



MINUTES

Board Meeting

Wednesday 23 MAY 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, Chris Wood

3 APOLOGIES: John Harris, Karen Graetz

4 MINUTES OF PREVIOUS MEETING 12 APRIL 2012 ACCEPTED AS A TRUE AND CORRECT RECORD

Moved: Steve Clinch

Seconded: Pat Doogue

Carried

5 ACTION ITEMS/BUSINESS ARISING

42	Actioned. Promotional brochures printed and some provided to Karen Graetz for forthcoming Youth Expo function.
43	Ongoing. Arrange meeting with contact at Mawson Lakes to further discussion on setting up DB paddling.
44	Actioned. Website designer contacted to arrange option for a Calendar of Events to be posted.
45	Ongoing. Revised Incident Report form posted to website.
46	Actioned. In regard to formalising procedures for a roll over on the Torrens Subsonix was asked to produce a procedure as it was at their instigation.
47	Actioned. Task list circulated for Peter Bristow Memorial Race Day.
48	Actioned. Finish Line Judge sourced for above event (#46) during Jennifer's absence.
49	Action. Details of pig skin supplier sent to Pat so he can arrange for repair of remaining drums.
50	Actioned. In principal agreement reached with Canoe SA for additional office space to be made available under the lease which awaits their Board ratification. Upon receipt will pay increased rent and back charges.
51	Actioned. Agreement with Chanel 44 to be signed with Steve, Pat, Chris and John to review any of the proposed marketing material. Invoice will be paid upon receipt of signed agreement by both parties.
52	Actioned. Neil Parker advised that in future invoices are to be received within 2 months of an event or they will be disregarded
53	Actioned. Follow up with Ceduna details of \$150 payment to DBSA.
54	Ongoing. Arrange for reimbursement for Premier State Team paddlers and write cheques for all who are owed money.

55	Actioned. Clubs advised despite DBSA voting against motion to increase AusDBF fee to \$22 that was carried and is also now linked to CPI.
56	Actioned. The AusDBF Motion re reduction of Categories for future State races from 5 to 3 AusDBF did not progress at the Nationals.
57	Actioned. Letter written to Council in response to complaint received advising that it would not have been DBSA at that time of day and was more likely to have been Triathlon SA. Canoe SA are aware of the complaint and will let Triathlon SA know and suggest that prior to running an event they arrange a letterbox drop beforehand to inform the neighbours.
58	Actioned. Application submitted to OR&S for Participation Funding grant and circulated both grant application forms to the Board.
59	Actioned. Ramsay Course booked for State Titles on 23&24 March 2013.
60	Actioned. Clearance applications circulated for Rick & Julie French from SADA to ASD.
61	Actioned. Clearance applications processes for Rick & Julie French.
62	Actioned. The issue with the radios going flat will be resolved if they are placed on charge on the Friday night prior to a race day and not left off charge for an extended period.
63	Actioned. Sufficient number of people sourced to tow trailers to Pt Pirie Games.
ACTION ITEMS – CARRIED OVER PREVIOUS MEETINGS	
2	Ongoing. Trailer to be repainted by crash repairer prior to arranging quote for artwork.
5	Ongoing. A Calendar of Events will be placed on 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	Actioned. The maintenance on the Torrens boats to reduce slipper surfaces is continuing with some bracing to be included under the seats and the seats roughened up further.
18	Actioned. Tarps purchased for placement over incoming dragon boat from Paint Supplies.
20	Ongoing. Suggested to contact Carol Cheetham's son to arrange signage for those dragon boats which do not have it.
21	Actioned. The registration papers for the rescue boat trailer were located at Pacific Marine.
24	Ongoing. Key registered to be updated by next meeting.
26	Ongoing. Invitation to be extended to all Volunteers from the 2012/13 season to attend a luncheon at The Sailing Club on Sunday 24 June for 12 noon – 12:30pm start. Lunch is to be catered at a budget of \$25 per attendee.
29	Actioned. Reconciliation provided to Black Dragons at season end on the number of volunteers that catering was to be provided for.
30	Ongoing. Provide invoice for work to date.
32	Actioned. Consolidated results of the Board Governance survey will be discussed at the June meeting when all Board members are present.
33	Actioned. Email circulated to Clubs offering to purchase surplus old paddles for use in establishing regional dragon boating. In addition John advised of grant available through Sport SA (Club One) and is proposing that a submission be put in for 60 paddles and 60 PFDs to be purchased for country clubs. The Paddles (carbon fibre) can be sourced from China at a reduced cost of \$80 each. Agreed to put submission in. Action: John
34	Actioned In regard to developing a strategy to establish a team in Naracoorte agreed that DBSA would provide a letter of support for the Naracoorte SA Masters Games to be held in 2014 and suggest that late March would be preferable. Action: John
35	Ongoing. Instead of sending new DBSA brochure to contact (Kerry) in Port Pirie it was agreed to put her in contact with the Field Officer from the Council to mutually progress this.
37	Actioned. Karen Graetz was keen to participate in the Uni Open day expo however considered best to leave until 2014 as the normal helpers would be overseas.
38	Actioned. Dates set for Come N Try sessions prior to attending the YACS event on 27 April.
39	Actioned. The Volunteer SA website currently does not have any available grants.

