



MINUTES

Board Meeting

Wednesday 15 April 2009 at 8PM
At the Port Dock Brewery Hotel, Todd Street Pt Adelaide

1 OPEN MEETING – 8:21PM

2 PRESENT: Board members: John Holland, Jennifer Bould, Chris Wood, Rod McGuinness, Susie Stoddard, Steve and Julie Clinch

3 APOLOGIES: Nil

4 MINUTES OF PREVIOUS MEETING 17 MARCH 2009 ACCEPTED AS A TRUE AND CORRECT RECORD

Moved: Chris Wood

Seconded: Steve Clinch

Carried

5 ACTION ITEMS

01	Ongoing. Balance of \$1375 to be collected by Chris Wood this weekend.
02	Ongoing. Drawing of rope placement on Morphett Street bridge to be provided.
03	Actioned. BWR reimbursed 50% of cost for repairs to dragon boat and reminded in future to provide quotes. Noted that they still owe \$30.
04	Ongoing. John Holland to discuss both clubs to arrange mutual agreement for use of boats in Port Lincoln during the visit this weekend. Noted that there will soon be four spare boats at Paint Supplies for any club wishing to borrow them. Mt Gambier to be followed up for loan of dragon boat for forthcoming Masters Games. Action: John
05	Actioned. Clubs informed of availability of radios for hire (\$10) on race days.
06	Ongoing. Pat Doogue to be contacted by Treasurer to determine if 1 year support package from MYOB is required.
07	Actioned. HP coaches meeting arranged for 20/03/09 to review team selection etc.
08	Ongoing. Follow up with Cappuccino Queen for breakdown of takings for the season in order to raise invoice.
09	Actioned. Presidents advised that participants who had not yet paid for their state top would not be able to compete at state championships.
10	Actioned. Noted Ben Calcraft had not renewed membership with Black Dragons and advised he will need to or apply for a clearance before he could train with another club.
11	Actioned. Racing Committee dates scheduled up until end of financial year and to be extended out to beginning of next season. Action: Marie
12	Actioned. RC meeting advised that there was no error made by John Holland re eligibility for state championships for Chinese New Year teams.
13	Actioned. Clubs advised of 50% reduction in participation fee after 30/03/09 at Presidents Forum.
14	Participant registration fee redesigned to incorporate reduced fee after 30/03/09.
15	Actioned. Email circulated from Council re parking restrictions.
16	Actioned. Clubs reminded of parking restrictions.
17	Actioned. Jennifer Bould and Julie Clinch attended Effective Governance for Women course run by Sport SA.
18	Actioned. John Holland advised club of waiver approved for Sandy Douglas to sweep 8 races to maintain accreditation due to special circumstances.
19	Actioned. Invitation extended to Presidents to attend Thanks Coach – Thanks Official Breakfast on 24/04/09.

20	Ongoing. Invitation to attend public forum in May to provide input on delivery of sport in Australia for government review to be circulated to clubs.
21	Actioned. BWR advised they will need to maintain log book for recording sweep accreditation.
22	Ongoing. Strategic Plan items to be included on agenda for review.
23	Actioned. Feedback sought from clubs re scheduling Around the Island race on Saturdays in future to enable country teams to compete.
24	Ongoing. Susie Stoddard asked to come up with criteria/nomination form for Volunteer awards which would then be circulated to clubs for their feedback.
25	Actioned. Policy for state championship eligibility tabled for review and to be circulated to Racing Committee for review in conjunction with AusDBF and IDBF rules. Response to be received week prior to next Board meeting. With regard to policy #27 "Race Day Organisation and Draws" clubs would be ask to send along participants to attend a training sessions on a "dummy draw" to be held at next Racing Committee meeting. Action: Marie The Racing Committee had agreed to hold a training session at the boatshed for the July meeting where delegates could be shown the correct place to store equipment.
26	Ongoing. Chris Wood advised breakdown for club reimbursement for corporate paddles would be provided at next meeting.
27	Withdrawn. AusDBF vacancies to no longer be published as AGM being held and may no longer be required.
28	Ongoing. Advertisement to be placed in Dragons Breath seeking vacant land or shed/office space to hire to store equipment.
29	Ongoing. Chris Wood to locate White Pages advertisement and forward to Marie for advertisement to be modified to include street address rather than a 'suppressed' listing.
30	Ongoing. Follow up to be made with Sea Scouts who have a shed on the Patawalonga to ascertain their interest in dragon boating with possibility to store a boat down there. Action: P&D
31	Ongoing. Drugs in Sport policy to be posted to website once finalised by AusDBF.
32	Actioned. Procedure written for producing Race Day program.
33	Actioned. Information provided to Project Officer.
34	Ongoing. Outstanding Blackwoods invoice being followed up with their national office.
35	Actioned. AusDBF constitution circulated amongst Board for review.
36	Actioned. Volunteering SA membership renewed.

