



MINUTES

Board Meeting

THURSDAY 12 MAY 2011 at 5:30PM
At the Sailing Club, 1 Jenkins Street Port Adelaide

1 OPEN MEETING – 5:30 PM

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

3 APOLOGIES: Jennifer Bould

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

Moved: Pat Doogue

Seconded: Chris Wood

Carried

5 ACTION ITEMS/BUSINESS ARISING

1	Actioned. Contact details for Rob Young sent to Chris Wood for her to follow up for photos from state championships for the website.
2	Ongoing. Email to be sent to clubs seeking expressions of interest re Come N Try event in Naracoorte on 19&20 Nov 11.
3	Ongoing. Arrangements in place for article in mid year edition of Naracoorte Herald through community notices to promote above event.
4	Ongoing. Arrangements in place to liaise with local schools and clubs for above Come N Try event.
5	Ongoing. Wheel is broken and upon repair requires welding.
6	Withdrawn. Refund to Onessa of \$20.
7	Ongoing. Database being amended to highlight any participant that is considered to be a "debtor" so will not be able to be registered until paid.
8	Ongoing. Response awaited from Sea Rescue on provision of service on River Torrens.
9	Ongoing. Email to be sent to clubs asking for names of those involved in corporate paddles this season.
10	Ongoing. Canoe SA have asked for a spare key to the power box however current padlock is old and preference is for Council to key new padlock to the same as that for the boatshed.
11	Actioned. Legal advice sought on the lease for the boatshed. LMC agreed to the majority of changes proposed however only want to deal with one entity. Agreed risk was manageable and to proceed with lease despite concerns from the lawyer about not setting up as "jointly and severally". Lease to be signed. Action: John Set up costs for legal fees, renovations, set up would total about \$5-6000 and agreed that this would be worthwhile expenditure.
12	Actioned. Congratulates sent to AusDBF for the Nationals with response received stating that will be considered in due course.
13	Actioned. Email sent to clubs seeking EOIs for Coaches Course on 28&29 May. The minimum number of 8 registrants had been achieved.
14	Actioned. Email sent to clubs seeking volunteers for SAPES games.

15	Actioned. Liaise with Rowly from Emergency Services on status of SAPES games.
16	Actioned. Brochures for AMGs have been distributed to Tasmania. Due to AusDBF Admin person being overseas contact details for other clubs interstate to be sourced from the website and email sent to them asking for them to advise of the number of brochures they require.
17	Actioned. Policy #015 – Publicity ratified and posted to website.
18	Actioned. Post Policy #016 – Breast Cancer Challenge Races to website as ratified.
19	Ongoing. Article to be submitted for DragonsBreath on Subsonix juniors making Australian canoe team.
20	Actioned. Clubs advised of Presidents Forum set for 8pm Thu 12 May @ Sailing Club.
21	Ongoing . Laptop to be obtained from Julie Kouba to investigate why internet is not working.
22	Ongoing. Undertake stocktake of assets listed on Asset register.
23	Ongoing. Arrange purchase of RCD power boards and locate power board in trailer.
24	Ongoing. Reassign volunteers tasks into different levels with aim being to offer grading of "Competency Level 3 DBSA Official".
25	Ongoing. Lisa Kennedy advised that she is no longer interested in traineeship. Lee Patterson from Sport SA is sourcing a trainee.
26	Withdrawn. No requirement to arrange for Lisa to be paid through MYOB on provision of time sheets.
27	Ongoing. Procedure to be written for application for VOAN number.
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. 2009/10 and 2010/11 corporate paddle breakdown details to be provided by June meeting.
31	Withdrawn. Spare key for power box to be provided by Council as duplicated.
32	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
33	Ongoing. Update sweeps accreditation test to be more generic and usable in any location.
34	Ongoing. Chris to follow up with Port Pirie contact to provide assistance to them with advice on starting up a new club.
35	Actioned. Membership with Recreation SA initiated.
36	Actioned. BWR advised that DBSA would find it difficult to support courses in the region in future as they did not meet the minimum number of participants for the first aid course after confirming that it was fully subscribed.

6 FINANCIAL REPORT – APRIL 2011

DBSA TREASURER'S REPORT FOR THE MONTH OF

April

2011

BANK BALANCE AS @

30-Apr-11

ACCOUNT 1

\$ 3,353.11

Less total unrepresented cheques

#

141818 \$ 69.93

1412081 \$2,292.37

\$ 2,362.30

\$10,990.81

BANK BALANCE AS @

30-Nov-10

ACCOUNT 2

\$ 100.00

Less total unrepresented cheques				Nil
BANK BALANCE AS @	30-Apr-11	ACCOUNT 3		\$11,258.05
ACCOUNTS PAYABLE				
ACCOUNT 1				
Admin Focus	Secretarial & Database	\$ 819.50		
Mulistroke Kayak Pro	Ergo machine	\$2,595.00		
Dragonboat Australia	Lanyards	\$ 630.00		
Dragonboat Australia	Season medals/lanyards	<u>\$5,194.40</u>		
				\$ 9,238.90
ACCOUNT 2		Nil		
			Cash balance Acct #1	\$ 10,990.81
			Cash balance Acct #2	\$ 100.00
			Cash balance Acct #3	\$ 11,258.05
			Term deposit	<u>\$100,000.00</u>
			TOTAL	\$122,348.86

MONEY RECEIVED

Credit interest account #3 \$ 47.82
Refer to reconciliation report for registration payments and race fees
Australian Masters Games \$300

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

Agreed outstanding amount owed by Black Dragons of \$200 for 2010 National fee to be written off and credit issued.

