



MINUTES

Board Meeting

MONDAY 12 APRIL 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 7 MARCH 2011 ACCEPTED AS A TRUE AND CORRECT RECORD

Moved: Pat Doogue

Seconded: Rick French

Carried

5 ACTION ITEMS/BUSINESS ARISING

1	Ongoing. Email sent to clubs seeking suitable photos for the website of clubs/events. Rick French to provide contact details of Rob Young who had taken numerous photos at the State Championships. Action: Rick
2	Actioned. Arrange for paddlers owing \$20 to DBSA to be "ineligible" on database from being entered in state championships.
3	Actioned. Advise Mark Williams and Jan Bice (alternate) of being appointed as DBSA flag bearer for the nationals
4	Actioned. Send Finishing Judges procedures manual to Jennifer.
5	Withdrawn. Send letter via Registered Post to David Brugioni of requirement to be SunSmart role model
6	Actioned. Chris Wood advised she had spoken with Jan Bittner from the Naracoorte Council who had advised that there was a Cockatoo Lake Committee and Jan would arrange for one of the members to contact Chris to follow up. The Naracoorte Herald was published twice yearly. Agreed to schedule a Come N Try event for 19 & 20 November 2011. Email to be sent to clubs seeking interest in being involved with local schools and sporting clubs to also be informed. Intention would be to promote event in mid year edition of the Herald and take advantage of any opportunity to promote the event in community notices. Action: Chris
7	Ongoing. Stock take of assets listed on register to be undertaken by 30 June 2011.
8	Ongoing. Pat Doogue to arrange for trailer to be taken to Pt Adelaide TAFE on a Wednesday for the jockey wheel to be welded/repaired. Action: Pat
9	Actioned. Letter sent to Adelaide Phoenix advising that the Board had agreed to credit the \$500 owed for the boat lease and hold this in abeyance until 1 July 2011. After this date they are to advise whether they wish to continue with the current contract and pay a lease fee of \$1.00 and register any country paddlers at the full rate or alternatively pay the \$500 lease fee and register those paddlers at the country rate. A minimum of 12 paddlers were to be registered under either scenario.
10	Actioned. All state paddlers have paid their fee to participate at the 2011 nationals. Refund of \$20 to be given to Onessa due to her early withdrawal from the state side.

	Action: Jen
11	<p>Actioned. Noted all current registered participants that owed money for the 2010 Nationals had paid.</p> <p>Agreed those paddlers who were no longer club members and had not to be entered on the database to show that they are a debtor and not to have their membership renewed until the outstanding amount has been paid.</p> <p>Action: Marie</p>
12	Ongoing. Clubs to be advised on relocation of coffee machine to new boatshed of availability of tokens for \$2.50 with actual cups costing \$3.00.
13	Actioned. Send agreed response to Subsonix about requirement to pay race fees for juniors
14	Actioned. Follow up membership with Recreation SA.
15	<p>Actioned. Security arranged for Saturday of the State Championships.</p> <p>John Holland advised that Julianna Andriana was the newly elected Councillor for the Semaphore Ward and had offered to make some enquiries on the upgrade of the new boatshed and to advise of eligibility for any grants.</p> <p>A Neighbourhood watch was being considered for the area of the boatshed and suggested might be worthwhile to ask them to include the Sailing Club and attend some initial meetings.</p>
16	<p>Ongoing. BWR to be advised that DBSA would not support them in future when running courses over there as they did not meet the minimum number of participants.</p> <p>Noted St John's had sent a letter to all participants informing them of how to collect their book and had also advised DBSA that in future all clients would need to pay their course fee at the time of registration.</p>
17	Actioned. Forward copy of schools list to John.
18	Ongoing. Power board to be purchased ASAP for the trailer.
19	Ongoing. Reassign volunteers' tasks into different levels with aim being to offer grading of "Competency Level 3 DBSA Official".
20	Actioned. Include on Agenda after state championships review of Strategic Plan re Executive Officer and Office Staff.
21	Actioned. Relocate whiteboard from end of boatshed to the fence behind the paddles and head up "Maintenance Issues"
22	Actioned. Policy #06 to be finalised and reviewed first by RC prior to circulation to Board for ratification. On this agenda for ratification.
23	Ongoing. Date for Presidents Forum to be scheduled at the end of this meeting.
24	<p>Actioned. Chris Wood advised that Sea Rescue had advised would continue with service for 2011/12 season however not sure of price and need to follow up if includes the Torrens.</p> <p>Action: Chris</p>
25	Actioned. BWR to be advised that AusDBF are looking at refining the sweeps regulations for implementation at the national level.
26	Ongoing. John Holland advised that a meeting is scheduled for Thursday at the boatshed with the Employer group to review the facilities and process the application. Apparently there had been a delay to a mix up with the application.
27	Ongoing. Arrange for Lisa to be paid through MYOB on provision of time sheets once employed.
28	Ongoing. Write procedures for application for VOAN number.
29	Ongoing. Follow up with Sport SA provision of relevant Volunteer Request form to suit dragon boating requirements.
30	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
31	Ongoing. Include policies #15 & #16 for review by Board over consecutive meetings.
32	Ongoing. Email to be sent to clubs seeking details of those involved in Come N Try events for inclusion in John's report.

