



# MINUTES

## Board Meeting

**TUESDAY 13 DECEMBER 2011 at 6PM**  
**At the Sailing Club, 1 Jenkins Street Port Adelaide**

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**1 OPEN MEETING – 6PM**

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

**3 APOLOGIES:** Meg Vine

Chris Payne (Black Dragons President) attended the meeting briefly to discuss their club's issue on the number of meals being required to be provided to Volunteers each race day with a view to having this reassessed by DBSA as it was proving to not be as financially viable for them since first introduced.

After discussion it was agreed that the number of meals to be provided would be reduced from **a maximum of 12 per race meeting to an average of 10 per race** meeting with a **summary** for reconciliation to be provided by the Volunteer coordinator at the end of the season.

**Action: Rick French**

Chris Payne advised that Black Dragons was not keen to provide the catering for the next race day given that it was a twilight event. Agreed that the canteen would be approached to ask if they could remain open until 6pm and Café 2U advised not to attend on this day. Clubs to be advised of the status.

**Action: John Holland**

**4 MINUTES OF PREVIOUS MEETING 9 NOVEMBER 2011 ACCEPTED AS A TRUE AND CORRECT RECORD**

**Moved:** Pat Doogue

**Seconded:** Steve Clinch

**Carried**

**5 ACTION ITEMS/BUSINESS ARISING**

|    |                                                                                                                                                                                                                        |
|----|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1  | Ongoing. Quote awaited from Kwik Stripe for signage for DBSA trailer.                                                                                                                                                  |
| 2  | Ongoing. Put forward at SGM to be held at the next Presidents Forum the proposed changes to Constitution re amending date for payment of Participation fees.                                                           |
| 3  | Ongoing. Circulate sponsorship package for naming rights for events to clubs and monitor their assignment and post to website.                                                                                         |
| 4  | Ongoing. Copy of Certificate of Currency to be forwarded to Marie for posting to website.                                                                                                                              |
| 5  | Actioned. AusDBF responded with apologies for not responding to correspondence sent to them on various issues since the Nationals and intend to do so soon.                                                            |
| 6  | Actioned. Email from Janelle circulated with details of new video with new exercises.                                                                                                                                  |
| 7  | Actioned. AusDBF contacted for details of confirmed teams for Hong Kong.                                                                                                                                               |
| 8  | Ongoing. In response to letters received write to Subsonix suggesting that they read the Strategic Plan and to Waiwilta seeking clarification on their perceived "material conflict of interest" to be gained by John. |
| 9  | Actioned. Clubs and volunteers advised of parking options, parking monitors required and assistance in relocating dragon boats for launch.                                                                             |
| 10 | Actioned. Circulate DBSA planned activity schedule for the Launch if PAAF version not received.                                                                                                                        |

