



MINUTES

Board Meeting

WEDNESDAY 12 JANUARY 2010 at 8PM
At Port Dock Brewery Hotel – Port Adelaide

1 OPEN MEETING – 8:10 PM

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

3 APOLOGIES: Steve Clinch, Julie Clinch and Sean Carey (invited guest)

4 MINUTES OF PREVIOUS MEETING 8 DECEMBER 2010 ACCEPTED AS A TRUE AND CORRECT RECORD SUBJECT TO AMENDING THE ACTION LIST #29 from \$190 to \$170 to be paid to AusDBF.

Moved: Rick French

Seconded: Pat Doogue

Carried

5 ACTION ITEMS/BUSINESS ARISING

1	Ongoing. Meeting scheduled with website designer for 18 January to discuss 1 Feb 11 deadlines to launch website.
2	Actioned. BWR invoiced and paid \$500 for DBSA annual boat lease.
3	Actioned. Agenda item of reviewing strategic plan point #5.3 – Volunteer acknowledgement included for discussion.
4	Actioned. Clubs advised of cancellation of Regatta 5 and inclusion of Chinese New Year event on 6/2/10.
5	Actioned. RC agreed they would like to have a fun event scheduled next season and would be included on agenda for discussion at the first RC meeting after the state championships.
6	Actioned. Water Warriors advised of provisional clearance given to Morna Coats to Water Warriors (not Dragons Abreast Adelaide) and that it would be approved fully once acknowledgement had been received from Morna on this.
7	Actioned. Database updated to reflect new clubs #6 above and ID cards issued.
8	Actioned. Invitation extended to Sean Carey to attend next Board meeting to assess whether both parties are comfortable with the arrangement to co-opt. Apology received from Sean for attendance at this meeting due to being overseas. Invite to be extended to next meeting. Action: Chris
9	Ongoing. Policy to be drafted 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.
10	Ongoing. Sourcing of someone to test and tag the electrical gear is ongoing. Noted no safety issue with plugging into the council installed power box.
11	Ongoing. Arrange for database to be changed whereby only organising club receives email advice of teams entered (not DBSA).-
12	Actioned. Clubs reminded of requirement for sweeps to wear life jacket at all times as part of the exemption.
13	Ongoing. Clubs sent map of available parking areas along with reminder that parking on grass circular verge is only allowed when all other car parks are taken. Map to be provided to Council of where certain cars (ie Jennifer's) are required to park on race days.

14	Ongoing. Policies #12 and #13 included on this agenda with #15 & #16 to be included on next agenda.
15	Withdrawn. John Holland advised Regional Masters Games event coordinator of inability to organise the games in April due to the date conflicting with the Nationals thereby having no available officials and volunteers to assist with coordinating the event. Noted that there was interest still in encouraging dragon boating in the southeast with a visit to be paid at a later date to investigate options.
16	Ongoing. No response received as yet from Ian Heard re percentage breakdown of rental charge set by Canoe SA.
17	Ongoing. Re-categorise and consolidate Assets register once received from Auditor.
18	Ongoing. 2008/9 corporate paddle breakdown provided to Treasurer with 2009/10 to follow.
19	Ongoing. Council to be contacted direct to ascertain issue with supply of spare key for power box.
20	Ongoing. Key register to be updated to record key for trailer given to Steve Clinch and Jennifer Bould with remainder held by John and Paint Supplies keys.
21	Ongoing. Advise Hotels SA magazine of disappointment in placement of Pt Pub Challenge advertisement and lack of response.
22	Ongoing. Option to purchase internet access for laptop at cost of \$99 for 365 days and 15GB circulated to Board with agreement to proceed given.
23	Ongoing. Volunteer log book circulated and agreement reached to go ahead and print 200 copies. Action: Jen Rick French advised he had liaised with Sport SA about obtaining a list of volunteers with details forwarded to the info@dragonboatsa.com address. John to forward list to Rick. Action: John Discussion held on whether sample log book should be circulated to other states for use however agreed would not be worthwhile exercise.
24	Ongoing. Raymond is working on best way for database to record volunteers' race day tasks online.
25	Actioned. Form completed with Sport SA to source volunteers.
26	Ongoing. Meeting scheduled with Lauren this week to finalise promotional brochures.
27	Ongoing. Update sweeps accreditation test to be more generic
28	Actioned. Details sent to Jennifer for payment to AusDBF of \$170 for \$10 per paddler for nationals.
29	Actioned. Payment made to AusDBF of \$170 (above).
30	Ongoing. Visit to be arranged to Port Pirie to provide assistance to them with advice on starting up a new club. Contact to be followed up.
31	Ongoing. Article to be written in DragonsBreath on massage tent being set up by Adelaide Phoenix on race days along with details of Sandy's activities.
32	Ongoing. Replacement jockey wheel for trailer being sourced elsewhere due to Premier Trolley disinterest.
33	Actioned. DBSA single boat trailer confirmed by ASA as being in Wallaroo.
34	Withdrawn. Requirement for P&D committee to organise Regional Masters Games in Naracoorte cancelled.