6 BUSINESS ARISING FROM PREVIOUS MINUTES

Nil.

7 FINANCIAL REPORT – MARCH

DBSA TREASURER'S REPORT FOR THE MONTH OF

MARCH

2009

BANK BALANCE AS @

1-Apr-09

ACCOUNT 1

\$20,925.56

Less total unrepresented cheques

#	141515	\$ 27.43	
#	141677	\$440.00	
#	141686	22.80	
#	141687	78.79	
#	141688	30.00	
#	141689	49.50	
#	141692	1140.00	
#	141695	65.00	
#	141696	55.00	
#	141698	60.00	
#	141699	13.95	
#	141700	300.00	
#	141701	8.00	
#	141702	2612.53	
#	141703	46.88	\$ 4,949.88

			<u>\$15,975.68</u>
BANK BALANCE AS @	1-Apr-09	ACCOUNT 2	\$ 0.76
Less total unrepresented cheques			Nil
BANK BALANCE AS @	1-Apr-09	ACCOUNT 3	\$11,458.20

ACCOUNTS PAYABLE

ACCOUNT 1

Admin Focus	Secretarial	\$1,338.04	
Jennifer Bould	Camera/stamps/tape	\$ 255.60	
Telstra		\$ 15.10	
AusDBF	Paddler registration	\$ 345.00	
Able 2 Promotions	Medals	\$4,909.50	
SADA	Race prize	\$ 90.31	
Subsonix	Race prize	\$ 125.25	
Blue Water Raiders	Repairs dragon boat	\$ 30.00	
City of Charles Sturt	Reserve hire	\$ 89.10	
Uniforms for Oz	State tops	\$1,012.44	
SA Canoe	Shed rent	<u>\$2,124.37</u>	\$9,515.71
Sea Rescue		\$ 300.00	already paid
Cartridge World	Printer	\$ 79.00	already paid
Sport SA	Course (x2)	\$ 55.00	already paid
Video World	Camera hire	\$ 65.00	already paid
SJ Holt	Trolley repair	\$ 60.00	already paid
V Maidment	Race expenses	\$ 13.95	already paid
Blade Runners	Toilet paper	\$ 8.00	already paid
J Holland	Expenses	\$2,612.53	already paid
T Tildesley	Repairs	\$ 46.88	already paid

ACCOUNT 2

Nil

MONEY RECEIVED

Credit interest account #3	\$ 62.28
Membership	\$1,180.00
Ceduna boat part payment	\$6,500.00
ID card late fee	\$ 120.00
Race fees	\$ 820.00
Race withdraw fees	\$ 80.00

It was noted that there was a considerable amount of money outstanding from clubs and they were all recently invoiced by the Treasurer with payment expected to be paid within the invoice terms stated. They are noted as follows:

➤ Dragonfly	CNY	\$ 10.00
➤ ASA	season fees	\$ 160.00
➤ ASA	state titles	\$ 20.00
➤ ASD	season fees	\$ 760.00
➤ ASD	state titles	\$ 95.00
➤ Black Dragons	season fees	\$ 560.00
➤ Black Dragons	state titles	\$ 70.00
➤ Blade Runners	season fees	\$ 40.00
➤ Blade Runners	state titles	\$ 5.00
➤ Ceduna Sea Dragons	dragon boat purchase	\$ 1,375.00
➤ Dragonfly	id card fee	\$ 30.00

