

NACD BoD Meeting Minutes

1st Quarter 2015

January 10th, 2015

Agenda:

Location: Michael Angelo Gagliardi's house (Chateau H₂O, End of 43rd Ave, High Springs) or Skype

Time: 5:30 PM Eastern

NOTE different place and time!

I. Approval of 4th Quarter 2014 BOD Minutes

II. Selection of Officers / Appointment of Officers (Section 5.02-5.03 in Bylaws)

- President (from within the Board)
- Vice President (from within the Board)
- Secretary/Treasurer (from within the Board)
- Training Director (appointed by new President, approved by Board)
- General Manager (appointed by new President, approved by Board)

III. Executive Reports

- President
- Vice President
- Secretary/Treasurer
- Training Director
- General Manager
- Operations Manager
- Legal

IV. Committee Reports (Committee Coordinator - Ricky Dumm)

- Accident Analysis - Jeff Bozanic
- Conservation - Michael Angelo Gagliardi
- Equipment/Technology - ***Open***

- Exploration & Survey - Michael Poucher
- Journal - Joe Froelich
- Membership - Orie Braun
- Public Relations - Sandy Robinson
- Publications/Store Products - **Open**
- International Safety Officer - Rob Neto
- Science - **Open**
- Webmaster - Jeff Bauer/Rob Neto

V. Unfinished Business

- Operations Manager
- Journal - current version and next version
- 2015 Annual Seminar - date, theme & location
- Beneath The Sea 2015 (3/27/2015 - 3/29/2015, Secaucus, New Jersey)
- DEMA 2015 (11/4/2015 - 11/7/2014, Orlando, Florida)
- Exploration project funding

VI. New Business

Meeting minutes recorded by Jeff (Don may have some from the first couple of minutes)

Steve: Targeted marketing via official NACD communications (cert cards, etc.)

Present: Sandy, Steve, Lisa, Carmen, Albert, Don (phone), Jeff (Skype), Larry, Chris, Orie

Sec/Treasurer report given by Don Syme (outgoing S/T). Reported on balances of bank and CD accounts. Unable to get correct asset calculation since we require updated inventory from the High Springs warehouse. Will be transferred over to incoming S/T, along with bank accounts, etc.

TD report: Given by Rob Neto. Steady certifications in 2014. Lots of international certs, not so many FL instructors. After instructor renewals, want to find out why NACD FL instructors aren't issuing them - are they not teaching or teaching, but not issuing NACD certs? Couple of potential candidates for new instructors, but not in near future. More than half of instructors have renewed.

GM report (Steve Mann): new to position. Wants to work on overall image of the NACD. We need to start planning and announcing our events sooner. Better use of cloud-based technology. Growing international membership.

OM report (Lisa): Issues with the USPS. Some domestic and international mail is being lost. Consider going to a different shipping system, like UPS. Consider using USPS web site to print shipping labels. Need to order some of the low inventory items.

Legal: Concerned about members getting their journals and membership renewals. Caution board communications about understanding legal processes.

Committee reports:

Conservation (MAG) - continuing fauna counts at Robidoux, working on getting new sites to do fauna counts. Volunteers approaching MAG to do fauna counts or assist with data analysis. Hope to set up a set of guidelines on how to restore damage to caves.

Membership (Orie) - numbers are down, typical for this time of year. Around 654 active. Will send out email to those who haven't renewed. Journal for lifetime members: we need to make sure lifetime members get on the journal mailing list. Challenges keeping addresses up to date. Have one silver Wakulla submission so far. Recommendation is that Wakulla recipients have their seminar fee waived (note they will get a cert and a coin too).

Nominations Committee (Orie): dormant until needed next year.

General discussion about USPS and why we are having issues with a process that has worked for years. Trying to find out where the "dead file" might be -- perhaps from former directors. Assigned Lisa to go talk to the post office about it.

General discussion about how best to communicate membership renewals - snail mail versus email versus multiple. Agreed we need to be more aggressive on recruiting members, through face-to-face, instructors, etc. Discussed challenges of international recruiting.

PR (Sandy): Working with Kelly Jessop on Eco Day cleanup (Madison in March typically). Reaching out to vendors for Seminar. Booth at Springs celebration at O'Leno last year; hoping to do again this year, despite it conflicting with BTS in NJ. Sandy would like to donate a Peter Lapin cover; need NACD graphic to put on the table. Be aware of Facebook spammers! Only accept from cave divers. Sandy looking for another volunteer to pick up the PR baton.

Journal (Rob): Send journal articles to Rob, so he can get them to Joe. Submission deadline: January 1st, 2015.

Seminar: Still need to pick theme. "Women in Cave Diving?" "New Pathways?" Discussion of asking/reserving Jill Heinerth as a possible Master of Ceremonies for the seminar. Rick: would like to get a seminar budget created so we can plan our expenses appropriately.

Legal: all board members should sign another confidentiality agreement. UPDATE: Don emailed Word and PDF versions of this form.

Discussion about PADI trimix program - an issue has arisen regarding the PADI trimix program and NACD instructors. TD to inform all active NACD instructors on this issue, pending Legal review.

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NACD OPS meeting

2/24/15, 7 PM Eastern:

Present: Rick Murcar, Rob Neto, Don Syme, Larry Green, Chris Corbett, Carmen Calzon, Michael Angelo Gagliardi (MAG), Zelda Gagliardi, Steve Mann & Jeff Bauer

Don: xfer on hold of sec/treas duties to Jeff. Finishing up taxes first. Will meet with Jeff. Will work with transition from Lisa to Zelda.

Discussed document archival retention period - agreed we should save documents up to 10 years. Can be digitized & stored in the NACD Google Drive.

Steve & Chris met with Lisa & handled transition of Operations Manager. Don delivered her final payment.

Minutes from 4th quarter 2014 BOD meeting discussed. They are combined with the General Membership meetings at the Seminar plus a short meeting with the Directors at dinner that night. Carmen clarified that only a majority is required to approve minutes.

Larry to forward 2012 copy of warehouse inventory to Zelda so she can compare it to what is there today. Zelda compared the Zen cart inventory to the actual inventory and trued it up. Rob will update the Zen cart online inventory to match the actual inventory.

Rob to make sure that the Zen cart emails start going to Zelda so she can handle web orders.

Discussion on Rebreather pilot program:

- Rob looking for board approval to start pilot program.
- Will start with NACD instructors that are rebreather instructors as well. Possible ones: Brian Kakuk, TJ, Martin Robson, Jim Wyatt, Rob Neto, etc.
- Discussed the mechanics of the pilot: instructor & student sign agreements, instructors log each dive using the log file.
- Will figure out a way to integrate how to “anoint” new cave rebreather instructors as the pilot proceeds.
- Carmen to beef up the agreements to make sure it’s clear about the risks and liabilities.
- Motion: Accept the Rebreather Pilot program made by Michael Angelo Gagliardi and as presented by Rob. Seconded by Jeff. Discussion followed.
- Amendment: to include the liability wording to be provided by Carmen.
- Amendment: make sure that the Training Committee and Board is fully informed as to the progress of the Pilot Program. Lessons learned are to be recorded and reported back to the board through the training committee. Requirement to run the course will have to have the waiver signed. Amended presented by Rick and seconded by MAG.
- Motion passed.
- Rob will keep the Training Committee & Board up to date on progress of the pilot rollout (selecting instructors, scheduling classes, paperwork, etc.).

Rick tabled any trimix discussion in interest of time.

Meeting ended.