



MINUTES

Board Meeting

WEDNESDAY 12 OCTOBER 2011 at 8PM
At the Sailing Club, 1 Jenkins Street Port Adelaide

1 OPEN MEETING – 8:10 PM

2 PRESENT: John Holland, Pat Doogue, Jennifer Bould, Rick French, Steve Clinch, Meg Vine, Chris Wood, Natasha Pataki and Karen Graetz

3 APOLOGIES: Nil

4 MINUTES OF PREVIOUS MEETING 21 SEPTEMBER 2011 ACCEPTED AS A TRUE AND CORRECT RECORD

Moved: Pat Doogue

Seconded: Chris Wood

Carried

5 ACTION ITEMS/BUSINESS ARISING

1	Actioned. The tents were supplied for the AMGs and considered to be good quality.
2	Ongoing. Arrange to set up in SmartSpace ability to record Volunteer's tasks identified in the Task Book.
3	Actioned. AGM papers to be posted to website.
4	Cancelled. Coordinate publicity event prior to AMGs for media outlets on Thu 6 Oct and arrange sweeps, drummers etc not required due to cancellation.
5	Actioned. Arrange purchase of 80 lifejackets at a cost of \$48.50 each through Canoe SA
6	Ongoing. Submit proposed changes to Constitution re amending date for payment of Participation fees at next Presidents Forum meeting.
7	Ongoing. Board agreement given to alter the DBSA logo by reversing the dragon image. Artwork to be arranged through contact along with designs for DBSA trailer artwork. Action: Chris
8	Ongoing. Send name of person not yet paid for Coaches course to Treasurer.
9	Actioned. Reimbursement of \$5000 sent to OR&S for the employment of a trainee which did not eventuate.
10	Actioned. Position Description for EO position circulated with Minutes.
11	Ongoing. Place review of Governance on agenda early 2012.
12	Ongoing. Procedures Manual for use of the online database in process of being produced.
13	Actioned. Agreement given to Power Blades to offer minor catering (salads, yoghurt) as a fund raiser however should it grow to be more than that then a site fee will be charged. Coffee not to be provided as arrangements already in place for this.
14	Ongoing. Develop sponsorship package for race days (ie naming rights).
15	Actioned. Map of Torrens venue (AMGs) forwarded to Rick French.
16	Actioned. Coaching position for State Premier Team and new proposed model advertised.
17	Actioned. Clubs advised of preferred model for formation of state teams for Masters, Grand Masters etc.

18	Ongoing. Order placed for Porta-shade Judges tent prior to Board approval. Quote/artwork to be circulated to Board ASAP. Action: J. Bould
19	Ongoing. Obtain quote for an OC1 outrigger canoe for use in training for Aust squad.
20	Ongoing. Attach steps to follow by clubs/participants when seeking a clearance in Policy #07.
21	Ongoing. Draft policy to govern co-opting to the Board whereby the co-optee is first invited to attend a Board meeting to allow both parties to assess whether comfortable with the arrangement.
22	Ongoing. Provide 2010/11 corporate paddle breakdown details.
23	Ongoing. Key register to be updated to record key for trailer given to Steve Clinch and Jennifer Bould with remainder held by John.
24	Ongoing. Update sweeps accreditation test to be more generic.
25	Ongoing. Arrange for article in Naracoorte Herald to promote above event and also through community notices.
26	Ongoing. Arrange to inform local schools and clubs of above Come N Try event.
27	Actioned. Jockey wheel repaired on DBSA trailer.
28	Withdraw. Provide names of 7 x participants at the May Coaching course who have not yet been invoiced by Jen or payment made to AusDBF.
29	Ongoing. Options for social function at end of season to be considered. Noted interest from AGMs volunteers to participate in the State Championships to be flagged with invitation to end of season party to be sent also closer to the date.
30	Ongoing. Compile bio of Life Member nominee and announce at AGM.
31	Actioned. Retrieve the Volunteer Log Book from Steve Clinch and itemise the competencies and record in a spreadsheet.
32	Ongoing. Send follow up letter to Canoe SA thanking them for use of tinnie and seeking clarification on breakdown of rent paid by all users. Invoice received from Canoe SA for the hire of the tinnie \$140 and request to be forwarded to send all invoices by email in future.
33	Actioned. Advise Pat of names for signs for tents at AGMs of Team names and First Aid, Volunteers, Judges and Officials
34	Not required. Given Waiwilta only requiring 1 x dragon boat on a Saturday there is no need to ask Adelaide Phoenix to consider changing their training time. Agreed prior to training commencing at The Sailing Club by members that a club should be given the opportunity to trial the new arrangements and facility first to ensure everything ins running smoothly. Offer extended and accepted by Adelaide Sea Dragons who would trial it over the next few weeks. Action: Chris Wood

6 FINANCIAL REPORT – SEPTEMBER 2011

See over.

