



MINUTES

Board Meeting

WEDNESDAY 14 MARCH 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

3 APOLOGIES: Karen Graetz and Chris Wood

A welcome was extended to John Harris of Black Dragons who was attending the meeting as an Observer.

4 MINUTES OF PREVIOUS MEETING 20 FEBRUARY 2012 ACCEPTED AS A TRUE AND CORRECT RECORD

Moved: Steve Clinch **Seconded:** Pat Doogue **Carried**

5 ACTION ITEMS/BUSINESS ARISING

1	Actioned. Order placed for OC1 canoe.
2	Ongoing. Remaining Board members to complete Governance survey and forward to John.
3	Ongoing. Promotional brochure to be sent to Clubs seeking their approval (within one week) to use the pictures of paddlers within otherwise the assumption will be they are in agreement for it to be printed. Action: Marie
4	Actioned. The following Club feedback response was sent to AusDBF: <ul style="list-style-type: none"> ✚ Offer suggestions as to how Nationals could have been run better ✚ Consideration to be given to holding an Australian Masters Dragon boat Games separate to the Australian Dragon boat Games given the size of the event now ✚ To minimise operational costs for the Nationals that they be held only on accredited courses.
5	Ongoing. Once approval has been received from Clubs to print the promotional brochure they are to be printed and some sent to contact (Kerry) in Pt Pirie to garner interest in establishing a team. Follow up to be made with them thereafter.
6	Actioned. Artwork circulated for DBSA trailer with feedback received and quotes now to be obtained.
7	Ongoing. All the dragon boat rear tanks are to be checked next race day to ensure that they have the small steel plates reinforcing the bolt connections.
8	Ongoing. Email to be sent out to Clubs offering to purchase surplus old paddles for use in establishing regional dragon boating.
9	Ongoing. Strategy to be developed to set up a team in Naracoorte through contacts Jenny and Megan.
10	Ongoing. All the correspondence between contact at Mawson Lakes who is interested in establishing the sport there was forwarded to Steve Clinch to follow up and arrange a meeting.
11	Actioned. Agenda item set to discuss Executive Officer position.
12	Actioned. Agenda item included to discuss Portfolio structure and then review and assign again after AGM.
13	Ongoing. Names of volunteers able to assist JDO with Uni Come N Try events to be forwarded.
14	Ongoing. Dates to be set for possible Come N Try sessions prior to attending YACS event on 27 April.
15	Ongoing. Volunteer SA website to be checked for available grants.

16	Actioned. Send details of OR&S information session on grant funding changes.
17	Ongoing. Destroy Participant Registration forms from previous season.
18	Actioned. Advise Phoenix of expectation to pay outstanding race fees prior to racing on Sunday.
19	Ongoing. Take a backup from SmartSpace at beginning and each of each season.
20	Actioned. Send email to Clubs seeking volunteer to assist with driving the support boat on Sunday.
21	Actioned. Volunteers sourced from Clubs to assist with training program on Torrens for four weeks from 1 st March.
22	Actioned. BDs advised of 50% reduction in registration fee for Pacific Dragons paddler and paperwork to be submitted.
23	Ongoing. Key register to be updated to record key for trailer given to Steve Clinch and Jennifer Bould with remainder held by John and return of key by Phoenix, Subsonix and Powerblades.
24	Actioned. The updated Sweeps accreditation test was tabled and agreed to be put in place.
25	Ongoing. BBQ to be arranged at The Sailing Club as a social function to recognise volunteers after the State Championships. Names of guests to be invited to be sent to Rick.
26	Ongoing. Waiting for Canoe SA President to provide details of rent breakdown for boatshed.
27	Ongoing. Signed Coach's agreement to be obtained from Cheryl.
28	Ongoing. Reconciliation to be provided 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.
29	Ongoing. Junior Development Officer to provide invoice for work to date.
30	Ongoing. Raymond to be followed up to set up how clubs will enter Sweeps after race meetings.
31	Ongoing. Raymond is working with Rick on setting up function in database to record Volunteers tasks.

