



# MINUTES

## Board Meeting

**WEDNESDAY 13 JULY 2011 at 8PM**  
**At the Sailing Club, 1 Jenkins Street Port Adelaide**

**1 OPEN MEETING – 8:15 PM**

**2 PRESENT:** John Holland, Chris Wood, Pat Doogue, Steve Clinch and Jennifer Bould

**3 APOLOGIES:** Julie Clinch, Rick French and Natasha Pataki

**4 MINUTES OF PREVIOUS MEETING 22 JUNE 2011 ACCEPTED AS A TRUE AND CORRECT RECORD**

**Moved:** Pat Doogue

**Seconded:** Steve Clinch

**Carried**

**5 ACTION ITEMS/BUSINESS ARISING**

1	Ongoing. Asset register has been updated by Treasurer and passed to Auditor with discussion now required with him.
2	Ongoing. Circulate New Member Protection policy.
3	Ongoing. JH advised as part of producing a Risk Assessment policy he was seeking Sport SA guidance on the items he had included to clarify if it was being done correctly. Feedback would then be sought from the Board as to any other risks that they might be able to identify for inclusion.
4	Ongoing. Discuss with SARA and Canoe SA whether their boats could be used in lieu of Sea Rescue and investigate possible purchase of a rubber duckie
5	Ongoing. Follow up AusDBF for copies of the minutes from the last two Executive meetings and financials from the Nationals. Noted DBSA disappointment with AusDBF due to their inaction on general routine matters prior to the world championships.
6	Not required. Noted Victorian Dragon Boat Association has already posted a venue map for the 2012 Nationals on to their website.
7	Actioned. Email sent to clubs seeking expressions of interest to train at The Sailing Club by 8 August.
8	Actioned. Remaining Murray 100 participants invoiced \$20 and duly noted all paid.
9	Actioned. Bio of Life Member nominee is being compiled prior to the AGM.
10	Actioned. Copy of exemption for life jacket, bucket etc placed at The Sailing Club.
11	Actioned. Email sent out congratulating all the SA paddlers in the National "Aurora" team.
12	Given Canoe SA has not yet provided details of breakdown of rent by users at the boatshed the Treasurer has just paid the previous agreed amount.
13	Ongoing. Database to be upgraded to allow clubs to directly enter who their office bearers and officials are after their AGM each year. This will allow for emails to be sent direct from the database to lists such as Presidents, Treasurers etc. and negate the need for clubs to complete the Club Membership Application form by 30 September 2011. <b>Action: Marie</b>
14	Ongoing. If timing permits visit the Pan American Club Crew event to provide feedback to Chris Wood on event.

15	Ongoing. Reassign volunteers' tasks into different levels with aim being to offer grading of "Competency Level 3 DBSA Official". Best way to do this is to review the tasks outlined in the Volunteer Log Book and graded into various competencies levels from 1-3. Once all levels have been completed then Volunteer is eligible to sit for Level 1 AusDBF official status.
16	Actioned. Procedure written for clubs to apply for VOAN number.
17	Ongoing. Follow up with Sport SA provision of relevant Volunteer Request form to suit dragon boating requirements.
18	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.
19	Ongoing. 2010/11 corporate paddle breakdown details to be provided at August meeting.
20	Ongoing. Key register to be updated to record key for trailer given to Steve Clinch and Jennifer Bould with remainder held by John.
21	Ongoing. Update sweeps accreditation test to be more generic.
22	Actioned. Expressions of interest sought from clubs re Come N Try event in Naracoorte on 19&20 Nov 11.
23	Ongoing. Arrange for article in mid year edition of Naracoorte Herald to promote above event and also through community notices.
24	Ongoing. Arrange to inform local schools and clubs of above Come N Try event.
25	Ongoing. Spacer washers to be sourced to fit wheel into the trolley. Discussion held on promotional advertising to be designed for the DBSA trailer. Chris Wood offered to follow up and report back at next meeting of options. <b>Action: Chris</b>
26	Ongoing. Laptop to be obtained from trailer to investigate why internet is not working.
27	Actioned. No response again from contact made to alternate contact in Port Pirie. Follow up phone call to now be made. <b>Action: Chris</b>
28	Actioned. Entry to be placed in database against BD paddlers who have not paid Nationals (2010) fee to note that they are a "debtor" with registration not to be renewed until paid.

