



# MINUTES

## Board Meeting

**WEDNESDAY 30 JUNE at 8PM**  
**At Pt Dock Brewery Hotel, Pt Adelaide**

**1 OPEN MEETING – 8:15PM**

**2 PRESENT:** Board members: John Holland, Jennifer Bould, Steve Clinch, Rick French and Julie Clinch, Pat Doogue and Chris Wood

**3 APOLOGIES:** Wee-Ching Kong

**4 MINUTES OF PREVIOUS MEETING 11 MAY 2010 ACCEPTED AS A TRUE AND CORRECT RECORD**

**Moved:** Steve Clinch

**Seconded:** Julie Clinch

**Carried**

**5 ACTION ITEMS**

01	Actioned. Copy of Governance checklist obtained from OR&S.
02	Ongoing. Julie Clinch offered to update Policy spreadsheet and review when policies are due for renewal.
03	Ongoing. Marie to liaise with database coordinator to set up online payment and entry of team sheets.
04	Ongoing. Wooden paddles in boatshed have been assessed and agreed to seek quotes to purchase 40 x replacement paddles for use in corporate paddles through Dragonboat Adventure and Dragonboat Australia. These paddles will be for corporate use only and endeavour made to lock away somewhere. Remaining paddles can be used for general use.
05	Actioned. AusDBF followed up re issue with PanPac games and requirement for breast cancer paddlers to be DA members to compete however AusDBF could not see any issue with this.
06	Actioned. Revised clearance form circulated.
07	Ongoing. John to follow up with Phan purchase of green vests for trainee sweeps.
08	Actioned. Accredited Coaches course held and noted some clubs had not yet paid for their participation. Chris Wood to follow up.
09	Ongoing. John advised that St John's offer cheaper alternative for First Aid course and also can reduce it to one day with students undertaking some study online prior. Cost is \$90 per person and \$50 fee for delivery of course on weekend Clubs had not yet responded with expressions of interest so reminder email to be sent. <b>Action: John</b> John advised of interest from clubs in Pt Lincoln to undertake same training and agreed to investigate provision of this with St Johns also. Agreed 50% subsidy to be applied. <b>Action: John</b>
10	Ongoing. 2008/9 Corporate paddle breakdown to be provided.
11	Ongoing. Policy #5 was ratified and to be posted to website. <b>Action: John</b>
12	Ongoing. West Beach Trust delaying building of shed at Patawalonga.
13	Actioned. Quote received from Lauren to revamp the promotional brochure was for \$200. Agreed to accept and that two should be provided with one target being junior paddlers and the other general. <b>Action: Chris</b>
14	Actioned. Aquatic Reserve boatshed key provided to Rick French.
15	Actioned. Extra boatshed keys ordered and received.
16	Ongoing. Key for power box to be obtained from Council.
17	Ongoing. Caution tape to be placed on rack at Torrens boatshed within the next week.
18	Ongoing. Key register to be updated to include trailer keys and Paint Supplies keys.

19	Actioned. Lease for hire of dragon boat by Pt Pirie groups tabled for review.
20	Ongoing. P&D to organise Regional Masters Games in Naracoorte.

## 6 FINANCIAL REPORT – June 2010

### DBSA TREASURER'S REPORT FOR THE MONTH OF

June 2010

<b>BANK BALANCE AS @</b>	<b>31-May-10</b>	<b>ACCOUNT 1</b>		<b>\$25,591.20</b>
Cheques #141731 & #141788 lost		# 141818	\$ 69.93	
		# 141850	\$ 15.54	
		# 141865	\$ 81.56	
		# 141866	\$2,020.00	
		# 141867	\$ 85.45	
		# 141869	\$ 110.98	
		# 141870	\$ 75.00	\$ 2,458.46
				<b>\$23,132.74</b>

<b>BANK BALANCE AS @</b>	<b>31-May-10</b>	<b>ACCOUNT 2</b>		<b>\$ 3,535.10</b>
Less total unrepresented cheques				

<b>BANK BALANCE AS @</b>	<b>31-May-10</b>	<b>ACCOUNT 3</b>		<b>\$ 9,523.09</b>
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### ACCOUNTS PAYABLE

