



# MINUTES

## Board Meeting

**TUESDAY 9 AUGUST 2011 at 8PM**  
**At the Sailing Club, 1 Jenkins Street Port Adelaide**

**1 OPEN MEETING – 8:10 PM**

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

**3 APOLOGIES:** Chris Wood, Steve and Julie Clinch

**4 MINUTES OF PREVIOUS MEETING 13 JULY 2011 ACCEPTED AS A TRUE AND CORRECT RECORD**

**Moved:** Pat Doogue

**Seconded:** Rick French

**Carried**

**5 ACTION ITEMS/BUSINESS ARISING**

1	Ongoing. The asset register is currently with the auditor as part of the auditing process before the AGM.
2	<p>Actioned. The draft Risk Assessment and Child Safe Policy had been distributed to the Board for review prior to being endorsed at this meeting.</p> <p><b>THAT the Risk Assessment and Child Safe Policy documents have been accepted by the Board.</b></p> <p><b>Moved:</b> Natasha Pataki                      <b>Seconded:</b> Rick French                      <b>Carried</b></p> <p>Given the endorsement of the above documentation an assessment would have to be made to ensure all of the steps on the checklist are undertaken in order to be compliant. New procedures would have to be put in places at a Board and Club level to ensure that police checks are undertaken as and when required and references provided on prescribed persons at both levels. Clubs to be advised at the AGM.</p> <p><b>Action: John</b></p>
3	<p>Ongoing. Report back on ideas for promotional material for DBSA trailer.</p> <p>Rick French advised that the Adelaide Phoenix were seeking to borrow the SADA trailer which currently had no registration disc on it and it was noted that it required some slight repairs.</p>
4	<p>Ongoing. The names of the 7 x participants undertaking the May Coaching course who have not yet been invoiced by the Treasurer nor has reimbursement been paid to AusDBF are to be provided to Jennifer so that this can be actioned.</p>
5	<p>Actioned. Financial report on #2 account provided to John.</p>
6	<p>Actioned. Kayak Pro's bad debt has been written off.</p>
7	<p>Ongoing. Look at options for a social function to recognise volunteers after the State Championships and to be held at The Sailing Club.</p>
8	<p>Actioned. The telephone and data quote was reviewed for comparison purposes as to whether or not it would be worthwhile to change carriers. It was agreed that the telephone line would first be relocated to the Sailing Club and then a transfer of carrier would be arranged with a data line also set up. Answering machine to be purchased. DBSA phone number is: 8172 1133.</p> <p><b>Action: John/Pat</b></p>
9	<p>Actioned. The StEP report was circulated to the Board.</p>
10	<p>Actioned. Invitation extended to Board members to attend the Sport SA's Leaders luncheon on Thursday 25 August at the Next Generation.</p>

