



# MINUTES

## Board Meeting

**THURSDAY 12 APRIL 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, Pat Doogue, John Harris, Chris Wood

**3 APOLOGIES:** Karen Graetz (part meeting)

**4 MINUTES OF PREVIOUS MEETING 14 MARCH 2012 ACCEPTED AS A TRUE AND CORRECT RECORD**

**Moved:** Pat Doogue

**Seconded:** John Harris

**Carried**

**5 ACTION ITEMS/BUSINESS ARISING**

1	Actioned. The redesigned promotional brochure was sent to Clubs to advise of any objections within 7 days to the photos of their paddlers within with no objections received. Next step is to arrange printing of brochures and to provide some to Karen Graetz. <b>Action: John (#42)</b>
2	Ongoing. Quotes for artwork for DBSA trailer to be sourced from another company.
3	Actioned. Paperwork sent to Steve on details of contact at Mawson Lakes to discuss options to start paddling there with Blade Runners. Agreed to arrange meeting in May and to follow up with Ken Yiu whether he is interested in being involved given that he lives out there. <b>Action: Steve/John (#43)</b>
4	Actioned. Treasurer wrote of outstanding invoices for BDs and DFs.
5	Ongoing. Produce a Calendar of Corporate and Development Events for posting to the website. Chris Wood said she would contact the website designer to let him know to prepare the new website for this. <b>Action: Chris (#44)</b>
6	Actioned. Propeller guard placed on the support boat. Noted that the support boat had been moved to the front gate by the PAAF and required moving back under cover.
7	Actioned. Powerblades advised of special dispensation to race in various 20s categories at the State Championships this season.
8	Actioned. ASD advised of special dispensation to field two teams in B-Grade and Premier Womens (10s) and Masters Womens (10s).
9	Actioned. Article included in next DragonsBreath on DBSA decision to cover \$30 subsidy of the \$50 team entry for State team paddlers in Grandmasters with those selected to pay remaining \$20.
10	Ongoing. Steve Clinch advised that the Regional Team had been advised to deposit the \$20 entry fee into the DBSA bank account however this would be followed up with all payments to be made by next meeting. Noted there had been no discussion on refunds given that the State v State day was cancelled.
11	Ongoing. Collect AusDBF (\$20) entry fee from Grand Masters team by Monday 16 April.

12	Actioned. Incident Report form updated to include equipment damage and is to be posted to the website. <b>Action: Marie (#45)</b>
13	Actioned. Subsonix meeting attended by Pat Doogue to ascertain what they were seeking in regard to a procedure for a roll over on the Torrens and advised when they were aware of what they wanted exactly to let DBSA know. Agreed in the interim that DBSA would formalise this with information to be obtained from the Council to be included. <b>Action: Chris/Pat (#46)</b>
14	Actioned. Agreed that rather than paint the surfaces of the dragon boats on the Torrens that are slippery that non slip tape would be used instead on the floor and the seat surfaces would be roughened up.
15	Actioned. The Peter Bristow Memorial Race Day will be held in conjunction with Tasting Australia event on Saturday 28 April 2012. Categories to be Open, Mixed and Women in both 10s and 20s. Task list to be circulated and replacement to be sought for Finish Line Judge prior to her arriving by 12 noon. <b>Action: John/Rick (#47/#48)</b>
16	Once Ceduna team advises that they would like the DBSA boat stored at Paint Supplies arrangements will be made to relocate it to Virginia for collection. Have not heard from Ceduna team that they want it yet. Chris to follow up.
17	Relocate remaining boat at Paint Supplies once the other boat is relocated to Ceduna.
18	Ongoing. Tarps to be purchased for placement over incoming dragon boat from Paint Supplies.
19	Actioned. The missing cox vox was held by Adelaide Phoenix and is currently with them. Suggestion to be made that they look at purchasing their own.
20	Ongoing. Signage to be arranged ( <a href="http://www.dragonboatsa.com">www.dragonboatsa.com</a> ) for those dragon boats which currently do not have it with photo to be taken of current signage.
21	Ongoing. Registration papers for the trailer for the rescue boat to be located.
22	Actioned. Ladder purchased for the boat shed for \$120.
23	Ongoing. One of the broken drums has been repaired with details of supplier of pig skins to be provided to Pat Doogue. <b>Action: Jen (#49)</b>
24	Ongoing. Key register to be updated to record key for trailer given to Steve Clinch and Jennifer Bould with remainder held by John .
25	Actioned. Sweeps accreditation test has been updated to be more generic.
26	Ongoing. BBQ to be arranged for May to recognise volunteers after the State Championships and to be held at The Sailing Club. Send names of guests to be invited to Rick.
27	Actioned. The breakdown of Canoe SA's budget for the boat shed was tabled and discussed. Agreed that DBSA would consent to paying the increased rent provided that some further space is provided to equate to that offered to other users. <b>Action: John (#51)</b>
28	Withdrawn. Signed Coaches agreement was not obtained from Cheryl Watson.
29	Ongoing. Agreed that there have been 4 x race days since 14/12/11 that reconciliation would need to be worked out with BD for any amount owing for provision of meals for volunteers.
30	Ongoing. Karen Graetz to provide invoice for work to date.
31	Actioned. SmartSpace database now has ability for Clubs to record race day sweeps and Clubs are to be shown how to use it at next RC meeting.
32	Ongoing. Governance Survey to be forwarded to John Harris for completion and Steve Clinch to complete his and return to John Holland.
33	Ongoing. Send email out to Clubs offering to purchase surplus old paddles for use in establishing regional dragon boating/