#### ACCOUNT 1

Admin Focus	Secretarial & Database	\$ 848.65		
J Bould		\$ 28.00		
McEvoy Transport	Coaching ent	\$ 233.20		
Rowing SA	Rowing course charge	\$ 3,010.00		
AusDBF	Coaching course	\$ 6,250.00		
H Slater	Refund	\$ 20.00		
T Caldwell	Auditing accounts	\$ 209.00		
Broadcast Quality Solutions	Video production	\$ 3,190.00		
Australia Post	Mail orders merchandise	\$ 67.10		
Flag Hire Australia	Nationals flags	\$ 400.00		
J Holland	Seminars and folders	\$ 55.50		
SADA	Race expenses	\$ 17.44		
Sport SA	Breakfast meeting (x3)	\$ 90.00		
S Holt	R'ment coaching course drinks	\$ 46.20		
Dragonboat Australia	Dragonboats	\$16,000.00	Already paid	
Mackenzie Associates	Junior DO	\$ 605.00	Already paid	\$28,094.85
Water Warriors DB Club	Replacement of lost cheques	\$ 141.48	Already paid	

Cash balance Acct #1	\$23,132.74
Cash balance Acct #2	\$ 3,535.10
Cash balance Acct #3	\$ 9,523.09

**TOTAL \$36,190.93**

#### ACCOUNT 2

Nil

## MONEY RECEIVED

Credit interest account #3	\$86.72
Credit interest account #2	\$17.84
Credit interest account #1	\$83.86
Refer to reconciliation report for payments	
Coaching course	\$3,500.00
Registrations	\$ 478.90
State team fees	\$1,780.00
State uniforms	\$1,900.00
Vendors from Nationals	\$2,870.00
Sponsorship Floormaster	\$308.44

Jennifer Bould advised that there were some payments from the vendors from the National championships still outstanding which would be followed up.

Invoice to be provided for the repair of the broken drums.

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

## 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 (Jono Kingston)** Second and higher quote received from Jono Kingston for redesign of website. Example websites had been checked for suitability and agreed to accept quote.  
**Action: Chris**
- 2.2 Premises – Pt Adelaide Sailing Club (PASC)**  
Land Management Council (LMC) has agreed that both DBSA and the Pt Adelaide Artists (PAA) jointly be the operators of the PASC. Draft Heads of Agreement has been produced by John for agreement by both parties.  
Agreed to establish separate committee with 3 x representatives from both parties who would each chair the monthly meetings on a rotational basis. Alternates to attend meetings when required and to receive copy of all correspondence to remain up-to-date with activities. LMC also to be invited to attend meetings on a regular basis.  
Suggestions for names of the club to be forwarded to John.  
Website would be set up through Raymond Strachan to enable online bookings and payments for meeting rooms.  
John would remain as initial rep on committee and in a position to report back to Board on activities.
- 2.3 Regular press and radio coverage**  
Encompasses #2.4 below also. Noted good potential television coverage when the joint opening of the club is held.  
Noted good fundraising opportunities through partnership with the PAA.
- 2.4 Television exposure**  
Noted C31 willing to provide television exposure through their community channel.
- 2.5 Promote schools and junior events (JDC)**  
John read to Neil MacKenzie's report as the Junior Development Consultant on his recent activities. Agreed to circulate report to Board.  
**Action: John**
- Noted planning of an after schools event during the September holidays.

DBSA to work on requirements for clubs to be accredited as a “Junior friendly club” and details to be provided to prospective junior paddlers on which clubs they could join. As part of this paddlers to advise if they have a police clearance and this to be recorded in the database.

John Holland advised that the promotional DVD produced by Morgan Davies was revamped slightly by Neil.

**2.6 Promote the sport to schools through the Active After Schools Program (JDC)**

Noted as being arranged by Neil MacKenzie.

**2.7 Promote corporate paddle opportunities**

Agreed to ask Lauren to produce promotional flyer for the River Torrens Corporate event and the Port Pub Challenge to distribute to clubs to promote the event.

**Action: Chris**

AHA to be approached to ascertain level of interest in participation in Port Pub Challenge.

**Action: Chris**

**8 JUNIOR DEVELOPMENT REPORT**

Discussed above.

**9 AUS DBF REPORT**

John Holland advised next meeting would be tele-conference on Monday.

