



# MINUTES

## Board Meeting

**WEDNESDAY 15 SEPTEMBER 2010 at 8PM**  
**At Pt Dock Brewery Hotel, Pt Adelaide**

**1 OPEN MEETING – 8:15PM**

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

**3 APOLOGIES:** Wee-Ching Kong

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

**Moved:** Chris Wood

**Seconded:** Julie Clinch

**Carried**

**5 ACTION ITEMS/BUSINESS ARISING**

1	Ongoing. Clubs given to Friday to submit catering submission otherwise BDs will be awarded catering for 2010/11 season.
2	Actioned. List forwarded to Treasurer of outstanding payments for National.
3	Ongoing. Treasurer to send out invoices for outstanding National payments.
4	Actioned. Sport SA agreement signed.
5	Actioned. Sport SA invoice for services paid.
6	Ongoing. Assets register forwarded to auditor for re-categorisation after being updated.
7	Actioned. Advertisement placed with Sport SA for Junior Development Officer position.
8	Actioned. AusDBF meeting attended by John Holland and Pat Doogue on 12&13 Sept 10.
9	Ongoing. Invitation from West Lakes Probus club followed up by John Holland and agreed that January 2011 would best suit for a briefing to their membership on dragon boating.
10	Actioned. Recommendation of \$5 increase to paddler fee levy for 2011/12 ratified at AGM by members.
11	Actioned. One club only responded to opportunity to promote themselves at the upcoming Art in the Heart markets at Port Adelaide on 4&5 Dec 10.
12	Ongoing. Recommendations from 2009/10 Nationals High Performance portfolio included in AGM report and to next be finalised and submitted in report to Board.
13	Actioned. Update database clearance of Patricia Hartwright from SADA to Blade Runners.
14	Ongoing. Letter from BWRs received objection to mention in August minutes of proposed \$10 fee per paddler to be introduced to Pt Lincoln paddlers for use of DBSA dragon boat and advised that they were in the process of returning the dragon boat. Question was asked by them as to whether it would be applied to other clubs leasing a DBSA boat. The process of charging different fees for country members dependent on whether they leased a DBSA boat was discussed and reviewed. Agreed country membership fee for all clubs this season would be \$72.70 and any club leasing a DBSA dragon boat would be charged \$500 boat rental fee per year which would equalise the fee across all clubs. Clubs would have the option then of returning the dragon boat if they did not wish to pay the rental fee.

