



MINUTES

Board Meeting

WEDNESDAY 14 OCTOBER 2009 at 8PM
At Port Dock Brewery Hotel, Port Adelaide

1 OPEN MEETING – 8:10PM

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

3 APOLOGIES: Nil

4 MINUTES OF PREVIOUS MEETING 8 SEPTEMBER 2009 ACCEPTED AS A TRUE AND CORRECT RECORD SUBJECT TO AMENDMENT ON PAGE 7 OF

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

Agreed to contact Susie Stoddard with regard to whether or not she is going to be a registered paddler with DBSA this season as this affects her eligibility to remain on the Board and to also ascertain her level of interest due to the number of Board meetings missed.

Action: John

5 ACTION ITEMS

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| 01 | Ongoing. Chris Wood advised waiting on AusDBF to respond to the two options provided to them for accommodation and AV requirements whilst in Adelaide. |
| 02 | Actioned. Quote provided by Horatio and maintenance work being carried out. |
| 03 | Actioned. 12 crews have registered for the Wallaroo Boat Show. |
| 04 | Actioned. Secretary waiting on some clubs to nominate their P&D delegate. |
| 05 | Actioned. Some clubs have indicated that they have pub teams training for the pub challenge. |
| 06 | Ongoing. P&D to now organise Monster Come N Try. |
| 07 | Actioned. Policy for use of new course circulated to clubs and Canoe SA/SARA. |
| 08 | Actioned. Above policy posted to website. |
| 09 | Actioned. Approval given for quote received for website to be revamped. |
| 10 | Ongoing. Quote from above company to revamp promotional brochure to be followed up. |
| 11 | Actioned. Clubs advised at Presidents Forum of \$25 minimum fee to be paid by DSBA to volunteers at future "normal priced" corporate events. Secretary would advise accordingly for each event. |
| 12 | Actioned. Volunteer funding grant application emailed to Rick French. |
| 13 | Actioned. Clubs advised of clearance approval for Shirly Ashby and Sandra Dudley. |
| 14 | Actioned. BDs advised of approval to provide barbeque on race days and requirement to cater for volunteers. |
| 15 | Actioned. Thanks extended to BWR for invite to attend their 5 th year celebrations. |
| 16 | Actioned. Cappuccino Queen advised of \$50 fee per race day. |
| 17 | Ongoing. Thanks to be extended to Maria Darby for her role on AusDBF Risk Management Sub-Committee. |
| 18 | Actioned. Up-to-date contact list of users for River Torrens received. |
| 19 | Actioned. Policy #019 amended to include wording "member club". |
| 20 | Actioned. Cultural survey circulated to clubs. |
| 21 | Ongoing. AusDBF not keen to set date for Coaches course in Adelaide as few who undertook previous course had not gone on to gain their accreditation. Noted that this should not be an issue as it is their personal preference and that there were now about 20 participants interested with some from Darwin. To be followed up direct with Melanie. Action: John |

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| | New AusDBF policy on purchases for Nationals posted to AusDBF website which impacts on the photographer already chosen. |
| 22 | Ongoing. Secretary to check if proposed wording for paddler who approaches a club for a transfer has been circulated. |
| 23 | Actioned. Same as #11 above. |
| 24 | Actioned. Canoe SA advised of broken skylight. |
| 25 | Actioned. Email sent to clubs seeking volunteers to assist with 2010 Nationals. Noted 17 volunteers to date with training to be organised prior to Christmas. |
| 26 | Actioned. Verbal thanks given to Pt Dock Brewery Hotel for their assistance with providing venue. |
| 27 | Actioned. Strategic Plan items included on Agenda each meeting. |
| 28 | Ongoing. John Holland to follow up with Susie Stoddard her work undertaken to date on drafting policy for rewarding volunteers. |
| 29 | Ongoing. AusDBF to advise when Drugs in Sport policy finalised. |
| 30 | Ongoing. Corporate paddle breakdown to be provided by 1/11/09. |
| 31 | Ongoing. P&D committee to source suitable venue in Naracoorte. Suggested to check out Lake Leek and follow up with Phil Barnett his contacts in the area. |
| 32 | Ongoing. Pat Doogue tabled brochure from Agents Alliance Real Estate and advised that he had discussed with them sourcing of suitable location for office, staff and equipment and would follow this up. |
| 33 | Ongoing. No further progress with storage at Patawalonga. |
| 34 | Actioned. Form for paddles competing at Nationals and overseas events circulated to clubs and endorsed. To be posted to website. |
| 35 | Ongoing. P&D to address Strategic Plan items 2.1, 2.6, 2.7 and 2.8 when committee formed. |