➤ Dragonfly	season fees	\$	40.00
➤ Dragonfly	state titles	\$	5.00
➤ Powerblades	season fees	\$	400.00
➤ Powerblades	state titles	\$	25.00
➤ SADA	season fees	\$	600.00
➤ SADA	state titles	\$	75.00
➤ Subsonix	season fees	\$	520.00
➤ Subsonix	state titles	\$	65.00
➤ Waiwilta	season fees	\$	120.00
➤ Waiwilta	state titles	\$	15.00
➤ Water Warriors	season fees	\$	280.00
➤ Water Warriors	state titles	\$	35.00

It was noted that AusDBF have not deposited cheque #141677 of 9/2/9 for membership and that a stop payment on that cheque would be made with an electronic transfer made instead to ensure membership is current prior to AGM.

Action: Jennifer

Discussion held on fee structure to be charged for events in 2009/10 season in light of fee being imposed for use of new course each regatta.

Suggested that perhaps a \$5 fee be charged per race day per entrant and \$10 for the state championships per race day per entrant. Treasurer and Julie Clinch to check team sheets for this season and provide report for consideration at next meeting of the amount this would be expected to generate if this new fee structure was introduced.

Action: Jennifer/Julie

A template would be designed for clubs to submit their team sheets on race days and this would be the only form accepted next season. Clubs would have sufficient notice of this new form being introduced and would have to prepare themselves accordingly for its use.

Action: Jennifer/Julie

Motion to accept and pay accounts on Account 1

Moved: Jennifer Bould

Seconded: Julie Clinch

Carried

8 PORTFOLIO REPORTS

(a) Participation and Development – Julie Clinch

Nil report.

(b) High Performance – Steve Clinch

Steve Clinch advised that:

- State squad comprises 99 paddlers.
- State tops provided to all paddlers with one spare set remaining.

Bank details for payment of entry fee to AusDBF for national paddlers to be advised to Treasurer.

Action: Jennifer/Chris

Consideration to be given for next state championships for coaches to be appointed sooner and training to commence much earlier and for appointed coaches not to be involved at club level.

(c) Maintenance – John Holland/Rod McGuinness

John Holland advised that he would arrange for the maintenance committee to meet at the boatshed in June to organise maintenance tasks.

(d) Administration – John Holland

- John Holland said the policies on the website would be separated into separate areas (ie racing/administration) for easy reference rather than as one long list with AusDBF and IDBF regulations included with DBSA policies.

Action: John

- Discussions held with Sport SA to source a cadet to assist with coordination of the nationals.

(e) Funding and relationships – John Holland

StEP funding grants circulated by OR&S and noted we are funded for a further 12 months. Tim Monson to be contacted to verify status.

Action: Chris

(f) Volunteers – Sue Stoddard

Sue Stoddard said that for next season she would endeavour to have clubs nominate the names of their volunteers much earlier and that a TBA would no longer suffice.

(g) Racing – John Holland

➤ John Holland said that at the previous Racing Committee meeting the following recommendation had been proposed to be forwarded to DBSA for consideration:

“If the last boat to line up is holding up the start they shall be given two attempts to pick up the toggles and if not able to then they can be disqualified by the Starter”.

This was discussed and agreed that it should be amended as follows:

“If the last boat to line up is holding up the start they shall be given two attempts to pick up the toggles and if not able to then they shall be disqualified by the Starter”.

Action: John

➤ Clarification being sought by John Holland on email advice received that cost for setting up the pontoons for nationals would be at \$1500 per day which was not what had been previously agreed.

9 AUS DBF REPORT

(a) Update

AusDBF to be informed that the delegates to represent DBSA at the AGM will be Chris Wood, Julie Clinch, Steve Clinch and Jennifer Bould.

