 12' deck boards. We will return to 8' boards for a refund once finished with the project.

In discussion with the engineer Sidney, I am adding additional hurricane ties, and galvanized fastening bolts, with an added cost of I would think less than \$100.

Changes were reported back to Sidney, and he plans to be at the next work day.

One of the volunteers of the last weekend actually is a DEP environmental inspector, and I worked with her to learn more about the environmental protection requirements for future builds.

Conditions at Clearcut were phenomenal, and I will very much bring an underwater camera for the next work day

Training Report November 2025

Certifications :

YTD – 134

2024 YTD – 101

YTD Courses with Certifications:

Advanced Cave - 9

Advanced Sidemount - 2

Apprentice Cave – 28

Cave Diver – 30

Cavern Tec – 11

CCR Cave – 20

CCR Trimix – 2

DPV Cave – 11

Nitrox Diver – 1

Single Tank Cavern – 13

Stage Cave – 7

Top Producing Instructors:

Chris Brock 22

Ken Sallot 12

Max Kuznetsov 12

Jim Wyatt 12

Paul Heinerth 10

Josh Dillaman 8

Steve Dalcher 7

Jeff Loflin, Elena Kryzhanovskaya 6

Lamar Hires, Timmy Young 5

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

E-learning update:

Platform continues to function well with only minor bugs being reported last month. Some instructors reported having code validation problems last month. However these were first time users and Autumn assisted them with signup instructions. As reported last month, some instructors are certifying students without purchasing an e-learning code, which is a standards violation. Fred assisted by drafting an email for stating that as of Jan 1, 2026 the indoctrination period of using the platform would be over and all Tec Cavern, Apprentice, Cave, and Advanced Cave students will be required to use the platform.

Training Committee:

Committee did not meet this month.

Instructor renewals will open next month. Renewal price will be \$100 and covers both Instructor Dues (65) as well as Section Dues (35). Membership to the NSS is separate.

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.

As reported last month, Josh Dillaman and I will be going to Mexico to upgrade specialty instructor ratings for Lanny Vogel and others the first week of December.

Mike Netto #398 has requested to rejoin the NSS-CDS as an instructor. He is currently the Training Director for IANTD Mexico. The Training Committee has asked for prior certification information and for feedback from IANTD headquarters before granting this request. I will be taking care of this before renewals begin.

Standards Updates:

Aside from Single Tank Cavern updates, standards updates were not addressed this month.

CAVE DIVING SECTION OF THE NATIONAL SPELEOLOGICAL SOCIETY, INC.

Profit and Loss
January - October, 2025

	TOTAL
Income	
Donations Income	498.00
E-Learning Revenue	3,075.00
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	21,690.00
Merchandise Sales	12,912.46
Student Registrations	2,350.00
Winter Workshop Income	
Winter Workshop Grand Prize Raffle	1,250.00
Winter Workshop Merchandise Sales	981.00
Winter Workshop Raffle Ticket Sales	1,780.00
Winter Workshop Registration Income	4,875.00
Winter Workshop Sponsor Income	800.00
Total Winter Workshop Income	9,686.00
Total Income	\$102,288.47
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 & Polos	2,219.52
COGS - Tumblers	660.53
COGS - Volunteer Shirts	220.55
Total Cost of Goods Sold	\$7,780.32
GROSS PROFIT	\$94,508.15

	TOTAL
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 - Registration Fees	814.00
Total DEMA Expense	1,159.37
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
Merchant Fees	4,603.17
Office Administrator	10,000.00
Office Expense	
Card Reader	79.99
iContact Email Membership	328.00
Misc Supplies	388.31
Total Office Expense	796.30
PO Box Renewal	425.70
Postage & Shipping	2,539.64

Repairs & Maintenance	
Cow Porta Potty	1,365.00
Cow Repairs	153.22
Edwards Property Signage	74.18
Madison Project Costs	338.06
Repairs & Maintenance - Other	176.93
Spypoint Camera Subscription	300.00
Total Repairs & Maintenance	2,407.39
Report Filing Annual Expenses	1,485.22
Software Expense	
Microsoft 365	123.90
QuickBooks Online Fees	690.00
Voting Software	99.00
ZOOM Meeting Subscription	429.80
Total Software Expense	1,342.70
Taxes & Licenses	61.25
UWS Expenses	
Adobe Publishing Software	699.80
Layout & Drafting Fees	2,400.00
Total UWS Expenses	3,099.80
Website Expense	
Domain Renewal	220.15
E-Learning Layout Fees	2,098.15
Hosting Fees	201.84
Webmaster Fees	600.00
Website Design & Maintenance	1,117.92
WooCommerce Fees	736.00
Total Website Expense	4,974.06
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 - Venue	-150.00
Total Winter Workshop Expenses	3,917.80
Total Expenses	\$66,158.77
NET OPERATING INCOME	\$28,349.38
Other Income	
Interest Income	53.71
Total Other Income	\$53.71
NET OTHER INCOME	\$53.71
NET INCOME	\$28,403.09