Term deposit accounts to be rolled over.

Jennifer Bould advised that once the turnover reached \$150,000 that GST would be required to register for GST however it was noted that this would be unlikely.

Moved: Chris Wood Seconded: Meg Vine Carried
Motion to accept financial reports and pay accounts on Account 1

7 STRATEGIC PLAN REVIEW

2 Promotion & Marketing.

2.1 Redevelop website to portray the sport as a vibrant and exciting activity for people of all ages

The website is in the process of being revamped. Clubs to be contacted again to provide photos for the website.

Action: C. Wood

2.2 Premises

New premises are being occupied with approximately \$14,000 spent to date to get it up and running. Slightly over budget but given profit made from AMG's and Mildura Regional Games is not considered to be an issue. Perception from the locals is that the premises may remain longer than the planned 5 year lease.

Trophies have all been returned and would be repaired as required for display.

Request received from a member to host a birthday party at The Sailing Club was considered and agreed on a trial basis.

2.3 Regular press and radio coverage

Discussion held on benefit of seeking press and radio coverage due to difficulty to obtain and as to the actual benefits of it as opposed to focusing on raising profile through events such as Port Challenge and corporate type events. Cost to advertise was considered to be expensive with money better spent elsewhere.

2.4 Television exposure

Similar discussion to above with consideration to be given upon next review of Strategic Plan.

Noted necessity to have promotional literature available to hand out at events and agreed to redesign new brochure with the revamped logo. Current version to be forwarded by Secretary for use as an example.

Action: M. Vine/C. Wood

2.5 Promote schools and junior events

See #2.6 below.

2.6 Promote the sport to schools through the Active After Schools Program

John Holland advised that this program was unsuitable due to the requirement to conduct the varying sports in the school yard. Karen Graetz had since been appointed as the Junior Development Officer and was responsible for this now.

2.7 Promote corporate paddle opportunities

Not discussed.

8 JUNIOR DEVELOPMENT REPORT

Karen Graetz reported on dialogue and correspondence with 10 schools with definite responses received from Woodville High and Mt Carmel schools. Pulteney Grammar School had also expressed interest in dragon boating as part of their end of year fun day and are interested in it becoming a sport in 2012. Their preferred day was a Tuesday.

Promotional CDs are being sent to Henley High, St Michael's College and another school.

A presentation was given to Uni SA who has since expressed interest in a program for both their international and Australian students and will endeavour to put in place at the end of exams dependent on the overseas students availability as many of them return home at this time. They have further plans to form a club and compete against the other campuses with their newly appointed Head of School fully supportive and advising of available funding. To further this Karen is attending meetings and heading the up the Dragon boating committee.

Intention would be to offer other activities to make it a fun day (ie kite flying) and discussion to be held with EFM to see what they could offer.

Importance of having business cards and promotional literature was discussed with John Holland to arrange the cards through Hyde Park Press once the DBSA logo has been redesigned. The brochures used by some of the clubs to promote the sport were viewed and considered to be of good design.

Action: J. Holland

Noted the University Games had been held just recently and could perhaps be considered in 2012.

Jennifer Bould advised of interest expressed to her during the recent Australian Masters Games from Ben King of the Adelaide City Campus who was also the Games sports liaison officer for dragon boating. Email contact details to be forwarded to Karen.

Action: J. Holland

Participation in the discontinued schools aquatic program was discussed and noted that it was no longer a suitable program with the focus now to be placed on arranging our own competition for schools to participate in and eventually compete in at the State Championships.

9 **AusDBF REPORT**

The financials from the 2011 Nationals were circulated. The 2012 advertisement for the Aurora's coach was received with no response from AusDBF yet to DBSA feedback on the Nationals.

Noted AusDBF had not followed up with seeking individual feedback from participants at the World Championships as promised.

10 **SECRETARY'S REPORT**

John Holland reported on the following correspondence:

✚ Sport SA agreement for services for production of newsletter and updating of policies as required had been renegotiated from \$1705 to \$1100 given there is no longer the requirement to use their facilities.

The Board agreed that the agreement would be signed as at 12 October 2011.

11 **NEW BUSINESS**

11.1 **The Sailing Club**

✚ **The Sailing Club & Launch**

Chris Wood reported that plans were proceeding for the launch despite the difficulties of arranging this event with the organising committee from the Port Adelaide Artists Forum (PAAF).