|                                    |                                                                                                                                                                                                                                                                   |
|------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 11                                 | Actioned. Recommendation to be made to the RC committee that the Port Challenge event would continue to be built up however should not be combined with the Premier event in future. Also only 1 x team sheet needed to be laminated.                             |
| 12                                 | Actioned. Jennifer to arrange the purchase of 2 x new printers ensuring they are robust and of good quality.                                                                                                                                                      |
| 13                                 | Actioned. Response sent to the 2 x applications received for the Premier Coach position thanking them for their applications and setting a deadline of 7 days for further detail to be provided.                                                                  |
| 14                                 | Actioned. Cheryl Watson advised of appointment as Grand Masters and Great Grand Masters Coach for this season.                                                                                                                                                    |
| 15                                 | Actioned. Clubs advised that due to no applications for the Masters team Coach that there would be no team entered for the 2012 nationals.                                                                                                                        |
| 16                                 | Actioned. Amend database to include an additional \$2.50 race fee for future events (except around the Island) to cover costs for the Premier team.                                                                                                               |
| 17                                 | Ongoing. Provide quote for purchase of rubber duckie or tinnie.                                                                                                                                                                                                   |
| 18                                 | Ongoing. Arrangements proceeding with Naracoorte contact for event on 28 & 29 January 2012.                                                                                                                                                                       |
| 19                                 | Actioned. Further details on Squash SA's available photocopier not provided given the copier itself is now located at The Sailing Club.                                                                                                                           |
| 20                                 | Actioned. Clearance of Colin Whitnell from Blade Runners to Power Blades recorded.                                                                                                                                                                                |
| 21                                 | Actioned. Clearance Procedure Policy amended to reflect any paddler can try out twice with another club in a new season if not already registered with a club before registering with DBSA.                                                                       |
| 22                                 | Discussion with EFM on new exercise requirements for state and national team to ascertain if they can again assist was not required as EFM have provided this gratis to the one paddler thus far.                                                                 |
| 23                                 | Actioned. RC committee advised f cost of approx. \$150 per toilet hire per day.                                                                                                                                                                                   |
| 24                                 | Actioned. Venue booked for Christmas dinner meeting on Tue 13/10/11.                                                                                                                                                                                              |
| <b>ACTION ITEMS – CARRIED OVER</b> |                                                                                                                                                                                                                                                                   |
| 25                                 | Actioned. 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 by including suggested amendments was finalised and posted to website. |
| 26                                 | Ongoing. Provide 2011/12 corporate paddle breakdown details.                                                                                                                                                                                                      |
| 27                                 | Ongoing. Key register to be updated to record key for trailer given to Steve Clinch and Jennifer Bould with remainder held by John.                                                                                                                               |
| 28                                 | Ongoing. Update sweeps accreditation test to be more generic.                                                                                                                                                                                                     |
| 29                                 | Actioned. Compile bio of Life Member nominee and announce at AGM.                                                                                                                                                                                                 |
| 30                                 | Ongoing. Organise BBQ to recognise volunteers after the State Championships and to be held at The Sailing Club.                                                                                                                                                   |
| 31                                 | Actioned. Itemise the Volunteer's competencies and record in a spread- sheet.                                                                                                                                                                                     |
| 32                                 | 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.                                                                                 |
| 33                                 | Actioned. Arrange for DBSA logo to be reversed and new artwork to be supplied and then for quotes for artwork for the trailer.                                                                                                                                    |
| 34                                 | Ongoing. Quote awaited for OC1 outrigger canoe for use in training for Aust squad, paddles and another dragon boat.                                                                                                                                               |
| 35                                 | Actioned. Attach steps to follow by clubs/participants when seeking a clearance in Policy #07.                                                                                                                                                                    |
| 36                                 | Ongoing. Arrange to set up in SmartSpace ability to record Volunteer's tasks identified in the Task Book.                                                                                                                                                         |

|    |                                                                                                                                                      |
|----|------------------------------------------------------------------------------------------------------------------------------------------------------|
| 37 | Actioned. Submit proposed changes to Constitution re amending date for payment of Participation fees.                                                |
| 38 | Actioned. Follow up artwork for DBSA trailer with sign writer and look at new concept for the re design of the DBSA logo.                            |
| 39 | Ongoing. Place review of Governance on agenda early 2012.                                                                                            |
| 40 | Ongoing. Procedures Manual for use of the online database has been written and is currently being reviewed prior to posting to website.              |
| 41 | Actioned. Develop sponsorship package for race days (ie naming rights).                                                                              |
| 42 | Ongoing. State coaches to Identify key participants within each club to try out for the State team.                                                  |
| 43 | Ongoing. The draft sample promotional literature designed by Meg Vine was tabled but held over to her attendance at the next meeting for discussion. |
| 44 | Actioned. Copy of current version of promotional brochure forwarded to Meg.                                                                          |
| 45 | Actioned. Sample DBSA business cards tabled for checking prior to printing through Hyde Park Press.                                                  |

