



MINUTES

Board Meeting

MONDAY 7 MARCH 2011 at 8PM
At Port Dock Brewery Hotel – Port Adelaide

1 OPEN MEETING – 8:18 PM

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

3 APOLOGIES: Nil

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

Moved: Pat Doogue

Seconded: Rick French

Carried

5 ACTION ITEMS/BUSINESS ARISING

1	Actioned. Send acknowledgement back to Sean Cary on his advice re inability to attend Board meetings on Wednesdays.
2	Actioned. A copy of the Volunteer Log book was circulated to each Board member at this meeting.
3	Ongoing. Copy of schools list to be forwarded to John Holland.
4	Actioned. John Holland advised he had seen the article on new boatshed for DragonsBreath.
5	Actioned. Clubs asked to provide photos for AMG and brochure however no really suitable ones for the website have been received. The sample AMG brochure was tabled for review. Follow up email to be sent to clubs. Action: Chris
6	Ongoing. Arrange purchase of RCD power boards and locate power board in trailer.
7	Ongoing. Reassign volunteers tasks into different levels with aim being to offer grading of "Competency Level 3 DBSA Official".
8	Actioned. Jennifer Bould advised that invoices had been sent to clubs and the individual paddlers who still owed money for the 2010 state championships. Some payments had been in the interim but there were still outstanding amounts and some members were not registered this season. Noted clubs had been advised that these paddlers would not be able to compete at the state championships if they had not paid. Chris Wood said she would contact Black Dragons (Annie) direct to follow up and Julie Clinch offered to follow up the remainder. Agreed that they should be made ineligible on the database somehow from being listed on a team sheet. Action: Marie
9	Ongoing. Include on Agenda after state championships review of Strategic Plan re Executive Officer and Office Staff.
10	Ongoing. Relocate whiteboard from end of boatshed to the fence behind the paddles and head up "Maintenance Issues" – noted had been removed but not yet placed.

11	Actioned. Clubs were asked to nominate paddlers to be the flag bearer for DBSA at the State Championships. These were then collated with the following person being chosen – Mark Williams and Jan Bice as an alternate. Both to be advised. Action: Chris
12	Actioned. John Holland advised of letter sent to AusDBF expressing concern in the \$5 entry fee increase which had subsequently been retracted due the inordinate amount of complaints received.
13	Actioned. Contact other state associations to ascertain their stance on #12 above.
14	Actioned. Council approved relocation to southern side of the Torrens for the AMGs.
15	Ongoing. Policy #06 to be finalised and circulated to Board for ratification. Changes to first be shown to the RC for feedback. As an aside agreed that a copy of RC minutes would be forwarded to Club Presidents.
16	Ongoing. Presidents Forum to be scheduled after lease for new club rooms has been signed. John Holland said approval had been received today from the Development Board however there were still some issues to sort out with the Council first. Lease expected to be signed within 10 days. The issues with the lease had been advised to LMC who were considering them. Club rooms most likely to be called the "Port Adelaide Sailing Club".
17	Ongoing. Sea Rescue to advise in writing whether they will provide service next season.
18	Actioned. Meeting called of Presidents & Coaches participating at the Nationals to encourage participation in state team.
15	Ongoing. Jennifer Bould advised that she could not locate the Judges Tent procedures manual and Pat Doogue agreed to send her an electronic version. Action: Pat
18	Actioned. Email sent to clubs seeking Volunteers to organise event on River Torrens on 29 th March (National Congress). Dragon Fly advised that they could assist.
19	Actioned. John Holland advised that the Council invoices for hire of Aquatic Reserve and the Ramsay course had been reduced by the Council from \$1800 to \$600.
20	Ongoing. Policies and regulations to be checked to see if it is detailed anywhere that country sweeps can just maintain a log book recording their sweeping rather than having to compete in a set number of regattas each year.
21	Ongoing. Awaiting approval from government to be classed as an 'employer' before progressing arrangements for trainee with Sport SA and Lisa Kennedy.
22	Ongoing. Arrange for Lisa to be paid through MYOB on provision of time sheets.
23	Ongoing. Write procedures for application for VOAN number.
24	Actioned. Policy #01 posted to website.
25	Actioned. Letter email to David Brugioni of requirement to be SunSmart role model and agreed to send again by Registered Post. Action: Chris
26	Actioned. Post policy #012 to website.
27	Actioned. Post policy #13 to website.
28	Ongoing. Follow up with Sport SA provision of relevant Volunteer Request form to suit dragon boating requirements.
29	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.
30	Ongoing. Include the following policies for review by Board over consecutive meetings #15 and 16.

