



MINUTES

Board Meeting

Thursday 13 September 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, Karen Graetz, John Holland, Julie Clinch and Chris Wood

3 APOLOGIES: John Harris

4 MINUTES OF PREVIOUS MEETING 15 AUGUST 2012 ACCEPTED AS A TRUE AND CORRECT RECORD.

Moved: Steve Clinch

Seconded: Pat Doogue

Carried

5 ACTION ITEMS/BUSINESS ARISING

ACTION ITEMS – PREVIOUS MEETING	
92	Actioned. Sign 3-year lease for Copper Coast to lease DBSA boat
93	Ongoing. Undertake maintenance of sweep oar on boat returned from Barmera.
94	Actioned. Arrange dragon boats stored at The Sailing Club to allow Karen access to relocate one to Pulteney Grammar for an Asian festival
95	Actioned. Reminder to be sent inviting Clubs to participate in Strategic Plan review day on Saturday 20 October 2012 (11am-3pm) with lunch to be provided. Confirmation to be sought from Clubs on attendance and participants names. Action: Marie (#113)
96	Actioned. The insurance proposal for Marsh first on Directors & Officers liability insurance has been submitted and a quote is awaited.
97	On hold. Meeting with Events SA contact to review proposal for 2016 WCCCs is on hold until AusDBF advise what the criteria is for submitting a bid to host.
98	Ongoing. Arrange for new telephone and wireless internet plan with Optus.
99	Actioned. The "Move it" grant has been acquitted and an order placed for 60 paddles @ \$80 ea from overseas supplier. Mildura have bought 16 paddles.
100	Ongoing. Put in place a maintenance program to arrange to clean the life jackets. Suggested that each Club be assigned a number of life jackets each.
101	Actioned. John Harris advised lockers are no longer available. Agreed to ask Clubs first before arranging purchase elsewhere. Action: Julie (#114)
102	Actioned. Arrangements made for traditional launch of the season both on the Torrens and at Aquatic Reserve. Invitations extended to dignitaries. Checks to be made prior by Pat Doogue and John Harris to ensure the boats are prepared.
103	Actioned. Process clearance applications.
104	Actioned. Send out to Clubs (to look at) and then at AGM advise Clubs of upcoming SGM to be held in conjunction with Presidents Forum to put forward the following proposed change to the Constitution: <i>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>
105	Actioned. Advise Clubs at AGM of below recommendation for later inclusion in the Constitution after an SGM: <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>

	SGM to be held in conjunction with next Presidents Forum for above two motions to be put. Action: Julie (#115)
106	Actioned. Advise Julie Clinch that if she wishes to nominate for the position of Secretary that she would need to be a registered DBSA paddler or a paid up Associate member.
107	Actioned. The recommendation to be put to the members at the AGM for the Member Subscription fees for 2013/14 was that "there should be no fee set".
108	Actioned. Registration fees for the 2013/14 season to be put to the members at the AGM were set as follows with a 5% increase: <ul style="list-style-type: none"> o Full: \$155 and \$165 respectively o Country: \$102 and \$112 respectively o Junior 1st year: \$ 76 and \$ 81 respectively o Junior 2nd year: \$102 and \$107 respectively o Student: \$133 and \$139 respectively
109	Ongoing. Book Green Shirt marquee and flags for State Titles from OR&S.
110	Ongoing. Volunteers end of year function set for Sunday 19 May 2013. Venue to be booked. Action: John (#116)
111	Ongoing. Compile list of contact details of qualified medical, first aid and physiotherapists from the Clubs and to be held by the Finishing Judge for access on race days if required.
112	Actioned. The venue for the Christmas dinner is the Grange Hotel and dinner will be held after the earlier Board meeting to be held at The Sailing Club from 5:45pm. Partners are welcome but to pay their own way.
ACTION ITEMS – PREVIOUS MEETINGS	
2	Ongoing. Quote to be obtained for DBSA trailer to be painted blue before stickers can be placed on it.
11	Actioned. Follow up with Gavin, Mick Burrige, Michael Rubin re outstanding \$20 payments for Nationals.
14	Ongoing. Undertake maintenance on the Torrens boats for any slippery surfaces by inserting bracing under the seats, roughening up the seats and using special paint purchased
20	Ongoing. Follow up with Carol Cheetham's son to arrange for DBSA signage on those dragon boats which do not have it.
24	Ongoing. Current key register to be sent out to Clubs for them to advise of any updates. Noted Adelaide Phoenix requiring a third key to the Boatshed. Action: Chris (#117)
30	Actioned. Invoice provided by Karen Graetz for work undertaken to date.
35	Actioned. Contact made by email with Pt. Pirie Field Officer to put him in touch with contact (Carey) to progress establishing a club. No response to date.
43	Actioned. Follow up with Mawson Lakes contact to discuss furthering sport. Action: Steve (#118)
71	Ongoing. Quote obtained for promotional signage at front and back of The Sailing Club. Discussions being held with PAAF about joint signage. Dimensions to be worked out for area to be painted. Action: John (#119)
72	Actioned. Revised Policy #7 to be sent to Julie to circulate to Board for ratification as clause reinstated about how many paddlers can transfer to/from a given Club. Action: Chris/Julie (#120)
73	Ongoing. Chase up stickers from Pacific Marine for the support boat.
77	Ongoing. Follow up relocation of boat to Transport company at Virginia for delivery to Ceduna.
78	Ongoing. Follow up contacts in Riverland in order to progress establishment of a team.
83	Duplicated. Obtain quote from Marsh for Directors & Offices liability insurance
84	Actioned. Any issues with availability of boats for training to be addressed at the time as currently there is no issue.
PF01	Ongoing. Check as a matter of priority with Council ASAP if can move finish line on Ramsay Course to 500m so that the pontoon does not need to be moved. Advise Clive Grant of the outcome so that he does not contact SARA needlessly.
PF03	Ongoing. Contact St Johns to find out the given response time to Aquatic Reserve.
PF05	Actioned. Follow up Ch. 44 dummy ads to ensure they firstly meet requirements and then circulate to Clubs for feedback. Noted have been uploaded to YouTube.