A grant of \$23,500 had been given to PAAF to design a dragons head which would make an appearance throughout the evening.

Event information is to be forwarded to clubs as soon as possible to promote the event with clubs asked to bring along their own tents.

Action: C. Wood

11.2 **Australian Masters Games Debrief**

The event was very successful with good feedback received from participants, volunteers, interstate clubs and the Games organisers.

Minor hiccup with awarding of medals which has since been rectified. River Torrens considered to be the preferred location for this event attracting far more spectators.

The provision of pink toilets and screens around them were of note and the services provide by caterers was impressive.

Invoice to be sent to Ming Zhou Fan for \$150 for site fee.

Action: J. Bould

11.3 Port Festival Debrief

Meg Vine reported on the Port Festival organisation and noted that she felt a bit neglected given that she was mostly left on her own to man the empty tent with no promotional gear such as literature or dragon boat head, tail or even boat on display. On the Saturday evening she went home and designed and printed up some promotional literature to hand out.

It was noted that the timing of this event was unfortunate in clashing with the AMGs and that in previous years all of the above had been available and on display.

Total number of Come N Try paddlers out was 61 on the Saturday and 37 on the Sunday being a notable increase on the previous event. Suggested that no morning sessions be conducted in future given the lack of disinterest for this time slot.

Disappointment to be expressed to event organisers on there being no radio publicity of the sport by event organisers when all other activities were promoted.

Action: J. Holland

11.4 Port Challenge

Volunteers to be sought for Tuesday 18 October 2011 at 5:30pm to assist with sweeping and drumming for the Flight Training Centre

Action: C. Wood

Email had been sent to clubs for an indication on the number of crews they have participating in this event with a lot of interest received to date. First prize in the new Fitness Centres Challenge will be 20 double passes to the Gold Class Cinemas donated by Finance Tactics.

11.5 Policy 27

John Holland advised he had updated Policy 27 to incorporate changes to the organising of events on the Torrens to take into consideration advent of online registration through SmartSpace. The Board gave its general approval to these changes.

11.6 State Squad Update

Karen Graetz advised that the Black Dragons committee had made a decision to rescind their offer for their ergo machine to be kept at The Sailing Club for general use. This was noted and they were requested to advise this in writing to the Board as it had been approved previously.

Action: K. Graetz

Discussion was then held on the best way forward with the Premier, Masters and Grand Masters teams to be up and running and coaches appointed. Varying options were discussed and the importance of having the appointments in place as soon as possible was noted.

To date only six participants had expressed interest in the Premier team with many participants advising Steve Clinch that they had only recently been informed. One nomination had been received for Sweep along with someone offering to do the warm ups and cool down sessions.

It was agreed that the advertisement for the Premier Coach would be sent out to all participants through SmartSpace to ensure that they were all aware of the vacancy. The cut-off date for applications would be brought forward to 9 November as that was the date of the next Board meeting.

Action: M. Cunningham

John Holland advised that clubs had been asked to consider the option of the club that wins the Masters or Grand Masters category at the State Championships be given the opportunity to arrange those teams for the next nationals. This however could not be introduced until the next season. To be further discussed with the Member Clubs.

In the interim it was agreed that until a Masters and Grand Masters Coach had been appointed that Chris Wood would coordinate training with the first session to be held on Friday 27 October 2011 at 6:30pm.

Action: C. Wood

Advertisement for Masters and Grand Masters Coach to be circulated.

Action: S. Clinch

The Premier team could be called the State team. We need to highlight the fact that it is the best possible team from the state and it is not age based.

Clubs to be approached with a key person identified in each to champion trying out for selection for the State team.

Action: S. Clinch

New State tops would need to be purchased once the DBSA logo had been revamped.

Regional participants interested in competing would not be required to attend every training session however would have to meet the performance indicators set and attend the training camp.

Assistant coaches appointed would be required to abide by the State Coach and DBSA requirements.

EFM to be approached for access to their equipment and facility to test the candidates over four nominated days.

12 ANY OTHER BUSINESS

✚ Karen Graetz asked if children were covered for insurance if they were training with their parents or just sitting in the boat after having their 4th free paddle. The response given was that they would then need to become a member to be covered otherwise they could not do so.

✚ Discussion held on the fee to be charged for the replacement cost to re-issue an ID card which has been lost or stolen and it was agreed that a cost recovery fee of \$20 would apply.

13 NEXT MEETING

The next meeting has been rescheduled to 8pm on Wednesday 9 November 2011 at 8pm at The Sailing Club, 1 Jenkins Street Port Adelaide.

14 CLOSE OF MEETING – 11:20PM

Signed: _____
Chairperson

Date: ____/____/____