	<p>Treasurer to raise invoice accordingly to Adelaide Phoenix, Adelaide Sea Dragons, Adelaide Survivors Abreast, Blade Runners and Blue Water Raiders for lease of DBSA dragon boats.</p> <p><b>Action: Jennifer</b></p> <p>BWRs also advised of maintenance required on the DBSA dragon boat as they considered it had been deteriorating and needed repair before it could be used safely. Question was asked whether DBSA would consider an offer by them to purchase the dragon boat. Agreed BWRs to send in actual detail of any damage to the DBSA dragon boat that they considered required repair and a decision would be made by the Board on the action to be taken.</p> <p><b>Action: BWRs</b></p>
15	Ongoing. Corporate paddle breakdown being provided for 2008/9 and 2009/10.
16	Actioned. Policy #05 amended to remove word "consecutive" from Section 6.1.
17	Withdrawn. Status of shed being built at Patawalonga by West Beach Trust removed as an action item as agreed update to be provided by Martin Finn when status changes.
18	Ongoing. Application for spare key to power box to be resubmitted through Canoe SA.
19	Ongoing. "Caution" tape to be placed on racks in Torrens boatshed.
20	Ongoing. Key register to be updated to record key for trailer given to Steve Clinch and Jennifer Bould with remainder held by John. Also to be done for keys to Paint Supplies.
21	Ongoing. Julie Clinch advised policies #07, 08, 12, 13, 15 and 16 were considered a priority to be reviewed first by the Board as they were last ratified in 2006. Agreed two policies at a time to be included on Agenda each meeting for review.
	<b>Action: Chris</b>
22	Ongoing. Database modifications to enable online submission of team sheets are being worked through with Raymond Strachan the designer. Agreed amendments to include: <ul style="list-style-type: none"> <li>➤ Ability for clubs to indicate online which races they will be entering on the next race day</li> <li>➤ Ability for clubs to indicate on a pre-populated team sheet which members would be competing in which races</li> </ul> Clubs would be responsible for submitting their own team sheets within the required timeframe and for bringing along a copy on race days for lamination.
23	Ongoing. Order for Nationals clothing had unfortunately been cancelled by Phan with money to be refunded by the Treasurer.
	<b>Action: Jennifer</b>
	Green vests for trainee sweeps now to be sourced locally.
	<b>Action: John</b>
24	Ongoing. Noted paddler owing money for Coaches course has currently not registered with Powerblades yet this season.
25	Ongoing. Details of St John's First Aid course trainer provided to Eyre Peninsula paddlers with subsidy of \$45 per head to be paid by DBSA to arrange training.
26	Ongoing. Promotional brochures to be resubmitted to DBSA upon Lauren's return from overseas.
27	Actioned. Promotional flyer for Port Pub Challenge and River Torrens corporate event were produced and passed to clubs.
28	Actioned. Chris Wood advised that the SA hotel magazine would be published imminently and there was advertising space available (1/2 page) which had been reduced from \$2200 (plus GST) to \$1300 (plus GST). Benefit of advertising in this magazine was discussed if advertising could be reduced to \$1000. Advertisement to mention offer of free DBSA hat for any contact details provided by hotel social secretaries.
	<b>Action: Chris</b>
	Rick French to coordinate Port Pub Challenge in light of absence by other Board members with event to remain at Aquatic Reserve this season.
	<b>Action: Rick</b>
29	Ongoing. John to forward to Michelle updated Sweeps Accreditation test for Pt Lincoln paddlers.
30	Ongoing. Trolley for new clubrooms to be purchased from Dragon Boat Venture when available.
31	Ongoing. Advice received that there was a lake located about 30 minutes from Naracoorte which was now full of water due to recent rains. John agreed to drive up and ascertain suitability for Regional Masters Games on 1-4 April 2011.

	<p><b>Action: John</b> Noted conflicting dates with Nationals however agreed if feasible that committee would need to be formed to organise event for those not competing in Canberra.</p>
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- John Holland advised that 30 people have registered to undertake the First Aid course locally.
- Report circulated to Board on Active After Schools program being held 5-7 October arranged initially by Neil Mackenzie. John Holland advised he and Chris Wood would be away and that he had set a 3-day program. Those clubs that offered assistance to coordinate event would be given opportunity to target a possible 90 participants and family members for membership on the last day. Follow up email to be sent by John to clubs.  
**Action: John**
- Quote received from Dragon Boat Ventures for supply of Apex durablade paddles at \$120 each with incentive offered to receive 6 free paddles if 60 are ordered. Paddles could be branded for identification purposes for an additional few dollars each with total outlay expected to be about \$7000. Agreed order to be placed ASAP.  
**Action: John**

## 6 FINANCIAL REPORT – September 2010

DBSA TREASURER'S REPORT FOR THE MONTH OF			September	2010
<b>BANK BALANCE AS @</b>	<b>31-Aug-10</b>	<b>ACCOUNT 1</b>		<b>\$42,425.87</b>
Less total unrepresented cheques		# 141818	\$ 69.93	
		# 141850	\$ 15.54	
		# 141889	\$100.00	<u>\$ 185.47</u>
-				<b>\$42,240.40</b>
<b>BANK BALANCE AS @</b>	<b>31-Jul-10</b>	<b>ACCOUNT 2</b>		<b>\$ 6,460.10</b>
Less total unrepresented cheques				
<b>BANK BALANCE AS @</b>	<b>31-Aug-10</b>	<b>ACCOUNT 3</b>		<b>\$30,196.28</b>
<b>ACCOUNTS PAYABLE</b>				
<b>ACCOUNT 1</b>				
Admin Focus	Secretarial & Database		\$1,874.18	
Telstra			\$ 38.12	
J Holland	DB pins		\$ 950.00	
AB Note	Database, id cards		\$ 703.73	
Merchandise 2010	Refunds		\$ 375.00	
J Bould	Postage/stationary		\$ 13.70	
DBV	Paddles		\$6,710.00	
Becker Enterprises	Repairs to heads/tails		\$ 957.00	
Terry Caldwell	Accountant fee		\$ 220.00	
J Holland	AusDBF trip, postage		<u>\$1,830.13</u>	\$13,736.86
				Cash balance Acct #1 \$42,240.40
				Cash balance Acct #2 \$ 6,460.10
				Cash balance Acct #3 <u>\$30,196.28</u>
				<b>TOTAL \$78,896.78</b>
<b>ACCOUNT 2</b>				
<b>MONEY RECEIVED</b>				
Credit interest account #3	\$ 127.68			
Refer to reconciliation report for registration payments				
StEP grant	\$10,000.00			
Cappuccino Queen	\$ 300.00			
DAPL – ID Card replacement	\$ 30.00			

