



MINUTES

Board Meeting

Wednesday 10 October 2012 at 8PM
At The Sailing Club – 1 Jenkins Street Port Adelaide

1 OPEN MEETING – 8:10PM

2 PRESENT: Jennifer Bould, Rick French, Pat Doogue, Steve Clinch, John Holland and John Harris

3 APOLOGIES: Chris Wood and Julie Clinch

4 MINUTES OF PREVIOUS MEETING 13 SEPTEMBER 2012 ACCEPTED AS A TRUE AND CORRECT RECORD SUBJECT TO THE FOLLOWING AMENDMENTS:

- Page 7 – amend date of Presidents Forum to “8 November 2012”
- Page 7 – amend the second to last bullet point to include the words “up to” as follows:
 - Brief discussion held on introducing a scholarship of \$500 for *up to* 10 participants to encourage them to enter the Premiers State Squad. Criteria to be set at next Board meeting.

Moved: Steve Clinch

Seconded: Pat Doogue

Carried

5 ACTION ITEMS/BUSINESS ARISING

ACTION ITEMS – PREVIOUS MEETING	
113	Actioned. Clubs invited to participate in Strategic Plan review day on Saturday 20 October 2012 (11am-3pm) with lunch to be provided and to advise names of attendees. Follow up email to be sent to ascertain attendee names.
114	Ongoing. Send email to Clubs seeking if anyone has any spare lockers/storage units available for new area at the Boatshed.
115	Actioned. SGM organised to be held in conjunction with Presidents Forum on 8 November 2012 to put forward the following proposed change to the Constitution: <ul style="list-style-type: none"> • If a member of any Club has at least one member registered with DBSA they can maintain their membership. If they do not have a registered member for over 12 months the Club will be entered on an inactive register and remain on it until they have registered members. • <i>The Associate membership fee for an individual will be equivalent to the Full applicable registration fee of the day and a Company membership will be equivalent to double the full registration fee of the day.</i>
116	Actioned. Booking has been made online at The Sailing Club for the DBSA end of season Volunteers lunch on Sunday 19 May 2013. Noted that PAAF were rejecting an online booking in March 2013 as they are planning to book the venue for the entire month of March as part of the Fringe/Festival. Discussion to be held at the next meeting on this.
117	Actioned. Clubs to respond to email seeking names of key holders. Agreed to speak to Fred Davis at Charles Sturt Council about a new lock being issued by them. Action: John Holland (#145)
118	Actioned. Follow up contact has been made with Mawson Lakes contact to establish a team with contact names at the Council to be provided as part of the process.
119	Ongoing. Arrange for promotional signage at The Sailing Club. Negotiations being held with Urban Renewal about the Club signage. PAAF advised that would prefer it if they were requested to provide the signage signs. Agreed to pursue own DBSA sign.
120	Ongoing. Forward Policy #07 to Julie for circulation to Board for ratification.