Agreed to seek status of Nationals event in Canberra and whether they would consider sending the National Coach to Adelaide to assess SA paddlers at the one time rather than them having to pay for their own trip to Canberra. Considered would be more cost economical and allow more SA paddlers option to try out for the national team. Interested paddlers could pay a \$20 fee to attend this assessment which would go some way towards recovering airfare and accommodation costs.

Noted NSW have changed their constitution to being it more into line with SA practices whereby each club is no longer represented on the Board rather individuals are.

**10 SECRETARY’S REPORT**

INCOMING 10.6.10 TO 30.6.10				
NO.	TYPE	DATE	ORIGINATOR	SUBJECT
1	Email	10.6.10	AusDBF – Janine Lette	EOI for the Australian National Coach for the Asian Games
2	Email	10.6.10	AusDBF – Janelle Gamble	Paddlers required by Navy Team for Hong Kong
3	Email	10.6.10	AusDBF – Melanie Cantwell	ASADA survey
4	Email	10.6.10	Dragon Fly	Season 2010-11 Training Times & Boat requirements
5	Email	15.6.10	Dragon Fly	DBSA Key Register
6	Email	15.6.10	Office for Volunteers	The State of Volunteering On-line #132
7	Email	16.6.10	Adelaide Phoenix	Training times & boat requirements for Season 2010-11
8	Email	16.6.10	PCK – Performance Canoes & Kayaks	Letter of introduction – supplier of dragon boat equipment
9	Email	16.6.10	Sport SA	Inaugural South Australian Sports Hall of Fame
10	Email	16.6.10	All Clubs	Request for Club to provide outstanding information for Sweep Register
11	Email	16.6.10	Canoe SA – Ian Heard	Request for current Key Register
12	Email	16.6.10	City of Charles Sturt	Tanya V advising that she is looking into the currency of our licence.
13	Email	17.6.10	Volunteering SA	News from Volunteering SA&NT

<b>INCOMING 10.6.10 TO 30.6.10</b>				
<b>NO.</b>	<b>TYPE</b>	<b>DATE</b>	<b>ORIGINATOR</b>	<b>SUBJECT</b>
14	Email	17.6.10	Volunteering SA	News from Volunteering SA&NT
15	Email	18.6.10	Andy West, Copper Coast	Preferred date for Wallaroo event – Sun 14 Nov
16	Email	18.6.10	Dragon Fly	DBSA Key Register
17	Email	18.6.10	Powerblades	DBSA Key Register
18	Email	24.6.10	AusDBF – Janine Lette	Invitation to the 2010 Korea Open Busan International Dragon Boat Regatta
19	Email	24.6.10	Volunteering SA	News from Volunteering SA&NT
20	Email	25.6.10	Office for Volunteers	The State of Volunteering On-line #133
21	Email	28.6.10	Sport SA	SPORT - e - 28th June
22	Email	29.6.10	Marie Cunningham to Board	Lanyards
23	Email	29.6.10	All Clubs	Sweeps Register – further request for missing details
24	Email	29.6.10	DBSA Board	Volunteering SA & AICC – Invitation to Cocktail Party 22.7.10
25	Email	29.6.10	Powerblades – Tim Monson	Notifying changes to Club contacts
26	Email	30.6.10	AusDBF – Janine Lette	DBI Newsletter