Action: Chris/John

10 SECRETARY’S REPORT

The following correspondence was received and/or dispatched:

INCOMING AS AT 15.4.09				
NO	TYPE	DATE	ORIGINATOR	SUBJECT
1	Email	19.3.09	AusDBF – Janine Lette	Advising postponement of teleconference on 19 March
2	Email	19.3.09	Subsonix – Patrick Doogue	Start line 500m Eastern Marker
3	Email	21.3.09	Admin Focus – Marie C	Request for President’s Forum Minutes to be added to website
4	Email	23.3.09	Westlakes Engraving	Quote for engraving State Title medals
5	Email	23.3.09	AusDBF – Melanie Cantwell	ASC Coaching & Officiating Update – March 09
6	Email	23.3.09	AusDBF – Janine Lette	AusDBF Teleconference - Tuesday 24 March re draft Constitution
7	Email	23.3.09	Sport SA	SPORT - e 23rd of March 2009
8	Email	23.3.09	Safe Works SA	Cancellation of Corporate Paddle on 25.3.09
9	Mail	24.3.09	Telstra	Account No: 977 7328 510 - \$15.10
10	Email	25.3.09	Subsonix – Patrick Doogue	Query re Item 12 in DBSA Minutes 17.3.09
11	Email	26.3.09	AusDBF – Janine Lette	Notice of AusDBF Meetings on 22 April 2009
12	Mail	26.3.09	Adelaide Survivors Abreast	Cheque \$288 – Marine Hull & Trailer insurance
13	Mail	26.3.09	Waiwilta	2 cheques (\$30.00 – Chinese New Year) & (\$48.75 – Hull Insurance for Outrigger)
14	Email	27.3.09	AusDBF – Janine Lette	AusDBF draft One Club Policy & 2009 Board Nomination form
15	Email	30.3.09	John Harris	Note of thanks for keeping State Titles running to schedule and uploading results onto website quickly
16	Email	30.3.09	Black Dragons – Ann Richardson	Request to run BBQ at SAPES Games

INCOMING AS AT 15.4.09

NO	TYPE	DATE	ORIGINATOR	SUBJECT
17	Email	31.3.09	Dragon Fly – Eddy Lo	State Championships 29 March 09 - Letter to DBSA Board
18	Email	1.4.09	Black Dragons – Ann Richardson	Request to run BBQ during 2009/10 season
19	Mail	1.4.09	Able 2 Promotions	Statement & Invoice 928 – medals for State Titles
20	Email	2.4.09	Black Dragons – Chris Payne	Completed Clearance Form for Penny Hogan
21	Mail	3.4.09	City of Charles Sturt	Line marking for Aquatic Reserve prior to State Titles
22	Email	3.4.09	Subsonix – Patrick Doogue	Enquiry re Life Membership
23	Email	4.4.09	Doug Sinclair	NSW dragon boating issues
24	Email	5.4.09	AusDBF – Melanie Cantwell	AusDBF Info Bulletin no 3 for the 2009 Australian Championships
25	Email	6.4.09	Black Dragons – Ann Richardson	Completed AusDBF Officials Code of Behaviour Agreement for Ann Richardson
26	Email	6.4.09	Black Dragons – Ann Richardson	Completed AusDBF Officials Code of Behaviour Agreement for Trevor Richardson
27	Email	6.4.09	AusDBF – Melanie Cantwell	Merchandising for the 2009 National Championships
28	Email	6.4.09	QDBF – Loretta Lewis	'War of the Dragon' Merchandise
29	Email	6.4.09	AusDBF – Melanie Cantwell	'War of the Dragon' Merchandise
30	Email	7.4.09	Sport SA	SPORT - e 6th April 2009
31	Mail	7.4.09	Telstra	Account No: 982 8088 010 - \$49.90CR
32	Mail	7.4.09	Volunteering SA & NT Inc	Summ 2009 edition of 'Vitality'
33	Email	7.4.09	AusDBF President – Kel Watt	Kel's response to Doug Sinclair's email of 4.4.09
34	Email	7.4.09	AusDBF – Melanie Cantwell	AusDBF Board Invitational Dinners - 2009 Australian Championships
35	Email	7.4.09	AusDBF – Loretta Lewis	Advising AusDBF Inv 56 dated 26.1.09 – 2009 Annual Membership \$400 had not been paid
36	Email	8.4.09	AusDBF – Melanie Cantwell	Draft version of 2009 AusDBF Nationals Race Draw for State v State
37	Email	8.4.09	AusDBF – Melanie Cantwell	AusDBF Board Invitational Dinners - 2009 Australian Championships
38	Email	9.4.09	AusDBF – Melanie Cantwell	Reminder Club info for Nationals Program
39	Email	9.4.09	Maria Darby	Risk Management for Nationals 2010
40	Email	10.4.09	AusDBF – Melanie Cantwell	Draft version of 2009 AusDBF Nationals Race Draw for Club Championships - 2000m turn race
41	Email	10.4.09	AusDBF – Melanie Cantwell	2009 AusDBF Nationals Market place flyer
42	Email	10.4.09	AusDBF – Melanie Cantwell	List of Clubs for 2009 AusDBF National Championships
43	Email	10.4.09	AusDBF – Melanie Cantwell	Draft version of 2009 AusDBF Nationals Race Draw for Club Championships - 500m
44	Email	11.4.09	AusDBF – Melanie Cantwell	Draft Version of 2009 AusDBF Nationals Race Draw for Club Championships - 200m
45	Hand delivered	13.4.09	Adelaide Sea Dragons	Endorsement for National paddlers

