



MINUTES

Board Meeting

TUESDAY 11 MAY at 5:30PM
At Sport SA – Military Road West Beach

1 OPEN MEETING – 8:15PM

2 PRESENT: Board members: John Holland, Jennifer Bould, Steve Clinch, Rick French and Julie Clinch

3 APOLOGIES: Pat Doogue and Chris Wood

4 MINUTES OF PREVIOUS MEETING 14 MARCH 2010 ACCEPTED AS A TRUE AND CORRECT RECORD

Moved: Steve Clinch

Seconded: Rick French

Carried

5 ACTION ITEMS

- 1 Actioned. Contract drafted for Neil McKenzie as Junior Development consultant and invitation extended to Neil to attend Presidents Forum to meet with Presidents.
- 2 Actioned. Email sent to clubs seeking assistance with trailer to collect and store water for Nationals.
- 3 Ongoing. Policy #05 to be amended and circulated.
- 4 Actioned. Email sent to clubs seeking volunteers for Saturday morning of State Championships to assist with relocation of boats and equipment.
- 5 Actioned. Blade Runners registered ex paddler to compete during State Championships.
- 6 Actioned. Council informed of vendors contact details and requirements for State Championships.
- 7 Actioned. St Johns contacted for access to their room during their absence.
- 8 Actioned. Council contacted for access to the toilets.
- 9 Actioned. Key obtained from Council to access power boards for vendors.
- 10 Actioned. Cleaning lady consulted to provide sufficient consumables and buckets.
- 11 Actioned. Guest list for cocktail party resolved.
- 12 Ongoing. Key register to be updated to record keys for trailer given to Steve Clinch and Jennifer Bould with remainder held by John Holland.
- 13 Ongoing. Lease to be drawn up for use of dragon boat in Pt Pire by both parties.
- 14 Ongoing. First Aid course with RLS to be coordinated (50% subsidy).
- 15 Ongoing. 2008/9 corporate paddle breakdown to be provided.
- 16 Ongoing. Update on suitable venue for use as an office and to provide storage to be given during meeting.
- 17 Ongoing. Status of shed being built at the Patawalonga to be provide by Martin Finn.
- 18 Ongoing. Quote to be provided for redesign of promotional brochure.
- 19 Ongoing. Boat shed key to be given to Rick French.
- 20 Ongoing. Additional 5 boat shed keys provided by Council.
- 21 Ongoing. Council to provide spare key for electricity box.
- 22 Ongoing. Caution tape to be placed on racks at Torrens boat shed.
- 23 Actioned. Wee-Ching Kong agreed to Board appointment.
- 24 Actioned. Email sent to clubs seeking owner of table placed previously in the Judges tent.
- 25 Actioned. Clearance form amended to include section for receiving club to authorise clearance.
- 26 Actioned. Clubs reminded of requirement to wear PFDs after dark and that the exemption documentation had been posted to the website.
- 27 Ongoing. Venue to be sourced for Naracoorte Masters Games in 2011.

6 FINANCIAL REPORT – May 2010

DBSA TREASURER'S REPORT FOR THE MONTH OF

April 2010

BANK BALANCE AS @	30-Apr-10	ACCOUNT 1		\$10,934.31
		# 141731	\$ 41.48	
		# 141788	\$ 100.00	
		# 141807	\$ 256.00	
		# 141818	\$ 69.93	
		# 141829	\$ 181.67	
		# 141836	\$ 9.98	
		# 141845	\$ 360.00	
		# 141850	\$ 15.54	
		# 141856	\$ 350.00	
		# 141859	\$ 60.00	\$ 1444.60
				\$ 9,489.71

BANK BALANCE AS @	30-Apr-10	ACCOUNT 2		\$ 482.26
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Less total unrepresented cheques

Nil

BANK BALANCE AS @	30-Apr-10	ACCOUNT 3		\$25,436.37
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ACCOUNTS PAYABLE

ACCOUNT 1

Admin Focus	Secretarial	\$ 1,444.63		
Telstra	Phone	\$ 74.74		
P Doogue	Reimburse Nats exp	\$ 81.56		
All Party Hire	Reimburse Nats exp	\$ 2,020.00		
Lian Bryant	Reimburse Nats exp	\$ 85.45		
J Holland	Reimburse Nats exp	\$ 460.96		
R De Ross	Reimburse Nats exp	\$ 110.98		
J Bould	Blue marquee	\$ 75.00		
Evright	Trophy refurbish	\$ 130.00		\$ 4,483.32
Wayne Letts	Towing dboats Pt Pirie	\$ 81.91	Already paid	
AusDBF	State team GGD x 9 fees	\$ 360.00	Already paid	
Uniforms for Oz	Merchandise for Nationals	\$20,317.00	Already paid	
	Merchandise for Nationals	\$ 5,830.00	Already paid	
D Sinclair	Boat delivery costs	\$ 1,440.00	Already paid	
Dragonboats Australia	State medals/lanyards	\$ 5,285.00	Already paid	
Nationals costings cheques on reconciliation report		\$ 4,425.66	Already paid	
(Walford, Bunnings, Signlab, Rolling Pin, SA Sea Rescue Squadron, S Owen, Video World, Black Dragons)				
(R French, Pacific Marine, Grand Master Leong, Kyttons, SA Leisure, City of Charles Sturt)				

