



MINUTES

General Committee Meeting Wednesday 5 February 2009 at 8PM At Port Dock Brewery Hotel, Todd Street, Pt Adelaide

1 OPEN MEETING – 8:02PM

Clive Grant and Sean Carey from Adelaide Sea Dragons were welcomed to the meeting to discuss their proposed formation of a new club in the 2009/10 season.

The rules for forming a new club and clearance process were outlined.

2 **PRESENT:** Committee members: John Holland, Jennifer Bould, Chris Wood, Rod McGuinness, Steve and Julie Clinch

3 **APOLOGIES:** Susie Stoddard

4 MINUTES OF PREVIOUS MEETING 14 JANUARY 2009 ACCEPTED AS A TRUE AND CORRECT RECORD

Moved: Steve Clinch

Seconded: Chris Wood

Carried

5 ACTION ITEMS

01	Ongoing. Spare key for DBSA locker cut.
02	Actioned. Yes from Council obtained for electricity pole.
03	Actioned. Added to task list to inform MV Princess Captain of Around the Island race.
04	Actioned. Pat Doogue contacted to ascertain details of MYOB training.
05	Actioned. Social Open category changed to B Grade Open for next race day.
06	Actioned. Article written for DragonsBreath on etiquette.
07	Actioned. ASA advised that they are in credit registration payment for Jan Ware.
08	Actioned. Discussion held with Life Be In It for forthcoming team building event.
09	Actioned. Details of Jon Taylor Memorial Award circulated to clubs. Agreed to nominate Jennifer Bould with application to be submitted by John Holland with assistance from Jennifer. Action: John
10	Ongoing. Letter to be sent to originator of noise complaint to Subsonix advising not possible that noise originated from a DBSA boat.
11	Actioned. Brochure on gelcoat for repairing fibreglass reviewed. Consideration to be given into hiring an expert during season to undertake fibreglass repairs.
12	Actioned. Waterproof stowages placed in each boat for mobile phones to be secured.
13	Actioned. Trophies for Chinese New Year event purchased a cost of over \$500. Feedback from interstate teams was that the event and location was impressive. Sub-committee to be formed in 2010 to coordinate 2011 event.
14	Ongoing. Email to be written to state team paddlers advising of \$20 (refundable) payment for race fee required ASAP and in return will receive training top.
15	Withdrawn. Material sample for state tops no longer required as previous material located. No increase in cost to shirts.
16	Actioned. Sub-committee met on 23/1/9 to discuss requirements for 2010 Nationals to be held in Adelaide. John advised meetings being held to discuss new race course. Noted problems with finishing pontoons which were being worked through.
17	Ongoing. Project Officer to be informed of postponement of Come N Try event until beginning of next season.
18	Ongoing. Volunteers Policy award being drafted by Sue Stoddard.
19	Ongoing. State Championship eligibility policy to be drafted by John.
20	Ongoing. Breakdown for reimbursement to Clubs for corporate paddles to be provided ASAP.

21	Ongoing. Noted have 5 volunteers to undergo training for setting up of new pontoons with SARA. No volunteer yet for Marketing & Sponsorship.
22	Ongoing. Vacant shed do be located to stow excess DBSA equipment. Council to be lobbied for provision of shed. Options for purchasing decent boat trailer to store starting equipment also to be sourced.
23	Ongoing. Follow up with Telstra why DBSA telephone number still not working and query large cost for suppressed entry on last invoice.
24	Ongoing. P&D to discuss possibility of event on Patawalonga.
25	Ongoing. Reminder to be sent to DFs to pay outstanding \$200 prior to next race day.
26	Ongoing. Link to AusDBF website to be placed once Drugs in Sport Policy posted.
27	Ongoing. Task list to be converted to template.
28	Ongoing. Awaiting response on request for copy of invoice for BWR expenditure on boat maintenance with Fibreglass Wake.
29	Actioned. BWR requested to provide quote first prior to any further maintenance being undertaken.
30	Ongoing. BWR & DAPL to be advised to reach agreement re use of DBSDA boat and ongoing maintenance.
31	Ongoing. Entry form to be amended to include "activity that the assigned volunteer wanted to carry out on race day (ie starter/marshalling). Path Monitor to be added to Torrens Race day list. Step by step instructions (plus timeline) to be drafted for clubs to follow when coordinating race day.
32	Actioned. Chinese New Year event entry form circulated to clubs.
33	Ongoing. Procedure for producing Race Day program to be drafted.
34	Actioned. Clubs advised of new parking arrangements with Council on race days and during training. Clubs to be reminded of this. Actioned: Chris
35	Ongoing. Subsonix to be advised to either clean barbeque or relocate it.