31	Actioned. Agreed that Chris Wood should contact the Naracoorte Council to ascertain who the best person would be to instigate discussion on establish of dragon boating in the SE. Action: Chris
32	No progress with Ian Heard providing percentage breakdown of rental charges set by Canoe SA so agreed to continue paying the current fee until they can justify the amount.
33	Actioned. Assets registered received from the Auditor. Stocktake to be undertaken by Julie Clinch and Jennifer Bould. Action: Julie & Jen
34	Ongoing. Provide 2009/10 corporate paddle breakdown.
35	Ongoing. Spare key for power box to be provided by Council.
36	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.
37	Ongoing. Advise Hotels SA magazine of disappointment in placement of Pt Pub Challenge advertisement and lack of response
38	Ongoing. Update sweeps accreditation test to be more generic.
39	Actioned. John Holland advised he went to Port Pirie to provide a briefing on the establishment of a new dragon boat club which was a productive meeting. They currently have sweeps training up and were advised to maintain a log book to record sweep activities. Sample constitutions were provided to them and they are keen to start as soon as possible with 25+ plus expressions of interest and a team being entered in the SAPES games. Aim would be to locate a boat there and eventually in Port Augusta. As an aside John Holland advised of strong interest from SES in competing in the SAPES games this year.
40	Ongoing. Approval given to include advertisement in DragonsBreath on massage tent being set up by Adelaide Phoenix on race days along with details of Sandy's activities.
41	Actioned. A replacement jockey wheel was sourced for the trailer however it was still not suitable with alternate arrangements to be put in place. Natasha Pataski offered to arrange through the TAFE to weld it. Action: Natasha
42	Actioned. John Holland advised quote had been obtained for provision of DBF lanyards with 1500 ordered.

6 FINANCIAL REPORT – MARCH 2011

DBSA TREASURER'S REPORT FOR THE MONTH OF

			March	2011
BANK BALANCE AS @	28-Feb-11	ACCOUNT 1		\$ 6,377.06
Less total unrepresented cheques		# 141818	\$ 69.93	
		# 141967	\$ 50.00	
		# 141973	\$ 150.00	
				\$ 269.93
				\$ 6,107.13
BANK BALANCE AS @	30-Nov-10	ACCOUNT 2		\$ 100.00
Less total unrepresented cheques				Nil
BANK BALANCE AS @	28-Feb--11	ACCOUNT 3		\$11,160.47

ACCOUNTS PAYABLE

ACCOUNT 1

Admin Focus	Secretarial & Database	\$ 853.73
John Holland	Reimburse CNY	\$ 694.45
Adelaide City Council	Reserve hire CNY	\$ 67.05
Adelaide Sea Dragons	Tent CNY	\$ 80.00
AusDBF	State team reg 116	\$4,640.00
Cartridge World Unley	Printer cartridges	\$ 44.00

\$ 6,361.23

ACCOUNT 2

Nil

Cash balance Acct #1	\$ 6,107.13
Cash balance Acct #2	\$ 100.00
Cash balance Acct #3	\$ 11,160.47
Term deposit	\$100,000.00
TOTAL	\$117,367.60

MONEY RECEIVED

Credit interest account #3 \$ 59.39

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

With regard to the \$500 owed by Adelaide Phoenix for hire of a dragonboat it was noted that Board was happy to credit this however they needed to advise by 1st July on whether they would continue with this lease under the proviso that any member in the country must pay the full membership fee or if they will pay the \$500 for the hire of the boat and any said member would pay the country membership fee.

Action: John

7 STRATEGIC PLAN REVIEW

2. Promotion & Marketing

2.1 Redevelop website to portray the sport as a vibrant and exciting activity for people of all ages

Meeting with website designer scheduled for following week.

2.2 Premises (Port Adelaide Sailing Club)

Discussed.

2.3 Regular press and radio coverage

John Holland suggested that everyone take a look at the set up arrangements for the National Rowing titles as they were comprehensive.

2.4 Television exposure

John Holland advised of discussions held with Melanie Cantwell for AusDBF to develop a comprehensive plan to have a pathway established for high performance and his preference for a "Premier" only core crew be established nationally to compete on the world stage. This might assist with obtaining funding and sponsorship at a higher level.

John also felt that the state team that won the national title in the Senior Events should be responsible for organising the team to compete at the Nationals.

These ideas would be raised at the AGM.

