



# MINUTES

## Board Meeting

**WEDNESDAY 9 NOVEMBER 2011 at 8PM**  
**At the Sailing Club, 1 Jenkins Street Port Adelaide**

**1 OPEN MEETING – 8:13 PM**

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

**3 APOLOGIES:** Meg Vine

**4 MINUTES OF PREVIOUS MEETING 12 OCTOBER 2011 ACCEPTED AS A TRUE AND CORRECT RECORD**

**Moved:** Pat Doogue

**Seconded:** Steve Clinch

**Carried**

**5 ACTION ITEMS/BUSINESS ARISING**

1	Actioned. Treasurer advised of the name of person who had not yet paid for Coaches course in order to be invoiced.
2	Actioned. Quote for Judges Porta-shade tent circulated to Board. New tent received favourable comments with a request for a new Starters tent in a similar fashion declined.
3	Actioned. ASD trialled new facilities/set at The Sailing Club with training subsequently provided to Sweeps on accessing and storing the boats.
4	Actioned. Clubs contacted to provide photos for website.
5	Ongoing. Design promotional brochure for handing out at events.
6	Ongoing. Forward current version of promotional brochure to Meg Vine.
7	Actioned. Forward contact details of Ben King (Uni SA) to Karen Graetz to follow.
8	Ongoing. Business cards with contact details for each Board member to be printed through Hyde Park Press.
9	Actioned. Information sent to clubs on the launch activities.
10	Actioned. Invoice for 150 sent for site fee to Ming Zhou Fan for AMGs.
11	Actioned. Port Festival organisers advised by survey response of disappointment in there being no radio promotion of the Come N Try sessions despite all other activities being promoted.
12	Actioned. Email sent seeking volunteers to help with The Flight Centre corporate paddle session on Tue 18 Oct @ 5:30pm.
13	Actioned. Letter received from BDs rescinding offer for ergo machine to be kept at The Sailing Club for general use.
14	Actioned. Premier Coach advertisement circulated again to all in SmartSpace and cut-off date to Wed 9 Nov.
15	Actioned. Schedule first training session for Masters and GMs state teams for Fri 4 Nov at 6:30pm
16	Actioned. Circulate advertisement for Masters and Grand Masters Coaches.
17	Ongoing. Identify key person within each club to champion the cause for trying out for the State team.
18	Ongoing. Draft policy to govern co-opting to the Board whereby the co-optee is first invited to attend a Board meeting to allow both parties to assess whether comfortable with the arrangement was tabled. Amendments made with final version to be circulated.

19	Ongoing. Provide 2011/12 corporate paddle breakdown details.
20	Ongoing. Key register to be updated to record key for trailer given to Steve Clinch and Jennifer Bould with remainder held by John.
21	Ongoing. Update sweeps accreditation test to be more generic.
22	Ongoing. Latest contact at Naracoorte Council is supportive of promoting dragon boating in the region and has offered assistance in any manner. Dates have been changed to the 28&29 January which is expected to be preferable to the participants being a long weekend. The proposed draft brochure was tabled for comment and would be forwarded to the contact for his feedback and promotion.
23	Part of above. Arrange to inform local schools and clubs of above Come N Try event.
24	Ongoing. Look at options for a social function to recognise volunteers after the State Championships and to be held at The Sailing Club. Agreed BBQ would be scheduled on an annual basis.
25	Ongoing. Compile bio of Life Member nominee and announce at AGM.
26	Repeated. Look at options for a social function to recognise volunteers after the State Championships and to be held at The Sailing Club.
27	Actioned. Itemise the Volunteer's competencies and record in a spreadsheet.
28	Ongoing. Send follow up letter to Canoe SA thanking them for use of tinnie and seeking clarification on breakdown of rent paid by all users. Ask that invoices be sent via email.
29	Ongoing. Arrange for DBSA logo to be reversed and new artwork to be supplied and then for quotes for artwork for the trailer. Ideas for the artwork for the DBSA trailer were discussed and agreed upon with John to follow up with KwikStripe. <b>Action: John</b>
30	Ongoing. Quote requested for an OC1 outrigger canoe for use in training for Aust squad.
31	Actioned. Attach steps to follow by clubs/participants when seeking a clearance in Policy #07.
32	Ongoing. Arrange to set up in SmartSpace ability to record Volunteer's tasks identified in the Task Book.
33	Actioned. Proposed changes to Constitution re amending date for payment of Participation fees were circulated to the Board and agreed upon. To be put forward at AGM. <b>Action: Marie</b>
34	Ongoing. Follow up artwork for DBSA trailer with sign writer and look at new concept for the re design of the DBSA logo.
35	Ongoing. Place review of Governance on agenda early 2012.
36	Ongoing. Procedures Manual is being developed for use of the online database.
37	Ongoing. The proposed sponsorship arrangements for event naming rights to be offered were circulated to the Board and agreed upon and would now be circulated to clubs to promote their availability. Agreed once individual naming rights have been assigned their details would be posted to the website with Chris Wood to be the contact point. <b>Action: Chris</b>