## 6 FINANCIAL REPORT – OCTOBER 2011

|                            |         |            |                                         |                    |
|----------------------------|---------|------------|-----------------------------------------|--------------------|
| Cheque Account:            |         | 1-1110     | <b>ACCOUNT 1</b>                        |                    |
| Date of Bank Statement:    |         | 30/11/2011 |                                         |                    |
| <b>Reconciled Cheques</b>  |         |            |                                         |                    |
|                            | eft     | 2/11/2011  | Adelaide City Council                   | \$69.25            |
|                            | eft     | 2/11/2011  | Adelaide City Council                   | \$392.70           |
|                            | eft     | 2/11/2011  | Admin Focus                             | \$1,529.00         |
|                            | 142125  | 9/11/2011  | John Holland                            | \$390.95           |
|                            | 142126  | 9/11/2011  | Blue Water Raiders                      | \$664.00           |
|                            | 142128  | 10/11/2011 | J Bould                                 | \$30.50            |
|                            | eft     | 10/11/2011 | AusDBF - paddler fee 462                | \$3,557.40         |
|                            | eft     | 10/11/2011 | Telstra                                 | \$50.57            |
|                            | eft     | 11/11/2011 | S Holt                                  | \$5,000.00         |
|                            | eft     | 13/11/2011 | S Holt                                  | \$5,000.00         |
|                            | eft     | 16/11/2011 | Digitalhost                             | \$44.00            |
|                            | eft     | 23/11/2011 | S Holt                                  | \$2,596.00         |
|                            | 142130  | 29/11/2011 | Cartridge World - Unley                 | \$298.00           |
|                            |         |            | <b>Total:</b>                           | <b>\$0.00</b>      |
|                            |         |            |                                         | <b>\$19,622.37</b> |
| <b>Reconciled Deposits</b> |         |            |                                         |                    |
|                            | 2149    | 1/11/2011  | Water Warriors DBClub - rfees 116-6921  | \$145.00           |
|                            | 2150    | 3/11/2011  | Subsonix DB Club - F1                   | \$143.00           |
|                            | 2151    | 4/11/2011  | Adelaide Sea Dragons - rfees 116-6873   | \$150.00           |
|                            | 2152    | 4/11/2011  | SADA - rfees                            | \$125.00           |
|                            | 2153    | 4/11/2011  | Kaye Maddigan - Pt Challenge crew       | \$120.00           |
|                            | 2154    | 7/11/2011  | Adelaide Sea Dragons - rfees 11-6873    | \$5.00             |
|                            | 2155    | 9/11/2011  | Haddads - Pt Challenge crew x2          | \$200.00           |
|                            | 2156    | 9/11/2011  | ASA - F1, T1                            | \$261.00           |
|                            | 2157    | 9/11/2011  | Adelaide Phoenix - T1, late IDC, F1     | \$291.00           |
|                            | TR00029 | 13/11/2011 | Transfer of funds                       | \$5,000.00         |
|                            | 2158    | 14/11/2011 | Subsonix DB Club - F3                   | \$294.00           |
|                            | 2159    | 16/11/2011 | Water Warriors DB Club - F3             | \$429.00           |
|                            | 2160    | 18/11/2011 | Mount Carmel College                    | \$100.00           |
|                            | 2161    | 18/11/2011 | Adelaide Sea Dragons - F2, C2           | \$472.00           |
|                            | 2162    | 21/11/2011 | Water Warriors DB Club -rfees 1166366   | \$200.00           |
|                            | 2163    | 21/11/2011 | Waiwilta Paddling Club Inc - F1         | \$143.00           |
|                            | 2164    | 23/11/2011 | ASA - F1                                | \$143.00           |
|                            | 2165    | 23/11/2011 | SADA - rfees                            | \$110.00           |
|                            | 2166    | 23/11/2011 | Subsonix DB Club - rfees 116-6541       | \$110.00           |
|                            | 2167    | 24/11/2011 | Waiwilta Paddling Club Inc              | \$85.00            |
|                            | 2168    | 25/11/2011 | Powerblades DB Club - F4, J1, T1, rfees | \$863.00           |
|                            | 2169    | 25/11/2011 | Adelaide Sea Dragons - rfees 116-6382   | \$220.00           |
|                            | 2170    | 30/11/2011 | Blue Water Raiders - C1                 | \$93.00            |
|                            | 2171    | 30/11/2011 | Payment; Adelaide Phoenix               | \$415.00           |
|                            | 2172    | 30/11/2011 | Subsonix DB Club - F2                   | \$286.00           |
|                            |         |            | <b>Total:</b>                           | <b>\$10,403.00</b> |
|                            |         |            |                                         | <b>\$0.00</b>      |

