



# MINUTES

## Board Meeting

**MONDAY 20 FEBRUARY 2012 at 8PM**  
**At the Sailing Club, 1 Jenkins Street Port Adelaide**

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**1 OPEN MEETING – 8:13PM**

**2 PRESENT:** John Holland, Jennifer Bould, Rick French, Steve Clinch, Chris Wood, Pat Doogue, Karen Graetz

**3 APOLOGIES:** Nil

**4 MINUTES OF PREVIOUS MEETING 11 JANUARY 2012 ACCEPTED AS A TRUE AND CORRECT RECORD**

**Moved:** Steve Clinch

**Seconded:** Pat Doogue

**Carried**

**5 ACTION ITEMS/BUSINESS ARISING**

1	Actioned. Clubs advised that 2010/11 volunteer breakdown payments for volunteers that only one cheque will be issued per club and it is up to them to disperse accordingly.
2	Actioned. Arrange for above cheques to be issued to clubs for reimbursement for 2010/11 volunteers.
3	Ongoing. The revised quote received for OC1 outrigger canoe from supplier in China reduced from \$2700 to \$2200 was discussed. Agreed would be of benefit to use for any participant trying out for the Aurora team to familiarise themselves prior to attending a training camp. Agreed to place an order for one outrigger. <b>Action: John</b>
4	Actioned. Place on Presidents Forum agenda and RC meeting discussion on volunteers for race days and payment of race fees.
5	Ongoing. Follow up with Raymond how Clubs will enter Sweeps after race meetings and also how volunteers' tasks can be recorded in Smart Space.
6	Ongoing. Remaining Board members to complete Governance survey. <b>Action: Board</b>
7	Ongoing. Email to be sent to Meg Vine seeking advice on whether clubs have given approval for their photos to be used in promotional literature. Once approved sent to John to arrange printing. <b>Action: Chris</b>
8	Ongoing. Once approval has been received from Clubs above (#7) send promotional literature document to John for printing.
9	Actioned. Schedule Presidents Forum & SGM for Wed 15 <sup>th</sup> Feb and send out SGM agenda and proposed changes to constitution.
10	Actioned. Contact Karen to update her on progress with school zones wanting to hold separate race days and for her to follow up.
11	Actioned. Clubs submitted nominees to be flag bearer at the National with Alison Burgess (Black Dragons) to be the SA bearer and Eva Quinn (Water Warriors) as back up.

12	<p>Ongoing. DBSA feedback to be sent along with that received from five clubs to AusDBF on the increase to the Nationals race fees and changes to the scheduling of the Nationals race program. Response to:</p> <ul style="list-style-type: none"> <li>🚧 offer suggestions as to how it could have been run better</li> <li>🚧 suggest consideration to be given to holding an Australian Masters Dragonboat Games separate to the Australian Dragonboat Games given the size of the event now and number of days of racing</li> <li>🚧 suggest to minimise operational costs for the Nationals that they be held only on accredited courses.</li> </ul> <p><b>Action: John</b></p>
13	Actioned. Send Policy #34 (SOP) to Marie for posting to website.
14	Actioned. Premier team asked if they require accommodation for the Nationals to be arranged with none required.
15	<p>Actioned. A visit was made to Pt Pirie to be part of the Masters Games meeting at which time a new contact was identified to garner interest in establishing a paddling team. DBSA brochures would be left around to promote the sport with the contact to be followed up.</p> <p><b>Action: Chris</b></p>
16	Actioned. Forward link to website for Level 1 Sports Trainer Course to Julie Kouba for posting to website
17	Ongoing. Key register to be updated and note return of key from Adelaide Phoenix, Subsonix and Powerblades and trailer key given to Steve Clinch and Jennifer Bould with remainder held by John.
18	Ongoing. Update sweeps accreditation test to be more generic.
19	Ongoing. Arrange BBQ as a social function to recognise volunteers after the State Championships and to be held at The Sailing Club. Send names of guests to be invited to Rick.
20	Ongoing. Canoe SA President yet to provide details of rent breakdown for boatshed.
21	Withdrawn. Arrange to set up in SmartSpace ability to record Volunteer's tasks identified in the Task Book.
22	<p>Ongoing. Artwork for DBSA trailer to be circulated for feedback.</p> <p><b>Action: John</b></p>
23	Actioned. Place review of Governance on agenda early 2012.
24	<p>Actioned. Adelaide Phoenix provided brief written report on background to damage to dragon boat and status of remaining boats were checked.</p> <p>All boats to be inspected to ensure that they have steel plate inside.</p> <p><b>Action: Pat</b></p>
25	<p>Actioned. Put forward at an SGM to be held at the next Presidents Forum the proposed changes to Constitution re amending date for payment of Participation fees after Board approval.</p> <p>Water Warriors request received for an extension to the Early Bird deadline to be granted to them given that they do not recommence training until 1<sup>st</sup> September was discussed at the Presidents Forum. Agreed that the discount period would apply to any Club one week out from the date that they advise the Secretary that they will return to training and book their boats for the new season.</p>
26	<p>Actioned. Naracoorte event in January was successful with a good number of participants competing. Strategy to now be put in place to establish the sport with Megan and Jenny to be followed up as the main contacts. A dragon boat would need to be supplied along with life jackets and paddles.</p> <p>Noted shortage of DBSDA paddles to supply with Clubs to be contacted to ascertain if they have any available redundant paddles for purchase.</p> <p><b>Action: Clubs</b></p>
27	Actioned. Write to Subsonix suggesting that they read the Strategic Plan which should explain to them why we are looking at employing an Executive Officer and seek clarification on where they perceive the "material conflict of interest" occurs.