	Corporate paddle breakdown required for 2009/10 & 2010/11 seasons. Action: Chris
33	Ongoing. Chris Wood to contact the person's whose contact details are on the wall for provision of spare key to the power box as Council have not responded to numerous requests.
34	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
35	Withdrawn. Advise Hotels SA magazine of disappointment in placement of Pt Pub Challenge advertisement and lack of response.
36	Ongoing. Update sweeps accreditation test to be more generic.
37	Ongoing. Follow up with Port Pirie contact to provide assistance to them with advice on starting up a new club
38	Actioned. Article submitted for DragonsBreath on massage tent being set up by Adelaide Phoenix on race days along with details of Sandy's activities (whatever she is setting up)

6 FINANCIAL REPORT – APRIL 2011

DBSA TREASURER'S REPORT FOR THE MONTH OF

March 2011

BANK BALANCE AS @	31-Mar-11	ACCOUNT 1			\$17,854.73
Less total unrepresented cheques		#	141818	\$	69.93
					<u>\$ 69.93</u>
					\$ 17,784.80

BANK BALANCE AS @	30-Nov-10	ACCOUNT 2			\$ 100.00
Less total unrepresented cheques					Nil

BANK BALANCE AS @	31-Mar-11	ACCOUNT 3			\$11,210.23
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ACCOUNTS PAYABLE

ACCOUNT 1

Admin Focus	Secretarial & Database	\$	738.43		
John Holland	Reimburse Pt Pirie, permits, hire	\$	839.88		
St John Ambulance	Pt Lincoln first aid course		1,350.00		
Telstra	Phone	\$	38.11		
Scarlet Skunk Marine	Buoys	\$	165.00		
Marsh Pty Ltd	Insurance for Masters games	\$	363.20		
Water Warriors	Prizes	\$	95.88		
Rowing SA	Tower hire	\$	135.00		
Wee Ching Kong	Trophy shield	\$	33.00		
Msec Security Services	Security at state titles	\$	539.00		
Hyde Park Press	Brochures for Masters games		1,024.10		
AusDBF	Paddler fee x 16	\$	138.60		
Bruce Richardson	PASC site inspection plan draft	\$	350.00		
Black Dragons	2010 nats refund (7)	\$	140.00		
J Bould	GPO Box, race expenses	\$	225.00		
Canoe SA	Shed rent		2,124.37		
Canoe SA	Cleaning	\$	168.00		
S Holt	Wallaroo event prize	\$	45.00		
Pat Doogue	Air compressor (\$115.88) less 5 caps	\$	90.88		
Department of Transport	Trailer rego		<u>65.00</u>		
				\$	8,668.45

ACCOUNT 2

Nil

Cash balance Acct #1	\$ 17,784.80
Cash balance Acct #2	\$ 100.00
Cash balance Acct #3	\$ 11,210.23
Term deposit	\$100,000.00
TOTAL	\$129,095.03

MONEY RECEIVED

Credit interest account #3 \$ 49.76

Refer to reconciliation report for registration payments and race fees

Cafe2u - coffee stand (\$150), late id card fee (\$30), first aid course Pt Lincoln (\$540)

Office for Sport & Rec \$9000 grant, state uniform \$850, state team fee \$2810

S Holt money returned to account given incorrect banking details

Moved: Jennifer Bould Seconded: Julie Clinch Carried
Motion to accept financial reports and pay accounts on Account 1

Discussion held on how best to handle the payment of invoices for the Sailing Club given the joint relationship with the other leaseholder (Port Adelaide Artists (PAA)) and the requirement for the bills to be in one entity's name when setting up accounts (ie utilities). Agreed preferable to set up in DBSA name initially and then seek reimbursement accordingly from the PAA.

Agreed to pay the LMC invoice for \$519.20 initially and seek reimbursement from the PAA for 50% share.

The revised lease was circulated and agreed that legal advice would be sought first as there had been further amendments made.