6 FINANCIAL REPORT – JANUARY 2011

DBSA TREASURER'S REPORT FOR THE MONTH OF

January 2011

BANK BALANCE AS @	31-Dec-10	ACCOUNT 1		\$ 3,821.27
Less total unrepresented cheques		# 141818	\$ 69.93	
		# 141907	\$ 35.00	
		# 141922	\$ 829.40	<u>\$ 934.33</u>
				\$ 2,886.94

BANK BALANCE AS @	30-Nov-10	ACCOUNT 2	\$ 100.00
Less total unrepresented cheques			Nil
BANK BALANCE AS @	31-Dec-10	ACCOUNT 3	\$20,661.90

ACCOUNTS PAYABLE

ACCOUNT 1

Admin Focus	Secretarial & Database	\$1,279.30	
Boylen Media	Advertisement	\$1,265.00	
Digitalhost	Domain name & renewal	\$ 22.00	
J Holland	Buoys, racing & meeting expenses	\$ 684.95	
Subsonix DB Club	Torrens trophies engraving	\$ 61.00	
Strachan Sport Services		\$2,850.10	
AusDBF	45 paddler sub	\$ 346.50	
AusDBF	SA Trialist fee	\$ 170.00	\$ 6,678.85

ACCOUNT 2

Nil	
Cash balance Acct #1	\$ 2,886.94
Cash balance Acct #2	\$ 100.00
Cash balance Acct #3	\$ 20,661.90
Term deposit	\$100,000.00
TOTAL	\$123,648.84

MONEY RECEIVED

Credit interest account #3 \$ 91.72
Refer to reconciliation report for registration payments and race fees
AusDBF money share (\$4,156.50), coffee stand (\$50), insurance \$593.99), Corporate events (\$950)
SA Trialists (\$170), first aid course (\$90), Nats registration (\$100)

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

Agreed that the amount to be paid to Canoe SA for rent would be that set at the old rate until issue over percentage paid resolved.

Subsonix to be refunded for payment for participants competing in the Around the Island race as there is no fee imposed by DBSA for this event.

7 STRATEGIC PLAN REVIEW

- 5. Core Business area:
 - 5 Volunteer Management
 - 5.3 Volunteer Acknowledgement

Discussion held on what uniforms should be provided to volunteers. Rick French advised that he had a large supply of shirts from Bank SA and agreed to follow up with them whether they could be given out to volunteers and have the word "volunteer" printed on them as part of a sponsorship deal.

Natasha Pataki advised that Bendigo Bank were offering funding to sporting associations and agreed to send details of offer to Rick French to follow up.

Action: Natasha/Nick

8 JUNIOR DEVELOPMENT REPORT

Grant received for \$5000 for Lisa Kennedy to be appointed as Junior Development Officer with arrangements to be put in place through Sport SA to administer her traineeship.