121	Actioned. John Holland attended the Nationals sub-committee meeting on 22/9/12. Minutes to be recirculated. Consensus reached to continue along with current program for Nationals with a limit to be placed on the number of Divisions that can be entered on any given day, being two categories.
122	Ongoing. Remind Clubs of requirement to have mobile phone in each dragon boat during each training session.
123	Actioned. Set up liability account to sequester funds for AusDBF levy.
124	Ongoing. Website training on the new website to be rescheduled to either 17 or 18 Oct.
125	Ongoing. Contact Messenger about how to submit articles on race results and Advertiser re article for "what's on" section.
126	Actioned. List of tertiary students contact details sent to Karen Graetz to follow up with Uni Life to organise event. Karen Graetz advised that a brief meeting was held with Uni Life to clarify their requirements.
127	Ongoing. Performance appraisal meeting scheduled between Karen Graetz and John Holland on Tuesday 16 October at 9am at Gloria Jeans,t West Lakes.
128	Actioned. BWRs advised that whichever categories they race in at Wallaroo would be what they qualify for and if they want special dispensation for any reason then they would need to apply for it.
129	Actioned. DAPL advised that they can use a BWRs Woman's sweep and still qualify. DAPL had since sent in a letter of appreciation for the recent Wallaroo Marina Challenge event.
130	Actioned. Clubs Certificate of Currency posted to website.
131	Completed AusDBF's 6-monthly review form to be submitted to DBSA Board.
132	Actioned. Clubs advised of ratified clearances for: Ø Glenn Mitchell – Black Dragons to Subsonix Ø Jan Walsh – Waiwilta to Subsonix
133	Ongoing. Advise if letter of response has been sent to Alison McPherson's letter re seeking clearance to Adelaide Phoenix.
134	Ongoing. Update Policy register to note endorsement of Policy #019.
135	Actioned. Update Board Portfolio on website to include changes and include John Harris in charge of Cultural portfolio.
136	Ongoing. Update Policy register and check for current copies of electronic versions of each policy.
137	Ongoing. Send out proposed 2013 meeting dates to Clubs.
138	Actioned. Advise Clubs of \$30 late fee for any ID card within 10 days of a race day and \$20 for a replacement card (unless within 10 day window). Extension to 10-day deadline on this occasion until Saturday at 5pm.
139	Actioned. Remind Clubs of need to be aware of Member Protection Policy and obtain Police Clearances accordingly for the prescribed positions: Coach, Manager and Database Administrator.
140	Actioned. Advise Clubs of Presidents Forum scheduled for 8pm Thu 8 th November.
141	Actioned. Sweep Assessment Criteria sent to Steve Clinch.
142	Ongoing. Ascertain if Kay & Neville Greenwood interested in going through DBSA Accredited Officials program.
143	Ongoing. Consider criteria to be set for Scholarship for Premiers team. Various ideas were tabled for the criteria with Steve Clinch to finalise. The Board would review the scholarship applications and award them.
ACTION ITEMS – PREVIOUS MEETING	
2	Ongoing. Obtain quote for DBSA trailer to be painted blue before stickers can be placed.
11	Ongoing. Follow up with Michael Burridge or Michael Rubin as to which one deposited their \$20 AusDBF entry fee and chase up the outstanding payment with the other.
14	Actioned. Maintenance undertaken on the Torrens boats for any slippery surfaces by roughening up the seats and using special paint purchased on the floor. Further maintenance to be undertaken on all three boats at the end of season.

20	Actioned. Steve Clinch tabled a copy of one of the DBSA stickers which will be placed on all the dragon boats produced by Carol Cheetham's son.
24	Ongoing. Key register to be updated to record key for trailer given to Steve Clinch and Jennifer Bould with remainder held by John and note return of key by Phoenix, Subsonix and Powerblades.
72	Duplicated. Amend Policy #07 – Clearance to re-instate clauses about how many paddlers can transfer to or from a given Club etc.
73	Withdrawn. Chase up stickers from Pacific Marine for the support boat.
77	Actioned. The spare dragon boat was relocated by Wayne Letts to the Transport company at Virginia for delivery to Ceduna. Appreciation was extended to Wayne for his assistance.
78	Ongoing. Follow up contacts in Riverland in order to progress establishment of a team.
84	Actioned. Clubs advised of potential issues with some of the training preferences given over demand on Tue, Thu and Saturdays and were ask them to reconsider their training times and locations. Agreed to deal with any shortage in supply as it occurs.
93	Ongoing. Undertake maintenance of sweep oar on boat returned from Barmera.
97	Ongoing. Further details will be revealed after the AusDBF AGM on the deadline for states to submit a bid for the 2016 WCCCs. At this time a meeting is to be scheduled with Events SA to review the proposal.
98	Actioned. Arrange for new telephone and wireless internet plan with Optus.
100	Actioned. Maintenance program to be put in place for Clubs to clean the life jackets and reminder to be given to Maintenance Contacts to encourage their fellow paddlers not to leave life jackets on the ground. Recommendation given to Pat to follow up person on Semaphore Road to assist with repairing the clips.
109	Ongoing. Green Shirt marquee and flags for State Titles to be booked with ORS in 2013.
110	Actioned. The Volunteers end of year function is scheduled for Sunday 19 May 2013.
111	Actioned. Clubs were asked to forward details of any of their members that have medical qualifications, first aid or are physiotherapists so that their contact details can be held by the Finishing Judge on race days if required.
PF01	Actioned. Charles Sturt Council has given approval to use 500m line on the Ramsay Course for our race finishes. The Finishing tent will be located on Scullers reserve with power to be used through the generator unless an extension cord can be used in a nearby resident's premises. Agreed to trial for one of the 500m races this season. Clive Grant is arranging for stainless steel brackets to be placed on the pontoons to allow the sweep to easily hold on negating the need for volunteers on the pontoons.
PF03	Ongoing. Further enquiry to be placed with SA Ambulance Service for them to clarify approximate response time for a life threatening situation.
PF05	Actioned. Channel 44 are ready to start running the DBSA ads however this would not occur until the new DBSA website is up and running.