Cash balance Acct #1 \$ 9,489.71

Cash balance Acct #2 \$ 482.26

Cash balance Acct #3 \$25,436.37

TOTAL \$35,408.34

ACCOUNT 2

Nil

MONEY RECEIVED

Credit interest account #3	\$ 97.01
Refer to reconciliation report for payments:	
Registrations	\$ 313.30
Race Fees	\$6,235.00
Insurance	\$ 50.30
Grant Port Adelaide Enfield Council	\$ 500.00

- 7 STRATEGIC PLAN REVIEW**
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- 1 Administration**
- 1.1 Executive Officer/Office Staff**
Appointment of Neil MacKenzie as Junior Development Consultant.
- 1.2 Governance Review**
Marie Cunningham to contact Michelle Ingrames (OR&S) for copy of Governance checklist provided during 2008 training in order for Board to review accordingly.
Action: Marie
- 1.3 Develop/refine Portfolio Committee structure**
Agreed status quo to remain.
- 1.4 Review/create Policies**
Marie Cunningham to coordinate review of policies periodically.
Action: Marie
- 1.5 Strategic Alliances (eg SARA, Canoe SA)**
Noted current relationships with SARA and Canoe SA are satisfactory.
- 1.6 Review Admin Outsourcing**
Agreed status quo to remain.
- 1.7 Review Fee structure**
Participation fee is set annually at the AGM with entry fee for teams competing either at Aquatic Reserve or Oarsman reserve set prior to season commencement.
- 8 AUS DBF REPORT**
The draft response to the National Steering Committee after the Nationals was circulated to the Board with feedback provided and it was agreed that it would then be forwarded on.
- 9 SECRETARY'S REPORT**
Nil report.
- 10 NEW BUSINESS**
- 10.1 State Titles Debrief**
Debrief held separately and prior to this meeting. No issues to report.
- 10.2 2010 Nationals Debrief**
Debrief held separately and prior to this meeting. No issues to report.
- 10.3 2010 State Teams - Debrief**
Results for state team was 5 Gold, 3 Silver and 3 Bronze.
- 10.4 Season 2010/11 Draft Race Draw**
The draft race draw was circulated and would be discussed at the Presidents Forum.
- 10.5 DBSA 2010/11 Registration Fee**
Clubs to be advised that registration fees for participants to be paid as soon as they commence padding in the new season and Early Bird discount period would cease at 31 August 2010.

DBSA Board moving towards processing team sheets and payment online through the database with database coordinator to be contacted to ascertain whether this was possible. Clubs to be advised at Presidents Forum.
Action: Marie
- 10.6 Port Adelaide Sailing Club**
John Holland advised that the Port Adelaide Sailing Club is owned by the Land Management Corporation (LMLC) and had been set aside as part of the Stage 4 redevelopment of Newport Quays and they were interested in it being made available for community use.

DBSA had submitted an expression of interest which was being viewed favourably by LMC and if agreed DBSA would also have to manage its use by third parties. The LMC would update it to a usable and safe standard however DBSA would be required to maintain it.

The venue would be suitable for clubs to hold meetings and functions, store equipment and boats and conduct training. Clubs were asked whether they would be willing to support its use and be involved in an initial clean up to paint the building and get it ready for occupation.

If successful a 3-year peppercorn lease would be entered into.

Clubs to be consulted during Presidents Forum to ascertain their level of interest and whether they were willing to participate in a weekend-type busy bee to paint the building and undertake maintenance as required.

10.7 DBSA Clearance Form

Marie Cunningham advised form had been redesigned to include section for receiving club to authorise or not the clearance. Clubs to be advised and copy posted to website.

Action: Marie

10.8 Coaching Course – 22 & 23 May 2010

Noted course scheduled with about 23 participants registered. Clubs to be

10.9 Pan Pacific Masters Games / DAA

Rick French drew attention to the fact that breast cancer survivors wanting to participate at these games had to be a member of DAA which he considered to be unreasonable and that he had received no response from AusDBF to his concern.

Agreed to be followed up by John Holland.

Action: John

11 ANY OTHER BUSINESS

- Maintenance coordinator to investigate the status of the wooden paddles in the boatshed and advise how many need replacement and to throw away those that are no longer usable.
Action: Pat
- Steve Clinch advised that there were still some state team paddlers who had not paid their \$20 entrance fee. Clubs to be advised of this during Presidents Forum.
- Julie Clinch sought permission for Blade Runners to relocate a boat to Port Pirie on Friday 21st May 2010 for a Come N Try session for the weekend with an interested group. Permission was granted however noted that the boat trailers were currently unusable. Trailer would be sought from ASA.
- Julie Clinch sought clearances for Leonie Ebert and Sue King from DBSA to Blade Runners however was advised by John Holland that they needed to seek a re-classification instead.

12 NEXT MEETING

The next committee meeting is scheduled for 8pm on Wednesday 9 June 2010 at the Port Dock Brewery Hotel.

13 CLOSE OF MEETING – 7:20PM

Signed: _____
Chairperson

Date: ____/____/____