**Moved:** Julie Clinch

**Seconded:** Rick French

**Carried**

**Motion that DBSA absorb the costs not covered by AusDBF to the damage to the tails at the Nationals.**

Invoice to be sent to Jack Salagaras as Team Manager of the Juniors who competed at Nationals to recover \$20 entry fee per paddler.

**Action: Jennifer**

The draft budget for 2010/11 was tabled for review by the Treasurer with suggested changes proposed..

Payment by AusDBF for share of profit from Nationals was an ongoing issue until all claims had been resolved.

Signed copy of the finances tabled at the AGM to be provided to Auditor by the Treasurer.

**Action: Jennifer**

Correspondence received from Canoe SA advising of incorrect figures advised previously with regard to the rental fee for 2010/11 and that it should be \$2550 per quarter. Meeting to held with Ian Heard to discuss justification of the fee being applied with regard to overall operational costs for the boatshed and subsequent charge per metre age occupied. Also to discuss possible submission of a funding application to state government in light of the announcement of \$6.5 million being available to build better facilities for sporting hubs.

**Action: John**

**Moved:** Jennifer Bould

**Seconded:** Julie Clinch

**Carried**

**Motion to accept and pay accounts on Account 1**

## **7 AUS DBF REPORT**

John Holland read to the report circulated as a result from attending with Pat Doogue the recent AusDBF Board meeting in Melbourne.

- Member Protection Officer training course was worthwhile with main focus being placed on juniors. Intent would be to next arrange training in Adelaide for clubs to have MPO officers accredited. Noted mandatory to report any incidents raised.
- High Performance presentation held with coach yet to be appointed. Process would be for each state to conduct a talent identification session which would be open to any sport. A series of tests would be conducted to assess suitability with results forwarded to National. Registration fee to be charged person to participate in session and a further fee of \$100 if selected for a squad. Fair equalisation for travel costs to be introduced.

Three training camps would then be held with first camp scheduled in October. Noted requirement for participants to be familiar with OC1 canoes as they will be tested on this and also undergo ergo tests. Noted Subsonix have their own OC1 canoe and Adelaide Sea Dragons have an ergo machine which could be made available for use provided procedures are in place by each club for this.

Assistant coaches would then be appointed in each State to supervise the selection process but would not necessarily be appointed to the National team.

- The status quo remains for the new composition of Mixed crews despite DBSA request for re consideration to revert back to IDBF ruling.
- Consideration being given to inclusion of 10s team racing at Nationals events.
- The draft of the Dotting of the Eyes Procedure manual had been circulated for feedback with phone hook up to be held to discuss suggested amendments.
- Copy of each state's membership database to be provided by 11:59pm on the first business day of 2011.
- Discussion held on accommodation of overseas teams at Nationals and the resulting implications with no agreement currently reached.

- Incident of a sweep being told during Nationals by an AusDBF official to remove their jacket as it was not part of their official uniform was discussed. Noted permission would have to be sought first.
- Noted AusDBF insurance policy is causing them some issues however has no impact on DBSA. Assistance could be supplied to states for putting together their risk management plan however noted that DBSA's plan was done as part of each licence granted to paddle at each venue.

## 8 SECRETARY'S REPORT

- Correspondence register tabled.