6 FINANCIAL REPORT – SEPTEMBER 2012

Dragonboat SA Inc					
<i>GPO Box 684 Adelaide SA 5001</i>					
Reconciliation Report					
	ID#	Date	Memo/Payee	Deposit	Withdrawal
Cheque Account:		1-1110	ACCOUNT 1		
Date of Bank Statement:		30/09/2012			
Reconciled Cheques					
	eft	6/09/2012	Admin Focus - inv 806		\$2,745.88
	142204	13/09/2012	City of Charles Sturt - inv 2012250		\$60.00
	142205	13/09/2012	Terry Caldow		\$297.00
	142206	13/09/2012	Karen Graetz		\$720.00
	btransfer	14/09/2012	Fuyang Zijie Sports Oars Co. Ltd		\$6,389.52
	trf fee	14/09/2012	Bank SA		\$32.00
	142207	20/09/2012	DBSA special money		\$150.00
	eft	20/09/2012	Adelaide City Council		\$120.00
	eft	20/09/2012	John Holland		\$203.57
	eft	20/09/2012	Telstra		\$56.07

142208	22/09/2012	BCF Richmond - airhorns		\$46.90
142209	23/09/2012	Marie Vanulema		\$90.00
142210	23/09/2012	J Bould		\$33.95
	eft 26/09/2012	Telstra		\$1.57
Total:			\$0.00	\$10,946.46

Reconciled Deposits

2322	4/09/2012	Adelaide Sea Dragons - F2	\$314.00	
2323	5/09/2012	Black Dragons DB Club - F2	\$314.00	
2324	7/09/2012	Powerblades DB Club - F14, T1	\$2,185.00	
2325	7/09/2012	SADA - F3	\$471.00	
2325	7/09/2012	Payment; SADA	\$99.00	
2326	10/09/2012	Adelaide Sea Dragons - F3	\$471.00	
2327	10/09/2012	Water Warriors DB Club - F2	\$314.00	
2328	12/09/2012	Adelaide Phoenix - F10	\$1,570.00	
2329	12/09/2012	Copper Coast Battle Dragons Club - C2	\$214.00	
2330	13/09/2012	Subsonix Dragon Boat Club -F6	\$1,042.00	
2331	14/09/2012	Blue Water Raiders - 4C	\$428.00	
2332	14/09/2012	Adelaide Phoenix - F7	\$1,099.00	
2333	17/09/2012	Water Warriors DB Club - F2, rfees 11615887	\$554.00	
2334	17/09/2012	Waiwilita Paddling Club Inc - F1	\$157.00	
2335	18/09/2012	Adelaide Phoenix -F2	\$314.00	
2336	18/09/2012	Subsonix Dragon Boat Club - F1	\$157.00	
2336	18/09/2012	Payment; Subsonix Dragon Boat Club	\$30.00	
2337	19/09/2012	SADA - Rafees 116-15862	\$195.00	
2338	19/09/2012	Dragons Abreast Pt Lincoln - rfees Wallaroo	\$142.50	
2339	20/09/2012	Waiwilita Paddling Club Inc - rfees 116-15876	\$127.50	
2340	20/09/2012	Adelaide Sea Dragons - C1, rfees 116-15881	\$357.00	
2341	24/09/2012	Cafe2u	\$50.00	
2342	24/09/2012	Adelaide Phoenix - rfees 116-15869	\$292.50	
2343	24/09/2012	Black Dragons DB Club - rfees 116-15883	\$172.50	
2344	24/09/2012	Subsonix Dragon Boat Club -rfees 116-15842	\$127.50	
2345	25/09/2012	Dragons Abreast Pt Lincoln - C2	\$204.00	
2346	27/09/2012	Blue Water Raiders - C1	\$107.00	
2347	27/09/2012	Subsonix DB Club - F3 T1	\$603.00	
2348	27/09/2012	Copper Coast Battle Dragons Club - C2	\$214.00	
2349	28/09/2012	Waiwilita Paddling Club Inc - F1	\$157.00	
Total:			\$12,482.50	\$0.00