OUTGOING AS AT 15.4.09

NO	TYPE	DATE	TO	SUBJECT
1	Email	17.3.09	Club Presidents & Secretaries	Reminder about parking restrictions at Aquatic Reserve
2	Email	18.3.09	Club Presidents (from JH)	AM Ramsay Regatta Course Upgrade

3	Email	19.3.09	DBSA Race Committee (from JH)	JH will paint 500m marker & position star picket etc
4	Email	21.3.09	Admin Focus – Marie C	Scheduled meeting dates for remainder of season
5	Email	21.3.09	Admin Focus – Marie C	Race Committee Minutes & Action Items from 19.3.09
6	Email	23.3.09	Club Presidents & Secretaries	SPORT - e 23rd of March 2009
7	Email	24.3.09	Club Presidents & Secretaries	Dragons Breath – March Edition
8	Email	24.3.09	Club Presidents & Secretaries	DBSA Board Minutes – 17.3.09
9	Email	24.3.09	Race Committee delegates	Request for additional volunteers for State Titles
10	Email	25.3.09	Race Committee delegates	Version 2 of State Titles Race Draws for 28 & 29 March 09
11	Email	26.3.09	Subsonix – Patrick Doogue	John H's response to Pat's query re Item 12 in DBSA Minutes 17.3.09
12	Email	27.3.09	Club Presidents & Secretaries	State Titles - Task List & Volunteer Information
13	Email	1.4.09	DSA – Ray Woodcock (from JH)	Champion Boat Order – issues re background painting
14	Email	2.4.09	Club Presidents	Nationals GGD demonstration races
15	Email	2.4.09	Club Presidents	ORS Seminar Series - Climate Change
16	Email	2.4.09	Club Presidents	Assessor's course - vacancies for this weekend
17	Email	4.4.09	Subsonix – Patrick Doogue	Answering enquiry re Life Membership
18	Email	5.4.09	Club Presidents & Secretaries	DBSA Participation Fee – Reduction Form 1.4.09 to 30.6.09
19	Email	6.4.09	Club Presidents & Secretaries	Merchandising for the 2009 National Championships
20	Email	6.4.09	DBSA Board (from JH)	Draft State Championships – Qualifying Regulation for review
21	Email	6.4.09	Club Presidents & Secretaries	AusDBF Info Bulletin no 3 for 2009 Australian Championships
22	Email	7.4.09	Club Presidents & Secretaries	'War of the Dragons' Merchandise
23	Email	7.4.09	Race Committee delegates	Notice of Meeting for 14.1.09 and Agenda
24	Email	8.4.09	Club Presidents & Secretaries	SPORT - e 6th April 2009
25	Email	8.4.09	Club Presidents & Secretaries	Noise level concerns
26	Email	8.4.09	Club Presidents & Secretaries	New course developments
27	Email	9.4.09	Club Presidents & Secretaries	Reminder Club info for Nationals Program
28	Email	10.4.09	DBSA Board (from JH)	Revised 'Race Rules & Regulations' for review Revised 'Conditions of Entry to Races' for review 'Race Day Organisation & Draws' for review
29	Email	10.4.09	AusDBF	AusDBF Dinner RSVP's
30	Email	10.4.09	Club Presidents	Current Great Grand Dragons status for demo at Qld Nationals
31	Email	10.4.09	Race Committee delegates	Documentation regarding Dragon Fly State Titles Appeal
32	Email	12.4.09	Club Presidents & Secretaries	Draft version of 2009 AusDBF Nationals Race Draw for Club Championships - 2000m turn race
33	Email	12.4.09	Club Presidents & Secretaries	2009 AusDBF Nationals Market place flyer
34	Email	12.4.09	Club Presidents & Secretaries	Draft version of 2009 AusDBF Nationals Race Draw for Club Championships - 500m
35	Email	12.4.09	Club Presidents & Secretaries	Draft version of 2009 AusDBF Nationals Race Draw for Club Championships - 500m
36	Email	13.4.09	Club Presidents & Secretaries	Draft Version of 2009 AusDBF Nationals Race Draw for Club Championships - 200m

