



MINUTES

Board Meeting

Tuesday 14 July 2009 at 8PM
At Sport SA, Military Road, West Beach

1 OPEN MEETING – 5:45PM

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

3 APOLOGIES: Steve & Julie Clinch

4 MINUTES OF PREVIOUS MEETING 16 JUNE 2009 ACCEPTED AS A TRUE AND CORRECT RECORD

Moved: Chris Wood

Seconded: Rod McGuiness **Carried**

5 ACTION ITEMS

01 done

02 Waiting on quote

01	Actioned. List of Grand Dragon interested paddlers sent to Ken Allchurch.
02	Ongoing. Quote to be provided for revamp of website..
03	Actioned. Ceduna club have paid balance owing for purchase of new dragon boat.
04	Actioned. Instructions for placement of ropes Morphett street bridge rope placed on website.
05	Ongoing. Review of Strategic Plan #2.1.
06	Ongoing. Documentation on promoting social/corporate events to be forwarded to Helen Lewis.
07	Ongoing. Review of Strategic Plan #2.6.
08	Ongoing. Review of Strategic Plan #2.7.
09	Ongoing. Review of Strategic Plan #2.8.
10	Actioned. New paddler form for boatshed circulated to club and placed in boatshed.
11	Actioned. Policy #29 circulated to Board for feedback and ratification.
12	Actioned. Database survey circulated to clubs for their input with all received back except for Dragon Fly. General feedback was positive.
13	Actioned. New Paddler Manual reviewed by clubs and posted to website.
14	Actioned. Injury/Incident report posted to website.
15	Actioned. Agreed by clubs that income for corporate event on 25/th November to be retained entirely by DBSA on this occasion.
16	Actioned. No feedback received from clubs for offer of First Aid course to be conducted by Royal Life Saving. Agreed to go ahead and arrange for a Sunday in October.
17	Ongoing. Council complaint re noise to be followed up.
18	Actioned. State coach advertisement posted to website.
19	Actioned. Nil feedback received from clubs to template produced from RC meeting and to now be posted to website. Chris Wood noted that race days for 2009/10 had been confirmed with the Council.
20	Ongoing. Race Program for 2009/10 to be posted to website.
21	Ongoing. Agreed to revisit wording for a club that is approached by a paddler for a possible transfer as to how best to handle this and whether originating club should be informed.
22	Actioned. Team Sheet template posted to website.
23	Ongoing. Discussion held on options for possible percentage breakdown for clubs and volunteers involved in corporate events to ensure commensurate reward. Agreed to defer further discussion until the next meeting.

24	Ongoing. Email to be circulated to clubs seeking expressions of interest in possible coaches course to be held over a weekend. Action: Chris
25	Actioned. Cappuccino Queen reimbursed DSBA for monies owing.
26	Actioned. Strategic Plan items included on agenda for discussion.
27	Ongoing. Volunteers Awards policy being drafted.
28	Ongoing. Breakdown for 07/08 reimbursement to clubs almost finalised.
29	Ongoing. Link to AusDBF website for Drugs in Sport policy to be posted to website once finalised.
30	Actioned. Blackwoods have paid outstanding invoice.
31	Ongoing. John Holland advised suitable venue being sourced for Masters Games in Ceduna.
32	Ongoing. Suitable venue for location of office, storage and staff to be sourced.
33	Ongoing. Discussions being held with contact from Marathon Canoes for inclusion of storage of dragon boat at shed being built at the Patawalonga by the West Beach Trust.
34	Ongoing. Webmaster working on reformatting website to include sections for policies with further training being required.
35	Actioned. Policy written advising AusDBF that delegates annually would be: President, Vice-President (x2) and Secretary.
36	Ongoing. Position Descriptions to be reviewed.
37	Ongoing. Coach and paddler criteria to be posted to website.
38	Ongoing. Form based on AusDBF model for paddlers competing at nationals and overseas events to acknowledge responsibilities whilst representing DBSA to be circulated to clubs.