| <b>Outstanding Cheques</b>                       |            |                          |                     |
|--------------------------------------------------|------------|--------------------------|---------------------|
| 142118                                           | 12/10/2011 | S Clinch - Aust MGames   | \$114.65            |
| 142124                                           | 9/11/2011  | G Wingard                | \$44.47             |
| 142127                                           | 10/11/2011 | Loren Morris             | \$150.00            |
| 142129                                           | 23/11/2011 | Mildura Dragon Boat Club | \$750.00            |
| <b>Total:</b>                                    |            |                          | <b>\$0.00</b>       |
| <b>Reconciliation</b>                            |            |                          | <b>\$1,059.12</b>   |
| MYOB Balance on 30/11/2011:                      |            |                          | \$6,109.30          |
| Add: Outstanding Cheques:                        |            |                          | \$1,059.12          |
| Subtotal:                                        |            |                          | \$7,168.42          |
| Deduct: Outstanding Deposits:                    |            |                          | \$0.00              |
| Expected Balance on Statement:                   |            |                          | \$7,168.42          |
| <b>Cheque Account: 1-1120 ACCOUNT 2</b>          |            |                          |                     |
| Date of Bank Statement: 30/11/2011               |            |                          |                     |
| Outstanding Cheques                              |            |                          |                     |
| eft                                              | 14/11/2011 | SA Water Corporation     | \$0.00              |
| Total:                                           |            |                          | \$0.00              |
| <b>Reconciliation</b>                            |            |                          | <b>\$0.00</b>       |
| MYOB Balance on 30/11/2011:                      |            |                          | \$4,637.88          |
| Add: Outstanding Cheques:                        |            |                          | \$0.00              |
| Subtotal:                                        |            |                          | \$4,637.88          |
| Deduct: Outstanding Deposits:                    |            |                          | \$0.00              |
| Expected Balance on Statement:                   |            |                          | \$4,637.88          |
| <b>Cheque Account: 1-1130 ACCOUNT 3</b>          |            |                          |                     |
| Date of Bank Statement: 30/11/2011               |            |                          |                     |
| Reconciled Cheques                               |            |                          |                     |
| TR000029                                         | 13/11/2011 | Transfer of funds        | \$5,000.00          |
| <b>Total:</b>                                    |            |                          | <b>\$0.00</b>       |
| <b>Reconciled Deposits</b>                       |            |                          | <b>\$5,000.00</b>   |
| int                                              | 30/11/2011 | Bank SA                  | \$93.92             |
| Total:                                           |            |                          | \$93.92             |
| <b>Reconciliation</b>                            |            |                          | <b>\$0.00</b>       |
| MYOB Balance on 30/11/2011:                      |            |                          | \$20,693.81         |
| Add: Outstanding Cheques:                        |            |                          | \$0.00              |
| Subtotal:                                        |            |                          | \$20,693.81         |
| Deduct: Outstanding Deposits:                    |            |                          | \$0.00              |
| Expected Balance on Statement:                   |            |                          | \$20,693.81         |
| <b>Cheque Account: 1-1160 Investment Account</b> |            |                          |                     |
| Date of Bank Statement: 30/11/2011               |            |                          |                     |
| Reconciled Deposits                              |            |                          |                     |
| int                                              | 27/11/2011 | Bank SA                  | \$1,565.03          |
| Total:                                           |            |                          | \$1,565.03          |
| <b>Reconciliation</b>                            |            |                          | <b>\$0.00</b>       |
| MYOB Balance on 30/11/2011:                      |            |                          | \$105,049.97        |
| Add: Outstanding Cheques:                        |            |                          | \$0.00              |
| Subtotal:                                        |            |                          | \$105,049.97        |
| Deduct: Outstanding Deposits:                    |            |                          | \$0.00              |
| <b>Expected Balance on Statement:</b>            |            |                          | <b>\$105,049.97</b> |