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:		30/04/2012		
Reconciled Cheques				
142167	31/03/2012	Food Star Restaurant - prem squad dinner		\$1,099.80
eft	11/04/2012	Admin Focus - inv 765		\$1,265.00
142168	12/04/2012	Pat Doogue		\$143.21
142170	16/04/2012	J Bould		\$8.30
eft	19/04/2012	AusDBF - paddler levy 15p		\$115.50
eft	19/04/2012	Telstra		\$76.53
eft	19/04/2012	Rowing SA - inv 10984		\$180.00
eft	30/04/2012	Water Warriors DB Club (supplier) - race prizes		\$136.35
Total:			\$0.00	\$3,024.69
Reconciled Deposits				
2257	10/04/2012	Adelaide Sea Dragons - state polos	\$504.50	
2258	10/04/2012	Pat Doogue - race day sponsor	\$250.00	
2259	16/04/2012	SADA - 3F	\$212.00	
2260	19/04/2012	Payment; Powerblades Dragon Boat Club	\$60.00	
2261	20/04/2012	Graphpak Australia Pty Ltd - refund	\$329.87	
2262	26/04/2012	Black Dragons Dragon Boat Club	\$150.00	
2263	26/04/2012	Payment; Streaky Bay DB club	\$424.60	
2264	30/04/2012	Cafe2u	\$38.00	
2265	30/04/2012	Payment; Blue Water Raiders	\$341.00	
Total:			\$2,309.97	\$0.00
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
142160	11/03/2012	Adelaide Phoenix		\$22.50
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
Total:			\$0.00	\$9,487.05
Reconciliation				
			MYOB Balance on 30/04/2012:	\$4,787.08
			Add: Outstanding Cheques:	\$9,487.05
			Subtotal:	\$14,274.13
			Deduct: Outstanding Deposits:	\$0.00
			Expected Balance on Statement:	\$14,274.13
Cheque Account: 1-1130		ACCOUNT 3		
Date of Bank Statement:		30/04/2012		
Reconciled Deposits				
int	30/04/2012	Bank SA	\$12.46	
Total:			\$12.46	\$0.00
Reconciliation				
			MYOB Balance on 30/04/2012:	\$3,382.61
			Add: Outstanding Cheques:	\$0.00
			Subtotal:	\$3,382.61
			Deduct: Outstanding Deposits:	\$0.00
			Expected Balance on Statement:	\$3,382.61

The invoice for insurance for the ASA trailer will need to be paid by ASA and Copper Coast.

Agreed to pay the invoice from Channel 44 (\$5500) once the funds are available.

The invoice from Canoe SA for rental arrears of \$1653.41 will be paid upon receipt of the additional storage space at the Boatshed.

John Holland advised that in regard to succession planning that the Sports Commission is encouraging clubs to change their constitution in regard to the Board structure. They are recommending that the Board itself elect the President rather than the members doing so. Agreed to consider the benefits of this.

Agreed to transfer both term deposit accounts for a further 6 month period at the interest rate of 5.1%.

Moved: Chris Wood **Seconded:** Rick French **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:

3. Coaching

3.1 *National AusDBF Dragonboat Coaches Course*
Courses are being held on demand.

3.2 *National AusDBF Dragonboat Sweep Program*
Online database now has function to allow record of sweeps races.

3.3 *National AusDBF Dragonboat Officials Course*
Arrangement reached with AusDBF for DBSA to run its own Officials courses. Both John Holland and Jennifer Bould are scheduled to undertake Assessors course with ORS this weekend.

