



MINUTES

Board Meeting

WEDNESDAY 11 JANUARY 2012 at 8PM
At the Sailing Club, 1 Jenkins Street Port Adelaide

1 OPEN MEETING – 8:13PM

2 PRESENT: John Holland, Jennifer Bould, Rick French, Steve Clinch, Chris Wood, Meg Vine

3 APOLOGIES: Pat Doogue and Natasha Pataki

4 MINUTES OF PREVIOUS MEETING 13 DECEMBER 2011 ACCEPTED AS A TRUE AND CORRECT RECORD

Moved: Pat Doogue

Seconded: Steve Clinch

Carried

5 ACTION ITEMS/BUSINESS ARISING

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| 1 | Ongoing. Provide reconciliation to BDs at end of season on the number of volunteers each race day from 14/12/11 so that any amount owing or to be reimbursed for provision of meals can be reconciled. |
| 2 | Actioned. Arrangements made with Rowing SA canteen for the canteen to stay open to 6pm on the last race day due to being a twilight event. BDs advised they would not be providing catering. Cafe2U advised not to attend with clubs notified of catering arrangements for event. |
| 3 | Ongoing. Artwork for signage for trailer is being designed by Lauren for forwarding to Kwik Strip. |
| 4 | Actioned. Forward copy of Certificate of Currency to Marie for posting to website. |
| 5 | Ongoing. Forward contact details of Corporate Challenge Team and Mawson Lakes contact to Blade Runners to follow up for membership. |
| 6 | Ongoing. No response received yet from DFs to letter sent ascertaining their membership status. |
| 7 | Actioned. AusDBF to be paid money for Coaches course and requested to follow up outstanding payment owed by Rick Salisbury (WA) of \$250. |
| 8 | Ongoing. AusDBF to be advised that next membership payment would be made after 1st February. |
| 9 | Ongoing. Junior Development Officer (Karen) to provide invoice for work to date. |
| 10 | Actioned. AusDBF circulated Bulletin #1 for Nationals. |
| 11 | Actioned. The draft Coaches agreement was tabled and ratified and to be circulated for signing by all State Coaches. |
| 12 | Actioned. Update policy to include time infringements set for penalties during race days. |
| 13 | Ongoing. Meeting arranged for 19/01/12 with coordinator of SLSC event to “walk” through the venue for possible use as a backup to their event. |
| 14 | Actioned. Designs for flags tabled and agreed with two to be ordered. |
| 15 | Actioned. Update clearance register to include recently ratified clearance for Peter Alchin and Trudy Thorp. |
| 16 | Ongoing. Chase up Phoenix for written report on recent damage to dragon boat and check other boats. |
| 17 | Actioned. Schedule in Outlook meeting dates for 2012. |