6 BUSINESS ARISING FROM PREVIOUS MINUTES

John Holland advised that the guidelines for wearing PFDs at West Lakes would be circulated shortly with the following agreement noted:

- *DragonBoat SA agrees to release, indemnify and discharge the Minister for Transport, Energy and Infrastructure and the Crown in the right of the State of South Australia and their employees and agents (those indemnified) from and against any loss (including legal costs and expenses) or liability reasonably incurred or suffered by any of those indemnified as a result of any suit, demand, action, claim or proceeding brought by any person against those indemnified arising from the issue of this exemption or the above event.*

7 FINANCIAL REPORT – FEBRUARY

DBSA TREASURER'S REPORT FOR THE MONTH OF

FEBRUARY

2009

BANK BALANCE AS @

1-Feb-09

ACCOUNT 1

\$26,386.24

Less total unrepresented cheques

#	141515	\$	27.43
#	141656	\$	8.80
#	141665	\$	98.93
#	141667	\$	2,124.37
#	141668	\$	5.50
#	141671	\$	62.60
#	141672	\$	116.70
#	141673	\$	150.00
#	141674	\$	150.00
#	141675	\$	1,196.03

\$3,940.36

\$22,445.88

BANK BALANCE AS @	1-Feb-09	ACCOUNT 2	\$ 0.76
Less total unrepresented cheques			Nil

BANK BALANCE AS @	2-Feb-09	ACCOUNT 3	\$22,328.63
Term deposit			\$21,286.77

ACCOUNTS PAYABLE

ACCOUNT 1

Admin Focus		\$1,387.27	
AusDBF	Subs	\$ 440.00	
S Bockmann	race expense	\$ 20.78	
T Caldow		\$ 198.00	\$2,046.00
Sea Rescue		\$ 300.00	already paid
J Holland	Maintenance/CNY	\$1,196.03	already paid

ACCOUNT 2

MONEY RECEIVED

Credit interest account #3	\$ 89.71	
Membership	\$2,670.00	
Race fees Torrens	\$ 640.00	(SADA, ASA, Black Dragons)
Corporate challenge	\$ 425.00	(Dragonbones, Gaza Football Club)

Discussion held on possibility of purchasing a total of four new dragon boats for DBSA rather than the two originally budgeted. Noted funds were currently set aside in DBSA account for purchase of two boats and options for sourcing funds elsewhere to purchase a further two new boats were discussed.

In principle agreement to be reached with AusDBF for future profits from 2010 Nationals (to be held in Adelaide) to be taken out of expenses prior to any profit share for use to purchase two new boats.

Action: John

Interest expressed from Ceduna for purchase of new dragon boat by them. To be followed up.

Action: Chris

Blackwoods account to be followed up by Secretary prior to next meeting or will be written off.

Action: Chris

Motion to accept and pay accounts on Account 1

Moved: Steve Clinch **Seconded:** Chris Wood **Carried**

8 PORTFOLIO REPORTS

(a) Participation and Development – Julie Clinch

Event to be coordinated with Helen Lewis on the Patawalonga as a Come N Try and also as a “special” event to promote the sport. Idea for particular theme to be developed.

(b) High Performance – Steve Clinch

Noted Premier team was now training on Tuesday.

Meeting to be held with High Performance Manager and state coaches this weekend to check on progress.

Order for state tops placed with additional noted as being required.

(d) Maintenance – John Holland/Rod McGuiness

Handover to occur with Rod McGuiness as maintenance activities are undertaken by John Holland.

Lock on front roller door being swapped with lock on back door for time being.

(e) Administration – John Holland

Nil report.

(f) Funding and relationships – John Holland

Meeting to be held with Canoe SA on shed storing options.

(g) Volunteers – Sue Stoddard

Nil report.

(h) Racing – John Holland

Noted boats still taking inordinate amount of time to return to the beach after race completion. Clubs to be reminded at next Captains and Steerers meeting that they have 60 seconds to return the boat to the beach.

The ropes that hang from the Morphett Street bridge were noted as being of uneven length and were not placed at sufficient distance apart during recent Chinese New Year event. Policy to be drafted on this.

Action: John

9 AUS DBF REPORT

(a) Update

John Holland advised of receipt of entire new AusDBF constitution which had been circulated to the Board for review and possible endorsement. John raised concerns in particular about insufficient time given to review changes and some of the newly inserted clauses which he disagreed with. Constitution to be circulated to Board with feedback required by AusDBF phone hook up on 23/02/09.