Outstanding Cheques

142143	12/01/2012	Black Dragons Dragon Boat Club		\$100.00
142160	11/03/2012	Adelaide Phoenix		\$22.50
142179	27/05/2012	Alison Burgess - state prem accomodation		\$82.20
142182	27/05/2012	Chelle Hosking - state prem accomodation		\$82.20
142196	6/06/2012	Subsonix DB Club (Supplier) - race prizes		\$85.85
Total:			\$0.00	\$372.75

Reconciliation

MYOB Balance on 30/09/2012:	\$24,859.70
Add: Outstanding Cheques:	\$372.75
Subtotal:	\$25,232.45
Deduct: Outstanding Deposits:	\$0.00
Expected Balance on Statement:	\$25,232.45

Cheque Account:	1-1130	ACCOUNT 3		
Date of Bank Statement:	30/09/2012			
Outstanding Deposits				
	int 29/09/2012	Bank SA	\$37.77	
		Total:	\$37.77	\$0.00
Reconciliation				
		MYOB Balance on 30/09/2012:		\$14,106.25
		Add: Outstanding Cheques:		\$0.00
		Subtotal:		\$14,106.25
		Deduct: Outstanding Deposits:		\$37.77
		Expected Balance on Statement:		\$14,068.48

Order has been placed for paddles from China with no delivery date set.

PAAF to be encouraged at next meeting to cover a greater share of the electricity costs given that they use the facility more than initially proposed.

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

The news footage from Channel 7 on the season launch on the River Torrens on 23 September 2012 was watched and commented that it was good publicity.

ASA to be advised that the Board has discussed the outstanding amount of insurance payment owed by them for the 2011/12 season and that the amount is to be paid or they are to put their objections in writing to DBSA.

Action: Jennifer (#145)

7 STRATEGIC PLAN REVIEW

The following section from the Strategic Plan was reviewed:

3. Coaching

3.1 National AusDBF Dragonboat Coaches Course

- Continue to promote involvement to members and offer regular courses
 - The Coaches accreditation is currently before the Australian Sports Commission (ASC) for approval and will be set at Level 2.
 - Level 1 will be the basic online coaching through the ASC and upon completion Level 2 specific dragon boating course can be undertaken.
 - Levels 3-5 are to be developed. Recognition of Prior Learning will be given.
 - To be tabled at the AGM.

3.2 National AusDBF Dragonboat Sweep Program

- Continue to conduct the Sweeps accreditation program.
 - AusDBF have assigned John Holland the task of streamlining the minimum standards for Levels 1-5 with the following levels being developed:
 - § Level 0 – will be initial paperwork and written test.
 - § Level 1 – for country and regional sweeps that do not have a recognised sweep.
 - § Level 2 – current level upon being assessed as competent
 - § Level 3 – successfully complete 4 races over 2 race days thereafter undertaking minimum number of sweeps in races each season.
 - § Level 4 – at discretion of Sweeps coordinators after a certain number of years of sweeping etc.
 - § Level 5 – Mentor Sweep
 - Clubs are reminded to maintain their sweeps records online in SmartSpace. Report to be extracted from first two events.

Action: Marie (#146)

3.3 National AusDBF Dragonboat Officials Course

- *Establish a qualified trainer in South Australia*
 - The current AusDBF accreditation programs for Officials courses through the Australian Sports Commission is in place with cards being issued with the expiration date of 30 June 2012.
 - AusDBF are working through how to maintain accreditation with DBSA to focus on reintroducing the log book for volunteers to complete. To be addressed as part of Strategic Planning session.

8 JUNIOR DEVELOPMENT REPORT

Karen Graetz reported on the following:

- Ø Meeting held with Margaret Smith to proceed with arrangements for School Zone event on the 4th, 6th and 11th of December. Three boats are required with 16 per boat. A promotional type folder was produced for handing out for the schools which included a copy of the AusDBF video and some promotional flyers.
- Ø Noted that there is no stock of the AusDBF video and Pat Doogue offered to locate a copy of the DVD and make some additional copies.
Action: Pat (#147)
- Ø Steve Clinch offered to arrange for some small DBSA stickers and print some promotional flyers to be designed by Karen.
Action: Steve (#148)
- Ø Requirements for volunteers for all events are to be forwarded to Chris Wood.
Action: Karen (#149)

John Holland reported on recent junior events held with Charles Sturt Council during the holidays and of forthcoming Mt Carmel program which is being expanded this year.