- Ø John Holland advised that the Nationals sub-committee is scheduled to meet on 22 September 2012 despite there being no confirmation advice. Agreed that flexible flight should be booked.

Action: John (#121)

Risk Management meeting is to be held at the same venue to enable attendees to attend both meetings – this meeting is mainly a result from the Coroner's investigation into the death at the 2012 Nationals.

- Ø Clubs to be reminded of importance of taking out mobile phone in each boat during training.

Action: Julie (#122)

6 FINANCIAL REPORT – AUGUST 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:	31/08/2012			
Reconciled Cheques				
142180	27/05/2012	Sarah Ee - state prem accommodation		\$0.00
142183	27/05/2012	Sam Kelsh - state prem accommodation		\$82.20
142190	27/05/2012	Chris & Joe Cryer - state prem accommodation		\$164.40
142201	11/08/2012	Canoe SA		\$2,292.37
eft	13/08/2012	Admin Focus - inv 797		\$1,335.13
142202	15/08/2012	John Harris - AusDBF meeting		\$137.95
eft	16/08/2012	Sport SA - subs inv9080		\$198.00
eft	16/08/2012	John Holland - AusDBF meeting		\$964.92
eft	16/08/2012	Marsh Pty Ltd		\$3,732.85
eft	16/08/2012	Telstra		\$106.86
TR000037	16/08/2012	Transfer of funds		\$7,000.00
eft	20/08/2012	Marsh Pty Ltd		\$3,916.00
142203	22/08/2012	Eagle boys		\$110.65
eft	28/08/2012	Strachan Sport Services		\$1,573.00
eft	28/08/2012	CSA Group		\$643.50
Total:			\$0.00	\$22,257.83
Reconciled Deposits				
2304	3/08/2012	Dragons Abreast Pt Lincoln - C1	\$107.00	
2305	6/08/2012	Adelaide Sea Dragons	\$157.00	
2306	6/08/2012	Sam Kelsh	\$157.00	
2307	8/08/2012	Copper Coast Battle Dragons Club -C14, J1	\$1,430.00	
2308	13/08/2012	SADA - F4	\$628.00	
2309	14/08/2012	ASA - F10	\$1,470.00	
2310	14/08/2012	Water Warriors Dragon Boat Club - F53	\$7,791.00	
2311	15/08/2012	Waiwilita Paddling Club Inc	\$157.00	
2312	16/08/2012	Subsonix DB Club - F4	\$628.00	
2313	17/08/2012	SADA - F2	\$314.00	
2314	20/08/2012	Black Dragons DB Club - F3	\$471.00	
2315	20/08/2012	Adelaide Sea Dragons - F3	\$471.00	
2316	23/08/2012	Subsonix Dragon Boat Club - F1, T1	\$289.00	
2317	24/08/2012	Sport SA - Club One grant	\$1,950.00	
2318	24/08/2012	ASA - F1	\$157.00	
2319	27/08/2012	SADA -F2	\$314.00	
2320	28/08/2012	Adelaide Sea Dragons - state team x 1	\$20.00	
2321	31/08/2012	Water Warriors DB Club - F3	\$471.00	
Total:			\$16,982.00	\$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 accommodation		\$82.20
142182	27/05/2012	Chelle Hosking - state prem accommodation		\$82.20
142196	6/06/2012	Subsonix DB Club (Supplier) - race prizes		\$85.85
Total:			\$0.00	\$372.75

