



MINUTES

Board Meeting

Tuesday 16 June 2009 at 5:30PM
At Sport SA, Military Road, West Beach

1 OPEN MEETING – 5:45PM

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

3 APOLOGIES: Nil

4 MINUTES OF PREVIOUS MEETING 12 MAY 2009 ACCEPTED AS A TRUE AND CORRECT RECORD

Moved: Steve Clinch

Seconded: Chris Wood

Carried

5 ACTION ITEMS

01	Ongoing. Policy advising of AusDBF delegates to be drafted.
02	Actioned. Jennifer Bould advised that the accounts had now been reconciled in MYOB through the assistance of a bookkeeper.
03	Ongoing. Position descriptions to be reviewed.
04	Ongoing. Coach and paddler criteria to be posted to website.
05	Actioned. Policy register forwarded for posting to website.
06	Actioned. Database survey produced with website coordinator to be circulated to clubs for feedback.
07	Actioned. Thanks passed on verbally to Waiwilta and Liz Thomas for feedback received on race regulation policies.
08	Actioned. Sweeps register circulated to clubs and will be closed off at end of June.
09	Actioned. Revised policies posted to website.
10	Actioned. Steve Clinch to circulate form for paddlers competing at nationals and overseas events acknowledging responsibilities representing DBSA.
11	Actioned. Report extracted from database of eligible Great Grand Masters paddlers and circulated seeking expressions of interest I being involved. Agreed to circulate list to clubs. Action: Marie
12	Ongoing. John Holland advised that the Webmaster required additional training in order to revamp the website. Chris Wood advised she had a contact that would be able to do additional work at a cost of \$30 per hour. Agreed to provide him with a brief of what was required and obtain a quote. Action: Chris
13	Ongoing. Ceduna to be advised that they owe balance of \$4,000 for purchase of new dragon boat plus sundry expenses for freight. Action: Chris
14	Actioned. Steve Clinch circulated the drawing for placement of ropes on Morphett Street Bridge for inclusion in policy being drafted by John.
15	Withdrawn. Agreed issue of one year MYOB support package no longer required.
16	Ongoing. Chris Wood advised of nil response to second request to Cappuccino Queen to provide 5% breakdown of takings in order for invoice to be raised. Agreed if no response to follow up phone call to charge \$50 per race day.
17	Actioned. Invitation circulated to attend public forum in May by government to provide input on delivery of sport in Australia.
18	Actioned. Strategic plan included on agenda for discussion at each meeting.

19	Ongoing. Susie Stoddard advised policy for Volunteers award was ongoing and that she would circulate her current proposal to the Board for feedback.
20	Actioned. Corporate paddle breakdown to be provided urgently.
21	Ongoing. Link to AusDBF Drugs in Sport policy to be posted when finalised.
22	Ongoing. Chris Wood to follow up payment of outstanding Blackwoods invoice.
23	Ongoing. John Holland advised discussions still being held to locate a suitable venue for the Masters Games in Naracoorte. Suggested consider relocating to Mt Gambier or Robe.
24	Ongoing. John Holland advised Birkenhead location was too expensive at approx. \$28,000 a year for storage. Chris Wood advised of location on Port Road at approx. \$21,000.
25	Ongoing. John Holland advised of discussions with contact who is building a shed for the West Beach Trust at the Patawalonga and possible agreement to increase shed size to allow storage of a dragon boat.
26	Actioned. The comparison of charging teams \$5 per race day per paddler and \$10 per state championship race day per paddler against the current category fee charged was conducted. It was agreed to bring this up for discussion during the Presidents Forum and Racing Committee meeting. Action: John
27	Team sheet to be given to Julie to organise.

6 BUSINESS ARISING FROM PREVIOUS MINUTES

Nil.