7 FINANCIAL REPORT – OCTOBER

| DBSA TREASURER'S REPORT FOR THE MONTH OF | | OCTOBER | | 2009 |
|--|------------------|------------------|----------|--------------------|
| BANK BALANCE AS @ | 30-Sep 09 | ACCOUNT 1 | | \$55,357.76 |
| | | # 141731 | \$ 41.48 | |
| | | | | \$ 41.48 |
| | | | | \$55,316.28 |
| BANK BALANCE AS @ | 1-Feb-08 | ACCOUNT 2 | | \$ 0.76 |
| Less total unrepresented cheques | | | | Nil |
| BANK BALANCE AS @ | 30-Sep-09 | ACCOUNT 3 | | \$ 1,586.37 |

ACCOUNTS PAYABLE

ACCOUNT 1

| | | | |
|------------------|---------------|------------|-------------|
| Admin Focus | Secretarial | \$2,574.55 | |
| Telstra | | \$ 74.72 | |
| Jennifer Bould | | \$ 90.30 | |
| Canoe SA | Shed rent | \$2,124.37 | |
| Canoe SA | Cleaning | \$ 168.00 | |
| John Holland | Reimbursement | \$ 247.48 | |
| AbNote Australia | ID ards | \$ 877.80 | \$ 6,157.22 |

Cash balance Acct #1 \$55,316.28

Cash balance Acct #3 \$ 1,586.37

TOTAL \$56,902.65

ACCOUNT 2

Nil

MONEY RECEIVED

Credit interest account #3 \$ 4.55

Motion to accept and pay accounts on Account 1
Moved: Jennifer Bould **Seconded:** Julie Clinch **Carried**

Motion to transfer \$40,000 from Account #1 to Account #3
Moved: Jennifer Bould **Seconded:** Julie Clinch **Carried**

8 STRATEGIC PLAN REVIEW

Section 1 – Administration

1.1 Executive Officer/Office Staff

Chris Wood and Jennifer Bould to draft job specification for Executive Officer position.

Action: Chris & Jennifer

1.2.1 Review Governance

Brief discussion held on Board size.

1.2.2 Portfolio Roles

Portfolio roles posted to website and require updating. Pat Doogue appointed in charge of Maintenance portfolio.

Action: John

1.3 State Team Selection Criteria

Criteria for state coaches and paddlers finalised and posted to website.

1.4 Policies Review

Policies are reviewed periodically.

1.5 Strategic Alliances

Ongoing.

1.6 Admin Outsourcing

Sport SA produce the newsletter and suggested that each portfolio contribute content in turn for each edition.

1.7 Review Fee Structure

Noted introduction of a racing fee and that policy to be written to include procedure for payment of this.

Action: John

Have adjusted as introduced a racing fee. Need to alter team sheet

\$25 minimum fee to be paid to volunteers assisting in “normal priced” corporate events.

1.8 Participant Database

Clubs utilising database satisfactorily.

happy

1.9 Cultural Values

All new boats to be blessed at 2010 Nationals in Adelaide.

9 AUS DBF REPORT

John Holland advised that the AusDBF Board meeting would be held in Adelaide on 21 & 22 November 2009 and that Board members were welcome to attend.

10 SECRETARY'S REPORT

The correspondence report to be circulated separately. The following correspondence was discussed:

- The registration disk for the trailer was passed to Patrick Doogue to affix in his new role as Maintenance Director.
Action: Patrick
- Boatshed key to be supplied to Patrick with a further 5 x spare keys to be ordered.
Action: Chris
- Aquatic Activity permit received from Charles Sturt Council.
- Enquiry received from Waiwilta as to whether DBSA would formulate a process for the inspection of ID tags to avoid any potentially embarrassing situations when requested to be produced. This was discussed and agreed that rather than formulating another policy that the marshalls will be asked to request that ID tags be held up so that they can be read.
Action: John
- Invitation received from Volunteering SA to attend their Manages Day & Celebration Networking event on 25/11/09.
- Correspondence from the auditor offering audit protection service under their umbrella policy was discussed and declined.

