

NSS-CDS BOD MEETING February 16th, 2026

Quorum - Yes

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

BOD Absent- None

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

Meeting called to order by FS at 1932 hours.

FS made a motion to accept the minutes from January 19th, 2026. SD seconds. All in favor. Motion passes.

Secretary Report

Finalized minutes from January meeting.

Sent approved December minutes to Kevin for web upload.

Set Justin Reams up with social media (SM) permissions.

Created, posted, and emailed the 2026 ICDC save the date.

Continued posting on SM for sponsors/speakers.

Created, posted, and emailed election information.

Upgraded our email blast subscription and began working on updating the email list.

Social Media (SM) Plan and Update

JD reviews that JR has been starting to make the SM more active while implementing our new rules.

JH asked for some clarification on the page vs group. JR explains the differences and importance of both.

JD makes a motion to put the new SM plan into action. SD seconds. All in favor. Motion passes.

JR updates that Facebook Meta has moved us to a recommended status which means we will get a lot more interaction. We also have significantly more viewers and link interactions on our content on both Instagram and Facebook.

JH wants to know the process if a board member or instructor has something to post. JR explained that they simply need to send what they want to post to himself. JR also has an email drafted to send this sort of information to all instructors.

Treasurer's Report

**Report attached.*

Checking: \$47,298.11

Savings (Training Fund): \$6,934.62

Savings (Meeting House Fund): \$4,859.33

Total Cash-in-Bank: \$59,092.06

Manager's Report

**Full report attached.*

WW26 financial statement was sent out prior to the meeting. AH wants and plans to start sending out event financials so that the BOD members can more easily access and see them.

Largest portion of his work this month was based around the workshops, specifically the Midwest workshop. Nearly all the issues and hurdles have been resolved, and the workshop is ready to move forward in the planning stage. The NSS-CDS now has full control of the workshop.

AH and JD have a plan to better update and maintain our email list so that new and active members are getting correspondences.

Program Director 1 Report

Permission to dive Clearcut Sink: JH reported that Park Manager Lance Kelly is still waiting on the final permit review of the steps, however in the meantime it is open for use. JH is helping divers as much as possible while we wait for everything to be finalized.

Emerald and Clear Cut are being opened to the open water diver community to try to bring an inclusive feel to divers of all levels.

JH reviews permanent line placement in both dive sites. There is a question of if the lines need to be removed from the open water and placed further into the cave. Due to Emerald's size and darkness JH advises that we do not need to move the lines there. However, at Clear Cut he believes that we should move them further into the overhead to help prevent any incidents with open water divers. JH believes that we should also add a reaper sign.

FS will provide a reaper sign for JH to place.

Program Director 2 Report

Diving in Edward's Spring is currently on hold until we can extend our management agreement with owner Dennis Martin.

The mulch at Cow is staying well, however we need some more as there wasn't enough to do the entire project at the time.

SD makes a motion to purchase more mulch to finish the project at Cow Springs. CB seconds. All in favor. Motion passes.

SD plans to go to Madison and speak with Park Manager Erica Lewis to review the work done in 2025, what Erica needs help doing in 2026, and check on the status of lumber and hardware.

Training Director's Report

Report attached.

10 certifications have been processed so far this year.

The eLearning system seems to be error-free after one more internal repair.

There are two new apprentice cave instructors, Jennifer Dillaman, and Heison Chak. Renee Power is the newest instructor trainer.

CB asks FS to have Kevin fix a google link sending searchers to old legacy pages that no longer exist.

The Training Committee is getting ready to start a mapping project at Cow. Over the next few weeks there may be some survey markers in the system. AH has some data that he plans to send to CB.

Mill Creek Sink Preserve Management Plan Discussion

Full plan was sent to the BOD for review via email prior to the meeting.

Qualifications, use of DPVs, guides, and gas density are all points that have been added or revised in the plan.

FS makes a motion that we adopt the 2026 update to the Mill Creek Sink Preserve management plan. SD seconds. All in favor. Motion passes. FS will forward the updated plan to the NSS Preserves and Acquisitions Committee recommending endorsement and forwarding to the NSS Board of Governors for final approval.