7 FINANCIAL REPORT – JUNE

DBSA TREASURER'S REPORT FOR THE MONTH OF			JUNE	2009
BANK BALANCE AS @	1-Jun-09	ACCOUNT 1		\$7,179.84
		# 141515	\$ 27.43	
		# 141690	\$190.00	
		# 141715	\$400.00	
		# 141718	\$200.00	
		# 141719	\$200.00	
		# 141720	\$288.75	\$1,306.18
				\$5,873.66
BANK BALANCE AS @	1-Jun-09	ACCOUNT 2		\$ 0.76
Less total unrepresented cheques				Nil
BANK BALANCE AS @	1-May-09	ACCOUNT 3		\$11,525.94
ACCOUNTS PAYABLE				
ACCOUNT 1				
Admin Focus	Secretarial		\$763.35	
John Holland	Medals/dboat repairs		\$ 87.65	
Jennifer Bould	Stamps		\$ 5.50	
				\$ 856.50
Adelaide City Council	Site fee 16/11	<u>\$ 67.05</u>	(already paid)	
			Cash balance Acct #1	\$ 5,017.16
			Cash balance Acct #3	<u>\$11,525.94</u>
			TOTAL	\$16,543.10
ACCOUNT 2				
				Nil

MONEY RECEIVED

Credit interest account #3	\$ 34.16
Credit interest account #1	\$ 89.79
Membership	\$ 110.00
Torrens fees	\$ 40.00
Season fees	\$2,160.00
Late card fees	\$ 90.00
CYN event	\$ 10.00

Motion to accept and pay accounts on Account 1

Moved: Steve Clinch

Seconded: Julie Clinch

Carried

8 STRATEGIC PLAN REVIEW

(a) Administration

The Promotion & Marketing (Section 2) of the Strategic Plan was reviewed for the period 2010-2012 with following action items set:

2 Promotion & Marketing

- 2.1 Develop & distribute promotional material that provides a consistent Message about the sport as part of a comprehensive marketing plan that has a strong flavour of attracting young people.
- 2.2 Club house
- 2.3 Regular press & radio coverage
- 2.4 Television exposure
- 2.5 Promote social/corporate events
- 2.6 Club workshop
- 2.7 Promote the sport to schools & junior groups
- 2.8 Obtain sponsorship

- 2.1 – P&D committee to review.
- 2.5 – Chris Wood to forward relevant documentation to Development Officer.
- 2.6 – P&D committee to review.
- 2.7 – For discussion at next meeting
- 2.8 – For discussion at next meeting

9 AUS DBF REPORT

John Holland advised that the email circulated by Melanie advising that clubs were not insured if they did not have an accredited coach was incorrect and clubs would be advised of this at the Presidents Forum.

10 SECRETARY'S REPORT

The following correspondence was received and/or dispatched:

INCOMING AS AT 12/05/09				
NO.	TYPE	DATE	ORIGINATOR	SUBJECT
1	Post	16.5.09	ASA	Chq \$180.00 – Invoice dated 13.4.09
2	Post	17.5.09	Ben Calcraft	Clearance Application
3	Post	20.5.09	Dragon Fly	Chq \$10.00 – Chinese New Year
4	Post	18.5.09	Subsonix	Chq \$585.00 – Invoice dated 11.4.09
5	Email	18.5.09	AusDBF – Melanie Cantwell	AusDBF Club qualifiers for 2010 Club Crew Championships in Macau
6	Email	18.5.09	Sport SA	SPORT-e 18th May
7	Email	18.5.09	Volunteering SA	Upcoming FREE Training Workshops
8	Email	18.5.09	Volunteering SA	Volunteers required urgently for Water Polo Championships
9	Email	20.5.09	Tim Monson	DBSA winners list update