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| 18 | Actioned. The 2010/11 corporate paddle breakdown figures were tabled. Clubs to be advised that they will receive one cheque only per club for reimbursement to their volunteers and they can disperse accordingly. Action: Chris/Jen |
| 19 | Ongoing. Key register to be updated to record key for trailer given to Steve Clinch and Jennifer Bould with remainder held by John. |
| 20 | Ongoing. Update sweeps accreditation test to be more generic. |
| 21 | Ongoing. Arrange BBQ as a social function to recognise volunteers after the State Championships and to be held at The Sailing Club. List of names to be provided for invites to Rick. |
| 22 | Actioned. Discussion held with Canoe SA President to provide breakdown of the rent charged for the boatshed. |
| 23 | Actioned. Discussion to be held next meeting on purchase of OC1 from China at a cost of \$2700 with delivery being a March shipment. Action: Chris |
| 24 | Ongoing. Raymond to be followed up on status of recording Volunteer's tasks into the database and for clubs to enter sweeps in after event. Discussion held on some clubs not paying their race fees prior to some events. Agreed to bring up at next President's Forum and RC meeting. Action: Marie Discussion on some clubs not providing volunteers for race days as required and agreed to bring up at next President's Forum and RC meeting. Action: Marie |
| 25 | Actioned. Governance survey to be circulated to Board members for completion prior of next meeting. Action: John |
| 26 | Actioned. Procedures Manual developed for use of the online database. |
| 27 | Actioned. Sponsorship package circulated for race days with one taker (Pat Doogue) taking up offer. |
| 28 | Actioned. State Coaches approached clubs to get them to identify paddlers to try out for state team. |
| 29 | Actioned. Agreed to forward to Hyde Park printing the promotional literature designed by Megan once approval has been received from clubs whose photos have been used from their website. Action: Meg/John |
| 30 | Ongoing. Put forward at an SGM to be held at the next Presidents Forum the proposed changes to Constitution re amending date for payment of Participation fees after Board approval. Agreed to reschedule Presidents Forum to Wed 15 th Feb and Board meeting to 22 nd Feb. Action: Chris |
| 31 | Actioned. Quotes obtained for purchase of a safety boat with one at \$11,500 and one at \$15,000 which will be tested on Saturday. |
| 32 | Ongoing. Arrangements for Naracoorte event on 28&29 January are proceeding with flyer to be sent to Council contact for promotion. Some financial assistance will be provided to cover travel expenses and accommodation for volunteers. |
| 33 | Ongoing. Letter sent to Waiwilta with one to be sent to Subsonix suggesting that they read the Strategic Plan in regard to their perceived "material conflict of interest" to be gained by John. |

6 FINANCIAL REPORT – OCTOBER 2011

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

Jennifer Bould advised that some Clubs had not paid for race fees prior to some of the events or had paid late or had still not paid. As noted earlier this would be brought up at the Presidents forum/RC meeting.