Invoice received from Canoe SA with an increase to \$160 for hire of tinnie as opposed to agreed rate of \$140 was noted as being paid. Agreed to deduct the difference next time.

Discussion held on whether Dragon Flies and Blade Runners were any closer to registering paddlers for the season and on how best they could be assisted with attracting members. Agreed to write to Dragon fly to ascertain their status.

**Action: Chris Wood**

In regard to Blade Runners it was agreed that details of a team from the recent Corporate Challenge would be provided to them to follow up for members along with the contact at Mawson Lakes and those other corporate teams who had not been followed up by clubs.

**Moved:** Chris Wood

**Seconded:** Pat Doogue

**Carried**

THAT the outstanding fee of \$20 each for Marcelle Barnard, Robert Sanchez and Ian Brown would be written off.

**Action:** Jen

AusDBF to be paid money for Coaches course and advised to follow up outstanding payment owed by Rick Salisbury (WA) of \$250.

**Action:** Jen

AusDBF to be advised that next membership payment would be made after 1<sup>st</sup> February.

**Action:** Jen

**Moved:** Steve Clinch

**Seconded:** Rick French

**Carried**

**Motion to accept financial reports and pay accounts on Account 1**

## 7 STRATEGIC PLAN REVIEW

Core Business area:

### 4 Participation

#### 4.1 Establish boat storage at Mawson Lakes

Interest expressed from contact at Mawson Lakes with boat storage to be found prior to the possible loan of a boat. Details as discussed to be forwarded to Steve Clinch to follow up.

#### 4.2 Assist the establishment of new teams

New clubs being established when able.

#### 4.3 Establish a community event in the Riverland

Limited progress happening to date with Phoenix establishing a team in Barmera however interest expressed from Mildura Dragon Boat Club to assist in events in the area. To be followed up further along with options in Renmark after Naracoorte event in January.

#### 4.4 Participate in SA Masters Games

Registrations for Port Pirie Masters Games open on Monday.

## 8 JUNIOR DEVELOPMENT REPORT

Unfortunate misunderstanding with date of planned Pulteney Grammar school event resulted in it not being held due to short notice.

Nil update report provided by Karen Graetz since last meeting with invoice to be provided for time to date.

**Action:** Karen

John Holland reported on meeting held with the Secondary Sports Association and the interest expressed by various schools in dragon boating for their students. It is proposed that an event be held in December 2012 for the western, northern and southern regions with schools to be contacted to encourage participation prior.

Event was held today with 90 students from Braeview Primary.

## 9 AusDBF REPORT

### 9.1 National Feedback

As discussed previously, response to our "feedback on Nationals issues" has been promised by Mel Cantwellwill.

### 9.2 2012 Australian Championships – Melbourne

AusDBF to be followed up for Bulletin #1 which is scheduled for release prior to Christmas.

**Action:** John

### 9.3 WCCC 2012 Hong Kong – 20s & 10s.

AusDBF have circulated schedule of those teams eligible to compete in the above event.

## 10 SECRETARY'S REPORT

Items of note included on Agenda.

## 11 NEW BUSINESS

### 11.1 Volunteer lunches

Discussed previously. \$50 site fee to be foregone from Black Dragons for this event.