28	Ongoing. Provide reconciliation 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	Actioned. Payment made to AusDBF for 31 participants for Nationals after 1 <sup>st</sup> February with it noted that that are now an extra 53.
30	Ongoing. Meeting to be held between John, Steve and Clinton to further development of a dragon boat team at Mawson Lakes for Blade Runners to follow up.
31	Actioned. Follow up response from DFs to letter sent ascertaining their membership status.
32	Ongoing. Provide invoice for work to date.
33	Ongoing. Coaches yet to be sign Coaches Agreement to be followed up.
34	Actioned. Organisers of the World Life Saving Championships agreed after checking Aquatic Reserve venue for a back up that it was not suitable given the large number of participants expected and would now consider the rowing course.

## 6 FINANCIAL REPORT – JANUARY 2012

<b>Dragonboat SA Inc</b>				
<small>GPO Box 624, Adelaide SA 5001</small>				
<b>Reconciliation Report</b>				
ID#	Date	Memo/Payee	Deposit	Withdrawal
Cheque Account: 1-1110				
<b>ACCOUNT 1</b>				
Date of Bank Statement: 31/01/2012				
Reconciled Cheques				
142129	23/11/2011	Mildura Dragon Boat Club		\$750.00
142131	11/12/2011	GE & M Kohler - rprizes 11/12		\$78.90
142137	6/01/2012	Hodge Marine		\$86.00
	eft 8/01/2012	John Holland - The Sailing Club exp. stamps		\$134.76
	eft 8/01/2012	Telstra		\$77.30
	eft 8/01/2012	Scarlet Skunk Marine Services - invSSM243		\$264.00
	eft 8/01/2012	Admin Focus - inv 733		\$2,352.62
142138	9/01/2012	Marsh Pty Ltd	\$18,009.06	
142139	10/01/2012	Hyde Park Press Pty Ltd	\$644.00	
142141	12/01/2012	Adelaide Sea Dragons	\$400.00	
142142	12/01/2012	ASA	\$100.00	
142144	12/01/2012	SADA	\$100.00	
142145	12/01/2012	City of Charles Sturt	\$22.00	
	eft 13/01/2012	John Holland		\$50.00
Total:			\$0.00	\$23,068.64
Outstanding Cheques				
142127	10/11/2011	Loren Morris		\$150.00
142140	11/01/2012	Jack Salagaras		\$245.00
142143	12/01/2012	Black Dragons Dragon Boat Club		\$100.00
142146	30/01/2012	Loren Morris		\$50.00
Total:			\$0.00	\$545.00
Reconciliation				
MYOB Balance on 31/01/2012:				\$21,879.04
Add: Outstanding Cheques:				\$545.00
Subtotal:				\$22,424.04
Deduct: Outstanding Deposits:				\$0.00
Expected Balance on Statement:				\$22,424.04