INCOMING AS AT 12/05/09

NO.	TYPE	DATE	ORIGINATOR	SUBJECT
10	Email	20.5.09	Volunteering SA	VSA & NT E-Bulletin 20th May 2009
11	Email	20.5.09	Volunteering SA	VSA & NT E-Bulletin 20th May 2009
12	Post	23.5.09	Telstra	Invoice issued 21.5.09 - \$24.95
13	Email	25.5.09	Black Dragons – Ann Richardson	Request for additional info re 2 items in Minutes of 12.5.09
14	Email	25.5.09	DBSA – Chris Wood	Misplaced document emailed to Ann Richardson – Black Dragons
15	Email	25.5.09	Phil Christodoulou	Premier State Team End of Season Report
16	Post	28.5.09	SADA	Chq \$30.00 – Invoice dated 13.5.09
17	Email	28.5.09	Sport SA	The effects of the GFC on the Sport and Recreation industry
18	Email	29.5.09	Sport SA	Reminder General meeting & Partners & Members Breakfast 3.7.09
19	Email	29.5.09	Office for Volunteers	The State of Volunteering Online #108
20	Email	31.5.09	Phil Christodoulou	Premier State Results Report
21	Email	1.6.09	Admin Focus – M Cunningham	Board requested to review final of Policy #27 before being posted to website
22	Email	1.6.09	Sport SA	SPORT - e 1st June 2009
23	Email	3.6.09	AusDBF – Melanie Cantwell	AusDBF Sweeps Accreditation and supporting documents
24	Email	5.6.09	AusDBF – Janine Lette	Registered Club Numbers requested for IDBF membership renewal
25	Email	9.6.09	AusDBF – Melanie Cantwell	AusDBF Coaching Accreditation
26	Email	9.6.09	Sport SA	Reminder - Dragons Breath articles required by 12.6.09
27	Email	9.6.09	Admin Focus – M Cunningham	DBSA Database Survey emailed to Board for review
28	Phone	11.6.09	Clive Grant – Adelaide Phoenix	Request for a boat at 6pm Mondays and 3.00pm Saturday until new season commences
29	Email	11.6.09	Charles Sturt Council	2010 Nationals Events Application approved – other paperwork provided which needs to be completed closer to the event
30	Email	11.6.09	Volunteering SA	V-News from Volunteering SA & NT
31	Email	12.6.09	Office for Volunteers	The State of Volunteering On-line #109
32	Post	13.6.09	Volunteering SA & NT	Certificate of Membership

OUTGOING AS AT 15.4.09

NO	TYPE	DATE	TO	SUBJECT
1	Email	13.5.09	All Club Presidents & Secretaries	Monies owed to DBSA to be paid by 31.5.09
2	Email	13.5.09	DBSA – Chris Wood	Certificate of Currency sent to Jenny Chillingworth - BWR
3	Email	16.5.09	DBSA – Chris Wood	Letter for SADA supporting their Active Club Grant application
4	Email	17.5.09	All Club Presidents & Secretaries	Advising revised date for Dragon's Breath material - 21.5.09
5	Email	18.5.09	All Club Presidents & Secretaries	Providing clubs with details of who qualified for World Club Crew Championship in Macau
6	Email	18.5.09	All Race Committee delegates	Notice of RC Meeting - MON 25/05/09
7	Email	18.5.09	All Club Presidents & Secretaries	Advising of Volunteering SA's free training workshops
8	Email	18.5.09	Clive Grant – Adelaide Phoenix	Request for Club Membership Application & Constitution