## Dragonboat SA Inc

GPO BOX 664 Adelaide SA 5001

## Reconciliation Report

ID#	Date	Memo/Payee	Deposit	Withdrawal
Cheque Account: 1-1110				
Date of Bank Statement: 31/10/2011				
Reconciled Cheques				
✓	142112	21/09/2011	J Bould	\$28.00
✓	142114	25/09/2011	\$ Holt - Mildura games petrol	\$149.82
		eft 5/10/2011	Admin Focus - inv 712	\$2,593.25
✓	142116	8/10/2011	Officeworks Superstores Pty Ltd	\$57.37
		eft 9/10/2011	John Holland - PA Sailing, meet exp	\$2,560.75
		eft 10/10/2011	Msec Security Services Pty Ltd	\$1,485.00
✓	142117	11/10/2011	Cafe2u	\$73.00
		eft 11/10/2011	Viking Rentals - thire AustMGames	\$275.00
✓	142119	12/10/2011	Canoe SA	\$2,292.37
✓	142120	12/10/2011	Pat Doogue - Aust MGames	\$421.10
✓	142121	13/10/2011	Sport SA	\$1,100.00
✓	142122	21/10/2011	Cartridge World - Unley	\$84.00
✓	142123	21/10/2011	Canoe SA	\$560.00
		eft 26/10/2011	Portable Shade - inv 811	\$357.00
		eft 26/10/2011	Telstra	\$554.20
		eft 28/10/2011	ASA	\$50.00
		eft 28/10/2011	Graphpak Australia Pty Ltd	\$7.70
		eft 28/10/2011	Graphpak Australia Pty Ltd	\$312.40
		eft 31/10/2011	Digitalhost	\$96.80
			<b>Total:</b>	<b>\$0.00</b> <b>\$13,657.76</b>
Reconciled Deposits				
✓	2127	3/10/2011	Adelaide Sea Dragons - F3,C2, Jn 1	\$678.00
✓	2128	5/10/2011	Mildura Rural City Council - Mildura R	\$7,365.00
✓	2129	5/10/2011	SADA - F1	\$143.00
✓	2130	10/10/2011	Water Warriors DB Club - F3	\$423.00

✓	2131	11/10/2011	Cafe2u - Aust M Games	\$150.00
✓	2132	11/10/2011	Adelaide Sea Dragons - F1	\$143.00
✓	2133	12/10/2011	Payment; Black Dragons Dragon Boat	\$125.00
✓	2133	12/10/2011	Black Dragons DB Club - F1	\$143.00
✓	2134	14/10/2011	Subsonix DB Club - F3,TS1	\$547.00
✓	2135	17/10/2011	Water Warriors DBClub - F1, rfees 116	\$288.00
✓	2136	17/10/2011	SADA - rfees 116-7855	\$170.00
✓	2137	19/10/2011	Waiwilla Paddling Club Inc - rfees 116-	\$55.00
✓	2138	20/10/2011	Adelaide Sea Dragons - rfees 116-687:	\$220.00
✓	2139	20/10/2011	Payment; Subsonix Dragon Boat Club	\$120.00
✓	2139	20/10/2011	Subsonix DB Club - rfees 116-7311	\$180.00
✓	2140	24/10/2011	Adelaide Sea Dragons	\$15.00
✓	2141	24/10/2011	Payment; Water Warriors Dragon Boa	\$20.00
✓	2142	24/10/2011	Subsonix Dragon Boat Club - F1	\$143.00
✓	2143	24/10/2011	C'WT - Port Challenge	\$100.00
✓	2144	25/10/2011	Cafe2u	\$50.00
✓	2145	25/10/2011	Payment; ASA	\$20.00
✓	2145	25/10/2011	Payment; Adelaide Survivors Abreast	\$10.00
✓	2145	25/10/2011	ASA - rfees 23/10	\$35.00
✓	2146	25/10/2011	Adelaide Sea Dragons - F3,C1	\$522.00
✓	2147	27/10/2011	Payment; Uniforms for Oz	\$150.00
✓	2148	31/10/2011	Subsonix DB Club - rfees 116-7311 Por	\$170.00
			<b>Total:</b>	<b>\$12,051.00</b> <b>\$0.00</b>
Outstanding Cheques				
	142118	12/10/2011	\$ Clinch - Aust MGames	\$114.65
			<b>Total:</b>	<b>\$0.00</b> <b>\$114.65</b>
Reconciliation				
			MYOB Balance on 31/10/2011:	\$16,273.14
			Add: Outstanding Cheques:	\$114.65
			Subtotal:	\$16,387.79
			Deduct: Outstanding Deposits:	\$0.00
			Expected Balance on Statement:	\$16,387.79

