



# MINUTES

## Board Meeting

**Tuesday 8 SEPTEMBER 2009 at 5:30PM**  
**At Sport SA, Military Road West Beach**

**1 OPEN MEETING – 5:47PM**

**2 PRESENT:** Board members: John Holland, Jennifer Bould, Patrick Doogue, Chris Wood, Steve Clinch and Rick French

**3 APOLOGIES:** Susie Stoddard and Julie Clinch

Welcome was extended to Patrick Doogue and Rick French upon attending their first Board meeting.

**4 MINUTES OF PREVIOUS MEETING 18 AUGUST 2009 ACCEPTED AS A TRUE AND CORRECT RECORD**

**Moved:** Steve Clinch

**Seconded:** Chris Wood

**Carried**

**5 ACTION ITEMS**

01	Ongoing. Quote from Lakes Hotel and Largs Pier to be obtained and forwarded to AusDBF for decision to be made on which venue for National Board meeting.
02	Actioned. Horatio to provide quote to undertake maintenance on boats. The Generation 1 boats are to be stowed to the right and the Generation 2 boats on the left.
03	Actioned. Information on Wallaroo Boat Show event circulated to clubs with only ASA and Sea Dragons expressing interest to date. Agreed to bring up at Presidents Forum. <b>Action: John</b>
04	Actioned. Details of race plan for above event circulated to clubs.
05	Actioned. Revised policy for appointment of state coaches circulated.
06	Ongoing. Noted only three P&D representatives nominated at the moment. To be brought up at Presidents Forum. <b>Action: Chris</b>
07	Ongoing. Discussion held on status of work undertaken to date by Project Officer in developing assigned events (Corporate Challenge/Pub Challenge). Noted Pub Challenge is only 6 weeks away and clubs to be encouraged at Presidents Forum to round up pub crews again. <b>Action: Chris</b> Due to short tim frame agreed that Project Officer should now only focus on organising a monster Come N Try event for the new year. <b>Action: John</b>
08	Ongoing. Michelle Ingrams contacted for assistance in organising review workshop for clubs.
09	Actioned. AusDBF advised that John Holland and Steve Clinch would be the AusDBF High Performance sub-committee representatives.
10	Actioned. AusDBF advised that the National team members would be best placed to choose the flag bearer in Prague.
11	Actioned. AusDBF advised of nil issues with proposed changes to rules by IDBF.
12	Actioned. Volunteering SA invoice to be paid.
13	Actioned. Blade Runners training changed from Tuesday to Wednesday.
14	Ongoing. Canoe SA to be advised of broken skylight.
15	Actioned. Exemption documentation when towing boats has now been posted to website and is to be carried by anyone whilst towing a trailer.
16	Actioned. Presidents Forum scheduled for tonight.
17	Actioned. Portfolio and financial reports circulated to clubs.
18	Actioned. Rick French advised of his appointment as Board member in casual vacancy.
19	Ongoing. Email to be sent to clubs seeking volunteers for Nationals in 2010 and for 2 x reps

