



# MINUTES

## Board Meeting

**Wednesday 13 June 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, Pat Doogue, Chris Wood and John Harris

**3 APOLOGIES:** Steve Clinch and Karen Graetz

**4 MINUTES OF PREVIOUS MEETING 23 MAY 2012 ACCEPTED AS A TRUE AND CORRECT RECORD**

**Moved:** Rick French

**Seconded:** Pat Doogue

**Carried**

**5 ACTION ITEMS/BUSINESS ARISING**

**ACTION ITEMS – MEETING 23/05/12**

64	Actioned. Submission sent in to Sport SA (Club One) for grant for purchase of 60 paddles and 60 PFDs.
65	Actioned. The letter of support from DBSA for the 2014 Naracoorte Masters Games was read.
66	Actioned. Clubs informed on the new online registration process and were given the requirement to Opt IN or OUT. The new system has been trialled initially by ASD and is working well with at least 3-4 clubs opting in to change over.
67	Actioned. Raymond has modified the database to allow for online registration renewal process and Clubs were advised of the new process.
68	Actioned. Race Calendar 2012/13 was posted to website and circulated to Clubs.
69	Actioned. Advice of Presidents Forum Wed 6 June at 8pm sent to Clubs.
70	Actioned. Marcel Kumeritz transfer from Powerblades to Water Warriors has been processed.
71	Ongoing. Follow up promotional DBSA signage for The Sailing Club.
72	Ongoing. Amend Policy #07 – Clearance to re-instate clauses about how many paddlers can transfer to or from a given Club etc.
73	Ongoing. Log book to be placed in the new boat to record usage and any incidents of note. Stickers to be arranged through Paint Supplies as agreed and maintenance schedule to be put in place.

**CARRIED OVER**

2	Ongoing. Obtain quote for DBSA trailer artwork from alternate supplier after spray painted
5	Actioned. A Calendar of Corporate and Development Events is being planned for the new website.
10	Ongoing. Ensure AusDBF (\$20) entry fee from Regional team is paid by next meeting.
11	Ongoing. Ensure AusDBF (\$20) entry fee from Grand Masters team is paid by Monday.
14	Ongoing. Special paint has been purchased to solve the issue of slippery floor surfaces on the Torrens boats and this maintenance along with roughening up the seats and installing some bracing will be undertaken prior to the next scheduled event.
20	Ongoing. Email sent to Carol Cheetham's son to arrange for DBSA signage on those dragon boats which do not have it.

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.
26	Actioned. Invitation extended to all volunteers to attend thank you luncheon on Sunday 24 June 2012 for 12 noon start.
30	Ongoing. Karen Graetz to provide invoice for Junior Development work undertaken to date.
35	Ongoing. Letter to be sent to Field Officer (John) to put him in contact with Kerry (Pt Pirie) to further progress on establishing a team.
43	Ongoing. Arrange meeting in May with contact at Mawson Lakes to further discussion on DB paddling there.
53	Ongoing. Follow up with Ceduna details of \$150 payment to DBSA.
54	Ongoing. Reimbursement only required now for one Premier paddler with email address to be obtained from SmartSpace to follow up.