## 9 NEW BUSINESS

### 9.1 Dotting of the Eyes Procedure Manual

Manual to be circulated by Pat Doogue after converting to PDF version as not all Board members could access it

**Action: Pat**

### 9.2 Black Dragons – Incident Report 12.9.10

Agreed from a complaint received by a resident that a policy would now be put in place whereby drums are no longer to be used outside of the basin.

**Action: Chris**

### 9.3 Christmas Dragon Boat Run

Correspondence received from Waiwilta advising of their support of Adelaide Sea Dragon's paddle around the island prior to Christmas and suggestion that all clubs be given the opportunity to participate on the one night with possible article promoting the activity in the local Messenger and flyers to be circulated promoting the event.

Agreed Waiwilta could raise this at the next Presidents Forum if they wished however noted DBSA would not coordinate the event.

### 9.4 Brochure

Discussed previously.

### 9.5 Catering – Season 2010-11 Regattas

Discussed previously.

### 9.6 Repairs/Maintenance to West Lakes Bridges

Notification sent to clubs to alert them to the repair work being undertaken on the road bridges and subsequent restricted thoroughfares with possible obstructions in place.

### 9.7 Powerblades Locker

Request received from Powerblades for access to a locker. Agreed to purchase one.

**Action: John**

### 9.8 Clearances

The following clearance applications were ratified:

- John Klopp (ASD to Phoenix)
- Terry Caldow (ASD to Waiwilta)
- Peter Norcliffe (Waiwilta to Black Dragons)
- Heather Ford (SADA to ASD)
- Raelene de Ross (ASD to Phoenix)
- Marcia Mason (ASD to Phoenix)
- Julia Johnston (ASD to Phoenix)

**Action: Marie**

Noted that some participants were paddling with new clubs prior to their clearance being ratified which was not allowed and to be reminded of this.

**Action: Marie**

### 9.9 Presidents' Forum- 26 Oct 10 @ 8pm

Next Presidents Meeting scheduled for 8pm on Tue 26 October 2010 at Sport SA.

**Action: Chris**

### 9.10 Pub & Corporate Challenges

Discussed previously.

**10 ANY OTHER BUSINESS**

- John Holland advised meeting held with Ollie Black from the Port Adelaide Artists Forum to discuss the budget for the club rooms and with a contractor to discuss possibility of alterations required before a decision would be made to lease the building. The dragon boats needed to be stored there or the move would not occur.

LMC have advised there would be a peppercorn rent charged initially of \$1 however all outgoings were to be paid by both parties which was expected to be 50% of \$13,000 for the first year.

Cleaning costs were currently \$5000 per year and DBSA would consider introducing a volunteer cleaning roster for clubs with expected schedule of once each quarter.

Insurance requirements to be followed up with Marsh for the new club rooms and also for clubs who were seeking additional insurance to cover their equipment.

**Action: John**

Fund raising launch to be held jointly with clubs required to assist on the day.

- **Moved: Jennifer Bould                      Seconded: Julie Clinch                      Carried**  
**Motion that the Directors Code of Conduct Policy #19 be endorsed.**
- Agreed DBSA would on behalf of Blade Runners raise an initial invoice for sponsorship for their Pt Pirie paddlers as they are currently arranging for an ABN to be issued with reimbursement to be sought subsequently.
- Blade Runners seeking copy of Certificate of Currency to prove public liability insurance is held in order for them to operate a barbeque at Bunnings. Agreed would be posted to in internet.  
**Action: Chris**
- John Holland advised he was finalising the StEP funding application to acquit the money received in the previous three years.
- Water Warriors request received for loan of dragon boat and trailer for October long weekend. Chris Wood to liaise with Debbie Attewell to coordinate.  
**Action: Chris**
- Discussion held on number of clubs that have paddlers who have not yet registered for the season. Agreed spot checks would be undertaken at any time by DBSA and that access would be given to website for Board members to be able to print up-to-date membership reports at any time.  
**Action: Marie**

**11 NEXT MEETING**

The next meeting is scheduled for 5:30pm on 26 October 2010 at Sport SA to be followed by Presidents Forum at 8pm

**12 CLOSE OF MEETING – 11:20PM**

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

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