Action: John

Jennifer Bould advised that a replacement cheque book had been received and that the remainder of the lost cheques had been cancelled by the bank.

7 STRATEGIC PLAN REVIEW

1. Core Business Area: Administration

1.1 Employ an Executive Officer/Development Officer and/or Office Staff

Agreed to revisit once employee status had been attained. Current position descriptions could be reviewed in the interim.

8 JUNIOR DEVELOPMENT REPORT

Nil report.

9 AUS DBF REPORT

9.1 AusDBF Constitution

Noted that the revised constitution had been passed at the AGM.

9.2 Nationals Debriefs

Letter to be sent to AusDBF congratulating them on the successful hosting of the Nationals with the following feedback:

- No thanks passed to volunteers at end of event
- All attendees to be allowed to attend AGM as observers only
- Concern over penalties implied and changing of race program during the event
- Issues with marshalling
- Issues with points
- Minimum 30 minute break between grand masters events not in place
- Issue with A&B crews in state finals not allowing other states to compete
- Supply of event brochures insufficient as not all attendees provided with copy
- State paddler members only in particular not allowed copy of event brochure and therefore uninformed of issue with blue/green algae and requirement to shower if in contact with it
- Volunteer catering inadequate
- Better communication or signage to be provided to allow clubs to be kept aware
- Rescue boats unaware of procedure to follow for boat capsizes
- Lane 1 noted as being shallower than the rest

- Available seating inadequate at after party for number of attendees

Action: John

10 SECRETARY'S REPORT

- Updated State Sport Dispute Centre Memo of Agreement received from Sport SA and agreement to sign given.
- John Holland advised may have to pay back the \$9000 grant received for the Community Active "Ignite the Fire" grant.
- The advertising brochure from Kayakpro for ergometers was tabled and discussion held on whether or not to purchase one for \$2,595. Agreed would be a worthwhile investment for clubs and would be kept at the Sailing Club however in order to keep the unit in good order keys to access the unit would be held by DBSA board members only.

Suggested that for use when testing paddlers that the height of the seat be set at a fixed point commensurate with the height of an actual seat in the dragon boat. This would provide a fair test regardless of a paddler's size or height.

11 NEW BUSINESS

11.1 Sailing Club

As noted legal opinion would be sought on the revised lease. John Holland said he would be attending a meeting at the Sailing Club on Friday to review recent works undertaken.

11.2 Sea Rescue

Discussed earlier.

11.3 AusDBF Coaching Course

Email to be sent to clubs seeking expressions of interest for the coaching course scheduled for 28 & 29 May 2011 at Sport SA.

Action: Chris

11.4 SAPES Games – 1st May

Email to be sent to clubs seeking volunteers to assist with SAPES games.

Action: Rick

John to liaise with Rowly from Emergency Services on status of event.

Action: John

11.5 13th Australian Masters Games – Oct 2011

The remaining tasks for the AMGs were reviewed.

AusDBF to be contacted to see if they could provide list of club's contact details to enable distribution of brochures to each for the AGMs as advised.

Action: Julie

Steve Clinch offered to take Tasmanian brochures with him on his visit there.

11.6 DBSA Policy #06

Policy #06 – Procedure for the Formation and the Functions of the Racing Committee was ratified and would be provided to the RC meeting.

11.7 DBSA Policy #15 – Publicity

Agreed that Policy #15 would be amended along the lines of "...should be circulated to DBSA prior to distribution" and circulated for approval for ratification.

Action: John

11.8 DBSA Policy #16 – Breast Cancer Challenge Races

Policy #16 – Breast Cancer Challenge Races was reviewed and ratified.

Action: Marie

11.9 State Masters Rowing Championships – Sat 7 May 2011

Agreed to discuss whether to participate in above championships at the RC meeting.

12 ANY OTHER BUSINESS

- Details supplied to Natasha Pataki for Bendigo Bank sponsorship application for funding.
- Article to be submitted for DragonsAbreast on achievement by Subsonix juniors in making the Australian canoe team.
Action: Pat
- Date for next Presidents Forum set for 8pm on Thursday 12 May 2011 at the Sailing Club, 1 Jenkins Street Port Adelaide.
Action: Chris
- Issue of internet access for the laptop to be resolved.
Action: Pat
- The submission from Waiwilta and responses from various clubs to the proposed new race format for 11/12 season was discussed prior to consideration at the RC meeting.

13 NEXT MEETING

The next meeting is scheduled for 5:30pm on Thursday 12 May 2011 at the Sailing Club, 1 Jenkins Street Port Adelaide.

14 CLOSE OF MEETING – 10:30 PM

Signed: _____
Chairperson

Date: ____/____/____