John Holland advised that he met recently with Karen Graetz (Black Dragons) who is very keen about taking on the position of Junior Development Officer if offered. Karen's previous work experience and eagerness was considered beneficial to the position and she was supplied with the various information provided by the previous incumbents to assist her in this role. It was hoped that a schools event could be held over the Christmas break or during the State Championships.

**Moved: Steve Clinch      Seconded: Chris Wood      Carried**  
**Motion that Karen Graetz be appointed as the Junior Development Officer at the rate of \$30 per hour.**

## 6 FINANCIAL REPORT – JULY 2011

DBSA TREASURER'S REPORT FOR THE MONTH OF			July	2011
<b>BANK BALANCE AS @</b>	<b>30-Jun-11</b>	<b>ACCOUNT 1</b>		<b>\$ 7,813.53</b>
Less total unrepresented cheques		#	141818	\$ 69.93
		#	142084	\$ 26.65
		#	142092	\$100.00
		#	142093	\$150.00
		#	142094	\$262.50
		#	142097	\$300.00
		#	142098	\$ 26.00
				\$ 935.08
				<b>\$ 6,878.45</b>
<b>BANK BALANCE AS @</b>	<b>30-Jun-11</b>	<b>ACCOUNT 2</b>		<b>\$5,000.00</b>
Less total unrepresented cheques				Nil
<b>BANK BALANCE AS @</b>	<b>30-Jun-11</b>	<b>ACCOUNT 3</b>		<b>\$ 8,338.62</b>
<b>ACCOUNT 1</b>				
Admin Focus	Secretarial & Database		\$ 567.88	

Telstra	Phone	\$ 42.96	
J Holland	Maintenance, meeting, permits	\$ 832.65	
Marsh Pty Ltd	Insurance	\$ 26.65	
SADA	L Ashford reimburse, cpaddle,	\$4,500.00	
Water Warriors DB Club	Corporate paddle 09/10	\$ 25.00	
Adelaide Sea Dragons	Corporate paddle 09/10	\$ 150.00	
Adelaide Phoenix	Corporate paddle 09/10	\$ 100.00	
ASA	Corporate paddle 09/10	\$ 262.50	
Black Dragons DB Club	Corporate paddle 09/10	\$ 50.00	
Waiwilta Club	Corporate paddle 09/10	\$ 25.00	
Recreation SA	Subscription 2011/12	\$ 300.00	
SA Canoe	Boat shed rent and cleaning	\$2,292.37	
Subsonix DB Club	Trophy	\$26.00	
			\$ 5,147.53

**ACCOUNT 2**

Nil

Cash balance Acct #1	\$ 6,878.45
Cash balance Acct #2	\$ 5,000.00
Cash balance Acct #3	\$ 8,338.62
Term deposit	\$103,484.94
<b>TOTAL</b>	<b>\$123,702.01</b>

**MONEY RECEIVED**

Credit interest account #3	\$ 35.14
Credit interest account #2	\$1,742.47
Transferred funds from #2 to #1 account	\$ 330.02
Transferred funds from #1 to #2 account \$2,400 (seed money for clubroom @ Sailing Club)	
Refer to reconciliation report for registration payments and race fees	
Coaching course fees x 3 (\$750), local grant from Attorney General (\$5000), Black Dragons Murray Marathon (\$440)	
Corporate paddle event (\$1,700)	

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

AusDBF to provide invoice for 7 attendees at the SA Coaching course.

**Action: Chris**

Financial report to be provided to John Holland on Account #2 for presentation at the next The Sailing Club joint committee meeting.

**Action: Jen**

Agreed outstanding monies owed by Kayak Pro are to be written off as a bad debt however should payment be received this financial year it would be a bonus.