Cheque Account: 1-1120		<b>ACCOUNT 2: The Sailing Club DBSA and PAAF joint</b>	
Date of Bank Statement: 31/10/2011			
Reconciled Cheques			
	eft 26/10/2011	Revenue SA	\$112.40
	eft 26/10/2011	Knight Frank	\$249.72
		<b>Total:</b>	<b>\$0.00</b>
Reconciliation			<b>\$362.12</b>
		MYOB Balance on 31/10/2011:	\$4,637.88
		Add: Outstanding Cheques:	\$0.00
		Subtotal:	\$4,637.88
		Deduct: Outstanding Deposits:	\$0.00
		<b>Expected Balance on Statement:</b>	<b>\$4,637.88</b>
Cheque Account: 1-1130		<b>ACCOUNT 3</b>	
Date of Bank Statement: 31/10/2011			
Reconciled Deposits			
	int 31/10/2011	Bank SA	\$113.64
		<b>Total:</b>	<b>\$0.00</b>
Reconciliation			
		MYOB Balance on 31/10/2011:	\$25,599.89
		Add: Outstanding Cheques:	\$0.00
		Subtotal:	\$25,599.89
		Deduct: Outstanding Deposits:	\$0.00
		<b>Expected Balance on Statement:</b>	<b>\$25,599.89</b>

John Holland advised that as part of the report for the AMGs that the finances showed an estimated profit of \$15,000 and this combined with the profit from the Mildura Masters Games more than covered the recent expenditure on The Sailing Club in order to get it up and running.

Once the insurance has been renewed the Certificate of Currency is to be posted to the website.  
**Action: Marie**

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

**7 STRATEGIC PLAN REVIEW**

**3. Coaching**

**3.1 *Continue to promote involvement to members and offer regular coaching course***  
Regular coaching courses are offered annually.

**3.2 *Continue to conduct the Sweeps Accreditation Program***  
Being undertaken.

**3.3 *Establish a qualified trainer for Official Course in South Australia***  
Letter to be sent to AusDBF seeking response to the various issues raised with them since the Nationals.  
**Action: John**

**8 JUNIOR DEVELOPMENT REPORT**

Pulteney Grammar event scheduled for 8 December 2011 with volunteers required for two boats. Envisaged that that this will encourage other classes within the school to become involved also.

Mt Carmel College have been out participating for the last four weeks and have expressed interest in competing as a junior crew in the State Championships.

Woodville High School and a few other schools have unfortunately withdrawn from any planned participation. Agreed best way to target schools is the personal face-to-face approach rather than just by telephone contact or correspondence.

**9 AusDBF REPORT**

Email promoting new video with revised exercises for National team selection is to be re-circulated.  
**Action: Chris**

The 1<sup>st</sup> Bulletin for Hong Kong event was circulated to clubs today with noted deposit required by 26 March however AusDBF have not yet confirmed which teams have qualified. To be followed up.  
**Action: John**

**SECRETARY'S REPORT**

- ✚ The letters received from Subsonix and Waiwilta in response to discussion in Minutes dated 21 September 2011 in relation to the review of the Strategic Plan (Clause 1.1) extracted below were discussed.

1.1 *Executive Officer/Office Staff*

*John Holland tabled a draft Position Description for the Executive Officer position and said he would like Board consideration to him undertaking the position for at least 12 months initially as he was already undertaking the majority of the work. Proposed fee of \$10,000 per annum. Agreed to circulate Position Description with the Minutes.*

John Holland said he felt that both clubs had misconstrued his initial offer and perhaps the minutes did not truly reflect the intent as it was only ever to be for a maximum period of 12 months whilst the position was set up in order to hand over to a permanent appointment. It was to be an honorarium type position initially. The salary for an Executive Officer even on a part time basis would be far more than \$10,000 pa.

He emphasised that the Board would need to discuss this offer and whether or not it was appropriate without him being present during the discussions.

The response from the Board Members, to be sent to Subsonix, was to suggest that they read the Strategic Plan as all the answers to their questions were contained within. The response to Waiwilta was to seek further detail on what material conflict of interest they thought was created by John Holland initially taking on the role.

- ✚ Assistance provided by Harry McCallum from Black Dragons with producing the Traffic Management Plan for the launch was most appreciated.