9	Email	19.5.09	All Club Presidents & Secretaries	Volunteering SA requires event volunteers for Water Polo championships
10	Email	19.5.09	DBSA – John Holland	Responding to Subsonix re Sweep Accreditation records
11	Email	19.5.09	All Club Presidents & Secretaries	SPORT-e 18th May
12	Email	21.5.09	DBSA – John Holland	Answering Subsonix query re provisional sweeps
13	Email	23.5.09	All Club Presidents & Secretaries	DBSA Registrations - Off Season
14	Email	24.5.09	All Club Presidents & Secretaries	SARA newsletter containing update on new course
15	Email	24.5.09	All Club Presidents & Secretaries	DBSA Board Minutes 12.5.09
16	Email	24.5.09	All Club Presidents & Secretaries	VSA & NT E-Bulletin 20th May 2009
17	Email	25.5.09	Black Dragons – Ann Richardson	Chris W responded to Ann's email of 25.5.09
18	Email	25.5.09	Water Warriors – Deb Attewell	Clarifying point in Minutes 12.5.09 re Warriors Abreast paddling with Dragons Abreast Pt Lincoln at Ceduna Masters Games
19	Email	27.5.09	All Club Presidents & Secretaries	Revised Club Contact List - 27.5.09
20	Email	28.5.09	Phil Christodoulou	Premier State Results Report (Steve Clinch)
21	Email	28.5.09	All Club Presidents & Board	Notice of Presidents' Forum on 10.6.09
22	Email	31.5.09	All Race Committee delegates	DBSA RC Minutes 25 May 09
23	Email	1.6.09	All Club Presidents & Secretaries	The State of Volunteering Online #108
24	Email	1.6.09	All Club Presidents & Board	Rescheduling of Presidents' Forum to 16.6.09
25	Email	2.6.09	Tim Moretti	Confirming corporate event for surgeons on 1.11.09 (Torrens)
26	Email	2.6.09	All Club Presidents & Secretaries	SPORT - e 1st June 2009
27	Email	2.6.09	All Club Presidents & Secretaries	The effects of the GFC on the Sport and Recreation industry
28	Email	2.6.09	Clive Grant – Adelaide Phoenix	Access to equipment, outstanding paperwork and New Paddler Form
29	Email	3.6.09	Charles Sturt Council	Event Application submitted for 2010 Nationals
30	Email	9.6.09	All Club Presidents & Secretaries	Reminder that Dragon's Breath articles are due by 12.6.09
31	Email	10.6.09	All Club Presidents & Secretaries	AusDBF Coaching Accreditation
32	Email	10.6.09	AusDBF – Janine Lette	Confirming SA currently has 12 clubs
33	Email	10.6.09	All Club Presidents	Following up RSVP's for Presidents' Forum on 16.6.09
34	Email	10.6.09	All Race Committee delegates	DBSA RC Agenda - WED 17 JUN 09
35	Email	11.6.09	DBSA Board	ORS - Free Seminar Series for Board members - 15 June 2009
36	Email	11.6.09	All Race Committee delegates	DBSA RC Committee List - Updated
37	Email	14.6.09	All Club Presidents & Secretaries	The State of Volunteering On-line #109
38	Email	14.6.09	All Club Presidents & Secretaries	V-News from Volunteering SA & NT
39	Email	15.6.09	All Club Presidents	Presidents' Forum 16.6.09 -Agenda
40	Email	15.6.09	AusDBF – Melanie Cantwell	Providing AusDBF with documents SA uses in relation to their Sweeps Accreditation
41	Email	15.6.09	AusDBF – Janine Lette	Advising number of SA clubs had increased to 13
42	Email	15.6.09	DBSA Board	Agenda & associated documents for Board meeting - 16 June 2009

43	Email	15.6.09	DBSA – Chris Wood	Arranging meeting in Mildura on 21.6.09 with Event Facilitator of Mildura Masters Games – 15 Aug 09
44	Email	15.6.09	DBSA – Chris Wood	Board to review draft 'New Participation Manual'
45	Email	15.6.09	DBSA – Chris Wood	2 nd request for Cappuccino Queen to provide 08/09 figures
46	Email	15.6.09	DBSA – Chris Wood	2 nd request sent to Blackwoods NSW to pay corporate paddle invoice
47	Email	16.6.09	All Club Presidents & Secretaries	SPORT - e 15th June

Motion that the Secretary's report be accepted

Moved: Steve Clinch

Seconded: Rod McGuiness

Carried

Club Application

Chris Wood advised that an application form had been received from Adelaide Phoenix for DBSA membership along with the appropriate paperwork (constitution, certificate of incorporation and registration forms) and payment receipt.

Motion to accept the club membership application from Adelaide Phoenix.