Dragonboat SA Inc
GPO Box 684 Adelaide SA 5001

Reconciliation Report

| ID# | Date | Memo/Payee | Deposit | Withdrawal |
|------------------------------------|----------------|---|-------------------|--------------------|
| Cheque Account: 1-1110 | | ACCOUNT 1 | | |
| Date of Bank Statement: 31/12/2011 | | | | |
| Reconciled Cheques | | | | |
| 142118 | 12/10/2011 | S Clinch - Aust MGames | | \$114.65 |
| 142124 | 9/11/2011 | G Winard | | \$44.47 |
| | eft 5/12/2011 | Admin Focus | | \$1,683.55 |
| 142132 | 12/12/2011 | City of Charles Sturt | | \$360.00 |
| 142133 | 12/12/2011 | Canoe SA - rescue boat | | \$160.00 |
| | eft 12/12/2011 | John Holland | | \$1,611.04 |
| 142134 | 13/12/2011 | J Bould | | \$22.00 |
| | eft 13/12/2011 | John Holland | | \$562.40 |
| | eft 13/12/2011 | S Holt - PAC and battery race exp | | \$90.48 |
| | eft 13/12/2011 | Telstra | | \$59.09 |
| | eft 14/12/2011 | AusDBF - L1 coaching course fee | | \$1,750.00 |
| | eft 14/12/2011 | Copy Tec Services - repairs to photocopier at PAC | | \$298.00 |
| 142135 | 16/12/2011 | Rolling Pin | | \$217.80 |
| 142136 | 20/12/2011 | Marsh Pty Ltd | | \$4,764.26 |
| | eft 23/12/2011 | AusDBF - subs | | \$550.00 |
| | | Total: | \$0.00 | \$12,287.74 |
| Reconciled Deposits | | | | |
| 2173 | 1/12/2011 | Payment; Black Dragons Dragon Boat Club | \$510.00 | |
| 2173 | 1/12/2011 | Black Dragons DB Club - F5, rfees | \$825.00 | |
| 2174 | 1/12/2011 | Adelaide Sea Dragons | \$93.00 | |
| 2175 | 5/12/2011 | Blue Water Raiders - rfees 116-10063 | \$135.00 | |
| 2176 | 7/12/2011 | Water Warriors DB Club - F1,rfees 116-6366 | \$353.00 | |
| 2177 | 7/12/2011 | SADA - rfees 11/12 | \$240.00 | |
| 2178 | 7/12/2011 | Waiwilita Paddling Club Inc - rfees 116-11509 | \$60.00 | |
| 2179 | 9/12/2011 | Subsonix DB Club - rfees 116-5706 | \$300.00 | |
| 2180 | 12/12/2011 | Adelaide Sea Dragons - rfees 116-5866 | \$307.50 | |
| 2181 | 12/12/2011 | Black Dragons DB Club - rfees 116-8000 | \$225.00 | |
| 2182 | 13/12/2011 | Powerblades DB Club - F1, rfees 116-7094 | \$300.50 | |
| 2183 | 13/12/2011 | Cafe2u | \$45.00 | |
| 2184 | 13/12/2011 | Blacksmith Inn - Pt Challenge crew | \$170.00 | |
| 2185 | 13/12/2011 | Adelaide Sea Dragons - rfees npad | \$105.00 | |
| TR000030 | 14/12/2011 | Transfer of funds | \$2,500.00 | |
| 2186 | 15/12/2011 | Adelaide Phoenix - F2 | \$286.00 | |
| 2187 | 15/12/2011 | Black Dragons DB Club - F4, Junior 1 | \$635.00 | |
| 2188 | 19/12/2011 | Adelaide Sea Dragons - F4, C1 | \$665.00 | |
| 2189 | 19/12/2011 | Dragons Abreast Pt Lincoln - C1 | \$93.00 | |
| 2190 | 20/12/2011 | Subsonix Dragon Boat Club - F1 | \$143.00 | |
| 2191 | 22/12/2011 | Payment; Black Dragons Dragon Boat Club | \$90.00 | |
| 2191 | 22/12/2011 | Black Dragons DB Club - F1, | \$143.00 | |
| 2192 | 23/12/2011 | MGA Insurance | \$750.00 | |
| 2193 | 28/12/2011 | Water Warriors Dragon Boat Club | \$143.00 | |
| | | Total: | \$9,117.00 | \$0.00 |
| Outstanding Cheques | | | | |
| 142127 | 10/11/2011 | Loren Morris | | \$150.00 |
| 142129 | 23/11/2011 | Mildura Dragon Boat Club | | \$750.00 |
| 142131 | 1/11/2011 | GE & M Kohler - rprizes 11/12 | | \$78.90 |
| | | Total: | \$0.00 | \$978.90 |
| Reconciliation | | | | |
| | | MYOB Balance on 31/12/2011: | | \$3,018.78 |
| | | Add: Outstanding Cheques: | | \$978.90 |
| | | Subtotal: | | \$3,997.68 |
| | | Deduct: Outstanding Deposits: | | \$0.00 |
| | | Expected Balance on Statement: | | \$3,997.68 |
| Cheque Account: 1-1130 | | ACCOUNT 3 | | |
| Date of Bank Statement: 31/12/2011 | | | | |
| Reconciled Cheques | | | | |
| TR000030 | 14/12/2011 | Transfer of funds | \$2,500.00 | |
| Reconciled Deposits | | | | |
| | int 31/12/2011 | Bank SA | \$79.59 | |
| | | Total: | \$79.59 | \$0.00 |
| Reconciliation | | | | |
| | | MYOB Balance on 31/12/2011: | | \$18,273.40 |
| | | Add: Outstanding Cheques: | | \$0.00 |
| | | Subtotal: | | \$18,273.40 |
| | | Deduct: Outstanding Deposits: | | \$0.00 |
| | | Expected Balance on Statement: | | \$18,273.40 |
| Cheque Account: 1-1160 | | Investment Account | | |
| Date of Bank Statement: 31/12/2011 | | | | |
| Reconciled Deposits | | | | |
| | int 31/12/2011 | Bank SA | \$1,556.53 | |
| | | Total: | \$1,556.53 | \$0.00 |
| Reconciliation | | | | |
| | | MYOB Balance on 31/12/2011: | | \$106,606.50 |
| | | Add: Outstanding Cheques: | | \$0.00 |
| | | Subtotal: | | \$106,606.50 |
| | | Deduct: Outstanding Deposits: | | \$0.00 |

7 STRATEGIC PLAN REVIEW

5 *Volunteer Management*

5.1 *Train Race Day Volunteers*

Log Book produced for recording qualifications of race day volunteers

5.2 *Sourcing Volunteers*

Internal from Clubs and identify external sources

Volunteers being sourced through clubs and outside sources.