## 11.2 The Sailing Club

### 11.2.1 Sailing Club Funds

Income being generated through hire of meeting room and downstairs function room.

Recent fundraising at the Launch saw PAAF generate \$1700 and DBSA is yet to finalise income. Discussion to be held with PAAF on room hire fees for both PAAF and DBSA and clarify with them that that no further funds are required to be deposited as money raised will reimburse both parties from their initial \$2,500 deposit into the joint account.

John Holland to produce report on the number of times DBSA and clubs have hired the meeting room with fee to be determined.

Pt Adelaide Fine Wines group are booking the venue on a regular basis.

### 11.2.2 SADA Merchandise

Rick French tabled the new design for SADA's shirt along with their revised promotional brochure which were both approved.

### 11.2.3 Australian Naval Cadets

Feasibility proposal is being put together by the Navel Cadet Coordinator for nation-wide dragon boat participation.

## 11.3 State Squad

### 11.3.1 Update

Participation numbers for the Premier team to date are not remarkable. Little support received for hire of bus to travel to the Nationals given most participants have already made separate travel arrangements. Accommodation still to be sourced.

With numbers being low it is unlikely that there will be a Womens crew at the Premier level with a possible Open and Mixed team formed.

Coaches encouraged to identify suitable Premier candidates themselves and approach to encourage participation.

Consideration is being given to holding a ½ day camp for the Premier team at the end of January at Aquatic Reserve for training and then at The Sailing Club to review footage of the training and for a BBQ. A budget of \$400 has been allocated.

### 11.3.2 Premier Coach

Issue of Coaches being dressed appropriated is being resolved.

The wording of a proposed agreement for all Coaches to sign was read to and approved with final version to be sent for signing.

**Action: Steve**

### 11.3.3 Regional Coach

Regional Coach and assistant have been appointed being David Wilkinson and Cathy Meier respectively.

### 11.3.4 State Top – new design.

Sample designs for a new state top designed by Peter Alchin were circulated and agreed to be considered further over dinner.

Should any more state tops be required in the interim they can be purchased from Graphpak, who have the artwork ready and have quoted a price.

## 11.4 Meeting Dates 2012

The proposed meeting dates for 2012 were circulated and agreed.

**Action: Marie**

## 11.5 Time Penalties

The policy for imposing time penalties for teams infringing were approved as follows:

| Distance | Minor Infringement | Major Infringement |
|----------|--------------------|--------------------|
| 200m     | 1-2 seconds        | 5 seconds          |
| 500m     | 2-5 seconds        | 10-15 seconds      |

|             |               |                |
|-------------|---------------|----------------|
| 2000m       | 10-15 seconds | 30-40 seconds  |
| Long course | 30-60 seconds | 60-120 seconds |

**Action: John**

**11.6 Rescue 2012 World Life Saving Championships**

Follow up conversation to be held with organisers of this event who want to use Aquatic reserve in November 2012 as a back up venue if required due to inclement weather.

**Action: John**

**11.7 DBSA Flags**

The designs for DBSA flags were tabled for consideration with difference in designs to be advised. A1 was the preferred design.

**Action: Chris**

**11.8 Website**

The website is in the throes of being finalised.

**11.9 Clearances**

Clearances were ratified for the following participants:

- Trudy Thorp from DAPL to Water Warriors
- Peter Alchin from Black Dragons to Subsonix

**Action: Marie**

**11.10 Damaged Boat report**

Adelaide Phoenix to be asked for written report on recent damage to dragon boat during boat loading to ensure that it does not occur and that the other boats are also checked for the same potential damage.

**Action: Pat**

**12 ANY OTHER BUSINESS**

Noted SADA enquiry re availability of locker at The Sailing Club with response given that they will eventually be available for all clubs.

**13 NEXT MEETING**

The next meeting is scheduled for 8pm on Wednesday 11 January 2012.

**14 CLOSE OF MEETING – 8:05PM**

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

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