6 FINANCIAL REPORT – FEBRUARY 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:	29/02/2012			
Reconciled Cheques				
142140	11/01/2012	Jack Salagaras		\$245.00
142147	2/02/2012	Pacific Marine - rescue boat		\$15,000.00
eft	13/02/2012	Telstra		\$107.46
eft	13/02/2012	Rowing SA - venue hire		\$218.00
eft	13/02/2012	Admin Focus - inv 749		\$1,204.50
142148	15/02/2012	Eagle boys		\$108.90
142150	15/02/2012	Pacific Marine - boat registration		\$250.00
eft	16/02/2012	John Holland - Naracoorte event, Pt Pirie meet		\$850.14
142151	20/02/2012	SquashSA- photocopier for Sailing Club		\$500.00
142152	20/02/2012	C Wood - Naraccorte acc		\$586.80
eft	21/02/2012	Rowing SA		\$3,206.50
eft	21/02/2012	AusDBF -paddler levy 53p		\$408.10
eft	25/02/2012	Premier Trailers		\$825.00
142155	26/02/2012	Black Dragons DB Club - rfees refund		\$30.00
142156	26/02/2012	R French - rescue boat hook		\$29.95
Total:				\$23,570.35
Reconciled Deposits				
2209	1/02/2012	Subsonix DB Club - rfees 116-4241	\$395.50	
2210	1/02/2012	SADA - rfees	\$262.50	
2211	1/02/2012	Waiwilta Paddling Club Inc - rfees 116-7324, late ID card	\$135.00	

2212	1/02/2012	Payment; Water Warriors Dragon Boat Club	\$20.00
2213	2/02/2012	Blue Water Raiders - C2	\$186.00
2214	3/02/2012	Adelaide Phoenix - F1, late ID card	\$173.00
2215	3/02/2012	Payment; ASA	\$150.00
2216	3/02/2012	Powerblades DB Club - rfees 116-5100	\$157.50
2216	3/02/2012	Payment; Powerblades Dragon Boat Club	\$120.00
2217	6/02/2012	Adelaide Sea Dragons- F1,C2, jun1, rfees 116 4606	\$759.50
2218	6/02/2012	Black Dragons DB Club - rfees 116-7191	\$300.00
2219	13/02/2012	Waiwilta Paddling Club Inc	\$143.00
2220	15/02/2012	Lienert Aust Pty Ltd	\$400.00
TR000032	16/02/2012	Money Transfer	\$20,000.00
2221	16/02/2012	Braeview School	\$450.00
2222	21/02/2012	Water Warriors DB Club - F1, rfees 116-11747	\$293.00
2223	22/02/2012	SADA rfees116-11784	\$15.00
2224	24/02/2012	Adelaide Sea Dragons - rfees 116-11779	\$30.00
2225	24/02/2012	Powerblades Dragon Boat Club -rfees 11611777	\$7.50
2226	27/02/2012	Powerblades Dragon Boat Club	\$7.50
2227	27/02/2012	ASA	\$75.00
2228	27/02/2012	Adelaide Phoenix -rfees	\$217.50
2228	27/02/2012	Payment; Adelaide Phoenix	\$457.50
2229	27/02/2012	Adelaide Sea Dragons	\$143.00
Total:			\$24,898.00
Outstanding Cheques			
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
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
Total:			\$884.42
Reconciliation			
		MYOB Balance on 29/02/2012:	\$22,867.27
		Add: Outstanding Cheques:	\$884.42
		Subtotal:	\$23,751.69
		Deduct: Outstanding Deposits:	\$0.00
		Expected Balance on Statement:	\$23,751.69
Cheque Account:	1-1130	ACCOUNT 3	
Date of Bank Statement:	29/02/2012		
Reconciled Deposits			
int	29/02/2012	Bank SA	\$12.16
Total:			\$12.16
Reconciliation			
		MYOB Balance on 29/02/2012:	\$3,357.32
		Add: Outstanding Cheques:	\$0.00
		Subtotal:	\$3,357.32
		Deduct: Outstanding Deposits:	\$0.00
		Expected Balance on Statement:	\$3,357.32
Cheque Account:	1-1160	Investment Account	
Date of Bank Statement:	29/02/2012		
Reconciled Cheques			
TR000032	16/02/2012	Money Transfer	\$20,000.00
Total:			\$0.00
Reconciliation			
		MYOB Balance on 29/02/2012:	\$86,606.50
		Add: Outstanding Cheques:	\$0.00
		Subtotal:	\$86,606.50
		Deduct: Outstanding Deposits:	\$0.00
		Expected Balance on Statement:	\$86,606.50