5.3 *Volunteer Acknowledgement*

Investigate the development and issuing of volunteer packs

Volunteer clothing provided to volunteers.

5.4 *Volunteer Awards*

Consider and annual Volunteer Awards process

Volunteer awards held once.

8 JUNIOR DEVELOPMENT REPORT

John Holland advised further to his report on progress with Secondary Schools program that there was interest for each area (southern, northern and western) to hold their events separately. Karen Graetz to be contacted to progress and garner interest.

Action: John

9 AusDBF REPORT

9.1 **John Taylor Award**

Deadline of 3 February for nominations for this award.

9.2 **IDBF Members' Events Calendar**

The calendar was circulated by AusDBF.

9.3 **State Flag Bearer**

Clubs to be asked for nominees by 30/01/12 from those attending the Nationals to represent the state as the flag bearer.

Discussion held on AusDBF increasing fees for Nationals from \$40 to \$70 per day with an email to be sent to AusDBF members again on this.

Action: John

10 SECRETARY'S REPORT

Documentation from Sport SA tabled.

11 NEW BUSINESS

11.1 **Governance Review**

Discussed earlier in meeting.

11.2 **Safe Operating Procedure (DBSA034) – Boat Lifting Equipment**

New Policy #34 for the safe operation of boats at the Sailing Club was ratified and is to be posted to website.

Action: John

11.3 **Safety Boat**

Discussed earlier in meeting.

11.4 **The Sailing Club**

Noted difficulty in arranging a meeting with PAAF. Agreed that the money raised from the launch by DBSA would be put into the DBSA account with a token payment of \$20 per meeting to be put into joint funds.

11.5 **State Squad**

11.5.1 **Update – Adelaide & Regional**

Steve Clinch read to the various reports received from the State Coaches. Noted training is proceeding well however uncertainty on final numbers due to possible withdrawal by one club.

Fundraising event will be held for Grand Masters at a venue to be confirmed on Saturday 3 March.

No interest expressed from participants in transport to be provided for Premier team to/from the Nationals however they were keen to attend the dinner after the State event. DBSA to only cover Premiers entrance fee (\$50 per person), state uniform and dinner. Accommodation to be organised for any Premier paddler requiring it.

Action: Steve

11.6 Mentor training for Coloured Shirt Program mentors - 2012

Noted most Board members have undertaken this mentor training however Chris Wood stated she would like to undertake it.

11.7 Dragon's Breath deadline

Articles to be provided by deadline of 18 January.

11.8 Special General Meeting / President's Forum

Discussed earlier.

11.9 Status of Phoenix and Pt Pirie Boats

Offer extended to Adelaide Phoenix to assist them with establishing a team in Barmera.

Contact details for Pt Pirie to be passed to John Holland to follow up.

Action: Chris/John

11.10 DBSA Brochure

Discussed earlier.

11.11 DBSA Flags

Discussed earlier.

11.12 Website update

Website is almost finalised with photos to be taken during State training on Saturday.

Action: Steve

12 ANY OTHER BUSINESS

Agreed to request received from Doug Nairne for a link to be placed on the DBSA website promoting their Level 1 Sports Trainer Course on the proviso a reciprocal link is arranged. Details to be forwarded to Julie Kouba for posting link to website.

Action: Rick

13 NEXT MEETING

The next meeting is scheduled for 8pm on 15th February being Presidents Wednesday 22 February 2012.

14 CLOSE OF MEETING – 10:40PM

Signed: _____
Chairperson

Date: ____/____/____