Action: John

Daryl Manzie from Dragon Boat NT has joined with JH to form an AusDBF working party to look at the future direction of the Nationals.

10 SECRETARY'S REPORT

INCOMING				
NO.	TYPE	DATE	ORIGINATOR	SUBJECT
	Email	14.1.09	AusDBF	Jon Taylor Memorial Award
	Email	14.1.09	AusDBF	AusDBF 2009 Nationals – State & Club Crew Entry Forms
	Email	14.1.09	AusDBF	AusDBF National Championships Guidelines Version 2 June 2008
	Post	15.1.09	Volunteering SA & NT	Invoice M0261 for \$49.50 – membership fee, membership info, application & Current Vacancy form
	Email	15.1.09	AusDBF	2009 Macau Invitational Regatta
	Email	15.1.09	AusDBF	2009 Sports Education & Training Programs
	Email	15.1.09	Maria Darby	AusDBF One Club Policy – requesting input from SA
	Email	16.1.09	Sport SA	Sports Awards Event
	Email	16.1.09	Volunteering SA & NT	VSA E-Bulletin 16th January 2009
	Post	16.1.09	City of Charles Sturt	Permit for Vehicle Access to Reserve to cover training sessions to 29.3.09
	Post	19.1.09	Venture Coporate Recharge	Cheque for \$2400 (re TMG Super Gas Come N Try)
	Email	20.1.09	Blue Water Raiders	Mavis Gibbes replacing Annette Luckcraft as President. Annette is relocating to Qld
	Email	21.1.09	Adelaide Survivors Abreast	Updated Sweeps Schedule
	Email	22.1.09	Volunteering SA & NT	VSA E-Bulletin 21st January 2009
	Email	22.1.09	Volunteering SA & NT	Volunt'g SA – seeking help with short term meals deliveries
	Email	23.1.09	Patrick Doogue	Offering Jennifer Bould assistance with MYOB
	Email	23.1.09	Sport SA	Dragons Breath – Jan 09 Edition 31
	Email	27.1.09	Canoe SA	Advising closure of change rooms from 1.2.09 to 9.2.09 for renovations
	Post	27.1.09	Adelaide City Council	Letter confirming Chinese New Year Event + parking permits
	Email	28.1.09	Water Warriors	Sweeps List
	Post	28.1.09	Volunteering SA & NT	Professional development training workshops info and Aust Journal on Volunteering
	Email	28.1.09	Marsh Pty Ltd	Cert. Currency for DragonBoat SA (Clubs) Liability Insurance
	Email	29.1.09	Adelaide City Council	Quote for items required for Chinese New Year Event