Agreed that the money raised from the launch of the sailing Club, once determined by Chris wood, would be transferred to account #2 putting DBSA in credit for room hire. DBSA pays \$20 meeting room hire for all meetings held by DBSA or our members.

Moved: Jennifer Bould

Seconded: Steve Clinch

Carried

Motion to accept financial reports and pay accounts on Account 1

The following invoices were agreed to be written off:

#sfacDFLY	23/09/10	Dragon Flies – First aid course
#033	01/03/11	Black Dragons – Nationals fee for 2 x paddlers (\$40)

Action: Jen

Noted better system has been put in place to monitor entry fee payments for Nationals.

7 STRATEGIC PLAN REVIEW

2. Promotion & Marketing

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

The new website is almost ready to be launched and the link will be circulated for Board members to check prior.

2.2 Premises (The Sailing Club)

New premises are in place.

2.3 Regular press and radio coverage

A reasonable amount of press coverage has been received.

2.4 Television exposure

Unlikely that there will be much television exposure at any stage.

There has been a noted increase in the number of enquiries from outside the sport with about two enquiries received a week.

2.5 Promote schools and junior events (JDC)

Karen Graetz (Black Dragons) has been appointed in this portfolio and was working with schools to coordinate their participation.

2.6 Promote the sport to schools through the Active After Schools Program (JDC)

This program is not suitable for the sport however one is being established through the School Zone system. Mt Carmel School will be entering a junior team in the State Championships along with one hopefully from Head Space.

2.7 Promote corporate paddle opportunities

A significant number of events are now being scheduled with a Calendar of Events to be produced.

Action: John

8 JUNIOR DEVELOPMENT REPORT

The following report from Karen Graetz as Junior Development Officer was tabled:

- 27th April - Youth Day - all paperwork is in - will need helpers re event!
- Have had a prelim meeting with Unilife re forming a club - we are meeting again next week re more details
- Have had to post them copies of cd and other information.

9 AusDBF REPORT

9.1 AusDBF Championship Race Fee increase

Meeting scheduled for 19 March with Presidents to discuss Clubs viewpoints on this prior to the Nationals.

9.2 AusDBF's National rebranding

Meeting scheduled for 19 March with Presidents to discuss Clubs viewpoints on this prior to the Nationals.

9.3 AusDBF's Paddler Levy Increase to \$22

Meeting scheduled for 19 March with Presidents to discuss Clubs viewpoints on this prior to the Nationals.

Noted DBSA fees are set 12 months in advance and any proposed increase could not be introduced therefore until 2013/14 season. Some Clubs are requesting AusDBF to provide a business plan and budget to justify any increase.

9.4 **AusDBF Policy re Club Qualifications for CCWC**

Meeting scheduled for 19 March with Presidents to discuss Clubs viewpoints on this prior to the Nationals.

9.5 **Eligibility to be selected as an Aust Team representation**

Meeting scheduled for 19 March with Presidents to discuss Clubs viewpoints on this prior to the Nationals.

A proposition had been put up by a paddler that to gain selection a participant needed to be a registered member in their state and wherever possible and attend the Nationals to gain representation in the Australian Auroras team. This was considered a favourable point of view by DBSA Board members.

9.6 **Reduction of Nationals State v State Divisions from 5 to 3**

Meeting scheduled for 19 March with Presidents to discuss Clubs viewpoints on this prior to the Nationals.