Reconciliation			
		MYOB Balance on 31/08/2012:	\$23,323.66
		Add: Outstanding Cheques:	\$372.75
		Subtotal:	\$23,696.41
		Deduct: Outstanding Deposits:	\$0.00
		Expected Balance on Statement:	\$23,696.41
Cheque Account:	1-1130	ACCOUNT 3	
Date of Bank Statement:	31/08/2012		
Reconciled Deposits			
TR000037	16/08/2012	Transfer of funds	\$7,000.00
int	31/08/2012	Bank SA	\$31.65
		Total:	\$7,031.65
			\$0.00
Reconciliation			
		MYOB Balance on 31/08/2012:	\$14,068.48
		Add: Outstanding Cheques:	\$0.00
		Subtotal:	\$14,068.48
		Deduct: Outstanding Deposits:	\$0.00
		Expected Balance on Statement:	\$14,068.48

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

The consensus was for DBSA to continue paying the \$20 room hire fee for Clubs for use of The Sailing Club venue.

Liability account to be set up to separate the amount owing to AusDBF for the paddler levy.
Action: Jen (#123)

Noted there was some interest being expressed by potential sponsors of the race days with Roll-A-Door Doctor confirming the 9th December Event at \$250.

7 STRATEGIC PLAN REVIEW

The following section from the Strategic Plan was reviewed:

2. Promotion and Marketing

2.1 Redevelop website to portray the sport as a vibrant and exciting activity for people of all ages

Training session to be held at 12 noon on Monday 17 September on the new website before it goes live. Website link to be forwarded prior along with log on details.

Action: Chris/Julie/Marie (#124)

2.2 Premises

New suitable premises providing good access to training, office and storage space combined with suitable meeting area obtained.

2.3 Regular Press and radio coverage

The previous appointment of a Media Liaison Officer was unsuccessful.

Messenger to be contacted to ascertain how race day results can be published and Advertiser to be contacted to ascertain what promotional article can be included in any "what's on" section.

Action: Julie (#125)

2.4 Television exposure

The Corporate Challenge event is being promoted through Channel 44.

2.5 Promote Schools & Junior Events

A Development Officer has been appointed to establish schools and juniors events.

2.6 Promote the sport to schools through the Active After Schools Program

Proven not possible to coordinate such a program as is required to be held within the school grounds making it not practical.

2.7 Promote corporate paddle opportunities

Noted promotion of corporate paddle opportunities is occurring with it noted that there is a limit on the number of sessions that can be provided. Interest expressed by the Charles Sturt Council in future event.

8 JUNIOR DEVELOPMENT REPORT

Karen Graetz reported on the following:

- Ø The information session held at Pulteney Grammar was successful with enthusiasm expressed by parents and teachers. A meeting is planned for Term 4 with the new Principal to progress.
- Ø The Zone event is planned for 4th, 6th and 11th December with boats required from 9am to 2:30pm for an expected 100 students each day. There will be a combination of dragon boating, canoe, canoe polo and rowing on offer. Two sessions to be held in the morning followed by a barbeque lunch and then the remaining session and possible race off.

Agreed DBSA would arrange the barbeque and soft drinks with food to be sold at a minimal cost to students. The Zone would provide a sports trainer, first aid person and supply a microphone and speakers.

- Ø Pulteney Grammar have also expressed in interest in dragon boating during their last "fun week" of school which coincides with one of the above days. Agreed could still be held but perhaps at Oarsman's Reserve.
- Ø Seeking contact details of DBSA registered participants that are tertiary students to assist with arranging meetings with Uni Life as Karen is no longer a student. List of names to be forwarded from the database.
Action: Marie (#126)
- Ø New email address is: graky008@mymail.unisa.edu.au.

Performance review to be scheduled next month.

Action: John (#127)

9 SECRETARY'S REPORT

Julie Clinch reported on the following correspondence:

- Ø Email from Water Warriors requesting use of Heads & Tails by Warriors Abreast on 13/10/12 in regard to Breast Cancer Awareness week.

Request approved.

- Ø Email from Blue Water Raiders asking if they only compete in 10s event this year at the Wallaroo race would they qualify for the State Championships given that in the previous season they competed only once in a 20s regatta and qualified.

This was discussed and agreed that they would be advised that whichever categories they raced 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 at the time.

Action: John (#128)

- Ø Request received from Dragons Abreast Port Lincoln asking if they can use a Blue Water Raiders sweep and qualify as they don't have a woman's sweep available.

Agreed they could do this and still qualify.

Action: Julie (#129)

- Ø Request received from Waiwilta for a copy of the Clubs Certificate of Currency as it is not on the website.

Certificate to be emailed to Marie for uploading to website.