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**FINANCIAL REPORT – MAY 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:	31/05/2012			
<b>Reconciled Cheques</b>				
142169	16/04/2012	All Party Hire		\$490.00
142171	16/04/2012	Canoe SA		\$2,292.37
142172	19/04/2012	Adelaide Sea Dragons: Credit from insASD		\$32.48
142173	20/04/2012	Marino Monograms		\$6,328.70
142174	29/04/2012	Neville Greenwood - carparking Torrens events		\$21.00
eft	4/05/2012	Admin Focus - inv 771		\$972.13
eft	4/05/2012	Rowing SA - inv 11120		\$165.00
eft	4/05/2012	Hyde Park Press Pty Ltd - inv 48172		\$269.50
eft	9/05/2012	John Holland - race exp, funeral note		\$187.15
eft	9/05/2012	John Holland - Pt Pirie games, prizes, stationery		\$1,250.72
eft	11/05/2012	S Clinch - Pt Pirie Games		\$185.49
eft	11/05/2012	Pat Doogue - ladder, db maintenance		\$187.50
eft	16/05/2012	Pat Doogue - state prem acc x2		\$164.40
142176	23/05/2012	R French - trailer tyre		\$102.00
eft	25/05/2012	S Clinch - state prem accommodation		\$82.20
eft	25/05/2012	Pat Doogue - state prem accommodation x3		\$246.60
eft	25/05/2012	Telstra		\$76.51
142186	27/05/2012	Liz Thomas - state prem accommodation		\$82.20
142192	27/05/2012	Peter Norcliffe -state prem accommodation		\$82.20
142194	29/05/2012	Australia Post - stamps		\$60.00
eft	31/05/2012	John Holland - training course		\$100.00
eft	31/05/2012	Coxmate - inv 408073		\$187.49
<b>Total:</b>			<b>\$0.00</b>	<b>\$13,565.64</b>
<b>Reconciled Deposits</b>				
2266	4/05/2012	Payment; Ceduna Sea Dragons	\$383.55	
2267	21/05/2012	Payment; SAPES	\$540.00	
2268	22/05/2012	Payment; Waiwilta Paddling Club Inc	\$88.00	
2269	22/05/2012	Black Dragons Dragon Boat Club	\$371.50	
2270	24/05/2012	C Wood	\$600.00	
2271	24/05/2012	Blue Water Raiders	\$450.00	
2272	24/05/2012	John Holland - coffee machine at club	\$40.10	
2273	24/05/2012	Jane Carey - state team fee	\$20.00	
2274	25/05/2012	RDNS - Pt Pub challenge event	\$280.00	
TR000034	28/05/2012	Money Transfer	\$4,330.70	
2275	29/05/2012	Christopher John - state team fee Chris H	\$20.00	
int	31/05/2012	Bank SA	\$171.33	
<b>Total:</b>			<b>\$7,295.18</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
142175	23/05/2012	C Finalyson - Pt Pirie Master Games	\$58.58
142177	27/05/2012	Dianne Adey - state prem accomodation	\$82.20
142178	27/05/2012	Marcelle Barnard - state prem accomodation	\$82.20
142179	27/05/2012	Alison Burgess - state prem accomodation	\$82.20
142180	27/05/2012	Sarah Ee - state prem accomodation	\$82.20
142181	27/05/2012	Karen Graetz - state prem accomodation x2	\$164.40
142182	27/05/2012	Chelle Hosking - state prem accomodation	\$82.20
142183	27/05/2012	Sam Kelsh - state prem accomodation	\$82.20
142184	27/05/2012	Cheryl Parker - state prem accomodation	\$82.20
142185	27/05/2012	Teeta Sayner - state prem accomodation	\$82.20
142187	27/05/2012	Tracey Young - state prem accomodation	\$82.20
142188	27/05/2012	Carly Payne - state prem accomodation	\$82.20
142189	27/05/2012	Dave Brugioni state prem accomodation	\$82.20
142190	27/05/2012	Chris & Joe Cryer - state prem accomodation	\$164.40
142191	27/05/2012	Harry McCallum - state prem accomodation	\$82.20
142193	27/05/2012	Nick Smith - state prem accomodation	\$82.20
<b>Total:</b>			<b>\$0.00      \$1,778.48</b>
<b>Reconciliation</b>			
MYOB Balance on 31/05/2012:			\$6,225.19
Add: Outstanding Cheques:			\$1,778.48
Subtotal:			\$8,003.67
Deduct: Outstanding Deposits:			\$0.00
<b>Expected Balance on Statement:</b>			<b>\$8,003.67</b>
<b>Cheque Account:</b>	<b>1-1130</b>	<b>ACCOUNT 3</b>	
Date of Bank Statement:	31/05/2012		
Reconciled Deposits			
int	31/05/2012	Bank SA	\$12.55
<b>Total:</b>			<b>\$12.55      \$0.00</b>
<b>Reconciliation</b>			
MYOB Balance on 31/05/2012:			\$3,395.16
Add: Outstanding Cheques:			\$0.00
Subtotal:			\$3,395.16
Deduct: Outstanding Deposits:			\$0.00
<b>Expected Balance on Statement:</b>			<b>\$3,395.16</b>
<b>Cheque Account:</b>	<b>1-1160</b>	<b>Investment Account-1260</b>	
Date of Bank Statement:	31/05/2012		
Outstanding Cheques			
TR000035	3/12/2011	Money Transfer	\$53,299.00
TR000034	28/05/2012	Money Transfer	\$4,330.70
<b>Total:</b>			<b>\$0.00      \$57,629.70</b>
<b>Outstanding Deposits</b>			
int	24/05/2012	Bank SA	\$1,023.20
<b>Total:</b>			<b>\$1,023.20      \$0.00</b>
<b>Reconciliation</b>			
MYOB Balance on 31/05/2012:			\$30,000.00
Add: Outstanding Cheques:			\$57,629.70
Subtotal:			\$87,629.70
Deduct: Outstanding Deposits:			\$1,023.20
<b>Expected Balance on Statement:</b>			<b>\$86,606.50</b>
<b>Cheque Account:</b>	<b>1-1165</b>	<b>Investment account 2060</b>	
Date of Bank Statement:	31/05/2012		
Reconciled Deposits			
TR000035	3/12/2011	Money Transfer	\$53,299.00
int	31/05/2012	Bank SA	\$1,485.07
<b>Total:</b>			<b>\$54,784.07      \$0.00</b>

