



MINUTES

Board Meeting

Wednesday 15 August 2012 at 8PM
At The Sailing Club, 1 Jenkins Street Port Adelaide

1 OPEN MEETING – 8:00PM

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

3 APOLOGIES: Nil

4 MINUTES OF PREVIOUS MEETING 12 JULY 2012 ACCEPTED AS A TRUE AND CORRECT RECORD SUBJECT TO CHANGING THE DATE OF THE AGM TO WEDNESDAY 22 AUGUST 2012.

Moved: Steve Clinch

Seconded: John Harris

Carried

5 ACTION ITEMS/BUSINESS ARISING

ACTION ITEMS – PREVIOUS MEETINGS

87	Actioned. Insurance policy wording document has been obtained from Marsh and posted to the website.
88	Actioned. Copper Coast advised of ratification of membership application. The agreement for Copper Coast to lease a DBSA dragon boat (at \$500 per year) was tabled and John Holland authorised to sign on behalf of DBSA. Action: John (#092) Agreed there will be no fee charged (\$500) for the first year given Copper Coast have agreed to undertake required maintenance on the boat and DBSA trailer. The trailer is on loan until required back by DBSA.
89	Actioned. Copper Coast advised of special dispensation granted for 21 paddlers from ASA.
90	Actioned. Database updated accordingly with above (#89) clearances.
91	Ongoing. All portfolio reports received except for Junior Development and former Secretary's.
NO. ACTION ITEMS CARRIED OVER	
74	Actioned. SADA advised that they are required to pay for the trailer insurance and that DBSA had recently put a new tyre on it and was grateful for the opportunity to use it on occasion.
76	Actioned. The sweep oar on the boat relocated from Barmera requires maintenance. Action: Pat (#093) The two boats located at Paint Supplies are now stored at The Sailing Club. The intention is to send one boat to the Goolwa Aquatic Club who have expressed interest in setting up the sport on the river. Pulteney Grammar school are having an Asian festival of sorts and would like to have a dragon boat on display for this event so the boats will all need to be re-arranged to allow access. Action: Pat/Karen (#094)
77	Ongoing. Follow up relocation of boat to Virginia (McEvoy's Transport) for delivery to Ceduna.
78	Ongoing. Follow up contacts in Riverland in order to progress establishment of a team.

79	<p>Ongoing. Agreed the Strategic Plan should be reviewed in its entirety by Clubs for the next 3-year period and this was scheduled for 11am-3pm on Saturday 20 October 2012 at The Sailing Club. Lunch to be provided and Clubs encouraged to bring along a minimum of 2 x representatives and their suggestions on what they would like DBSA to be focussing on for the next period.</p> <p>Action: Marie (#095)</p>
80	<p>Actioned. John Holland thanked AusDBF in person on the production of their DVD on OH&S for the sport and send copy to each Club</p>
81	<p>Actioned. The DBSA collated feedback to the AusDBF Nationals Discussion paper put forward at the recent telephone hook up was also put at the AusDBF meeting in Sydney, along the following lines:</p> <ul style="list-style-type: none"> o To maintain current system until further consultation is undertaken, consider developing a Nationals and Masters Commission, unlikely if to proceed that DBSA would enter a State team and local Clubs would be unlikely to support proposed changes <p>There was agreement at this meeting on the above however confirmation in writing is yet to be received. The first two days of the 2013 Nationals will be Masters, Grand Masters and Great Grand Masters with the third day being States and the last two days Premier and Junior events. 10s and 20s events would be scheduled.</p> <p>Participants are only able to compete in two categories with no doubling up.</p> <p>Nominations were being sought from each State for representation on the Steering Committee to review the Nationals going forward. John Holland was proposed as the DBSA representative.</p> <p>IDBF are currently reviewing Club Crews and were considering restricting the number of eligible clubs from any one country from 5 down to 3.</p>
83	<p>Ongoing. Proposal to be filled in for Marsh for Directors & Officers liability insurance before a quote will be provided.</p> <p>Action: John (#096)</p> <p>AusDBF advised that DBSA was willing to transfer to a national insurance scheme provided a quote was obtained from our current insurers as they were considered quite competitive.</p>
84	<p>Withdrawn. As there was no apparent issue with the number of boats available for training currently it was agreed that there was no need to address this with Clubs.</p>
85	<p>Actioned. IDBF (Mike Haslam) was advised by John Holland of DBSA's interest in submitting a bid for the 2016 WCCCs.</p> <p>AusDBF have agreed to engage an independent assessor to assess the bids with Queensland now interested in submitting a bid. AusDBF are encouraging Victoria to submit a bid.</p> <p>Meeting to be held next week with Events SA contact to review the proposal.</p> <p>Action: John (#097)</p> <p>AusDBF have been asked to produce a set of guidelines so that submissions can be put in on an equal basis.</p>
86	<p>Actioned. Quote obtained to set up wireless internet at The Sailing Club and given it was offering a better deal (50GB p/m @ \$60 p/m including line rental and local calls) it was agreed to change the current Telstra plan over to Optus.</p> <p>Action: Pat (#098)</p>
2	<p>Ongoing. Obtain quote for DBSA trailer to be painted blue prior to placing of the promotional stickers.</p>
10	<p>Actioned. Contact Cathy Meyer (Ceduna) to follow up any outstanding payments from Regional team.</p>
11	<p>Ongoing. Follow up to be made to ascertain who from the remaining Grand Masters participants still owing money made the \$20 payment into the bank account without reference.</p> <p>Given the difficulty in tracking payments and outstanding monies owed for State team fees it was agreed that in future payments have to be made beforehand otherwise there would be no paddling. This had been ratified the previous year but not actually put in place.</p>
14	<p>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 to be purchased.</p>
20	<p>Ongoing. Nil response received to contact made to Carol Cheetham's son to arrange for DBSA signage for some of the dragon boats. To let Chris Wood know if no contact and she can then follow up with Infinity Signs.</p>
24	<p>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 Power blades.</p>
30	<p>Ongoing. Junior Development officer to provide invoice for work undertaken to date.</p>
35	<p>Ongoing. Write to Pt Pirie Field Officer to put him in touch with contact (Kerry) to progress this.</p>