34	Ongoing. Develop strategy to set up team in Naracoorte through contacts Jenny and Megan.
35	Ongoing. Once new promotional brochures are available send to contact (Kerry) in Pt Pirie to garner some interest in establishing a team and then follow up.
36	Actioned. The rear tanks of all the dragon boats were checked and missing washers were replaced.
37	Ongoing. Send names of volunteers able to assist Karen with Uni Come N Try events.
38	Actioned. Arrangements are being put in place for the YACS information session on 27 April 2012 with ergo machine to be available and powerpoint presentation. Clubs would be asked to provide any promotional material for distribution to the juniors in attendance.
39	Ongoing. Volunteer SA website to be checked for available grants.
40	Withdrawn. Participant Registration forms from previous season to be destroyed.
41	Withdrawn. SmartSpace to be backed up at the beginning and each of each season.

Noted anyone wishing to book the OC1 outrigger canoe when it arrives will do in the same manner as they book the Ergo Machine with them both being stored at The Sailing Club.

Since the last meeting and review of the Strategic Plan in regard to Television exposure an agreement has been received by Channel 44 seeking to offer television exposure for the sport at a cost of \$5500 (GST included). This was agreed to be a wonderful opportunity to promote dragon boating to a large audience with a series of 15 and 30 second advertisements to be made focusing on various aspects of the sport (corporate, Torrens, Juniors, Nationals etc).