Action: John

Procedures to be put in place in MYOB to arrange payment to Lisa Kennedy on provision of time sheets.

Action: Jen

List of contacts to be provided detailing schools and groups who are to be followed up by Lisa as a starting point.

Action: Chris

9 **AUS DBF REPORT**

Noted AusDBF new ruling that the age for participation at the Nationals in 2011 is to be taken from the first day of competition.

Agreed to apply this also for the Chinese New Year event.

Report to be provided to AusDBF of registered paddlers to include only name, club and date of birth.

Action: Marie

10 **SECRETARY'S REPORT**

John Holland advised that the appeal for the return of the VOAN number had been upheld with the number returned. Policy and procedures to be written.

Action: John

11 **NEW BUSINESS**

11.1 **Port Adelaide Sailing Club**

Thank you to be sent to those who assisted with maintenance at the new boatshed to be sent and placed also in DragonsBreath.

Action: Pat

Application to be put in to Council upon receipt of engineer's report for wall to be built. LMC to provide checklist of works they plan to undertake to ensure there is no double up.

Items of furniture, shelves and filing cabinets kindly being donated by participants.

11.2 **AGM – Revise date**

AGM rescheduled to Tuesday 23 August 2011 due to Sport SA advising of no availability on Wednesday 16 August.

11.3 **Planning for 2011 courses**

AusDBF seeking interest from states for dates for coaching courses or any other type in 2011. Clubs to be contacted to register interest for coaching course to be held in May.

Action: Chris

John Holland advised that he wrote to AusDBF for tabling at next Board meeting a request that someone from each state be certified to deliver Officials courses rather than being reliant on AusDBF for said provision.

11.4 **Policy #001 – SunSmart Policy**

SunSmart Policy #001 was reviewed and ratified and to be posted to website.

Action: Marie

Agreed to write to David Brugioni and remind him of requirement to be a SunSmart role model.

Action: Chris

11.5 **Policy #012 – Protocol for Race Day Disputes**

Policy #012 was reviewed with agreement to make changes to include time frames for penalties to be announced and appealed.

Action: John/Marie

11.6 **Policy #013 – DBSA Appeals Process**

Policy #013 was reviewed and ratified with no changes made.

Action: Marie

11.7 **Clearance**

Noted the clearance application from David Brugioni from Water Warriors to DBSA was not ratified due to the full registration fee not being paid. To be followed up.

Action: Chris

11.8 13th Australian Masters Games – Oct 11

Agreed AMG committee to meet on regular basis to organise event with first meeting scheduled for Thursday 27 January 2011 at 8pm. River Torrens to be booked.

Action: Chris

12 ANY OTHER BUSINESS

- River Torrens to be booked for 6 February Chinese New Year event.

Action: Chris

Noted at least three clubs from interstate competing. Fee to be set at \$10 per paddler with \$5 to be contributed to flood relief appeal. Clubs to be advised.

Action: John/Jen

- Participating clubs in Round 5 to be assigned task of paddling their own boat around to Ramsay course. \$5 fee per paddler for event.

Car parking noted as limited at Ramsay course with participants advised not to leave their vehicle with their club trailer. Parking monitor to be assigned to allow only officials and volunteers to access certain car parks. Car pooling encouraged.

- Medals for state championships to be ordered urgently.

Action: John

- DBV to be contacted to arrange for DBSA lanyards to be ordered.

Action: John

- Noted sweeps required to sweep eight races in a season to maintain accreditation however dispensation can be sought by clubs from DBSA for special circumstances.

- Clubs reminded that potential state paddlers for Nationals for all categories are still being sought.

13 NEXT MEETING

The next meeting is scheduled for 8pm on Tuesday 8 February 2011 at Port Dock Brewery Hotel, Port Adelaide.

14 CLOSE OF MEETING – 10:30 PM

Signed: _____
Chairperson

Date: ____/____/____