43	Ongoing. Meeting to be arranged on Friday 24 August at 3:30pm with Mawson Lakes contact to discuss establishing the sport there.
53	Actioned. Outstanding payment of \$150 for state shirts has been paid to DBSA.
54	Actioned. Reimbursement made to Samantha Kelsh.
71	Ongoing. Infinity Signs have a meeting with Chris Wood on Friday to discuss promotional 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. Stickers for support boat to be arranged through Pacific Marine as part of initial agreement. Maintenance log book was tabled and maintenance schedule to be put in place.
PF01	Ongoing. Check with Council if finish line ca be moved on Ramsay Course to 500m line so that the pontoon does not need to be moved.
PF03	Ongoing. Contact St Johns to find out the given response time to Aquatic Reserve. Discussion held at the AusDBF meeting on appropriate risk management to be put in place to ensure there are sufficiently qualified medical people on hand on race days. The new coaching course will require that Coaches have a Sports First Aid certificate and may possibly be a requirement set for Sweeps.
PF04	Ongoing. The action item to <i>“place task of booking St Johns on the State Championships task list however check first as to how much notice they need for a booking”</i> was reconsidered. It was agreed that given there were a sufficient number of qualified first aid people around on a race day that this would not be required.
PF05	Ongoing. Waiting on Chanel 44 to provide samples of the dummy advertisements which are to be circulated to Clubs for their information.

6 FINANCIAL REPORT – JULY 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: 31/07/2012					
Reconciled Cheques					
142127	10/11/2011	Loren Morris			\$150.00
142146	30/01/2012	Loren Morris			\$50.00
142181	27/05/2012	Karen Graetz - state prem accomodation x2			\$164.40
eft	13/07/2012	Admin Focus inv 789			\$2,432.38
eft	13/07/2012	ABnote - inv IN00066343			\$607.20
eft	13/07/2012	Volunteering SA & NT Inc - subscription			\$70.00
Total:			\$0.00	\$3,473.98	
Reconciled Deposits					
2296	2/07/2012	not known	\$20.00		
2297	2/07/2012	Black Dragons DB Club - F6, J2 x1	\$979.00		
2298	5/07/2012	Payment; Leno Caruana	\$20.00		
2299	11/07/2012	ASA - F8	\$1,176.00		
3000	11/07/2012	Adelaide Phoenix - F23	\$3,381.00		
3001	23/07/2012	Adelaide Sea Dragons - F2	\$294.00		
3002	23/07/2012	Waiwilta Paddling Club Inc - F1	\$157.00		
3003	31/07/2012	Subsonix Dragon Boat Club - F18	\$2,646.00		
Total:			\$8,673.00	\$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 accomodation			\$82.20
142180	27/05/2012	Sarah Ee - state prem accomodation			\$0.00
142182	27/05/2012	Chelle Hosking - state prem accomodation			\$82.20
142183	27/05/2012	Sam Kelsh - state prem accomodation			\$82.20
142190	27/05/2012	Chris & Joe Cryer - state prem accomodation			\$164.40
142196	6/06/2012	Subsonix DB Club (Supplier) - race prizes			\$85.85
Total:			\$0.00	\$619.35	