**Action: John (#52)**

## 6 FINANCIAL REPORT – MARCH 2012

<b>Dragonboat SA Inc</b>				
<i>GPO Box 684 Adelaide SA 5001</i>				
<b>Reconciliation Report</b>				
ID#	Date	Memo/Payee	Deposit	Withdrawal
<b>Cheque Account: 1-1110</b>		<b>ACCOUNT 1</b>		
Date of Bank Statement: 31/03/2012				
<b>Reconciled Cheques</b>				
142149	15/02/2012	S Clinch		\$109.61
142153	20/02/2012	Pat Doogue		\$40.25
142154	26/02/2012	SADA		\$95.00
142157	26/02/2012	Subsonix Dragon Boat Club - rfees refund		\$30.00
142158	26/02/2012	Waiwilta Paddling Club Inc - rfees refund		\$7.50
142159	26/02/2012	Marsh Pty Ltd		\$302.06
	eft 2/03/2012	AusDBF inv 1353 41prem		\$2,050.00
	eft 2/03/2012	AusDBF -inv 1353 44p GM and GGD squad		\$2,200.00
	eft 5/03/2012	AusDBF - inv 1353 regional 25p		\$1,250.00
	eft 8/03/2012	Admin Focus - inv 755		\$1,770.63
	eft 8/03/2012	AusDBF - inv 1367 - 1 prem		\$50.00
142161	11/03/2012	Adelaide Sea Dragons - crop paddle		\$60.00
	eft 12/03/2012	AusDBF - inv 1393 - 1 prem		\$50.00
	eft 12/03/2012	Rowing SA		\$121.00
	eft 12/03/2012	Telstra		\$101.00
	eft 12/03/2012	Graphpak Australia Pty Ltd - inv 21465		\$2,073.72
142162	14/03/2012	Marino Monograms		\$48.00
	eft 16/03/2012	Graphpak Australia Pty Ltd		\$1,606.11
142163	19/03/2012	Dominos Port Adelaide		\$145.00
	eft 19/03/2012	Dragonboat Australia Inc		\$2,064.98
	eft 20/03/2012	Dragonboat Australia Inc		\$2,064.98
	eft 21/03/2012	Dragonboat Australia Inc		\$2,065.00
142164	23/03/2012	City of Charles Sturt		\$170.00
	eft 23/03/2012	Adelaide Coffee Company Pty Ltd		\$149.00
	eft 26/03/2012	AusDBF - inv 1447 regional 1p		\$50.00

	eft	26/03/2012	John Holland - medals, shirts, parking	\$508.80
142165		29/03/2012	Australia Post	\$215.00
142166		29/03/2012	Department of Transport	\$69.00
			<b>Total:</b>	<b>\$0.00</b> <b>\$19,466.64</b>
<b>Reconciled Deposits</b>				
2230		2/03/2012	Marsh Pty Ltd - insurance claim	\$600.00
2231		8/03/2012	Water Warriors DBClub - rfees 116-11818	\$232.50
2232		8/03/2012	SADA - rfees 116-11821	\$262.50
2233		9/03/2012	Adelaide Sea Dragons -rfees 116-11828	\$405.00
2234		9/03/2012	Subsonix DB Club- rfees 116-11821	\$247.50
2235		12/03/2012	SADA - F1	\$143.00
2236		13/03/2012	Black Dragons DB Club - rfees 116-11825	\$292.50
2237		14/03/2012	LeFevre High School - corp paddle	\$120.00
2238		14/03/2012	Powerblades DB Club - F1 rfees 116-11824	\$315.50
2239		20/03/2012	Adelaide Sea Dragons - F1, C1	\$286.00
2240		21/03/2012	Subsonix Dragon Boat Club state titles ref 116-11910/09	\$585.00
2241		21/03/2012	Water Warriors Dragon Boat Club state titles ref 116-11904/05	\$577.50
2242		21/03/2012	Waiwilta Paddling Club Inc state titles ref 116- 11907	\$113.50
2243		22/03/2012	SADA	\$472.50
2244		22/03/2012	Blue Water Raiders - regional squad 11p	\$220.00
2245		23/03/2012	MGA Insurance	\$750.00
2246		23/03/2012	Adelaide Sea Dragons state titles ref 116-11914/13	\$772.50
2447		23/03/2012	Powerblades Dragon Boat Club state titles fees 116-11920	\$360.00
2448		26/03/2012	Black Dragons DB Club - rfees state titles	\$622.50
2449		27/03/2012	Adelaide Phoenix	\$435.00
2450		27/03/2012	Cafe2u	\$50.00
2451		27/03/2012	Payment; ASA	\$37.50
2451		27/03/2012	ASA	\$97.50
2452		27/03/2012	Blue Water Raiders - state titles nats tops	\$479.70
2453		27/03/2012	K de Ross - GMs state uniforms	\$1,333.00
2454		28/03/2012	not known	\$260.00
2455		28/03/2012	not known	\$150.00
2456		30/03/2012	Adelaide Sea Dragons	\$483.10
			<b>Total:</b>	<b>\$10,703.80</b> <b>\$0.00</b>
<b>Outstanding Cheques</b>				
142127		10/11/2011	Loren Morris	\$150.00
142143		12/01/2012	Black Dragons Dragon Boat Club	\$100.00
142146		30/01/2012	Loren Morris	\$50.00
142160		11/03/2012	Adelaide Phoenix	\$22.50
142167		31/03/2012	Food Star Resturant - prem squad dinner	\$1,053.40
			<b>Total:</b>	<b>\$0.00</b> <b>\$1,375.90</b>
<b>Reconciliation</b>				
			MYOB Balance on 31/03/2012:	\$13,612.95
			Add: Outstanding Cheques:	\$1,375.90
			Subtotal:	\$14,988.85
			Deduct: Outstanding Deposits:	\$0.00
			Expected Balance on Statement:	\$14,988.85
<b>Cheque Account:</b>	<b>1-1130</b>	<b>ACCOUNT 3</b>		
Date of Bank Statement:	31/03/2012			
<b>Reconciled Deposits</b>				
int		31/03/2012	Bank SA	\$12.83
			<b>Total:</b>	<b>\$12.83</b> <b>\$0.00</b>
<b>Reconciliation</b>				
			MYOB Balance on 31/03/2012:	\$3,370.15
			Add: Outstanding Cheques:	\$0.00
			Subtotal:	\$3,370.15
			Deduct: Outstanding Deposits:	\$0.00
			<b>Expected Balance on Statement:</b>	<b>\$3,370.15</b>