6 BUSINESS ARISING FROM PREVIOUS MINUTES

Nil.

7 FINANCIAL REPORT – JULY

DBSA TREASURER'S REPORT FOR THE MONTH OF		JULY	2009
BANK BALANCE AS @	1-Jul-09	ACCOUNT 1	\$12,998.29
		# 141715	\$400.00
		# 141718	\$200.00
		# 141722	\$87.65
			<u>\$ 687.65</u>
			\$12,300.64
BANK BALANCE AS @	1-Jul-09	ACCOUNT 2	\$ 0.76
Less total unrepresented cheques			Nil
BANK BALANCE AS @	30-Jun-09	ACCOUNT 3	\$11,559.09

ACCOUNTS PAYABLE

ACCOUNT 1

Admin Focus	Secretarial	\$ 830.50	
Powerblades	Paddles	\$ 200.00	
Canoe SA	Shed rent	\$2,124.37	
Sport SA	Subscription	\$ 159.50	
J Holland	Mildura games	\$ 272.03	
Adelaide Sea Dragons	07/08 Corporate paddle	\$ 850.80	
ASA	07/08 Corporate paddle	\$ 542.90	
Black Dragons	07/08 Corporate paddle	\$ 207.40	
Subsonix	07/08 Corporate paddle	\$ 230.98	
SADA	07/08 Corporate paddle	\$ 272.46	
Waiwilita	07/08 Corporate paddle	\$ 41.48	
Water Warriors	07/08 Corporate paddle	\$ 41.48	\$5,773.90

Cash balance Acct #1	\$12,300.64
Cash balance Acct #3	\$11,559.09
TOTAL	\$23,859.73

ACCOUNT 2

Nil

MONEY RECEIVED

Credit interest account #3	\$ 33.15
Ceduna Sea Dragons – dragon boat	\$4,000.00
Membership y 09/10	\$1,430.00
Torrens race fees	\$ 40.00
State title fees	\$ 90.00
Season fees	\$ 720.00
ID card fee	\$ 30.00

Motion to accept and pay accounts on Account 1

Moved: Jennifer Bould

Seconded: Chris Wood

Carried

John Holland advised an invoice was sent to the Ceduna Masters Team for reimbursement of DBSA costs for the event. Noted there was no actual agreement with the organisers of this event with regards to actual reimbursement to DBSA.

The Mildura Masters Games organisers have only requested a copy of the public liability insurance however John Holland will seek written confirmation of reimbursement of \$25 per participant and \$10 per extra event.

8 STRATEGIC PLAN REVIEW

8.1 National AusDBF Dragon Boat Coaches, Sweeps and Race Officials Programs

Discussion held during the AusDBF meeting on Melanie personally providing Officials training in each state with costs to be borne by the respective states. John Holland proposed however that each state have 1-2 suitably qualified persons that could offer accredited training as required which was considered to be more appropriate and convenient.

Coaches course to be organised locally in Adelaide in October. Noted Sweeps training system is working well.

9 AUS DBF REPORT

9.1 AusDBF & State Presidents' phone hook-up 12/07/09

AusDBF looking at taking bids for future nationals however this will be discussed further at the November meeting as John Holland reminded them that a rotational policy was already in place.

Question asked whether AusDBF Board Members have a chance to vote at IDBF meetings or to put forward their opinion.

AusDBF expressed interest in holding telephone hook-ups with each state committee on a rotational basis for approximately 30 minutes during their Board meeting each month. This was discouraged by John Holland as he said it was more beneficial to hold the Presidents Meeting where all states could be kept abreast of issues within each state at the one time.

Discussion held on whether backing up was allowed during the nationals. Noted previous agreement that clubs were required to get their boats to the start line 3 minutes before the start of the race and if not able to, would have to withdraw. It was felt this worked ably.

John Holland to write paper on difficulty for smaller states to compete at the nationals with the current 'one club only' policy.