Reconciliation			
		MYOB Balance on 31/07/2012:	\$28,352.89
		Add: Outstanding Cheques:	\$619.35
		Subtotal:	\$28,972.24
		Deduct: Outstanding Deposits:	\$0.00
		Expected Balance on Statement:	\$28,972.24
Cheque Account:	1-1130	ACCOUNT 3	
Date of Bank Statement:	31/07/2012		
Reconciled Deposits			
int	31/07/2012	Bank SA	\$22.34
		Total:	\$22.34
			\$0.00
Reconciliation			
		MYOB Balance on 31/07/2012:	\$7,036.83
		Add: Outstanding Cheques:	\$0.00
		Subtotal:	\$7,036.83
		Deduct: Outstanding Deposits:	\$0.00
		Expected Balance on Statement:	\$7,036.83

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

Approval was given for the amount of \$7000 to be transferred from the S1 account to the S3 account.

John Holland advised that the \$9000 grant received for the Move It (Light the Fire) program needed to be acquitted. Expenditure for the HeadSpace program was noted as being: \$1300 – bus hire, \$2100 for the instructor with 30 sessions of 2 hours each at \$35 per hour, paddle purchase (25 x \$100), 25 junior memberships at \$80.

An application for \$5000 was submitted to Sport SA for the Clubs SA grant for the purchase of paddles and life jackets for country participants with \$1950 received.

It was agreed to purchase 50 paddles from overseas with funding from both grants at a cost of \$80 each. DBSA logo to be placed on stickers on arrival to assist with identification. A quantity would be put aside for purchase by any DBSA registered participant at the cost of \$110 each.

Action: John (#099)

HeadSpace are keen to continue their program in 2013 as it was very successful. The balance of the grant would be put aside for this project.

A further grant of \$15,000 (per year for three years) was received from the SRSP funding request to be expended on running the association and specifically providing leadership, policies and services. This was unexpected as the deadline for submission was missed however they allowed for a late submission and approved it straight away.

Maintenance plan would be put in place to arrange for the life jackets to be cleaned.

Action: Pat (#100)

The recent stocktake revealed that five life jackets were missing however two are being repaired and the remaining may be in one of the lockers or at the River Torrens shed. Notice to be given prior to next stocktake to allow sufficient time for any items to be returned.

7 STRATEGIC PLAN REVIEW

The following section from the Strategic Plan was reviewed:

1. Administration

1.1 Employ an Executive Officer/Development Officer and/or Office Staff

Requirement for this position will be reviewed as part of the full Strategic Plan review.

1.2 Review Governance

A Governance review was conducted by the Board members and the overall summary is yet to be reviewed.

1.3 Develop and refine the Portfolio Committee structure

The current committees are: Racing, Maintenance and Development.

1.4 Review and Create Policies

Policies are introduced as required.

1.5 Review Strategic Alliances

Good working relations have been established with Canoe SA and SARA.

Canoe SA have offered additional space in the Boatshed at the cost of \$520 per annum. Agreed that it would be beneficial to have extra storage space and that the offer should be accepted with it hoped that it would be longer than a year.

John Harris offered some lockable storage cupboards and would check on the price and availability.

Action: John Harris (#101)

1.6 Review Administration outsourcing

The consensus was to continue the current arrangement with Admin Focus for provision of secretarial services and Sport SA for assistance with policies, the newsletter and access to the Dispute centre.

1.7 Review the fee structure

A recommendation is made to the Clubs at the AGM annually on the proposed fees to be charged for the following season.

1.8 Database

The online database has been developed to meet the current requirements.

1.9 Promote the cultural values and traditions of Dragon Boat racing

Arrangements to be put in place for traditional launch of the season both on the Torrens and at Aquatic Reserve. Invitations to be extended to dignitaries.

Action: John Harris (#102)

8 JUNIOR DEVELOPMENT REPORT

As part of the forthcoming Asian night at Pulteney Grammar they have requested a dragon boat to be on display to encourage the sport for their students. It is hoped this will result in a schools event with a school crew.

9 AusDBF REPORT

A report was given from the recent AusDBF meeting held in Sydney attended by John Harris and John Holland:

- There was no discussion held on the 2013 AusDBF Expression of Interest – Officials document of 1 August 2012.
- The Agenda did not allow sufficient time to discuss the Nationals format.
- DBSA was the only state association not to agree to change to the new AusDBF designed logo.
- Much time was spent on discussing which way the dragon head should face on the AusDBF logo
- Noticed that the logo style manual that was placed on each table was slightly different to that which was circulated prior.
- The President is keen to start up a centre of excellence for dragon boating in Canberra.
- The agenda item of “Project Media template” was not discussed and no details were provided as to what it was about.
- Discussion on the 2012 WCCCs was not held upon request given that everyone had submitted their feedback.
- DBSA advised of intention to submit a bid for the 2016 WCCCs along with Qld and Victoria who are being encouraged by AusDBF to submit a bid. An independent panel would be formed to review the bids.
- The financials were tabled as part of the changeover to operating as a company.
- The expenditure on the Sports Commission cards for AusDBF Officials was noted as costing \$1000 and not \$10,000. No details provided on the re-accreditation process.
- Changes to the Coaches accreditation with different levels to be put in place. The first module of Level 1 will probably equate to undertaking the Australian Sports Commission online assessment. Levels 2 & 3 are yet to be developed. Accredited trainers only will be able to deliver this training in future. Will be a requirement in future to undertake Sports First Aid and it was unsure if this would have to be provided to those previously qualified. Accreditation will last three years with the CPR component to be done annually.
- There was no discussion held on the Officials course.

- Heads of Agreement was signed with AOCRA and Canoe SA with each sport acknowledging that they will solely coordinate their sporting activities.
- AGM is currently scheduled for September but given there was apparently insufficient notice given it is not sure if it will be rescheduled.

10 SECRETARY'S REPORT

John Holland reported on the correspondence inwards and outwards.

11 CLEARANCES

The following clearance applications were ratified:

○ Samantha Kelsh	Adelaide Sea Dragons to Adelaide Phoenix
○ Peter Smith, Julie Smith	Adelaide Sea Dragons to SADA
○ Steve White, Sandy Douglas,	Black Dragons to Adelaide Phoenix
○ Sandra Dudley, Christine Miller	Blue Water Raiders to DAPL
○ Marcelle Barnard, Lorraine Ashford	Subsonix to Water Warriors

Action: Marie (#103)

Special dispensation was granted to the clearance applications from Marcelle Barnard and Lorraine Ashford due to the reasons stated within their correspondence.

12 NEW BUSINESS

12.1 Membership discussion – Clubs without registered paddlers

Discussion was held on what the status should be of Clubs that do not have any registered paddlers. The Constitution requires a minimum of 12 registered paddlers upon a Club's initial application for membership however there is no requirement set for membership to be maintained.

It was agreed that Clubs would be advised at the AGM of the following draft motion to be included in the Constitution and to be put at a Special General Meeting:

- *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.*

Action: John (#104)

12.2 Associate Membership - discussion

Discussion was held on this particular membership category in relation to who could actually apply for individual Associate membership with John Holland informing everyone of the initial reason behind the introduction of this membership category.

It was noted that it had been an oversight that no actual fee had ever been set at the AGM for this membership category and that this should be remedied at this AGM. The following recommendation would be put forward at the AGM and if Clubs agreed would then need to be incorporated into the Constitution once ratified at an SGM to be held later:

- *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.*

Action: John (#105)

Julie Clinch is to be advised that if she wants to nominate for a position on the Board then she would need to either be a DBSA registered participant or a paid up Associate Member.

Action: Steve (#106)

12.3 AGM Nominations

The nominations for the AGM received by the deadline were:

- Vice-President Male: Steve Clinch/Rick French
- Secretary: Julie Clinch
- General Member: Rick French/Pat Doogue

The voting strengths for the AGM will be taken as at 30 June 2012.

12.4 AGM Fees 2013/14 Season

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.

Action: John (#107)

Registration fees for the 2013/14 season to be put to the members at the AGM were set as follows with a 5% increase rounded up or down to the nearest dollar

- Full: \$155 and \$165 respectively
- Country: \$102 and \$112 respectively
- Junior 1st year: \$ 76 and \$ 81 respectively
- Junior 2nd year: \$102 and \$107 respectively
- Student: \$133 and \$139 respectively

Action: John (#108)

13 ANY OTHER BUSINESS

✚ Rick French advised that he attended a meeting at the Office of Recreation & Sport on 31 July 2012 about the Green Shirts program. The offer was extended to DBSA to borrow their Green Shirt marquee and flags at any time if booked prior. Agreed to book these in for the State Championships and invite OR&S to attend the end of season Volunteers function once date has been set.

Action: Rick (#109)

✚ Agreed reminder to be sent to all Clubs about ensuring that their paddlers are all registered unless undergoing a Come N Try session.

✚ Register to be compiled 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.

Action: Chris (#110)

14 NEXT MEETING

The next Board meeting is scheduled for 8pm on Thursday 13 September 2012 with the AGM scheduled for Wednesday 22 August 2012.

The meeting scheduled for Wednesday 12 December at 8pm has been rescheduled to the Wednesday 19 December at 6pm and will be followed by a Christmas dinner. Venue to be confirmed.

Action: Chris(#111)

15 CLOSE OF MEETING – 11:53 PM.

Signed: _____
Chairperson

Date: ____/____/____