	Email	31.1.09	Allison Miller - Subsonix	Request for Chris W to document risk assessment for 1.2.09
	Email	1.2.09	Allison Miller – Subsonix	SA Govt Health Warning & DBSA Heat Policy
	Email	1.2.09	Tim Monson – Powerblades	Powerblades' position re Heat Policy
	Email	3.2.09	Sean Carey	Requesting meeting with DBSA to discuss setting up new Club
	Email	4.2.09	Sean Carey	Brief overview of plans
	Email	9.2.09	Rene	Thank you for great Chinese New Year event
OUTGOING				
NO.	TYPE	DATE	TO	SUBJECT
	Email	14.1.09	All Club Presidents & Secretaries	Reminder of deadline of Dragons Breath 16.1.09
	Email	15.1.09	Racing Committee delegates	Entry Form for Chinese New Year Event
	Email	16.1.09	All SA Clubs (from Marie C)	Requesting feedback to Maria Darby on AusDBF One Club Policy
	Email	16.1.09	Maria Darby	John Holland's response re AusDBF One Club Policy
	Email	16.1.09	All Club Presidents & Secretaries	Update - 1st Putrajaya Int Dragon Boat festival 2009
	Email	16.1.09	All Club Presidents & Secretaries	VSA E-Bulletin 16th January 2009
	Email	16.1.09	All Club Presidents & Secretaries	AusDBF 2009 Nationals – State & Club Crew Entry Forms
	Email	21.1.09	All Club Presidents & Secretaries	DBSA Board Minutes 14.1.09
	Email	21.1.09	Adelaide City Council	Booking form for Chinese New Year Event
	Email	21.1.09	Adelaide City Council	Site Plan submitted for Chinese New Year Event
	Email	23.1.09	All Club Presidents & Secretaries	Volunteering SA - can you help with short term meals deliveries
	Email	23.1.09	All Club Presidents & Secretaries	Dragons Breath – Edition 31, January 2009
	Email	24.1.09	Club Presidents	Response to concerns re Club concerns of providing their sweeps with 8 races per season
	Email	26.1.09	All Club Presidents & Secretaries	2009 Macau International Regatta
	Email	26.1.09	All Club Presidents & Secs	VSA E-Bulletin 21st January 2009
	Email	26.1.09	All Club Presidents & Secs	2009 Sports Education & Training Programs
	Email	27.1.09	Sports Beat	Article covering Chinese New Year event on 9.2.09 submitted by John Holland
	Email	28.1.09	All Club Presidents & Secs	AusDBF 2009 Nationals – State & Club Crew Entry Forms
	Email	28.1.09	All Club Presidents & Secs	Aquatic Reserve change room closures
	Email	28.1.09	All Club Presidents & Secs	Flowers on the water - Lorraine Bourke 7.2.09
	Email	28.1.09	All Club Presidents	PFD Exemption
	Email	1.2.09	All Club Presidents, Secs and RC delegates	John Holland's response to Allison Miller's email of 1.2.09
	Email	3.2.09	All SA Clubs (from Marie C)	Responses re AusDBF One Club Policy required by 9.2.09 for Board to discuss at their meeting on that date
	Email	3.2.09	Sean Carey	Request for brief outline of plans for Board to review
	Email	3.2.09	SA Trophy	DBSA logos supplied for Chinese New Year Event trophies
	Email	4.2.09	Adelaide City Council	Sign quote for Chinese New Year Event returned
	Email	4.2.09	All Club Presidents & Secs	Maintenance on Champion Boats
	Email	4.2.09	All Club Presidents, Secs and RC delegates	Volunteers for 8 Feb 2009
	Email	4 & 5.2.09	All Club Presidents, Secs and RC delegates	Chinese New Year Race Program

	Email	5.2.09	Sean Carey	Advising Board will meet him on 9 February
	Email	5.2.09	All Club Presidents, Secs and RC delegates	Chinese New Year Task List
	Email	6.2.09	All Club Presidents, Secs and RC delegates	Volunteers for 8 Feb 2009 - only 3 Clubs have provided volunteers
	Email	6.2.09	All Club Presidents, Secs and RC delegates	Updated Chinese New Year Race Program
	Email	6.2.09	Yvonne, Charles Sturt Council	Information provided regarding a Corporate Team Building event
	Email	9.2.09	Board & Club Presidents	Email from Rene thanking SA for great event on 8.2.09

Agreed to renew membership with Volunteering SA/NT for \$49.50.

Action: Chris

Jennifer Bould advised Patrick Doogue was assisting her with MYOB training.

Motion that the Secretary's report be accepted

Moved: Chris Wood

Seconded: Julie Clinch

Carried

11 NEW BUSINESS

(a) AusDBF One Club Policy

Noted that John Holland was the only one thus far to provide feedback on proposed One Club Policy. Clubs to be sent email reminder to submit feedback.

Action: Chris

(b) DBSA Heat Policy

Noted that the Board is in agreement that the hot weather policy is adequate for its requirements and if conditions require it there will be a meeting called to decide a course of action at 7:30am on race days.

(c) New Boats

Discussed previously.

(d) 2010 Australian Championships - Adelaide

Next sub-committee meeting to be held 16/02/09. Possibility of purchasing new boats through profits made discussed previously.

12 ANY OTHER BUSINESS

- Presidents Forum meeting to be held on Tuesday 10 March 2008 at 8:00pm at Sport SA.

Action: Chris

- SAPES games scheduled for 09/05/09.

- Invitation received from Sport SA to participate in their volunteer awards this year and attend the gala dinner in November. DBSA volunteers could be nominated for this award and awarded with a dinner ticket. Agreed to advise Sport SA of DBSA support.

Action: Chris

- Ceduna Masters scheduled for 17/04/09. Clubs to be sent email seeking volunteers to assist. Noted Blue Water Raiders would be entering a team on the 15/03/09 race day and that Jenny Chillingworth would be keen to see what activities are undertaken by volunteers on the day.

13 NEXT MEETING

The next committee meeting is scheduled for 5:30PM on Tuesday 10 March 2009 at Sport SA to be followed by the Presidents Forum at 8PM.

14 CLOSE OF MEETING – 11:25pm

Signed: _____
Chairperson

Date: ____/____/____