<b>OUTGOING 10.6.10 TO 30.6.10</b>				
<b>NO.</b>	<b>TYPE</b>	<b>DATE</b>	<b>ORIGINATOR</b>	<b>SUBJECT</b>
1	Email	10.6.10	Club Presidents	EOI for the Australian National Coach for the Asian Games
2	Email	11.6.10	All clubs (from Marie C)	Sending her season registrations as they become available
3	Email	12.6.10	Club RC delegates	Rc Minutes 10.6.10
4	Email	17.6.10	Club Presidents & Secretaries	SPORT - e - 16th June
5	Email	18.6.10	Club Presidents & Secretaries	The State of Volunteering On-line #132
6	Email	18.6.10	Club Presidents & Secretaries	News from Volunteering SA&NT
7	Email	18.6.10	Club Presidents & Secretaries	National Volunteer Strategy Consultation
8	Email	18.6.10	Club Presidents & Secretaries	2010 - 2011 Race Program
9	Email	18.6.10	Club Presidents & Secretaries	Final 2010 - 2011 Race Program
10	Email	21.6.10	Club Presidents & Secretaries	Inaugural South Australian Sports Hall of Fame
11	Email	29.6.10	Club Presidents & Secretaries	News from Volunteering SA&NT
12	Email	29.6.10	Club Presidents & Secretaries	The State of Volunteering On-line #133
13	Email	29.6.10	Club Presidents & Secretaries	Invitation to the 2010 Korea Open Busan International Dragon Boat Regatta
14	Email	29.6.10	Club Presidents & Secretaries	SPORT - e - 28th June
15	Email	29.6.10	All Clubs (from Marie C)	Reminder about DBSA Registrations 2010/11 and thank you for those already received
16	Email	29.6.10	DBSA Board (from Chris W)	Final Season 2010-11 Training Times & Boat requirements
17	Email	30.6.10	Club Presidents & Secretaries	DBI Newsletter

18	Email	30.6.10	DBSA Board (from John H)	(1) Heads of Agreement – DBSA & PAAF (2) Management of ex Port Sailing Club premises (3) DBSA – PAAF Premises Management Committee (4) Recreation & Sport Industry Awards (5) Revised quote for DBSA website
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John Holland advised that the Copper Coast Festival would be held at Wallaroo on Saturday 13 November and that he would confirm DBSA involvement with the organisers. Agreed to include a breast cancer survivors challenge also.

**Action: John**

## 11 NEW BUSINESS

### 11.1 Catering – Season 2010-11 Regattas

Application received from Black Dragons to provide catering for 2010/11 season. Agreed clubs to be advised that one EOI had been received and if they were interested to forward details.

**Action: Chris**

### 11.2 Sweep Accreditation

John Holland advised that clubs had not responded at all to the email circulated through the Racing Committee asking clubs to forward in their sweeps records so that the database can be updated. Follow up email to be sent.

**Action: Marie**

The sweeps assessment for Port Lincoln paddlers will be revamped as it is not possible for them to undergo all of the same testing requirements due to their location. Once finalised to be provided to Michelle to conduct sweeps accreditation tests.

**Action: John**

### 11.3 2010 *be active* Recreation and Sport Industry Awards

John Holland tabled the full submission submitted for this award. Noted award evening being held on Friday 6 August 2010 at the National Wine Centre with Board members invited to attend along with Ian MacKenzie.

### 11.4 2010 Inaugural South Australian Sports Hall of Fame

Noted nil nominations received from clubs.

### 11.5 Brochure

Discussed. Above.

### 11.6 AGM

Portfolio reports for AGM to be submitted to Chris Wood by 4 August 2010 for circulation to DBSA members prior to the AGM scheduled for Wednesday 18 August 2010.

**Action: All**

### 11.7 Key Register

Key register to be updated to include allocation of keys to Paint Supplies.

### 11.8 Lanyards

Agreed that previous paddlers new ID cards would be hole punched and if anyone asked in particular for the other type then they would be supplied with the respective lanyard. New ID cards to be hole punched to retain consistency. John Holland advised that he had a supply of AusDBF lanyards that he would provide to Marie Cunningham.

**Action: John**

### 11.9 Training Times – Season 2010-11

The training time roster was reviewed and agreed to circulate.

**Action: Chris**

Trolley to be purchased for new club rooms and noted availability of 11 boats in total for training with the use of the new venue.

**Action: John**

**12 ANY OTHER BUSINESS**

- John Holland advised that OR&S had reduced StEP funding from \$18,000 to \$10,000 per annum which was appealed by DBSA. Favourable response expected from Minister soon.
- Expression of interest submitted for Mildura Masters Games to be held in August 2011.
- The governance checklist was reviewed with feedback from the Board members noted.
- Chris Wood advised that John Holland and her would be on the west coast during November and offered their services to the High Performance Coach to assist in any way with the regional paddlers whilst there.

**13 NEXT MEETING**

The next committee meeting is scheduled for 8pm on Wednesday 11 August 2010 at the Port Dock Brewery Hotel.

**14 CLOSE OF MEETING – 10:30PM**

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

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

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