Action: John/Marie (#130)

10 AusDBF REPORT

- Ø AGM is scheduled for 21 October 2011.
- Ø Six monthly review forms to be completed by Julie Clinch.
Action: Julie (#131)

11 NEW BUSINESS

11.1 Clearance applications

The following clearance applications were approved by the Board prior to this meeting and have now been ratified:

- Ø Glenn Mitchell – Black Dragons to Subsonix
 - Ø Jan Walsh – Waiwilta to Subsonix
- Action: Julie/Marie (#132)**

11.2 Clearance letter – Alison McPherson

John Holland advised the Board of the background behind the clearance application of Alison McPherson and Adelaide Sea Dragon's reasons for rejecting it. The various correspondence between both parties was read along with the letter sent to DBSA seeking special dispensation.

John Holland advised that Adelaide Sea Dragon's would grant the transfer request on this occasion.

The Adelaide Sea Dragon's Board representatives volunteered to leave the meeting while the letter from Alison McPherson was discussed – John Holland, Rick French and Chris Wood left the meeting.

Upon return it was agreed to advise Alison McPherson of her clearance being approved and to respond to her letter.
Action: Julie (#133)

11.3 Director's Code of Conduct

Policy #019 – Directors Code of Conduct was endorsed.
Action: Julie (#134)

11.4 Portfolio assignment

The Board portfolios were reviewed with the flowchart to be updated on the website accordingly. John Harris has been appointed in charge of Cultural.
Action: Marie (#135)

11.5 Website update – status (Chris)

Discussed previously.

11.6 Constitution – discussion in increasing number of committee members (Julie)

Noted that DBSA has allowed a succession plan to be put in place as a result of introducing the two Board appointed positions and any issues would be raised at that time.

11.7 Policy review – status (Julie/Marie)

Policies are all to be checked to ensure latest version is available electronically and are all to be included into a Policy Register with each version maintained.
Action: Julie (#136)

11.8 Meeting Dates 2013

The proposed meeting dates for 2013 are to be circulated to Clubs.

Ø Tue	8 Jan	Ø Tue	9-Jul
Ø Wed	13-Feb	Ø Wed	14-Aug
Ø Wed	13-Mar	Ø Thu	12-Sep
Ø Thu	11-Apr	Ø Tue	15-Oct
Ø Tue	14-May	Ø Wed	13-Nov
Ø Wed	12-Jun	Ø Thu	12-Dec

Action: Julie (#137)

12 ANY OTHER BUSINESS

- Ø Clubs to be reminded of \$30 late fee for any ID card required within 10 days of a race day. Replacement cards will cost \$20 if required outside of the 10 days otherwise \$30 will apply. Clubs will also be allowed extension to submitting registration forms until 5pm on Saturday on this occasion given that it is the first race day.
Action: Marie (#138)
- Ø Clubs to be reminded of importance of being aware of Member Protection Policy and requirements and that the prescribed positions are: Coach, Database Administrator and Manager.
Action: Marie (#139)
- Ø Clubs to be advised that Presidents Forum is scheduled for Thursday 8 November 2012.
Action: Julie (#140)
- Ø Steve Clinch reported that there was no mention by Charles Sturt Council of DBSA's involvement in the Open day and online survey which was disappointing.
- Ø The draft promotional paperwork for the Corporate Challenge was tabled for review. Entry fee will be \$10 per paddler.
- Ø Sport SA AGM is scheduled for Tuesday 25 September 2012 with Board members invited to attend.
- Ø John Holland tabled the Sweep Assessment Criteria put together by himself. To be emailed to Steve Clinch and eventually posted to website.
Action: John (#141)
- Ø The Racing Committee had reduced the number of events on the River Torrens event down to two given that in the past the third round was rarely held. The winner would be the best combined time.
- Ø Noted Julie Kouba would not be racing and RC delegates were asked if anyone was interested in entering the race program into the laptop and the resultant results on the Sunday evening.

Ronnie Lane (Subsonix) offered to do this for the first round with agreement reached that whomever takes on the role would be their Club's volunteer for the day.
- Ø Neville and Kay Greenwood to be approached to ascertain their interest in becoming accredited DBSA officials. A mentoring program could be put in place.
Action: Julie (#142)
- Ø Adelaide Phoenix are arranging for a bugler to commemorate Remembrance Day on the 11 November Pub & Corporate Challenge event.
- Ø Clubs have until Friday 14 September 2012 to advise of their interest in providing the race day catering otherwise it will be assigned to Black Dragons.
- Ø 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.
Action: All (#143)
- Ø Rather than holding a dinner for the Premier team during the Nationals it was suggested that a barbeque be held for the entire team prior to travelling interstate.

13 NEXT MEETING

The next Board meeting is scheduled for 8pm on Wednesday 10 October 2012.

14 CLOSE OF MEETING – 11:35PM

Signed: _____
Chairperson

Date: ____/____/____