Agred schools to be targeted at Zone day to encourage them sign up for some Come N Try sessions in order to form a team for the State Championships.

9 SECRETARY'S REPORT

Approval was given to Adelaide Sea Dragons to provide the catering of Yiros for the Around the Island event.

Invitation received from the Charles Sturt Council for the next Draft Community Plan meeting on 16 October 2012 and forwarded to Pat Doogue and Steve Clinch.

Invitation received from Volunteering SA for their AGM Breakfast at the Adelaide Pavilion. Also promotional advice of a V card being introduced as a thank you gift for volunteers. Rick French to review.

Action: Rick (#150)

John Harris advised that he had forwarded the contact details of Paul George (MGA) to John Holland as he has a property at Swan Reach which may be available to use as a training site for the State team.

Power Blades are enquiring if a former participant currently not registered this season could sweep a corporate team being trained up on Saturday mornings and whether or not he would be covered by insurance. This was considered and agreed that Steve Clinch would assess his ability on Saturday morning and if so he could be recorded back on the sweeps register.

Action: Rick (#151)

Sport SA invitation received to attend a breakfast function at the Lockleys Bowling Club on Friday 12 October 2012 at 7:15am. Pat Doogue, John Holland and Marie Cunningham to attend.

10 AusDBF REPORT

- Ø Steve Clinch has been appointed as the SA Leading Assessor for the National team. Testing for the National team is to be conducted Nationally by 4 November 2012.

Brief discussion held on the testing requirements as to whether they have been set by a suitably qualified person as some of them appear to be quite strenuous and may lead to an injury. Concern to be raised at the Nationals phone hook up meeting the following evening.

Action: Steve (#152)

Meeting to be arranged with EFM to discuss practicalities in using their facility, equipment and trainers to assist with the testing.

Action: Steve (#153)

- Ø Advice has been received from a newsletter from NZ on the apparent Australasian Championships event being held with follow up to be made at the AusDBF meeting.
- Ø AGM is scheduled for 21 October 2012 and it was agreed that John Holland and Steve Clinch would be the DBSA representatives. Travel, accommodation and car hire costs to be covered by DBSA.
- Ø AusDBF are requesting that members send in a copy of their membership database in a format acceptable to them for uploading. Agreed that they would only be provided with the same information as supplied previously which does not provide full contact details.

Action: Marie (#154)

11 NEW BUSINESS

11.1 Clearance application

The following clearance application was ratified by the Board:

- Ø Peter Norcliffe – from ASD to Powerblades

Action: Marie (#155)

11.2 Website update - status

Discussed.

11.3 Insurance documentation

Further clarification to be sought from insurance companies proposals tabled to clarify difference between Association Liability insurance and Directors and Officers insurance.

Action: John Harris (#156)

11.4 Strategic Planning session – 20/10/12

Discussed.

11.5 SGM and SGM Motions – 8/11/12

Discussed.

11.6 Presidents Forum – 8/11/12

Discussed.

12 ANY OTHER BUSINESS

- Ø Applications have been received for the various State Coach positions with a panel to be formed to review them comprising Rick French, Pat Doogue and John Harris. Applications to be circulated to panel members with interviews to be scheduled on Saturday 13 October 2012 with the applicants.

Action: Steve (#157)

The criteria set in 2011/12 season would apply to pre-qualify for the squad.

- Ø Clubs reminded to advise their sweeps not to leave the oars on the floor of the boat as they damage the handles when being pulled out from under the seats.
- Ø Agreed to commit to helping the Goolwa Aquatic Club organise a dragon boat event during the Wooden Boat Festival on 23& 24 February 2013 with some fun event type races to be held.
- Ø Maintenance to be undertaken by John Holland on lockers downstairs to arrange for tops to be placed on them to provide suitable storage space for maintenance and high performance gear.

Action: John (#158)

13 NEXT MEETING

The next Board meeting is scheduled for 8pm on Thursday 15 November 2012.

14 CLOSE OF MEETING – 11:30PM

Signed: _____
Chairperson

Date: ____/____/____