Outstanding Cheques			
142127	10/11/2011	Loren Morris	\$150.00
142140	11/01/2012	Jack Salagaras	\$245.00
142143	12/01/2012	Black Dragons Dragon Boat Club	\$100.00
142146	30/01/2012	Loren Morris	\$50.00
Total:			\$0.00 \$545.00
Reconciliation			
MYOB Balance on 31/01/2012:			\$21,879.04
Add: Outstanding Cheques:			\$545.00
Subtotal:			\$22,424.04
Deduct: Outstanding Deposits:			\$0.00
Expected Balance on Statement:			\$22,424.04
Cheque Account: 1-1130		<b>ACCOUNT 3</b>	
Date of Bank Statement: 31/01/2012			
Reconciled Cheques			
Reconciled Deposits			
TR000031	31/01/2012	Money Transfer - rescue boat purchase	\$15,000.00
Total:			\$0.00 \$15,000.00
Reconciled Deposits			
int	31/01/2012	Bank SA	\$71.76
Total:			\$71.76 \$0.00
Reconciliation			
MYOB Balance on 31/01/2012:			\$3,345.16
Add: Outstanding Cheques:			\$0.00
Subtotal:			\$3,345.16
Deduct: Outstanding Deposits:			\$0.00
Expected Balance on Statement:			\$3,345.16

Chris Wood advised that all of the invoices had now been raised for Corporate events.

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

## 7 STRATEGIC PLAN REVIEW

### 1 Administration

#### 1.1 Executive Officer/Office Staff

Intention is for DBSA to eventually appoint an Executive Officer. Discussion on this at the recent Presidents Forum noting DBSA had only discussed the issue of possibly appointing John in this role initially. Noted no decision had been made yet and that it would be brought up for discussion at the next Board meeting.

**Action: Chris**

#### 1.2 Governance Review

Currently being undertaken by Board members.

#### 1.3 Develop/refine Portfolio Committee structure

The Portfolio Committee structure has not been reviewed for some time and agreed that it would be opportune to do so at the next Board meeting to identify whether any changes or position swaps should be in place. To then be placed on Agenda for discussion at the meeting after the AGM.

**Action: Chris**

#### **1.4 Review/create Policies**

Policies are being raised and amended as required. The process of monitoring the review period for each is now assigned to Marie Cunningham to coordinate.

**Action: Marie**

#### **1.5 Strategic Alliances (eg SARA, Canoe SA)**

Current relationships with SARA and Canoe SA are positive.

Noted Canoe SA has not yet invoiced DBSA for every occasion that their boat has been borrowed this season.

#### **1.6 Review Admin Outsourcing**

Admin Focus used for secretarial services and Sport SA for Dispute handling and development of policies as required.

#### **1.7 Review Fee structure**

The fee structure is reviewed prior to each AGM and agreement had always been reached to date to not charge Clubs a membership fee however this may change in future seasons given AusDBF's proposed new fee increases in an endeavour for them to raise an inordinate amount of funds.

Any proposed increase to DBSA participant fees however could not be implemented until the 2013/14 season as the fees have already been set for the 2012/13 season at the 2011 AGM. This may be at odds with AusDBF's intentions to increase the participant levy next season.

As an aside it was commented that SmartSpace was working well for the Clubs and that a new Strategic Plan would be required within 12 months with any suggestions for inclusion or consideration to be sent to John Holland.

### **8 JUNIOR DEVELOPMENT REPORT**

The draft Junior Development plan was circulated to the Board for review with Karen Graetz advised once it had been ratified that she would need to identify if she requires support in any area. The three identified priorities are as follows with an update given by both Karen and John:

#### **1. UNI LIFE**

Noted membership of university unions is now free with all students automatically being a member of UNI LIFE. Discussion is being held with the Head of UNI LIFE to establish a team with students from a possible 6 campuses across Adelaide and including Whyalla and Mt Gambier. A Come N Try would need to be organised and the ergo machine to be taken to one of the campuses. Names of possible volunteers to assist with the Come N Trys to be sent to Karen.

**Action: Chris**

#### **2. Youth Central SA.**

DBSA to be present at the Parks Community Centre on 27 April to promote the sport to over 110 students through the use of interactive means such as the ergo machine and powerpoint presentations/videos. Dates for Come N Trys will need to be set prior with prizes to be given out.