2.5 Promote schools and junior events (JDC)

Plans in place to progress this once Lisa Kennedy is appointed.

2.6 Promote the sport to schools through the Active

Noted this was in progress as part of above appointment.

2.7 Promote corporate paddle opportunities

Noted endeavour to always undertake this when interest expressed.

8 JUNIOR DEVELOPMENT REPORT

Nil report.

9 AUS DBF REPORT

9.1 SA Flag bearer for 2011 Aust Champs Opening Ceremony

Chosen above.

9.2 Nationals Entry Fees

Jennifer Bould advised that \$4640 had been paid to AusDBF for state team entry at the Nationals with some payments being received from state team entrants. Coaches to follow up and remind of requirement that this must be paid before they could train.

Action: HP Coaches

10 SECRETARY'S REPORT

- Request received from Black Dragons for use of dragon boat and trailer in June to compete on the Murray.

This was discussed with response to be sent that the request was approved in principle on the understanding that all outstanding debts will be paid prior.

Action: Chris

- Black Dragons letter of 31 January 2011 received advising of motion passed at their December Board meeting to advise DBSA to be covered by the association in relation to be covered under the Child Protection Policy.
- John Holland stated that he had supplied some letters for paddlers competing at the nationals to give to the employer confirming their involvement in the championships. A standard template was available should any other participant require a letter.
- The new coffee machine in the boatshed would be relocated to the new club room. There was a supply of tokens which would be offered to clubs at \$2.50 with cost to purchase coffee \$3.00

Action: John

11 NEW BUSINESS

11.1 Port Adelaide Sailing Club

Discussed.

11.2 13th Australian Masters Games – Oct 2011

The meeting scheduled for 14 March 2011 at 8pm would be postponed until after the cluster meeting and if still required to be held would be scheduled for 8pm on 21 March 2011.

11.3 Sea Rescue

Discussed.

11.4 AusDBF Constitution

The draft AusDBF constitution was being reviewed by the various state bodies and had been circulated locally for Board feedback.

11.5 AusDBF Coaching Course

Chris Wood advised that interest had been expressed from about 8 people with expected interest from country members to be received.

11.6 Junior Race Fees

It was noted recently that Subsonix had not been paying race fees for their junior members.

Agreed that a response along the following lines would be sent: "We have noted this season that you have not paid race fees for your juniors and for clarification please note that race fees for juniors are payable unless you are entering a full junior team. This applies for the State Championships also. We realise this oversight has happened in the past during the season but from this date forward it must be paid."

Action: Treasurer

11.7 Recreation SA

Discussion held on benefits of joining Recreation SA a group similar to Sport SA that look after non-competitive recreation groups as well as those sports that have a recreational component.

Agreed that the opportunity to promote the sport and hopefully source some volunteers was noted and it was agreed to follow up membership.

Action: John

12 ANY OTHER BUSINESS

- AusDBF informed of the recommendation from the Racing Committee that approval not be given for use of the wording "Fierce, Fast, Furious" and accepted this.
- Confirmation given that life jackets were not required to be worn at the nationals unless the participant cannot swim minimum of 50 metres.
- Rick French noted more volunteers were required for the state championships. Agreed boats would be towed around on the Saturday morning of the state championships with security engaged for the Saturday evening. Approval to be obtained from SARA for use of their grass area. 2km Mixed race to be held.
Action: John
- Adelaide Sea Dragons request received for special dispensation to be granted for 2 x B grade teams to compete at state championships was approved.
- Adelaide Sea Dragons request for WEA team to compete at state championships was discussed. Agreed could enter under the previous \$5 per paddler per day fee.
- Water Warriors request for a sweep relocating from Canberra to paddle with their Warriors Abreast team to not have to undertake entire sweeps assessment due to being accredited with Dragons Abreast was discussed. Agreed that she would need to undertake the practical sweeps test first and noted would be recorded on the AusDBF Sweeps database.
- The invoice from Blue Water Raiders for \$1350 for the first aid course held in Port Lincoln was discussed again. Noted that they did not meet the required minimum criteria with only 12 participants instead of 15 and not many wanting to undertake the online training option.

It was agreed to pay it on this occasion and for them to be advised that as they did not meet their end of the bargain that DBSA would not support them on this again.

Action: Chris

13 NEXT MEETING

The next meeting is scheduled for 8pm on Tuesday 12 April 2011 at Port Dock Brewery Hotel, Port Adelaide.

14 CLOSE OF MEETING – 10:55 PM

Signed: _____
Chairperson

Date: ____/____/____