11	Actioned. The steel has been ordered for the new boat racks at The Sailing Club. A trolley and OC2 canoe have been sourced from Dragon Boat Australia on a trial basis and will be collected from Melbourne by John.
12	Ongoing. Dump bin to be arranged for The Sailing Club.
13	Actioned. Details of the 7 <sup>th</sup> January twilight event were notified to the Charles Sturt Council's for posting to their website.
14	Actioned. Email sent to volunteers for Mildura Masters Games. Rick French commented on the higher entrance fee for these games compared to the AMGs due to a fee being charged for each event entered rather than the overall category and noted that SADA would be seeking a reduction if possible.
15	Actioned. Reminder email sent to clubs to encourage registration for the Australian Masters Games (AMG). John advised that there were 390 registrations received with interest expressed from interstate clubs. Pat Doogue has arranged the toilets and was encouraged to use Rennix as a games sponsor for the tents. <b>Action: Pat</b>
16	Actioned. Adelaide Phoenix advised of extension given to 31 December 2012 for loan of boat located in Bamera. A thank you letter was received from Sean Carey.
17	Actioned. Transfer of Peter Norcliffe from Waiwilta to ASD updated in database.
18	Ongoing. Discussion to be held with Chris Harwood to ask him to arrange new weight to secure the buoys at Aquatic Reserve. Pat Doogue agreed to paint the buoys for mooring weights to be used at the River Torrens. <b>Action: Pat</b>
19	Ongoing. Arrange Presidents Forum meeting on Wed 14 September.
20	Ongoing. The Volunteer Log Book is to be retrieved from Steve Clinch with the volunteer tasks reassigned into competency levels with the aim being to offer a grading of "Competency Level 3 – DBSA Official" and then recorded into a spreadsheet. <b>Action: Rick</b> The Office of Recreation & Sport (ORS) have advised that the Volunteers green shirts need to be issued and worn correctly for events and that they would actually start monitoring their use. Focus to be placed on DBSA volunteers wearing the shirts accordingly and reporting in at beginning of each race day to have themselves logged off and task recorded in their log book. An audit of the volunteers shirts had been undertaken by Rick French (Lx6, Mx4, Sx3) with the remainder distributed at the previous Nationals.
21	Actioned. Follow up with Sport SA provision of relevant Volunteer Request form to suit dragon boating requirements. Rick French advised that the race day dates up until the end of 2011 have been given to Sport SA for posting to their website and felt there was a sufficient amount of volunteers already available. John Holland said it would still be beneficial to have a group of about 12 volunteers who were not racing members from any of the clubs available for volunteering and a way needed to be determined to arrange this. Once they were accredited they would be given a white polo shirt with "DBSA Official" wording.
22	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.
23	Ongoing. Provide 2010/11 corporate paddle breakdown details.
24	Ongoing. Key register to be updated to record key for trailer given to Steve Clinch and Jennifer Bould with remainder held by John.
25	Ongoing. Update sweeps accreditation test to be more generic.
26	Ongoing. Arrange for article in mid year edition of Naracoorte Herald to promote above event and also through community notices.
27	Ongoing. Arrange to inform local schools and clubs of above Come N Try event.
28	Ongoing. Maintenance still required on DBSA trailer jockey wheel to repair. Natasha Paki advised that although she was no longer at TAFE that she still had contacts their to arrange any welding.

29	Actioned. Noted difficulty of establishing a club in Port Pirie due to interested parties no longer being involved there. Next step is to hopefully enthuse some locals at a planning meeting for the 2012 Port Pirie AMGs.
29	Actioned. New Member Protection policy circulated.
30	Actioned. Internet access on laptop is now up and running with laptop secured in the DBSA trailer.
31	Actioned. Canoe SA have agreed that DBSA can hire their tinnie on race days at Aquatic Reserve as Sea Rescue boat is no longer available and are comfortable that they will be operated by licensed drivers. SARA will hire their boats to us at the Ramsay Course. A rubber ducky will eventually be purchased for use on the Port river.
32	Actioned. AusDBF advised that copies of their Minutes would be circulated as soon as possible upon return from the Worlds.
33	Ongoing. Biographies to be ready for AGM for any Life Member nominees.
34	Ongoing. Details of BDs paddlers who have not paid Nationals (2010) fee to be provided upon return of books from the Auditors in order to identify in the database that their registration is not to be renewed until paid.
35	Ongoing. Provide report of visit to Pan Am titles prior to the Worlds.