**Action: Jen**

Noted the undeposited cheque for \$69.93 dated 14 March 2010 was now obsolete as it was 18 months old.

Concerted effort to be made by Treasurer to collect all outstanding debts prior to the AGM.

John Holland advised that the Recreation SA AGM was scheduled soon and asked if there was anyone interested in nominating to their Board with nil response received.

**7 STRATEGIC PLAN REVIEW**

**5. Core Business area**

**5.1 Train Race Day Volunteers**

The Volunteer Log book has been established and competencies to be graded into Levels 1-3.

## 5.2 Sourcing volunteers

Discussions being held with Sport SA to source volunteers with some interest received already for the Australian Masters Games event.

## 5.3 Volunteer Acknowledgement

Suggested once a volunteer has attained Level 3 DBSA Volunteer status that they be issued with a different coloured shirt to recognise their qualifications.

## 5.4 Volunteer Awards

The Board acknowledged the importance of acknowledging volunteers and a discussion was held on the best way to do this. Suggested that a social function could be held at The Sailing Club after the Nationals with invitation extended to all volunteers. Chris Wood offered to look into options and report back at next meeting.

**Action: Chris**

Discussion also held on reinvigorating the annual end of season presentation evening however it was agreed to place further discussion on hold until after the above event was held.

## 8 JUNIOR DEVELOPMENT REPORT

Discussed above.

## 9 AUSDBF REPORT

The status of the organisation by AusDBF for the National "Aurora" team was discussed and noted that there was an issue with the timely provision of the uniforms.

It was agreed that at the September AusDBF meeting that DBSA would put forward the suggestion that AusDBF take on the responsibility of looking after the national Premier team which would be selected from across the country regardless of age. In addition that the winning club of the remaining categories be put in charge to organise the National team for that respective category.

The DBSA interest to be able to conduct the Officials Accreditation course to Level 3 locally would also be raised.

## 10 SECRETARY'S REPORT

The correspondence inwards and outwards was noted. Items of note are as follows:

✚ Quote received for consideration from Sandy Beagley an independent representative for ACN for telephone and data services for The Sailing Club. Pat Doogue agreed to review to ascertain whether it would be a favourable deal and if so consensus would be to support any services provided by participants where possible. Noted current phone number is diverted to the Secretary.  
**Action: Pat**

✚ The report to Statewide Enhancement Program (StEP) was tabled by John Holland with Chris Wood offering to scan and circulate for further review by Board members.  
**Action: Chris**

✚ Board members to advise if interested in attending Sport SA's Leaders luncheon on Thursday 25 August at the Next Generation.  
**Action: All**

## 11 NEW BUSINESS

### 11.1 The Sailing Club

Discussion held on furthering the maintenance required to The Sailing Club in order to have the boat racks built and downstairs area usable. Noted Jim Bowie (Subsonix) who had previously offered to assist was not able to currently be contacted.

Agreed to meet on the weekend to take the required measurements again and determine works required to be undertaken to have downstairs operational. Pat Doogue advised he had a contact that could undertake the required works and would follow this up with him.

**Action: Pat**

A dump bin would be required when above works are undertaken.

**Action: Pat**

The upstairs DBSA meeting room would require some slight maintenance to the walls prior to painting.

Chris Wood advised of contact made by a local security company that could provide security for anyone hiring the premises as required and might also be in a position to provide boat drivers for races given Sea Rescue's inability to continue to provide this service. Agreed to put their details currently on hold and perhaps use their services for the AGMs. Any requirement for boat drivers for DBSA races would first be sourced on a volunteer basis from DBSA participants first.

Interest had been received from third parties to hire the venue for birthday parties however consensus had not been reached by both user groups as to whether or not it would be made available for such social type activities. The lease agreement with Land Management Corporation noted that both users were not to offer services competing with local businesses.

To be discussed further at the next joint user committee meeting on Saturday.

The Port Adelaide Artists Forum is producing the Conditions of Hire for the venue and DBSA is arranging to set up the database for online bookings. A PayPal account had been established.