Agreed outstanding amounts owed by paddlers for 2010 Nationals to be written off and entry placed in database against their records to note that they are a "debtor" with registration not to be renewed until paid.

Action: Marie

7 STRATEGIC PLAN REVIEW

3. Core Business area – Coaching

3.1 Continue to promote involvement to members and offer regular coaching courses
Regular coaching courses being offered with the next one scheduled for May.

3.2 Continue to conduct the Sweeps Accreditation Program
Being undertaken.

3.3 Establish a qualified trainer for Official Course in South Australia
AusDBF to be followed up in regard to previous request for consideration to have SA IDBF qualified people to deliver course in South Australia.
Action: John

8 JUNIOR DEVELOPMENT REPORT

Program is up and running through Headspace with a group from Boystown participating in two training sessions already. Eventual aim is to have a team of 15 x junior members.

9 AUS DBF REPORT

Nil report.

10 SECRETARY'S REPORT

The correspondence inwards and outwards was noted.

11 NEW BUSINESS

11.1 The Sailing Club

John Holland advised the Minutes of the joint committee for the Sailing Club had been circulated. A joint bank account was required with both operators to contribute \$2,500 as a start up which would be refunded once sufficient funds had been accrued. Agreed to use one of the DBSA accounts and Jennifer Bould to be asked if she would take on the management.

Action: John

Income would be generated through the hire of both the upstairs meeting room and downstairs function room. A booking system has been set up through Smartspace whereby bookings would be taken online, an EFT payment made, and then the access code for the key box sent to the person making the booking. The code would then be changed upon the next booking.

DBSA and PAAF would both receive a 50% discount off the room hire. Upstairs fee would be \$40 and downstairs \$80 for half a day and would double for a full day. Bookings would be taken on a first come first serve basis online.

Promotion of the availability of the venue for meetings and functions would be done through the Messenger, a leaflet and online through a new website to be set up with a link also placed from the DBSA website.

Council rates have been paid for this financial year by the Council and with a rebate are likely to be about \$1400 a year in future.

A Dispute Resolution policy has been established to handle any issues with either operator (DBSA or PAAF).

An alcohol licence would be sought once the lease has been signed.

In order to launch the venue it is proposed that a major fundraiser be held jointly with the PAAF arranging a variety of art activities, a silent auction, entertainment etc with DBSA to arrange an expo type arrangement for clubs to promote themselves and recruit members.

A working bee would be arranged to clean up the premises with agreement to be sought from PAAF on their ideas for the building.

Lockers are available for hire downstairs for use by clubs and any users with a hire fee yet to be set. DBSA to determine how many lockers it requires.

11.2 Peter Alchin

The letter received from Black Dragons re Peter Alchin is to be forwarded to the Aurora Team Official.

Action: John

11.3 AusDBF Coaching Course – 28&29 May

Covered.

11.4 Season 2011/12

The Racing Committee had considered the request from Waiwilta for a twilight regatta and proposed that the regatta scheduled for Sunday 8 January 2011 be moved to Saturday 7 January and be held from 3-7pm. Clubs to seek feedback from their members on this.

Action: John

John Holland sought DBSA endorsement for the "inaugural" Murray River Marathon which was being held separately from that organised by the Marathon Canoe Club in light of a disagreement over the high race fee and no discount given for the high number of paddlers participating.

Black Dragons and Adelaide Sea Dragons would be competing with interest expressed also from interstate clubs in future events. SA clubs are invited to also participate on 1, 2 legs or the entire race however would need to organise their own dragon boat.

A nominal fee of \$20 per paddler would be charged to cover costs and the purchase of a perpetual trophy. A safety boat has been arranged and the teams would set off daily from more accessible locations.

The Board endorsed this and agreed to place on the agenda for 2012.

11.4.1 Participation Registration Form

The draft PRF form was tabled for review prior to being circulated to clubs for the 2011/12 season. Anzac Day would be the cut off for when the 50% fee would apply.

Action: Marie

11.4.2 Early Bird Discount –cut-off date

The cut-off date for early bird discount remains at 31 August 2011.

11.4.3 AusDBF Levy 2011/12

Advice received from AusDBF is that the levy will most likely remain at \$7.70.

11.4.4 Race Committee Recommendations

The following recommendations were brought forward from the April Race Committee meeting:

- (a) Participants to compete in 3 x race days before being eligible for State Titles
- (b) Teams to compete in 2 x race days for qualification for State Titles
- (c) Dispensation can be sought for a female sweep to sweep another category if at minimal numbers.

These recommendations were all endorsed with the proviso on (a) that dispensation can be sought for special circumstances.

11.5 Events

11.5.1 SAPES Games (1st May) – Debrief

Successful event with just under 40 participants.

11.5.2 Mildura Masters Games – 27 August

Details re this event have been circulated and participants are encouraged to participate.

11.5.3 13th Australian Masters Games 7-9 Oct

Clubs encouraged to advise their members to register for these games as soon as possible to help with the planning.

The class of boats to be used for this event will be determined at the next Board meeting.

11.6 Murray Marathon

Discussed earlier.

11.7 Corporate Paddle

11.7.1 Step into Life – Mawsons Lakes 24/05/11

Volunteers to be sought to assist with this event from 8:15am-10:15am.

Action: Chris

11.8 Sea Rescue

Waiting on response for 2 x events on Torrens and AMGs.

12 ANY OTHER BUSINESS

➤ Nil.

13 NEXT MEETING

The next meeting is scheduled for 8pm on Tuesday 14 June 2011 at the Sailing Club, 1 Jenkins Street Port Adelaide.

14 CLOSE OF MEETING – 8PM

Signed: _____
Chairperson

Date: ____/____/____