There has been a noted push over many years to have the 5 categories included and any reduction might deter some from competing. Other options are available whereby each category could be held separately during the 5-day period as long as they were held on a proper rowing course.

10 **SECRETARY'S REPORT**

✚ A letter of resignation was received from Meg Vine.

Moved: Rick French **Seconded:** Pat Doogue **Carried.**
The letter tabled by Meg Vine resigning from the Board was accepted with regret.

✚ Expression of interest subsequently received from Chris Wood to stand down as Secretary and be appointed in the now vacant Board position of Vice-President Female.

Moved: Jennifer Bould **Seconded:** Rick French **Carried.**
That Chris Wood be appointed as Vice-President Female.

Noted Club approval was not required as the Board was able to make such an appointment. The Vice-President Female position would become vacant at the 2013 AGM at which time it would be put up for election.

Chris Wood would still take on some of her previous activities such as maintaining the Booking sheet and Marie Cunningham (Admin Focus) would be responsible for sending out the meeting agendas in future.

Suggested that a succession plan be put in place for when John Holland stands down as President that perhaps an immediate Past President's position could be created to assist any new incumbent.

✚ Email received from Julie Kouba enquiring whether she had to update each Clubs contact details on the website. Agreed that this was not required and that a hyperlink to the Clubs own websites should just be included with any current contact information removed.

✚ Frank Cutillo has sponsored the State team uniform to the tune of \$1000 however it was agreed that the logo on the sleeve would only show the company name of "Blue Fox" and the website address.

✚ Samples were tabled from the website of a propeller guard for consideration for the newly purchased support boat. Measurements to be taken and organised.
Action: Steve

11 **NEW BUSINESS**

11.1 **State Titles**

11.1.1 **Request from Powerblades**

Powerblades sent in a request seeking dispensation to compete in various 20s events that they had not qualified for given that they only now had sufficient number of participants to field a crew.

The ramifications of this were discussed and agreed that dispensation would be given on this occasion as a special case only and would not necessarily be approved on future occasions.

Action: John

11.1.2 Request from Adelaide Sea Dragons

Adelaide Sea Dragons sent in a request seeking dispensation for a second B Grade team to be allowed to compete along with a second team in the Masters Womens (10s) and Premier Womens (10s) categories.

The ramifications of this were discussed and the request approved.

Action: John

11.2 State Squad

11.2.1 Update – Adelaide & Regional

The reports from the various State team coaches were read.

The Mixed team sheet was tabled and discussed.

There was some problem with a delay to the clothing order given that a raglan sleeve was not initially being provided even though this had been ordered earlier and the sizing had to all be redone in sizes (ie 8, 10, 12).

A selection meeting for the Premier team was held on Friday which had proved to be challenging selecting the participants.

11.2.2 BSA's subsidy for Nationals fees

Jennifer Bould advised that entry fee had been paid to AusDBF for the State team however given the recent participant numbers there was an outstanding amount to be paid.

Discussion held on whether DBSA should continue to subsidise a 50/50 split of the AusDBF entry fee for the State team which would make it \$25/\$25 split or whether it should pay \$30/\$20. Given that the participants were not informed of the increased fee in sufficient time it was agreed that the DBSA levy would cover \$30 and that this benefit would be highlighted in the next Newsletter.

Action: John

Steve Clinch to collect fee from Regional team and Cheryl to collect from Grand Masters team.

Action: Steve/Cheryl

11.3 Request from BWR for 10's boat

The following request was received from Blue Water Raiders and duly approved.

Dear John & DBSA Board members.

Blue Water Raiders would like permission to use the 10's boat which is currently situated in Ceduna for a membership drive we intend having at Tumby Bay.

If the Board okays this request, we will bring the boat back to Port Lincoln when our members attend Regional training at Streaky Bay next Sunday, 18th March.

We are hoping that we will be able to store the boat in our boat shed until we find suitable storage for it in Tumby Bay.

I trust you will consider our request favourably.

Sincerely

jenny chillingworth

secretaryBlue Water Raiders.