Moved: Chris Wood

Seconded: Julie Clinch

Carried

Clearances

Motion to ratify the following open clearance:

- **Ben Calcraft from Black Dragons to DBSA.**

Moved: Chris Wood

Seconded: Rod McGuiness

Carried

Motion to ratify the following clearances:

- **Deborah Grant, Sean Carey and Jennifer Le Ray from Adelaide Sea Dragons to Adelaide Phoenix.**

Moved: John Holland

Seconded: Steve Clinch

Carried

Motion to ratify the following clearances as the paddlers have not been registered for over 12 months:

- **Megan Bryan, Aisha Lelic and Nicole Coad from Adelaide Sea Dragons to Adelaide Phoenix.**

Moved: John Holland

Seconded: Steve Clinch

Carried

Motion to ratify the following clearances:

- **Michelle Hanlon, Rachel Hanlon, Jim Bowie and Samantha Bowie from Adelaide Sea Dragons to Subsonix.**

Moved: John Holland

Seconded: Steve Clinch

Carried

It was noted that that there were extenuating circumstances to the above approval to clear four paddlers from one club to another due to their marital situation and that the request was endorsed by the Adelaide Sea Dragons.

11 NEW BUSINESS

(a) New Paddler Form

Chris Wood advised that the New Paddler form located in the boatshed had been modified and would be recirculated.

Action: Chris

(b) Blessing of Boats

Agreed that this would be conducted at the Nationals in 2010.

(c) 2009/10 Race Program

The proposed race program for 2009/10 was tabled and noted it would be brought up at the Presidents Forum and Racing Committee meeting for discussion. Changes made to hold separate race days for 10s and 20s which would allow for an earlier finish.

(d) DBSA Policy #27

To be circulated to Board for final review.

Action: Chris

- (e) **Database Survey**
Marie Cunningham advised that she had finalised the survey for feedback on the database and that it would be circulated to clubs.
Action: Marie
- (f) **Poaching Code**
Discussion held on introducing a policy to encourage clubs to advise another club if they have been approached by a paddler wishing to seek a clearance. Agreed to raise at Presidents Forum.
- (g) **New Club Manual (New Paddler Manual)**
The revised New Paddler manual was tabled by John Holland and agreed to circulate to the Board for feedback prior to posting to website.
Action: John

Jennifer Bould tabled an Incident/Injury report form which is to be modified and posted to the website.
Action: Marie
- (h) **Sports SA Members & Supporters Breakfast – 3 July**
Noted that John Holland, Chris Wood and Julie Clinch would attend with invite to be extended at Presidents Forum.

12 ANY OTHER BUSINESS

- Chris Wood advised of forthcoming Corporate Recharge event scheduled for Wednesday 25 November with over 300 participants. Agreed to raise at Presidents Forum and Racing Committee meeting option to allocate income totally to DBSA on this occasion.
Action: John
- Chris Wood advised that the Oarsman Reserve course was confirmed for the 2010 Nationals.
- Royal Life Saving have offered to conduct a First Aid course at \$95 per head. DBSA to offer 50% subsidy to clubs for their sweeps and officials to partake after discussing first at Presidents Forum.
Action: John
- Chris Wood advised of receipt of complaint from Charles Sturt Council over excessive noise from a powerboat. Agreed to follow this up further with Council to ascertain actual date and time of complaint as it was noted that it was unlikely that it had anything to do with dragon boating.
Action: Marie
- Susie Stoddard advised of complaint with canoeists paddling on the wrong side of the lake and without lights and was advised to contact Canoe SA directly to issue complaint on behalf of their club.
- Steve Clinch advised that he would circulate the advert for the state coach positions with the aim to publish it by end of June.
Action: Marie
- John Holland tabled the template produced from the last Racing Committee meeting and advised that it would be posted to the website for clubs to review and provide feedback.
Action: John

13 NEXT MEETING

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

14 CLOSE OF MEETING – 8:02PM

Signed: _____
Chairperson

Date: ____/____/____