## **11.2 AGM**

Chris Wood advised that all of the paperwork notifying the clubs of the AGM would be sent tomorrow within the required timeframe.

## **11.3 Corporate Event – Thu 21 Jul**

Details of this event and volunteers being sought was circulated by the Secretary.

## **11.4 City of Charles Sturt Website**

Option available to promote one-off type events on the Charles Sturt website and agreed to post details of the Around the Island event.

**Action: Chris**

## **11.5 Events**

### **11.5.1 Mildura Masters Games – 27 August**

Total of five clubs have nominated for these games with 3 from Victoria and 2 from Adelaide. Email to be sent seeking volunteers for the Finish Line judge role given Jennifer Bould's inability to participate and advise that their travel costs and accommodation would be paid.

**Action: Chris**

### **11.5.2 13<sup>th</sup> Australian Masters Games 7-9 Oct**

John Holland advised few registrations had been received to date and encouraged clubs to register as soon as possible. Reminder email to be sent informing also that if there are any participants aged 27-39 keen to enter that composite crews could be formed.

**Action: Chris**

Jennifer Bould was working on producing the Risk Assessment for the games.

With regard to catering offer to be extended to Café 2 U initially as they had provided said service throughout the previous season. Black Dragons to provide catering on the proviso that food is provided to the Volunteers at no charge.

All required activities have been undertaken by DBSA with regard to organising the event and the next cluster meeting is being held on 27 July

## **11.6 Phoenix – Boat lease for Barmera**

The email received from Sean Carey (Adelaide Phoenix) advising of the status of their establishing a team in Barmera was discussed. It was proving difficult for them to identify the 1-2 persons willing and able to develop the sport in the region. They were prepared to forego the Wallaroo event in September and head back up as a club to run another Come N Try session.

The boat was currently secure and under cover and Adelaide Phoenix was seeking an extension from DBSA to any costs to be charged for either the boat or potential members.

It was noted that the difficulties experienced regionally were similar to that in Port Pirie and little activity had occurred there recently. There was no demand for either boat to be returned to Adelaide.

The general consensus was that the Board was happy to grant further time to Adelaide Phoenix and would review the situation on 1<sup>st</sup> January 2012.

**Action: John**

Agreed once contact had been established by phone with contacts in Port Pirie then perhaps the same offer could be extended to them.

#### 11.7 Clearance – Peter Norcliffe

The clearance from Peter Norcliffe Waiwilta to Adelaide Sea Dragons was tabled.

**Moved: Pat Doogue**

**Seconded: Steve Clinch**

**Carried**

**Motion that the transfer of Peter Norcliffe (Waiwilta) to Adelaide Sea Dragons be endorsed.**

**Action: Marie**

#### 12 ANY OTHER BUSINESS

- ✚ Chris Wood advised there were moorings available on E-Bay for \$200 each which could be purchased for Aquatic Reserve to assist with the buoys continually breaking away.

John Holland said that he had a contact that he would follow up who could assist with rectifying the recent buoy that came loose from its mooring.

**Action: John**

- ✚ Noted that the trolleys were causing damage to the side of the boats. DBSA have placed an order with Dragonboats Australia to purchase a trolley which would be trialled and if suitable more could be ordered as replacements.

- ✚ Steve Clinch in his role as assistant to Coach of the Aurora team thanked John Holland for the kind words in the email sent out to clubs extending congratulations to all those who had been selected in the national squad.

- ✚ Next Presidents Forum quarterly meeting to be held on Wednesday 14 September 2011.

**Action: Chris**

- ✚ John Holland tabled sample clothing for DBSA Board members for sizing and subsequent orders to be placed for polo shirts and a jacket.

#### 13 NEXT MEETING

The next meeting is scheduled for 8pm on Tuesday 9 August 2011 at the Sailing Club, 1 Jenkins Street Port Adelaide.

#### 14 CLOSE OF MEETING – 11:10PM

Signed: \_\_\_\_\_  
Chairperson

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_