37	Email	13.4.09	Canoe SA	Change rooms up-date
38	Email	13.4.09	City of Charles Sturt	Request to extend permit at Aquatic Reserve to cover training sessions for period 1.4.09 to 30.9.09

Motion that the Secretary's report be accepted

Moved: Steve Clinch

Seconded: Jennifer Bould

Carried

11 NEW BUSINESS

(a) Clearance – Penny Hogan

The Board ratified the clearance of:

- Penny Hogan from Black Dragons to Adelaide Sea Dragons

(b) SAPES GAMES - BBQ

Request from Black Dragons to conduct a barbeque during the SAPES games was discussed and agreed. Noted however that currently only one team had registered to compete and at least three were required before it would proceed.

Noted that on one occasion volunteers had not been provided drinks by Black Dragons on a race day as had been agreed previously. Suggested that Susie Stoddard inform her club members of this and as Volunteer Coordinator to look at producing vouchers for food and drinks to avoid this occurring in future.

(c) Season 2009/10 BBQ

Request received from Black Dragons to conduct the barbeque in the 2009/10 season on race days.

Agreed that offer would be would be circulated to all clubs to tender for this with condition stipulated that volunteers would be supplied with food and drinks.

Action: Chris

(d) DBSA Endorsement of Nationals paddlers

Email from Maria Darby seeking confirmation of eligibility of two of their paddlers competing at the nationals was discussed.

Agreed that dispensation for paddlers to compete with another club would only be given to paddlers who were also competing in the state team as had been the case in previous years.

It was noted that in future competitions that this would no longer be an option as paddlers would only be able to compete with their own club.

(e) Incident report – Sun 05/04/09

The incident report received was noted as being for the record only.

(f) 2010 Australian Championships - Adelaide

The draft powerpoint presentation on the 2010 Australian Championships was presented with amendments suggested.

(g) Appeals sub-committee

John Holland noted that the appeal from Dragon Flys had been considered by a specially appointed sub-committee on 14/04/09 with it being upheld and referred back to DBSA for a decision to be made.

The appeal was then considered by the Board with the actual wording on the race program for each Open B scheduled event revisited to check whether or not it was sufficiently clear that there would be a final held rather than have the worst time not counted as had been the procedure in the past during the season when three races had been held.

It was also noted that the program had been sent to all clubs to comment before the state championships with no feedback or issues received.

The decision reached by the Board was that the race program clearly noted that a final would be held.

In light of this it was decided that as the final was a dead heat that both Dragon Flys and Blade Runners would be awarded first place.

The results on the website to be changed after verifying the wording on the final race program circulated to clubs.

Action: John

12 ANY OTHER BUSINESS

- Marie Cunningham questioned the numbers of registrations received from Dragons Abreast Port Lincoln as only 21 had been received back in October 2008. A list of names of their registered participants was then given to John Holland for follow up with club this weekend during visit.
- As part of her role as Chief Official Julie Clinch submitted a report outlining some incidents that took place during the recent state titles. This report contained several complaints and the Board will be making contact with Black Dragons in reference to them.

Action: John

13 NEXT MEETING

The next committee meeting is scheduled for 8PM on Tuesday 12 May 2009 at the Port Dock Brewery Hotel.

14 CLOSE OF MEETING – 11:05PM

Signed: _____
Chairperson

Date: ____/____/____