8 JUNIOR DEVELOPMENT REPORT

Report received from Karen Graetz on recent activities. The event at the Parks Community Centre went well given that it was the first occasion and agreed that the ergo machine was a valuable tool to attract the students. Cycling SA and Police Force both had interactive displays which really attracted the youngsters. It was beneficial in giving the opportunity to meet with various School administrators and sports teachers to promote the forthcoming Schools regional event at the end of the year.

9 AusDBF REPORT

John Holland read to the draft letter of appreciation being sent to Melanie Cantwell (AusDBF) on behalf of the Racing Committee and DBSA for her contribution as an AusDBF Board member.

AGM will be held in September with no Minutes released yet from the National meetings.

10 SECRETARY'S REPORT

The following correspondence was noted:

✚ The Sports Commission "Junior Sports Checklist for Sports Provider" document was tabled and would be passed to Karen Graetz to follow up implementation.

11 NEW BUSINESS

11.1 Clubs to advise of training requirements

Clubs were advised to provide training times, venues and days by 1 June.

11.2 Club membership forms – sending out to

Discussion held on changing the DBSA registration renewal process to an online one rather than DBSA producing registration forms for each participant and sending them to Clubs to follow up the process of renewal.

It was agreed that all participants in future would need to have an active email address so that they could go online and update their contact details and process their registration renewal. Payment would still be processed through the Club to DBSA.

Clubs to be advised of new process and the database is to be updated accordingly to handle the new process.

Action: Marie

11.3 Race Calendar 2012/13

The draft Race Calendar was ratified and is to be posted to the website and Clubs informed.

Action: Marie

The Board endorsed the requirement for Clubs to nominate for a minimum of 2 events per category to qualify for the State Championships unless there were special circumstances.

11.4 Race Fees 2012/13 season

Discussion held on whether the additional \$2.50 fee previously collected for the State Premier team would continue to apply this season. Agreed it should remain in place with the money collected to go towards sponsoring the entire State team.

In regard to using the pontoons at the Ramsay Course Clubs are advised that DBSA is in favour of this but there needs to be a commitment from the Clubs for volunteers to be available prior to, during and after a race day. The intention is for the pontoons to be used for the State Championships.

11.5 **Presidents Forum date**

The next Presidents Forum is scheduled for 8pm Wednesday 6 June 2012 at The Sailing Club.

Action: Chris

11.4 **Criminal Assessments**

Clubs reminded of importance of familiarising themselves with the DBSA Member Protection Policy available on the website and in particular page 16 outlining the requirement for Police Checks to be obtained for prescribed position holders.

Currently only John Holland, Rick and Julie French have completed the correct paperwork. Police Checks are to be forwarded to John Holland for registering.

12 **CLEARANCE APPLICATIONS**

The following clearance application was ratified:

✚ Marcel Kucmierz from Powerblades to Water Warriors

Action: Marie

13 **ANY OTHER BUSINESS**

✚ Agreed to follow up promotional DBSA signage for The Sailing Club.

Action: Chris

✚ Noted that the latest version of Policy #007 Participant Clearance Procedure inadvertently has had some paragraphs removed from that ratified back in July 2006. The paragraphs referred to how many paddlers can transfer from a Club to a given Club in any season (x3) and how many paddlers a given Club (x6) can receive in any season. Agreed that policy should be corrected.

Action: Chris

✚ Email was circulated to Clubs seeking expressions of interest from any one interested in helping out with learning how to manage the content of the new website on a volunteer basis. Suggested that they also be adapt at putting together articles as required.

The proposed date for the launch of the new website will be 1 July. Articles would be sought on an ongoing basis for the front page. Suggested that photos of the Board members be included.

✚ Discussion held on possibility of relocating the GPO Box or arranging for the mail to be diverted to a closer location however agreed that status quo would remain for now.

✚ 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.

Action: Steve

✚ Tarps have been sourced for the dragon boats return from Paint Supplies with one of the boats to be relocated to McMahon's Transport at Virginia for collection.

✚ Clubs reminded to update their Contact Details on the website and that of their Office Bearers and committee members. There would be no need for Clubs to sign an annual membership application and would only need to do once.

14 **NEXT MEETING**

The next meeting is scheduled for 8pm on Wednesday 13 June 2012.

15 **CLOSE OF MEETING – 11:37PM**

Signed: _____
Chairperson

Date: ____/____/____