	to assist with course set up.
20	Actioned. Policy for use of new course ratified. To be circulated to clubs and SARA and Canoe SA. <b>Action: John</b>
21	Actioned. Steve Clinch attended RC meeting as DBSA Rep.
22	Ongoing. Letter of thanks to be sent to Pt Dock Brewery Hotel for opening up early for state coaches meeting.
23	Actioned. Clubs advised of extension granted to deadline for state team coach position applications. The advertisement was revised and circulated to clubs.
24	Actioned. Items from Strategic Plan included on Agenda.
25	Ongoing. Volunteer awards policy yet to be finalised.
26	Ongoing. AusDBF to place link to Drugs in Sport policy on website.
27	Ongoing. 2008/9 corporate statistics breakdown to be provided.
28	Ongoing. P&D committee to organise Regional Masters Games in Mt Gambier and locate suitable venue.
29	Ongoing. Suitable venue for office and storage of equipment yet to be located as most proving too expensive. Patrick Doogue offered to follow this up with a real estate contact.
30	Ongoing. No further progress on shed being built at the Patawalonga.
31	Ongoing. Quote obtained and agreed to (\$720) from company to revamp website and provide ongoing maintenance (\$30 per hour). Feedback to be provided on layout of website. Aim is for launch on 1 <sup>st</sup> January 2010. <b>Action: Chris</b>
32	Withdrawn. Quote from Rod's nephew for website redesign no longer required.
33	Ongoing. Form based on AusDBF model for paddlers competing at nationals and overseas events acknowledging responsibilities whilst representing DBSA to be forwarded to Board for feedback.
34	Actioned. Quote for redesign of website circulated.
35	Ongoing. Strategic Plan #2.1 to be placed on P&D sub-committee agenda. Noted promotional brochure should be revamped and a quote obtained as part of website quote. <b>Action: Chris</b>
36	Ongoing. Strategic Plan items #2.6-2.8 to be placed on P&D sub-committee agenda.
37	Ongoing. Clubs to be advised of tentative dates of either 17&18 Oct or 7&8 Nov clubs for AusDBF run Coaches course in Adelaide upon return from World titles The First Aid course will be scheduled after this and cost \$95 per participant with a 50% subsidy received.
38	Ongoing. Request received from Subsonix to change clearance form to include clearance approval from the receiving club. To be discussed further at Presidents Forum.
39	Ongoing. Clubs to be advised at PF meeting of \$25 (minimum) fee to be paid to any club volunteers assisting at a "normal priced" corporate event. <b>Action: John</b>

## 7 FINANCIAL REPORT – SEPTEMBER

DBSA TREASURER'S REPORT FOR THE MONTH OF			SEPTEMBER	2009
<b>BANK BALANCE AS @</b>	<b>1-Aug-09</b>	<b>ACCOUNT 1</b>		<b>\$22,473.45</b>
		# 141729	\$272.46	
		# 141730	\$ 41.48	
		# 141731	\$ 41.48	
		# 141733	\$392.00	
		# 141735	11.00	
				\$ 758.42
				<b>\$21,715.03</b>
<b>BANK BALANCE AS @</b>	<b>1-Feb-08</b>	<b>ACCOUNT 2</b>		<b>\$ 0.76</b>
Less total unrepresented cheques				Nil
<b>BANK BALANCE AS @</b>	<b>1-Sep-09</b>	<b>ACCOUNT 3</b>		<b>\$ 1,581.82</b>

## ACCOUNTS PAYABLE

### ACCOUNT 1

Admin Focus	Secretarial	\$ 902.50		
Strachan Sport Services	Database	\$ 858.00		
Telstra		\$ 46.52		
Department of Transport	Trailer rego	\$ 63.00		
Volunteering SA & NT Inc	Subscription	\$ 99.00		
Adelaide City Council	Boat line fee – Torrens	\$ 25.50		
Steve Holt	Trailer fine	\$ 354.00		\$2,348.52
John Holland	Mildura Games	\$1,626.45	Already paid	
			Cash balance Acct #1	\$21,715.03
			Cash balance Acct #3	\$ 1,581.82
			<b>TOTAL</b>	<b>\$23,296.85</b>

### ACCOUNT 2

Nil

## MONEY RECEIVED

Credit interest account #3	\$ 18.05
StEP grant	\$15,000.00
City of Charles Sturt	\$ 400.00
Cappuccino Queen	\$ 156.00
Cash back on printer	\$ 20.00

John Holland extended a vote of thanks to all the volunteers that helped out to make the Mildura Masters Games such a financial success.

### Motion to accept and pay accounts on Account 1

Moved: Chris Wood

Seconded: Steve Clinch

Carried

## 8 STRATEGIC PLAN REVIEW

### Section 5 – Volunteer Management

- 5.1 Establish clear roles for all volunteer positions  
Noted roles for volunteers had been set but needed to be separated.
- 5.1.1 **Establish Manager-Volunteers position**  
Sue Stoddard appointed in charge of portfolio.
- 5.2 **Sourcing volunteers (find, train and retain)**  
System in place whereby clubs nominate volunteers to assist on race days. Database held of trained officials and officials course to be held.
- 5.3 **Consider the possibility of honorarium for volunteers**  
Clubs to be advised of \$25 minimum fee to be paid to volunteers for assistance in corporate events.
- 5.4 **Volunteer acknowledgement**  
Noted the Nationals needed a marketing role to source sponsorship. Rick French agreed to assist with this portfolio.