Neil Parker to be advised that future invoices need to be provided within two months of an event otherwise they will not be recognised.

**Action: Jennifer (#53)**

Steve Clinch to follow up with Ceduna team the details of a \$150 payment to DBSA for reconciliation.

**Action: Steve (#54)**

Reimbursement for Premiers paddlers to be arranged.

**Action: Chris/Steve/Jen (#55)**

**Moved: Jennifer Bould**

**Seconded: John Harris**

**Carried**

**Motion to accept financial reports and pay accounts on Account 1**

## **7 STRATEGIC PLAN REVIEW**

Review placed on hold until next meeting.

## **8 JUNIOR DEVELOPMENT REPORT**

Karen Graetz attended the meeting briefly to give an update on Junior Development and advised that the Australian Coach would be in Adelaide on Sunday 22 April to speak with a group of junior paddlers/kayakers/canoeists to discuss a possible junior development program for the Australian squad.

The consensus was that it was disappointing that the approach was not made through DBSA however it was agreed to support this meeting. It was interesting to note however that it was no longer the Juniors that were being targeted but a Youth program (17-23) instead.

Requirement noted for those participants not registered with DBSA to complete the relevant Come N Try paperwork located in the shed and if aged under 18 to wear a life jacket. Report of outcome to be sought afterwards.

Brief discussion held on the event on 27 April for Youth Week with arrangements for ergo machine and powerpoint presentation discussed. Over 500 students expected.

The Charles Sturt Council holiday program will be held next week with Adelaide Sea Dragons coordinating the on water activity.

## **9 AusDBF REPORT**

### **9.1 2012 Nationals feedback**

The general consensus was that the event was disappointing and that future events should only ever be held on accredited courses. AusDBF have asked each Official to provide a report.

Suggested that any Clubs dissatisfied with not being able to back up during the titles despite some Clubs being allowed to do so should write to AusDBF informing them of this.

### **9.2 Motion - AusDBF's National rebranding**

Apparently a decision was made by AusDBF at a meeting without DBSA being present or aware of it to introduce the rebranding by 2015. DBSA will wait for verification of this and then write back that the decision was unconstitutional as the meeting was held without the correct notice given to all members.

Noted that at this stage that AusDBF cannot impel DBSA to change and given there is no reason to change the status quo will remain.

As an aside it was noted that Dragonboat Australia have now changed their name to Paddlers World.

### **9.3 Motion - AusDBF's Paddler Levy Increase to \$22**

The increase to the Paddler levy from \$7.70 to \$22 was carried despite DBSA voting against it. There was also a motion carried that the increase would be linked to the CPI.