<b>Reconciliation</b>	
MYOB Balance on 31/05/2012:	\$54,784.07
Add: Outstanding Cheques:	\$0.00
Subtotal:	\$54,784.07
Deduct: Outstanding Deposits:	\$0.00
<b>Expected Balance on Statement:</b>	<b>\$54,784.07</b>

Jennifer Bould advised that the Term deposit account had been separated into two to accurately record transactions.

Copper Coast to be re invoiced for boat insurance for the period 1 July 2012 – 30 June 2013.

The email from SADA seeking reimbursement for trailer insurance as they pay the registration was tabled. A letter of response is to be sent advising them that DBSA has recently put a new tyre on the trailer and is grateful for the opportunity to use it from time to time however they were required to cover the insurance.

**Action: J. Holland (#074)**

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

## 7 STRATEGIC PLAN REVIEW

The following section from the Strategic Plan was reviewed:

### 4.1 Establish a Boat Storage facility at Mawson Lakes

DBSA is still working towards establishing boat storage at Mawson Lakes however there is already a shed located there which is not large enough to storage a boat.

### 4.2 Assist the establishment of new Member Clubs

Copper Coast Battle Dragons Dragon Boat Club Inc is a newly established team which will commence on 1 July 2012.

It was unfortunately noted that Dragon Fly was no longer in operation.

The endeavour by Adelaide Phoenix to establish a team in Barmera after a concerted effort has proved to be unfruitful. Request to be put forward to them to arrange for the boat to be returned to The Sailing Club at which time the condition of the boat will be assessed to see what maintenance is required.

**Action: John/Pat (#075/#076)**

Previous action item of sending boat from Paint Supply to transport company to relocate to Ceduna is to be followed up promptly. Other boat is to be returned to The Sailing Club.

**Action: Steve (#077)**

### 4.3 Establish a community event in the Riverland

Chris Wood to follow up her contacts in the Riverland in endeavour to establish a team there.

**Action: Chris (#078)**

### 4.4 Participate in the South Australian Masters Games

DBSA continue to participate actively in SA Masters Games events with a letter of support recently sent to Port Pirie and Naracoorte organisers offering support for their regional games.

In relation to other activities to focus on it was agreed that the Strategic Plan should be updated to include the development of a Corporate Dragonboat Festival.

**Action: John (#079)**

John Harris said there was a global corporate challenge where teams log the amount of steps that they take over a 12 day period and it currently has over 26,000 teams competing. Given that some of his work colleagues are involved in this he stated that he would contact them to see if they would be interested also in entering the Corporate Challenge.

Board members were encouraged to review the Strategic Plan to see if there are any changes required.

## 8 JUNIOR DEVELOPMENT REPORT

- ✚ Karen Graetz had submitted a report advising that the meeting with UniLife has been postponed until the end of July and there has been no contact from any of the schools that participated in Youth Week! Information re the selections for the Australian Junior Squad should be out soon.
- ✚ The request received from Subsonix at the Presidents Forum for consideration to be given for races for Juniors to be held in the morning and the subsequent advice given that it would be too problematic to arrange for various reasons was noted.

## 9 AusDBF REPORT

- ✚ The DVD recently produced by AusDBF for any Club starting up or established Clubs providing OH&S advice on the various components of the sport was televised for the Board's information. The general consensus was that it would be of benefit to Clubs and it was agreed that a congratulatory letter would be sent to AusDBF and a copy provided to each Club.