## 6 FINANCIAL REPORT – JULY 2011

<b>Dragonboat SA Inc</b> <i>GPO Box 684 Adelaide SA 5001</i>				
<b>Reconciliation Report</b>				
ID#	Date	Memo/Payee	Deposit	Withdrawal
Cheque Account: 1-1110				
Date of Bank Statement: 31/07/2011				
Reconciled Cheques				
142092	22/06/2011	Adelaide Phoenix		\$100.00
142093	22/06/2011	Adelaide Sea Dragons		\$150.00
142094	22/06/2011	ASA		\$262.50
142097	22/06/2011	Recreation SA		\$300.00
142098	30/06/2011	Subsonix DB Club (supplier) - trophy		\$26.00
142099	1/07/2011	Canoe SA - shed rent, cleaning		\$2,292.37
142100	7/07/2011	Australia Post		\$60.00
	eft 7/07/2011	Admin Focus inv 690		\$567.88
	eft 13/07/2011	ABnote		\$578.60
142101	18/07/2011	Sport SA		\$165.00
	eft 21/07/2011	John Holland - meeting exp		\$132.51
	eft 21/07/2011	Telstra		\$68.59
		Total:	\$0.00	\$4,703.45
Reconciled Deposits				
2053	1/07/2011	Adelaide Sea Dragons 15F,1C,1S,1T	\$2,274.00	
2054	4/07/2011	SADA - F9	\$1,197.00	
TR000026	7/07/2011	Money Transfer - corporate challenge payment	\$1,400.00	
2055	13/07/2011	Dragons Abreast Pt Lincoln - C4	\$333.00	
2056	14/07/2011	Blue Water Raiders - C1	\$83.00	
2057	14/07/2011	Adelaide Sea Dragons - F15, C10,T1	\$2,938.00	
2058	14/07/2011	SADA - F7	\$931.00	
2059	21/07/2011	ASA - F6	\$798.00	
2060	26/07/2011	Adelaide Sea Dragons - F4, C5	\$947.00	
		Total:	\$10,901.00	\$0.00
Outstanding Cheques				
142084	12/05/2011	C Wood		\$26.65
142102	18/07/2011	Blue Water Raiders		\$331.35
		Total:	\$0.00	\$358.00
Reconciliation				
		MYOB Balance on 31/07/2011:		\$13,653.08
		Add: Outstanding Cheques:		\$358.00
		Subtotal:		\$14,011.08
		Deduct: Outstanding Deposits:		\$0.00
		Expected Balance on Statement:		\$14,011.08

Cheque Account: 1-1120	<b>ACCOUNT 2</b>		
Date of Bank Statement: 31/07/2011			
Reconciled Cheques			
TR000026 7/07/2011	Money Transfer - corporate challenge payment		\$1,400.00
	Total:	\$0.00	\$1,400.00
Reconciliation			
	MYOB Balance on 31/07/2011:		\$5,000.00
	Add: Outstanding Cheques:		\$0.00
	Subtotal:		\$5,000.00
	Deduct: Outstanding Deposits:		\$0.00
	Expected Balance on Statement:		\$5,000.00
Cheque Account: 1-1130	<b>ACCOUNT 3</b>		
Date of Bank Statement: 31/07/2011			
Reconciled Deposits			
int 30/07/2011	Bank SA		\$36.74
	Total:	\$36.74	\$0.00
Reconciliation			
	MYOB Balance on 31/07/2011:		\$8,375.36
	Add: Outstanding Cheques:		\$0.00
	Subtotal:		\$8,375.36
	Deduct: Outstanding Deposits:		\$0.00
	Expected Balance on Statement:		\$8,375.36

**Moved:** Jennifer Bould      **Seconded:** Pat Doogue      **Carried**  
**Motion to accept financial reports and pay accounts on Account 1**

✚ Agreed that the Excel monthly financial report provided by Jennifer Bould in addition to the MYOB report would not longer be required as there was no need to provide an additional report. An Aged Receivables report to also be provided.

✚ Letter received from Canoe SA advising of rental increase from Council and as a gesture of good will to DBSDA as a long term tenant they have absorbed the increase for the period Feb – Jul 2011 (\$350).

Noted Canoe SA have not yet provided details of the rent breakdown for all users and the question was asked whether DBSA should continue to pay the previous rent set until they do. Agreed that a follow up letter would be sent to Canoe SA seeking a breakdown.

**Action: John**

## 7 STRATEGIC PLAN REVIEW

Nil review.

## 8 JUNIOR DEVELOPMENT REPORT

Karen Graetz will assume the role of Junior Development Officer upon her return from the World titles.

## 9 AusDBF REPORT

Little activity from AusDBF due to World titles. Next meeting scheduled for September.

## 10 SECRETARY'S REPORT

John Holland reported on the following incoming correspondence:

✚ Land Management Corporation (LMC) letter received advising they would be removing the asbestos from the building on Thursday.

- ✚ Recent article in the Messenger by the Port Adelaide Artists Forum (PAAF) criticising the Port Developments cancellation of the Art at the Hart Festival.

Noted that there would be a Port Festival held instead on the weekend of 8-9 October 2011 which is the same time as the AMGs. Expected attendance is 14,000 with DBSA, Port Adelaide Rowing Club and Life Savers invited to participate and promote their activities.