John Holland advised StEP funding application is due in October.

Pat Doogue commented on grant advertised in the Messenger paper for up to \$3000 for volunteers. John Holland to email grant application form to Rick French.

Action: John

## 9 AUS DBF REPORT

No report due to World titles being held other than noted a gold medal was won.

## 10 SECRETARY'S REPORT

The following is in the correspondence register as at 8 September 2009:

**INCOMING 19.8.09 TO 8.9.09**

NO.	TYPE	DATE	ORIGINATOR	SUBJECT
1	Email	19.8.09	DBSA – Jennifer Bould	Independent Audit Report
2	Email	19.8.09	DAPL – Jackie Johnston	Would DBSA consider selling a boat?
3	Post	21.8.09	BWR	Clearance papers for Sandra Dudley (from DAPL to BWR)
4	Email	21.8.09	Sport SA	Request for Dragons Breath articles
5	Email	21.8.09	John Holland – DBSA	Towing Exemption added to website
6	Email	22.8.09	BWR – Jenny Chillingworth	Office bearers for 2009-10
7	Email	22.8.09	BWR – Jenny Chillingworth	Discrepancy of \$256 between quote & insurance claim
8	Email	23.8.09	BWR – Jenny Chillingworth	Enquiry re Coaching Course
9	Email	23.8.09	DAPL – Jackie Johnston	Names submitted for Coaching Course
10	Email	23.8.09	Waiwilta – Jill Furmage	Advising who will attend Coaching Course
11	Email	24.8.09	Canoe SA – Ian Heard	Locks on doors at Aquatic Reserve Building
12	Email	24.8.09	Sport SA	SPORT-e 24th August 2009
13	Email	25.8.09	Sport SA	Updated Sport-e 25th August 2009
14	Email	25.8.09	ASA – Mary-Ann Holt	Club Membership Application
15	Email	25.8.09	Water Warriors – Penny Cryer	Club Membership Application
16	Email	25.8.09	Mildura Masters Games	Thank you for involvement
17	Email	25.8.09	Blade Runners – Julie Clinch	Club Membership Application 2009-10
18	Email	26.8.09	Thomas Moss	Request for DBSA insurance
19	Email	27.8.09	Steve Clinch	Request to circulate State Coach es advertisement to all Club and post to website
20	Email	27.8.09	Steve Clinch	Request to post State Team Selection Process to website
21	Email	27.8.09	Steve Clinch	Request to post State Coaches Job Description to website
22	Email	28.8.09	Subsonix – Maria Darby	Feedback & questions re proposed 2km race on 500m days
23	Email	28.8.09	Subsonix – Wendy Campbell	Request for boats on 27.9.09 for Come N Try
24	Email	28.8.09	Sport SA	Information regarding Sport SA AGM
25	Email	28.8.09	Sport SA	Sport SA Nominee Profiles
26	Email	28.8.09	Subsonix – Maria Darby	Withdrawal from AusDBF Risk Management Group
27	Post	28.8.09	DAPL	Club Membership Application
28	Post	29.8.09	Blue Water Raiders	Club Membership Application
29	Email	29.8.09	BWR – Jenny Chillingworth	Official invite to 5 <sup>th</sup> birthday celebrations
30	Email	31.8.09	DAPL – Sandy Jansen	Advising unable to attend Presidents Forum 8.9.09
31	Email	1.9.09	Tim Monson	StEP Funding Agreement Reports
32	Post	1.9.09	Dept for Transport	Trailer registration – TZG269
33	Post	1.9.09	Office of Rec & Sport	Newsletter
33	Email	2.9.09	Canoe SA – Ian Heard	Info re Secondary Schools Triathlon – 16 to 19 March 2010