**Action: John (#080)**

- ✚ The letter sent by AusDBF announcing the reasons behind the cancellation of the State V State event at the recent Nationals was discussed.
- ✚ The AusDBF Discussion paper on "restructuring the Australian Championships" had been circulated to Board members for review and feedback prior to the AusDBF teleconference on Thursday.

A lengthy discussion ensued on the various proposals put forward with the general consensus being that the status quo should remain for the 2013 Nationals and if it was pushed through by AusDBF that it was unlikely that DBSA would enter a State team. It was also felt the changes would not be supported by many of the SA Clubs and they would most likely not participate at the Nationals. The current Nationals system was considered to be working well and DBSA would have to consider not advertising for a State Coach.

As an aside, John Holland advised that he had consulted with Rowing SA as to how they organised their National rowing events and was advised that for the Masters they formed a separate Masters Commission to look after their interests with a representative from each State nominated. They also held their Kings and Queens Cup event on the very last day of a 7 day championship.

The idea of setting up a similar type arrangement with a Nationals Commission and Masters Commission was considered to be worthwhile idea to put forward to AusDBF along with the above viewpoints.

**Action: John (#081)**

- ✚ A request was submitted to AusDBF for a copy of the Technical Directors report from the Nationals to be provided to no avail. The response given was that the document was confidential and until it had been edited would not be released.
- ✚ AusDBF have posted to the website Minutes from the various Board meetings held during the Nationals however they had not yet posted the Minutes from the Members meetings.

## 10 SECRETARY'S REPORT

The following correspondence inwards and outwards was noted:

- ✚ Letter of support sent to Port Pirie and Naracoorte Masters Games coordinators.
- ✚ Letter of appreciation sent to Melanie Cantwell upon her resignation from the AusDBF Board.
- ✚ Letter received from Adelaide Phoenix advising of withdrawal from endeavour to establish a team in Barmera as discussed above.
- ✚ Invitation received for the OAMPS Leaders Lunch on Friday. Agreed that on this occasion this would not be supported by DBSA Board members however for the annual Sport SA lunch at the end of the year DBSA Board would attend.
- ✚ The letter received from Blue Water Raiders seeking DBSA feedback on their intention to run a combined corporate event with Dragons Abreast Port Lincoln in 2013/14 was discussed. A letter had been sent back by John Holland seeking further information as there was more involved than just organising a Come N Try type event.

DBSA support was given for this event on the proviso that two DBSA Officials would need to be part of the event and copies of the Minutes of meetings held to coordinate the event should be provided to DBSA to monitor arrangements.

**Action: John (#082)**

- A copy of all correspondence would now be kept in the office should Board members wish to access it at anytime.

## 11 NEW BUSINESS

### 11.1 Presidents Forum – report back

The meeting was considered to be positive.

### 11.2 Board Survey results

The responses submitted by the Board members to the OR&S Governance Checklist were collated and reviewed with any issues discussed.

One issue of concern raised by a Board member was that there was currently no Directors and Officers Insurance for Board members. Agreed that a quote would be obtained and it be considered further at that time.

**Action: John (#083)**

### 11.3 Clearance Application – ratification

The Clearance application from Lorraine Ashford from SADA to Subsonix was noted as being ratified by email on 30 May 2012.

## 12 ANY OTHER BUSINESS

- The draft training schedule for the 2012/13 season was reviewed. On Tuesday and Thursday nights and Saturday mornings it was noted that demand exceeded supply and Clubs would be advised of this and asked to reconsider their preferences.

The option is available for Clubs to train early in the morning or at The Sailing Club.

**Action: Chris (#84)**

- The advertisement for the High Performance Coach would not be advertised until the AusDBF meeting is held on Thursday and a decision made then about the format of the 2013 Nationals.

- The opportunity might be given to Melbourne to bid for the 2016 World Club Crew Championships and the general consensus was that DBSA should also consider putting in a bid and would need to liaise with Events SA on this. AusDBF to be informed first and advice sought on the bidding process with an email to also be sent to Mark Hassalam (IDBF) asking him for details of the bidding process.

**Action: John (#85)**

- A reminder that the AGM is scheduled for Wednesday 22 August 2012 at 8pm at The Sailing Club.

- Quote to be obtained to set up wireless internet access.

**Action: Pat (#86)**

## 13 NEXT MEETING

The next meeting is scheduled for 8pm on Thursday 12 July 2012. John Holland and Chris Wood submitted their apologies as they will be overseas.

## 14 CLOSE OF MEETING – 12:05AM

SPELL CHECK

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

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