WW26 Update

RP is in Tulum and reports that everything for the workshop is well in hand. The financial report for the workshop was sent prior to the meeting.

International Cave Diving Conference Update

AH reports that registrations are up as well as the background pages, but they need graphics and logos etc. Despite not being formally advertised four people have already registered. The grand prize raffles still need put up and will be worked on soon.

FS met with Kevin and had a conversation about the website. He has ideas on how to overhaul the website. He then plans to show his idea to the BOD so that we can approve it before it is detailed and finalized.

Marketing materials have been received on the Dive Rite grand prize.

FS discussed with Lamar the idea of a DPV as a second grand prize. Lamar liked the idea as it would not compete with Dive Rite's prize. FS has an option to purchase a Seacraft GO as the DPV prize for \$4,750.

FS asks the BOD their opinion on purchasing the Seacraft for the second grand prize.

FS makes a motion that we buy from Advanced Technologies a Seacraft GO for \$4,750 to raffle off at our 2026 ICDC. SD seconds. All in favor. Motion passes.

SP is actively working on graphics for the conference.

Election Cycle Update

We are in the middle of the candidate nomination period. It ends on the 22nd.

The next step will be for the nominating committee to verify that they are all eligible. Those names will then go to Kelly Jessop who will request platform statements from those nominees.

2026 Recognition Awards Cycle

FS reviews the existing criteria for the awards, he does not believe there needs to be any changes.

Email Motions

FS makes a motion that we present Claire Vogel, Lanny Vogel, and Shannon Perry with the NSS-CDS outstanding service award for their contributions to planning and executing the 2026 Winter Workshop. RP seconds. All in favor. Motion passes.

Next BOD meeting will be Monday March 16th 2026 at 7:00PM.

FS makes motion to adjourn the meeting at 20:05. SD seconds. All in favor. Motion passes.

Profit and Loss

CAVE DIVING SECTION OF THE NATIONAL SPELEOLOGICAL SOCIETY, INC.

January 1-31, 2026

DISTRIBUTION ACCOUNT	TOTAL
Income	
E-Learning Revenue	125.00
Instructor Fees Income	400.00
Membership Dues	2,955.00
Merchandise Sales	858.61
Student Registrations	75.00
Winter Workshop Income	
Winter Workshop Grand Prize Raffle	1,025.00
Winter Workshop Registration Income	300.00
Winter Workshop Sponsor Income	500.00
Total for Winter Workshop Income	\$1,825.00
Total for Income	\$6,238.61
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Gross Profit	\$6,238.61
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Expenses	
Certification Card Printing Costs	
Card Printer Supplies	69.00
Total for Certification Card Printing Costs	\$69.00
Merchant Fees	245.83
Office Administrator	1,000.00
Office Expense	
iContact Email Membership	39.00
Misc Supplies	188.50
Total for Office Expense	\$227.50
Postage & Shipping	152.87
Property Taxes	58.96
Repairs & Maintenance	
Cow Porta Potty	260.00
Spypoint Camera Subscription	30.00
Total for Repairs & Maintenance	\$290.00
Report Filing Annual Expenses	61.25
Software Expense	
Checkstock	124.98
Microsoft 365	12.99
QuickBooks Online Fees	75.00
ZOOM Meeting Subscription	43.98
Total for Software Expense	\$256.95
UWS Expenses	
Adobe Publishing Software	69.98
Layout & Drafting Fees	600.00
Total for UWS Expenses	\$669.98

Profit and Loss

CAVE DIVING SECTION OF THE NATIONAL SPELEOLOGICAL SOCIETY, INC.