**Action: Karen**

#### **3. Secondary School Sport SA**

This body is interested in scheduling dragon boating for students in each zone: Western, Northern and Southern with a meeting to be held with the coordinator in Term 3 to progress.

The proactive endeavour by DBSA over the last few years to promote the sport to various schools, corporate companies and the general public has been successful with a lot of approaches now being made to DBSA for paddling events to be scheduled.

Kildare College were recently taken out with over 70 students and interest expressed in submitting a Junior girls crew for the State Championships. Mt Carmel College is also keen to enter a team and interest expressed through DBSA website with a 17 year old female wanting to have a paddling event for her birthday. Also a school Come & Try through Adelaide Phoenix and a staff team building event for Lefevre High School.

### **9 AusDBF REPORT**

#### **9.1 AusDBF National Fee Increase**

Approval given by AusDBF for Grand Masters to paddle in more than one category.

Melanie advised that AusDBF have not yet responded to the question raised by DBSA some nine months ago seeking a ruling on "turns" races in regard to overtaking as their rules differ to IDBF rules. DBSA to follow up finding to be given prior to Hong Kong.

Noted not all AusDBF Board members are necessarily aware of AusDBF intentions in regard to raising funds through increasing fees.

The National Coach approached Karen Graetz as Junior Development Officer as the conduit to approach the SA juniors to involve them in the junior development program for selection for the Australian squad. This was done without first approaching the Board and was considered to be inappropriate. It also placed undue pressure on Karen given she was trying out for the National team. The same approach was also made in NSW with the response given that they did not have a team that he could talk to. His intention is to also speak to the SA canoeists however it was considered that it would be unlikely that they would be interested given it was not an Olympic sport.

Karen Graetz advised that the AusDBF President had also approached her on this which was again considered disappointing as he did not approach the DBSA Board first.

The general Board consensus was that any proposed visit would be fruitless given that there were currently few Juniors participating and that the offer should be rejected. However, should Canoe SA high performance juniors be genuinely interested and could commit the necessary funds and effort to attend camps etc, we could revisit the issue.

Agreement reached to place the AusDBF logo on the State shirt.

## **10 SECRETARY'S REPORT**

Included on Agenda.

## **11 NEW BUSINESS**

### **11.1 Qualification for State Championships – Waiwilta**

The email request received from Waiwilta seeking dispensation to compete at the State Championships given they only had a couple of occasions to qualify and a small membership, combined with long term injuries to three of their regular paddlers, was considered. The following categories were being sought dispensation:

- 10s 200m – Masters Mixed, Grand Masters Women and Grand Masters Mixed
- 10s 500m – Masters Mixed

The Board consensus was to grant the dispensation given the circumstances outlined.

### **11.2 State Squad Update – Adelaide & Regional**

#### **11.2.1 Premier's Budget**

The draft budget was reviewed and current and proposed expenditure to date was noted as being within budget. Agreed that it could be circulated to State team participants so they could be kept informed of the overall costs of sending a Premier team. Order for remaining State tops to be placed on Friday.

#### **11.2.2 ASD letter**

The issue raised by Adelaide Sea Dragons on the priority given by the State Coaches in regard to attendance at State team training over Club training was discussed. Noted initial expectation was for paddlers to attend Club training 3 x times a week and top up with an additional State team training session however some paddlers felt there was an onus being placed on attending State team training over Club training.

Agreed State Coaches to reinforce with the State team paddlers the importance of also attending Club training.

Disappointment was expressed that the State Premier Coach needed to be reminded to wear a top.

#### **11.2.3 GM & GDD Coaches Report & Crew Lists**

The Coaches report and Crew List for the State Grand Masters and Great Grand Dragons team was tabled and reviewed. Approval was given by the Board for the crew list.

Noted that there was no team list submitted for the Premiers team which was unfortunate as the Board would normally approve it prior to the Nationals in case there were any issues later with any individual participant over team selection. Agreed on this occasion it would be waived however would be required in future seasons.

### 11.3 Grants for volunteer training

The available grants through Volunteer SA were circulated to the Board prior to the meeting with the website to be checked also.