9.2 AusDBF mid-year meeting – 21/11/09

To be held in Adelaide on 21&22 November with a dinner on the Saturday evening. Sport SA venue to be booked.

Action: Chris

9.3 AusDBF Boot Camp & Dinner – 22/11/09

Discussed above with suitable venue for dinner and accommodation to be sourced.

Action: Chris

10 SECRETARY'S REPORT

The incoming and outgoing correspondence register will be forwarded separately.

Motion that the Secretary's report be accepted

Moved: Jennifer Bould

Seconded: Rod McGuinness

Carried

Motion to ratify the following clearance:

➤ **Malcolm Wallace (ASA) to Adelaide Sea Dragons to paddle with his wife.**

Moved: Chris Wood

Seconded: Rod McGuinness

Carried

11 NEW BUSINESS

(a) DBSA 2009/10 Registration Form and CPA Form

Marie Cunningham tabled the registration form and club payment advice form for the 2009/10 season for approval prior to circulation to clubs. Increased fee from AusDBF noted and included.

Forms were approved with liaison now to occur with database coordinator ASAP to prepare database for new season.

Clubs then to be forwarded paperwork for paddler registration.

Action: Marie

(b) 2009/10 Race Program

To be posted to website.

Action: Chris

(c) Club Training Times & Boat Requests

The proposed training schedule for the new season was tabled and discussed. Clubs to be advised to remove sweep oars from the old boats when they are being stacked away.

(d) DBSA Policy #29 – Appointment of Delegates to AusDBF

Tabled and ratified.

(e) DBSA Policy #007 – Participant Clearance Policy update

Tabled and ratified.

(f) New Club Manual (New Paddler Manual)

To be posted to website.

(g) Advertising on DBSA boat in Streaky Bay

John Holland advised that Streaky Bay was arranging for a new trailer to be made and the manufacturer was interested in placing advertising via sponsorship agreement on the boat and they were seeking DBSA approval for this.

This was discussed and agreed that 25% of the sponsorship money was to be paid to DBSA and the club to be reminded that should the sponsorship arrangements change in the future then the boat would have to be restored to its present condition.

(h) New Boats

Clubs to be reminded to take better care of the recently purchased dragon boats.

Rod McGuinness to follow up maintenance of current boats with Horatio from outriggering.

Action: Rod

(i) Boat for Smoky Bay

After recent visit by Ceduna team to Smoky Bay interest expressed by them to purchase an old dragon boat.

Suggested that once they have 12 registered paddlers with DBSA that consideration would then be given to supplying them with an old 10s boat to initially assist them establish.

(j) Thanks Coach, Thanks Official – Breakfast 31.07.09

Invitation to be circulated to clubs.

Action: Chris

(k) Dragon Fly

Issue with Dragon Fly and Blade Runners to be followed up by Chris Wood.

Action: Chris

(l) Mildura Masters Games

Registration numbers for dragon boating for these games is currently at 130. Volunteers to be sourced.

Action: Chris

12 ANY OTHER BUSINESS

➤ Rod McGuinness advised that he would be standing down at the AGM as he was no longer involved in the sport of dragon boating however he was happy to assist as a volunteer on occasion.

➤ Susie Stoddard asked if it was possible for DBSA to hold an event on the Patawalonga on Proclamation Day as there would be an inordinate amount of people at the Bay and it would be a fantastic promotional opportunity. Agreed that Susie Stoddard should investigate possibilities of holding said event.

Action: Susie

➤ John Holland said Wallaroo Council was keen for DBSA to hold an event on 25/10/09 to coincide with their boat show. Noted that this conflicted with the Port Pub Challenge and suggested that offer be made for Saturday (24th) instead and perhaps a monetary prize incentive be offered to entice clubs to travel the day before competition.

Action: John

13 NEXT MEETING

The next committee meeting is scheduled for 8PM on Wednesday 12 August 2009 at the Port Dock Brewery Hotel Port Adelaide.

14 CLOSE OF MEETING – 10:30PM

Signed: _____
Chairperson

Date: ____/____/____