**INCOMING 19.8.09 TO 8.9.09**

NO.	TYPE	DATE	ORIGINATOR	SUBJECT
35	Email	3.9.09	Subsonix – Wendy Campbell	Club Membership Application
36	Email	7.9.09	AusDBF – Phillip Chan	Cultural Survey
37	Email	7.9.09	Canoe SA – Ian Heard	Resurfacing carpark 25-27 Sept 2009
38	Email	7.9.09	Canoe SA – Ian Heard	Enquiry re rental payment
39	Email	7.9.09	Black Dragons – Ann Richardson	BBQ Tender
40	Email	7.9.09	Sport SA	Confirming tentative dates for Coaching Course
41	Email	7.9.09	Canoe SA	Aquatic Reserve car park resurface 23-25 Sept

**OUTGOING AS AT 18.8.09**

NO.	TYPE	DATE	TO	SUBJECT
1	Email	18.8.09	Club Presidents & Secretaries	Level 1 Coaching Course
2	Email	19.8.09	Club Presidents & Secretaries	Request to send registrations in asap
3	Email	20.8.09	Racing Committee Delegates	Agenda for 20.8.09
4	Email	20.8.09	Racing Committee Delegates	DBSA RC Meeting Schedule 09/10
5	Email	22.8.09	Racing Committee Delegates	DBSA RC Minutes - 20/08/09
6	Email	24.8.09	Club Presidents & Secretaries	Newsletter from Volunteering SA & NT
7	Email	24.8.09	Club Presidents & Secretaries	Request for Club Membership Application
8	Email	24.8.09	BWR – Jenny Chillingworth	Thank you for invite to 5 <sup>th</sup> birthday celebrations
9	Email	24.8.09	Club Presidents & Secretaries	Request for Dragons Breath articles
10	Email	25.8.09	Deb White – SARA	Protocol on the lake
11	Email	26.8.09	Club Presidents & Secretaries	DBSA Minutes - 18.8.09
12	Email	26.8.09	Club Presidents & Secretaries	SPORT-e 24th August 2009
13	Email	26.8.09	Thomas Moss	Copy of Certificate of Currency
14	Email	26.8.09	Club Presidents & Secretaries	Update versions of Sport-e 25th August 20098
15	Email	28.8.09	Club Presidents & Secretaries	Re-advertising State Team Coaching Positions
16	Email	28.8.09	Subsonix – Wendy Campbell	Response to enquiry re 2km race
17	Email	28.8.09	DAPL – Jackie Johnston	Advising DBSA not in a position to sell boat at this time
18	Email	30.8.09	Club Presidents & Secretaries	Newsletter from Volunteering SA & NT
19	Email	31.8.09	Subsonix – Wendy Campbell	Confirming use of boats on 27.9.09
20	Email	31.8.09	Club Presidents & Secretaries	Sportsbeat Page Aug 28 - Sept 3
21	Email	31.8.09	Board Members	Info regarding Sport SA AGM
22	Email	31.8.09	Club Presidents & Secretaries	Notice of DBSA Presidents Forum - 8.9.09
23	Email	31.8.09	Board Members	Profiles for Sport SA AGM Nominees

24	Email	2.9.09	Club Presidents & Secretaries	Invitation to Blue Water Raiders 5th Birthday Celebrations
25	Email	2.9.09	Club Presidents & Secretaries	Call for expression of interest for Catering for Season 2009-10
26	Email	2.9.09	Club Presidents & Secretaries	Event at Wallaroo on 24.10.09
27	Email	3.9.09	Club Presidents & Secretaries	Newsletter from Volunteering SA & NT
28	Email	4.9.09	AusDBF – Janine Lette	Dates proposed for Level 1 Coaching Course
29	Email	4.9.09	Club Presidents & Secretaries	Club Training Times as at 3.9.09
30	Email	5.9.09	Club Presidents & Secretaries	Reminder re RSVP's for DBSA Presidents Forum - 8.9.09
31	Email	7.9.09	Instant Photos	Confirming arrangement for 2010 Nationals
32	Email	7.9.09	Club Presidents & Secretaries	DSBA Registration Process/ID Cards
33	Email	7.9.09	Club Presidents & Secretaries	Updated Club Contacts List 7.9.09
34	Email	7.9.09	AusDBF – Janine Lette	Request to remove Maria Darby from Risk Management Group
35	Email	7.9.09	Club Presidents & Secretaries	State of Volunteering On-line #115 Newsletter
36	Email	7.9.09	Board Members	Copy of Board Member's Code of Conduct
37	Email	8.9.09	Club Presidents & Secretaries	Presidents' Forum 8.9.09 -Agenda
38	Email	8.9.09	Club Presidents	Presidents' Forum 8.9.09 -Agenda
39	Email	8.9.09	Board Members	Agenda & associated documents for meeting 8.9.09
40	Email	8.9.09	Club Presidents & Secretaries	Aquatic Reserve car park resurface 23-25 Sept