**Action: Chris**

John Holland advised that the Office of Recreation and Sport had announced a new funding program with all of the current grants changing and an information session would be held at 4pm on Monday 27 February 2012 for State Sporting bodies.

**Action: John**

### 11.4 Naracoorte Come N Try

Discussed earlier in meeting.

### 11.5 Junior Development Officer – KPI's

Discussed earlier in meeting.

### 11.6 Port Pirie Masters Games – 21 April 2012

Currently there are no crews registered for this event with it mentioned at the recent Presidents Forum to encourage interest and some clubs subsequently expressing interest.

### 11.7 SAPES Games – 29 April 2012

These games are being coordinated by the same organiser as in 2011.

### 11.8 Website update

The revamped website is almost ready to be launched once the photos have been finalised. Lauren has agreed to maintain the Facebook forum with those to be trained on the CMS side to be identified. The policies will be grouped under set headings.

The link to the website is to be circulated to allow Board feedback prior to launch.

## 12 ANY OTHER BUSINESS

- ✚ Agreed that the participant registration forms from previous seasons would be destroyed.  
**Action: Marie**

- ✚ Letter received from Adelaide Phoenix noting their concerns on the safety issues re the slipway and pulley system for launching and putting back boats at the Sailing Club was tabled for discussion. It was noted that they were the only Club that did not attend the initial training session.

John Holland advised that Adelaide Sea Dragons had purchased some mats for use on the ramp to make it less slippery and these could be used by other Clubs. Their members had taken it upon themselves to clean up the downstairs area and ramp after training.

The Standard Operating Procedure for operating the pulley system is available on the DBSA website for Clubs to access and familiarise themselves with. DBSA was looking into designing a better trolley taking the best designs from a variety of trolleys.

Black Dragons were training at the Port on Sundays with the question asked if there was a first aid box at the Sailing Club. The response given was that it was not DBSA responsibility to provide this as it was up to the Clubs to be responsible for this.

- ✚ Jennifer Bould advised that Adelaide Phoenix were the only Club that had race fees outstanding with an email to be sent to them advising them of the expectation that they be paid prior to the next race day.  
**Action: Jennifer**

- ✚ Agreed back up is to be taken of the data stored in SmartSpace at the beginning and end of each season.  
**Action: Marie**

- ✚ Steve Clinch advised that the State team paddlers had been asked to nominate a male and female Captain with Brian Buttery and Liz Thomas put forward, which was duly ratified by the DBSA Board.

- ✚ The support boat purchased from Pacific Marine was located downstairs at the Sailing Club. A test run had been taken and everything was working fine on it. Noted the sponsor's stickers were coming off however and this would be fixed when the boat was returned for maintenance. Life jackets would be put in the boat in waterproof storage.

Email to be sent to Clubs seeking volunteers to assist with driving the boat on Sunday in Steve's absence.

**Action: John**

- ✚ The following clearance was ratified:
  - Michael Burridge Blade Runners to Powerblades

- ✚ Email to be sent to Clubs seeking volunteers to assist with four week program commencing 1<sup>st</sup> March on the River Torrens for Asteron Life and approximately 16 paddlers. Cost is set at \$35 per person.

**Action: Chris**

- ✚ Discussion held on recently arrived Pacific Dragons paddler who has relocated to Adelaide and is training with Black Dragons, competing at the Nationals with Pacific Dragons and then going on to compete with the Pacific Dragons at the WCCC as to his registration requirements.

Given the circumstances it was agreed that a Clearance form would be required from Pacific Dragons at the end of this season prior to his registering with Black Dragons next season. Agreed that he should register with DBSA for the balance of the season at 50% of the current fee.

**Action: John**

- ✚ Ceduna Sea Dragons were seeking advice from DBSA as to whether there were any reduced membership fee options available for the many itinerant travellers that are in Ceduna on a short term basis only. This was considered and agreed that they should be charged \$10 per person per calendar month with this to be reconciled with the Treasurer six monthly.

- ✚ Jennifer Bould advised that the amount of \$20,000 was transferred from the Term deposit account into Account #1.

### 13 **NEXT MEETING**

The next meeting is scheduled for 8pm on Wednesday 14 March 2012.

### 14 **CLOSE OF MEETING – 11:15PM**

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

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