Clubs and volunteers to be advised of parking options, parking monitors required and assistance in relocating dragon boats.

**Action: Chris**

- ✚ Copper Coast paddlers have indicated that they might like to start up their won club and continue to paddle with ASA in DBSA races from time to time however they had been subsequently advised that this would not be allowed as a person cannot paddle for more than 1 club in sanctioned racing and they would have to either stand alone or remain with ASA.

**NEW BUSINESS****11.1 The Sailing Club**

- ✚ **The Sailing Club & Launch**

Arrangements for the launch were under control with negotiations being held with the Port Adelaide Artists Forum (PAAF) on the various planning issues as required.

PAAF yet to provide schedule of events and if not received by Thursday morning the DBSA schedule would be circulated regardless.

**Action: Chris**

**11.2 Port Challenge Debrief**

Recommendation to be made to the RC committee that this event would continue to be built up however it should not be combined with the Premier event in future. Also check that only 1 x team sheet needed to be laminated.

**Action: John**

Clubs are reminded to submit the name of their volunteer to assist with planning and that it had previously been agreed that if this did not occur then the club would not be eligible to compete.

The DBSA Finish Line printer was no longer operable and it was agreed that two replacement printers should be purchased which are both robust and of good quality.

**Action: Jennifer**

**11.3 State Squad****11.3.1 Coaching Applications - Premier**

Two applications had been received for the position of Premier Coach which were duly reviewed.

It was noted that they would only be treated as expressions of interest as neither provided sufficient detail for an informed choice to be made on what the applicants would actually bring to the role in regards to their experience and what they had to offer. They merely agreed with DBSA direction.

Response to be sent thanking them for their expressions of interest and setting a deadline of 7 days for further detail to be provided.

**Action: Steve**

### **11.3.2 Coaching Applications – Grand Masters/Great Grand Masters**

The application received from Cheryl Watson (Adelaide Sea Dragons) for Grand Masters and Great Grand Masters Coach was reviewed.

**Moved: Pat Doogue                      Seconded: Rick French                      Carried**  
**That Cheryl Watson be appointed as the Coach for the Grand Masters and Great Grand Masters teams.**  
**Action: Steve**

### **11.3.3 Coaching Applications – Masters**

Given there were no applications for this position it was agreed that there would be no Masters team for the 2012 Nationals.

Clubs to be advised.

**Action: Steve**

### **11.4 Premier Team – Club Feedback on New Direction**

The consensus from the recent Presidents Meeting was favourable for an extra \$2.50 race fee be charged for future events to cover the costs for the Premier team in order to encourage participation. DBSA will match this fee \$ for \$ for the Premier State team fund. The database is to be amended accordingly.

**Action: Marie**

### **11.5 Updating on Torrens Task List**

The task lists for both the Torrens and West Lakes events are being updated.

### **11.6 Rescue Boat Purchase**

Quote to be provided for purchase of a rubber duckie and a tinnie for comparison at the next Board meeting.

**Action: Steve**

### **11.7 Naracoorte Come N Try**

Discussed earlier.

### **11.8 Website update**

No update on status available.

### **11.9 Site fee for Black Dragons**

Proposition awaited from Black Dragons in regard to DBSA imposed costs for their provision of catering services at events.

## **12 ANY OTHER BUSINESS**

✚ Further details to be provided on Squash SA photocopier available for sale.  
**Action: John**

✚ The clearance application for Colin Whitnell from Blade Runners to Power Blades was approved.  
**Action: Marie**

✚ Discussion held on how participants could trial out with another club in a new season when not currently registered in order to see which club they preferred to join. Agreed that they would be allowed two training sessions only with any or all of the clubs before being required to pay their DBSA registration fee. The Clearance Procedure would be amended to reflect this.  
**Action: Marie**

✚ Discussions to be held with EFM on the new exercise requirements for state team participants and those competing for the national team to ascertain whether they would be willing to assist again.

**Action: Steve**

- ✚ The recommendation from the RC meeting that port-a-loos should be hired for all future events on the Torrens with a system to be put in place next season to charge fees for those participating was discussed.

The cost for their hiring was noted as being approximately \$150 per toilet per day and this would be advised to the RC meeting to work out best way to cover this cost.

**Action: Marie**

- ✚ The feedback received from the recent RC committee meeting on the training and fitness requirements for the Premier team had been taken into consideration and an ergo test was now the only initial requirement.

**13 NEXT MEETING**

The next meeting has been rescheduled to 6pm on Tuesday 13 December 2011 and the venue is to be advised dependent on if the British Hotel is available for a dinner meeting.

**Action: Marie**

**14 CLOSE OF MEETING – 11:20PM**

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

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