Agreed to offer any paddler or club not participating at the AMGs to sign up for a set time slot to run a Come N Try session along with a pre-paddle briefing giving them the opportunity to recruit potential members. Coordinators would be required as most DBSA officials would be involved with the AMGs.

**Action: John**

- ✚ Flyer received from "All Fired Up Pizzas" offering discounted pizzas.
- ✚ Renewal membership form received from Volunteering SA and agreed to renew for a further 12 month period and then review.
- ✚ As a result of a recent Come N Try event MGA Insurance have been offered \$3000 sponsorship proposal and to put their name and logo on one of the dragon boats on the Torrens.
- ✚ SADA to be asked if their pink boat could be relocated to The Sailing Club and the boat being returned from Streaky Bay would replace it to have three boats exactly the same for use.

**Action: Rick**

John Holland advised that the clothing for DBSA Board members has been ordered. Agreed minimum order should be placed for shirts for the accredited officials which might convince those volunteers not accredited to become so.

**Action: John**

## 11 NEW BUSINESS

### 11.1 The Sailing Club

- ✚ New 40" TV has been purchased for The Sailing Club and a new boiler purchased for the coffee machine at a reduced price of \$300.
- ✚ An order has been placed for new trolleys with 4 x wheels which have a slightly different design and as trap across the top to secure the boat. As noted earlier a loan version would be used for trial first to see if it meets DBSA needs. Initial price of \$800 has increased to \$1200 so is hopeful a discount will be offered.

### 11.2 AGM

Portfolio reports to be submitted.

**Action: All**

### 11.3 Events

#### 11.3.1 Mildura Masters Games – 27 August

Expected to be good event with over five clubs registering and enough volunteers sourced. Finish Line volunteers will be trained prior by Jennifer.

#### 11.3.2 13<sup>th</sup> Australian Masters Games 7-9 Oct

Induction training session attended by Rick French & John Holland.

The Risk Assessment for the event has been submitted with Workforce uniforms organised also and medal details and quantities required placed. Medals will be awarded to the winner that has the best 2 times out 3 races and will most likely all be awarded on the Sunday. Noted Social paddlers are only able to compete on the Friday.

Public transport is free during the entire period of the Games to all registered participants.

Signs of the Team names for the tents are required to be made along with signs for First Aid, Volunteers, Judges and Officials.

**Action: Pat**

Security to be organised for the Thursday to Saturday nights from 7pm-6am.

**Action: Jen**

John Holland noted that there were lots of people registering on a solo basis that would be required to be put into a team.

## 12 ANY OTHER BUSINESS

✚ The list of preferred training times for The Sailing Club were reviewed. Sessions would be allocated on a first in first basis with the only conflict arising on a Saturday morning between Waiwilta and Adelaide Phoenix as there only 5 boats available and 6 required overall by three clubs. Waiwilta to be approached first to ascertain if they can train earlier and Adelaide Phoenix later.

**Action: John**

✚ There is a requirement for all paddlers on the Port River to wear a PFD. Agreed to investigate available grant opportunities.

**Action: John**

✚ John Holland advised that the intention would be for those clubs training at the Port to have access to the upstairs meeting room, bar and facilities after training.

✚ Noted some of the Water Warriors paddlers indicated on their DBSA registration form that they did not wish their photo to be used in any DBSA promotional material however this brought up the issue then that the club could not have any photos used at all as a result. Agreed to contact Debbie Attewell and let her know of the ramifications of this as the club may like to have their photos included in promotional material and may choose to encourage the above paddlers to reconsider.

**Action: Marie**

✚ Discussion held on the Early Bird Discount period and whether it should be reduced even further for those paddlers who do not take a break in between season to encourage them to register first thing. Agreed that from next season (2012/13) that it would apply from the 1<sup>st</sup>-15<sup>th</sup> July only. Clubs to be advised at AGM.

**Action: John**

Agreed to also follow up with insurance provider to bring policies into line with the financial year rather than from September to August each given all year round paddling.

**Action: John**

## 13 NEXT MEETING

The next meeting is the AGM scheduled for 8pm on Tuesday 23 August at 8pm at The Sailing Club, 1 Jenkins Street Port Adelaide.

The Presidents Forum is scheduled for: 8pm on Wednesday 14 September 2011.

## 14 CLOSE OF MEETING – 11:10PM

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

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