11.4 Incident Report

The DBSA Incident report form is to be updated to cover equipment.

Action: Pat

11.5 Torrens roll-over procedure & boat issue (Subsonix)

The following correspondence from Subsonix was discussed:

We have had Health and Safety issues raised by one of our members. See below.

One issue I was going to raise is what procedures are in place if there rollover in the River Torrens due to the water quality. One of the boats we used last year (23/10) was very unstable and not fit for racing. It may have been ok with 10s but not 20s. The boat needs to be replaced and removed from use.

At the Torrens even if the Association has no emergency policy, our club should have one on what we would do after all paddlers are safe and out of the water.

for example shower, soap etc be available, first aid, break in races for 30 minutes etc.

I had a brief look at the DBSA website and wasn't able to locate anything in regards to any issues like these. If they are on the website could you please direct me to where they can be located so that we can answer the questions.

Could this please be discussed at the next Race Committee meeting or DBSA Board meeting as we as a committee believe these are valid safety issues regarding racing on the Torrens.

Pat Doogue to attend Subsonix committee meeting to ascertain exactly what they were seeking.

Action: Pat

The safety issue was thought to be due to the slipperiness of the surface of the floor of one of the boats and they would all be checked with any slippery surfaces to be sanded back and a metal rail placed on the runners. This would be done before the next event on the Torrens in April.

Action: Pat

11.6 Port Pirie Masters Games – 21 April 2012

The website for these Games is being adjusted to reflect the correct fee for entry in a category of \$25 for the first event and \$10 for each subsequent event. (not \$10 per category)

DBSA Clubs are encouraged to support this event as if there is no participation again this year it will reflect poorly on our sport.

11.7 SAPES Games – 29 April 2012

The coordinators of Tasting Australia have asked for a dragon boat event to be held on the Saturday of their two day event. Various options were discussed and Club support would be sought to participate in some Come N Try type events in the afternoon from 1-3pm.

Action: John

11.8 Website update

The new website is almost ready to be launched and Julie Kouba has agreed to continue as the contact to update the website.

11.9 Executive Officer

Agreed to remove this agenda item from future discussion.

11.10 Discuss portfolio structure, review and assign

To be reviewed after the AGM.

12 ANY OTHER BUSINESS

✚ Arrangements to be made for one of the dragon boats stored at Paint Supplies to be collected and dropped off at Virginia storage (MacEvoy's) for the Ceduna team to collect and subsequently utilise (at no cost) giving them two boats. In return they would undertake the maintenance on the boat to bring it up to good condition.

Action: Steve

The second dragon boat at Paint Supplies is to be collected and stored at The Sailing Club underneath the balcony whereby maintenance could be undertaken in it to bring it up to good condition. The pink boat would be placed on top and tarps purchased to cover them both plus Waiwilta's outrigger canoe.

Action: Pat

✚ The cox vox previously loaned to Adelaide Phoenix is to be relocated.

Action: Steve

- ✚ Signage is to be arranged for those dragon boats that do not have DBSA on them.
Action: Steve
- ✚ Copy of the registration sticker for the trailer towing the safety boat is to be scanned in and emailed to Steve Cinch.
Action: Jennifer
- ✚ Ladder to be purchased for the boatshed.
Action: Pat
- ✚ Apparent confusion as to which drummers seats are to be placed on which dragon boats. Advised that the black seats (x4) and the unvarnished seats (x2) are for the later purchased boats with the remaining seats for use on the older boats.
- ✚ Noted some of the drums required repair.
Action: Pat
- ✚ Ray Deakin would be endeavouring to fix the issue with the 500m line on Saturday and may require use of the DBSA support boat.
- ✚ Land Management Corporation has undergone a departmental restructure and given this is yet to respond on the issue with the signage for The Sailing Club

13 NEXT MEETING

The next meeting is scheduled for 8pm on Thursday 12 April 2012.

14 CLOSE OF MEETING – 10:45PM

Signed: _____
Chairperson

Date: ____/____/____