#### 10.1 Clearances

The following clearance applications were approved:

- Sandra Dudley – from DAPL to Blue Water Raiders
- Shirley Ashby – from ASA to Subsonix

**Action: Chris**

#### 10.2 Other

- Black Dragons were the only club to submit a proposal to provide catering for the season through their barbeque. The proposal was accepted and they are to be advised of requirement to provide up to a maximum of 20 meals plus drinks for the volunteers.

**Action: Chris**

- Letter to be written to Blue Water Raiders thanking them for their invitation to attend their 5<sup>th</sup> year celebrations however it was unfortunate that no Board member would be able to attend.

**Action: Chris**

- Cappuccino Queen to be advised that there would be a fee of \$50 per race day for this season.

**Action: Chris**

- Thank you to be extended to Maria Darby who had withdrawn from the AusDBF Risk Management sub-committee. Noted Jennifer Bould would be the only representative.

**Action: Chris**

- John Holland advised that the renewal for the Torrens Activity Licence had been submitted. Up to date contact list to be requested.

**Action: John**

- Office of Recreation and Sports have on their website new rules for Child Protection and Safe Environments.
- Sport SA AGM to be held on 22/09/09.
- Email received from Adelaide Phoenix for space to be allocated in the shed for a bar fridge. Agreed that they would be provided with a key to the current bar fridge only as there was insufficient room in the shed.

**Motion that the Secretary's report be accepted**

**Moved:** Chris Wood

**Seconded:** Jennifer Bould

**Carried**

**11 NEW BUSINESS**

**11.1 Directors Code of Conduct**

Policy #019 – Directors Code of Conduct was ratified as is required after each AGM. Agreed that the following wording would be included in point 13 “member club”.

- *Directors shall not abuse their position to obtain advantage for themselves, member club, family members or close associates, and/or demonstrate abuses of authority.*

**Action: Chris**

**11.2 Catering for Race Season 2009-10**

Discussed previously.

**11.3 Dragon boat protocol for West Lakes & Port River**

Discussed previously.

**11.4 Around the Island category**

The question had been asked as to what the category was for the Around the Island Race with the response being that it is “Open”.

**11.5 Level 1 Coaching Course**

Discussed previously.

**11.6 Regional State Team**

**11.6.1 Selection Criteria**

Clarification was given by Steve Clinch on Item 3.

**11.6.2 Coaching support for regional team**

Chris Wood stated that the regional teams have identified that they need some coaching support and leadership from DBSA prior to the Nationals as they wanted to see how their development was progressing.

Suggested that they travel to Streaky Bay in October when this would be provided along with some guidance as to the preferred paddling style and technique.

**12 ANY OTHER BUSINESS**

- Agreed to pay the fine received by Steve Holt for towing of the trailer back from the Masters Games.
- Agreed that the cultural survey circulated to the Board should also be circulated to the clubs.

**Action: Chris**

- Meeting scheduled for Wednesday 16 September 2009 at 8pm for the National Steering Group at the Pt Dock Brewery Hotel.

**Action: Marie**

**13 NEXT MEETING**

The next committee meeting is scheduled for 8PM on Wednesday 14 October 2009 at the Port Dock Brewery Hotel, Port Adelaide.

**14 CLOSE OF MEETING – 7:55PM**

Signed: \_\_\_\_\_  
Chairperson

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_