The fees for Clubs for 2012/13 was set at the 2011 AGM so any increase imposed by AusDBF would impact on Clubs setting their fees now. Agreed Clubs should be advised that despite DBSA's best efforts and voting against the increase that the increase was carried. Any further action would depend on the response of Clubs.

**Action: John (#55)**

- 9.4 Motion - AusDBF Policy re Club Qualifications for CCWC**  
The outcome of the Motion is not known with AusDBF sending out the latest list of qualified Clubs.
- 9.5 Motion - Eligibility to be selected as an Aust Team representation**  
This Motion was passed setting the requirement for Australian Team selection to be a registered paddler in your own state and be in the State Team.
- 9.6 Motion - Reduction of Nationals State v State Divisions from 5 to 3**  
The outcome of this motion is not known and is to be followed up with AusDBF as this would impact on future state coach appointments.  
**Action: Steve (#56)**

## 10 SECRETARY'S REPORT

The following correspondence was noted:

- ✚ Complaint received from the Council by Residents complaining about the loud shouting and hammering of tents prior to the 7am curfew. Noted this would not be a DSBA event at that time and was more than likely the triathlon event. Response to be sent.  
**Action: John (#57)**

- ✚ The Office of Recreation & Sport (OR&S) is now offering two new grants with one being Participation Funding and the other a Recreation Inclusion program. The StEP program was no longer.

Both grants were discussed with it agreed that an application would be submitted only for the Participation Funding grant (old StEP grant) and is to be submitted next week given that DBSA has received an extension. The other grant comes up again in October.

**Action: John (#58)**

- ✚ The "Green Shirt" program will continue by OR&S.
- ✚ AusDBF correspondence listing World Club Crew Championships received.
- ✚ Correspondence received in response to incident by MV Princess during the State Championships with advice that they will keep their distance in future.

## 11 NEW BUSINESS

### 11.1 State Titles – review of

Agreed preferable that the Support boat set and remove the 500m line however suggested that they do so without using the motor.

SARA have booked the Ramsay Course for their events in April 2013 with the only suitable dates available for DBSA being 23&24 March 2013. The RC meeting had set the first weekend in April each year as their preference for the State Championships to be held however this was proving difficult to arrange given SARA's activities.

**Action: John (#59)**

### 11.2 State Squad – review of performance

The State Vs. State race day was noted as being cancelled due to the passing of Peter Bristow early in the event. The DBSA Board would like to commend everyone involved in forming the State Team.

### 11.3 Peter Bristow Memorial Race Day & Emergency Procedures

In regard to putting in place procedures should there be an incident to a paddler in a boat requiring emergency assistance it was agreed that the onus should be on Clubs to have their own procedures in place and ensure their members are all aware of what needs to be done.

Clubs are reminded to ensure that they have a mobile phone on board each dragon boat and can purchase waterproof pouches to store their phones.

An endeavour will be made on the day to hold a race between Premier Women vs. Grand Masters Women and Premier Open Vs. Grand Masters Open.

**11.4 AGM – schedule date**

The AGM is scheduled for Wednesday 23 August 2012 at The Sailing Club.

**12 CLEARANCE APPLICATIONS**

Noted clearance applications for Rick & Julie French from SADA to Adelaide Sea Dragons had been received by Chris Wood and would be circulated.

THAT Clearances be granted from 1 July 2012 to Rick and Julie French from SADA to Adelaide Sea Dragons.

**Moved:** Pat Doogue

**Seconded:** John Harris

**Carried**

**Action: Chris/Marie (#60/61)**

**13 ANY OTHER BUSINESS**

✚ The radios in the DBSA trailer are to be tested to ensure that they work prior to the Pt Pirie Masters Games.

**Action: Pat (#62)**

✚ Arrangements were discussed for the Pt Pirie Masters Games in terms of relocating boats/trailers/equipment and volunteers. It was not known how many have registered due to issues with the online registration process. Need to ensure have sufficient amount of drivers to tow the trailers.

**Action: Chris (#63)**

**14 NEXT MEETING**

The next meeting is scheduled for 8pm on Wednesday 23 May 2012.

**15 CLOSE OF MEETING – 11:37PM**

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

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