- Volunteering SA & NT paperwork received for inclusion on their database passed to Rick French to complete. Agreed Rick to contact Peter Spry at Sport SA to ensure that registered with them for volunteers also.
Action: Rick
- Correspondence from Mick Burridge seeking DBSA feedback on the withdrawal of his Life Membership of Subsonix was discussed. Agreed to respond that the Board felt it difficult to understand how Subsonix could retrospectively withdraw it.
Action: John
- SAPOL games to be held either Saturday 8 May 2010 or Sunday 16 May 2010 will include additional categories to garner more participants.
- Confirmation to be given to Clive Grant that his exemption from sweeping during the previous season due to an injury was approved.
Action: John
- The request from Blue Water Raiders seeking confirmation on country teams qualifying for the state championships was discussed. It was agreed that:
 - Racing in 1 x 20s race meet automatically qualifies a country club to race in all categories over all distances at the state championships. If a country club only participates in a 10s race meeting then they will only qualify for the categories raced on that day.**Action: John**

Motion that the Secretary's report be accepted

Moved: Steve Clinch

Seconded: Julie Clinch

Carried

11 NEW BUSINESS

11.1 Incident Report Form – David Bradley Black Dragons

The incident report from David Bradley of Black Dragons was reviewed. It was agreed that insufficient information had been provided as to how the incident actually occurred. Request to be made for this information to be provided along with any recommendations for a safe operating procedure.

Action: Chris

11.2 Sep 09 IDBF Web News and revised IDBF By-Laws

John Holland advised that this had been circulated and he considered there was nothing controversial within.

11.3 Clearance Policy

Chris Wood said she would like consideration to be given to the policy to be reviewed to place a maximum on the number of paddlers able to transfer from one club in a season.

This request was discussed and declined.

11.4 State Regional Team

Chris Wood said request had been received for DBSA to send a coach over to supply training for state team competitors on the Eyre Peninsula. Agreed Steve Clinch would fly over for this to occur on 7 November 2009.

Action: Steve

11.5 Wallaroo Regatta – 24/10/09

John Holland said 12 crews had nominated to compete at this event and details would be circulated soon.

Action: Steve

An agreement would be written for provision of a DBSA boat to the ASA team in Wallaroo (Copper Coast) as they had met the requirement to have a minimum of 12 registered paddlers. To include acknowledgement that boat is to be maintained and a photo supplied annually.

Action: John

11.6 Pub & Corporate Challenge – 25/10/09

Chris Wood advised training to be provided this Saturday at 12 o'clock for Flight Centre with over 60 paddlers in preparation for the Corporate Challenge. Email to be sent seeking assistance from drummers and sweeps.

Action: John

11.7 Torrens 10's debrief

Patrick Doogue extended appreciation to SADA for their exceptional cleaning of the toilets.

Agreed that a trailer for storage of DBSA race gear would be sourced along with a generator.

Action: John

Noted timing for races was being delayed due to long turn arounds between races. To be brought up at RC meeting.

Action: John

11.8 Volunteering SA & NT Referral Service Database

Paperwork to be completed by Rick French as noted above.

11.9 Clearances

The following clearance applications were approved since the last meeting:

| | | | |
|----------|------------|-----|-------------------------|
| Helen | Caldow | ASD | To Waiwilita |
| Jennifer | Letts | ASA | To Adelaide Sea Dragons |
| Wayne | Letts | ASA | To Adelaide Sea Dragons |
| Marie | Cunningham | ASD | To Adelaide Phoenix |
| Clive | Grant | ASD | To Adelaide Phoenix |

12 ANY OTHER BUSINESS

- Noted Horatio was repairing the boat trolleys to avoid scratching the new boas.
- Steve Clinch to circulate advertisement in the next fortnight for state participants re training and that ergo timing for women is 1m30s and for men is 1m12s. Managers required for all teams.
Action: Steve
- Noted no decision made as yet on state team coach appointments.
- Chris Wood advised the Club Marine Extravaganza at Hindmarsh Island had been cancelled.

13 NEXT MEETING

The next committee meeting is scheduled for 8PM on Tuesday 17 November 2009 at the Port Dock Brewery Hotel, Port Adelaide.

14 CLOSE OF MEETING – 11:20PM

Signed: _____
Chairperson

Date: ____/____/____