January 1-31, 2026

DISTRIBUTION ACCOUNT	TOTAL
Website Expense	
Webmaster Fees	200.00
Total for Website Expense	\$200.00
Winter Workshop Expenses	
Winter Workshop - Shirts	614.32
Total for Winter Workshop Expenses	\$614.32
Total for Expenses	\$3,846.66
Net Operating Income	\$2,391.95
Other Income	
Interest Income	3.57
Total for Other Income	\$3.57
Net Other Income	\$3.57
Net Income	\$2,395.52

Training Chairman Report
February 2026
Chris Brock

Certifications :

YTD – 10
2025 YTD – 17

YTD Courses with Certifications:

Apprentice Cave – 1
Cave Diver – 2
CCR Trimix – 1
DPV Cave Diver – 4
TecCavern - 1

Top Producing Instructors:

Chris Brock 3
Rob McGann 2
Paul Heinerth 2
Max Kuznetsov 1
Bryan Kakuk 1
Timmy Young 1

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 met Feb 9 – Discussed our vision for instructor development moving forward. Jennifer Dillaman and Heison Chalk are our newest Apprentice Instructors
Renee Power is our newest Instructor Trainer

Website Search Bar and Google:

NSS-CDS Cave Guide search brings up legacy pages from our website that are no longer needed.

Cow Springs Remapping

Training Committee will begin remapping Cow in the next few weeks. Look for survey markers to be present and new distance markers and jump arrows will also be installed.

Managers Report
February 2026
Adam Hughes

Cash in Bank as 2/11/26:

Checking: \$47,298.11
Savings (Training Fund): \$6,934.62
Savings (Meeting House Fund): \$4,859.33
Total Cash-in-Bank: \$59,092.06

Please note: These balances include revenue and expenses incurred in early February 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.

Manager's Summary

Overall things have been business as usual. January is always a busy month for me at my day job, so this time of year tends to be quieter on the CDS side. Most of what I handled in January involved maintenance, cleanup, and making sure everything remained compliant. The biggest item was bringing the Midwest Workshop registrations fully in house. As I mentioned in the email a few weeks ago, I had concerns about third party handling of registrations and some procedures not being followed the way they should for a nonprofit, especially for an event that crosses state lines. There were also some insurance related questions I wanted to get squared away. Those issues have now been resolved and everything is where it needs to be. No more fires on that front.

Outside of that it has been the usual early year pace. Nothing too heavy, just steady work.

Midwest Workshop 2026

At the moment we have ten people registered for the Midwest Workshop. Two were registered directly through CDS and the other eight were imported from the KISS registrations. I have already built out the registration on our website and Kevin is in the middle of turning the backend structure into a proper events page. The functional part is done, it just needs the customer facing side and the marketing piece that he and Fred are working on.

The venue is handled as well. KISS covered the upfront payment and we reimbursed them in early February. You will see those expenses appear on the February financials.

Winter Workshop 2026 and Point of Sale System

I know this probably sounds repetitive by now, but Shannon has been doing an incredible amount of work behind the scenes to modernize our event systems. She and I have been working together on building the point of sale system so that it is finally usable in a real world event setting. In past years my phone was the choke point for registrations, payments, and raffle tickets. It created long lines and we have always suspected that we lost money because people did not want to wait around.

Now we have a set of iPads and a fully functioning POS setup. This will make things much easier on both volunteers and attendees, and it should increase revenue since people can actually move through the line without waiting for my phone to load anything. Shannon has also been improving graphics and the look of the store so that it all feels cleaner and more organized. Most of the work she is doing is invisible to the general membership, but it has made a huge impact on our infrastructure. She deserves a lot of credit for that.

Winter Workshop prep itself is going fine from what I can see. Fred and Renee can speak more to the details, but nothing major has come up and everything appears to be on track.

2026 International Cave Diving Conference

I have also gone ahead and built out the backend structure for this year's conference. Registration is active and there is a basic event page in place. Fred is working with Kevin on the marketing and the customer facing side, which will be added soon. Even without any marketing or links being sent out, two people somehow found the page and registered already, so there are two confirmed attendees at the moment.

Student Registrations

There were four student registrations in January. Chris can give more detail in his portion of the report.

Closing Notes

That is it from me this month. It is a shorter report, but that is expected for January. Going forward, I plan to start including more detailed reporting as part of the financial packet. The board asked last year for more annual financial visibility, which I have been providing, but I would also like to start including event specific profit and loss reports and similar breakdowns. Jenny recently asked about the financial position of Winter Workshop 2026. The information existed, but she did not have it accessible, so we had to recreate it. I would like to prevent that by providing these reports regularly so there is full visibility.