



# MINUTES

## Board Meeting

**TUESDAY 26 OCTOBER 2010 at 5:30PM**

**At Sport SA – Military Road West Beach**

**1 OPEN MEETING – 5:35PM**

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

**3 APOLOGIES:** Wee-Ching Kong

Lisa Kennedy attended the meeting as a candidate for the Junior Development Officer position to meet the Board and give some insight into how she would handle the position.

Upon her departure the various options of engagement were discussed with the preference being as a trainee with Sport SA to assist with the application process which close on 5 November 2010.

**Action: John/Sport SA**

**4 MINUTES OF PREVIOUS MEETING 15 SEPTEMBER 2010 ACCEPTED AS A TRUE AND CORRECT RECORD**

**Moved:** Rick French

**Seconded:** Steve Clinch

**Carried**

**5 ACTION ITEMS/BUSINESS ARISING**

1	Ongoing. Raise invoice to Adelaide Phoenix, Adelaide Sea Dragons, Adelaide Survivors Abreast, Blade Runners and Blue Water Raiders for \$500 for lease of DBSA dragon boats unless advised otherwise by clubs that they are returning the boats ➤ Invoices to be placed on hold until clubs informed first.
2	Ongoing. Send in details of actual repair considered required to DBSA boat being leased to BWRs ➤ Waiting on response from BWR.
3	Ongoing. Include the following policies for review by Board over consecutive meetings #07, 08, 12, 13, 15 and 16 (2 at a time) ➤ Policies 7&8 were reviewed and ratified. Minor change to be made to policy #7 re receiving club to sign to authorise/decline clearance. <b>Action: Chris</b>
4	Database to be upgraded to: ○ Ability for clubs to indicate online which races they will be entering on the next race day ○ Ability for clubs to indicate on a pre-populated team sheet which members would be competing in which races ➤ Marie Cunningham advised that she had sought assistance from Julie Clinch to review the changes made and would be trialling it hopefully in time for the 4 <sup>th</sup> December race for clubs to use <b>Action: Marie/Julie</b>
5	Actioned. Money refunded for Nationals clothing (jackets) no longer being supplied.
6	Actioned. No discount received to advertise the Port Pub Challenge in the Hotels magazine. Noted advertisement received no enquiries and agreed to express disappointment to magazine on placement of advertisement and lack of response. <b>Action: Chris</b>
7	Actioned. Port Pub Challenge being coordinated by Rick French.

8	Ongoing. Drive up to lake near Naracoorte to ascertain suitability for Regional Masters Games in April ➤ John Holland advised he would be undertaking this soon.
9	Send follow up email to clubs reminding them of Active After Schools event on 5-7 Oct and assistance required to coordinate event with opportunity to target participants/family for membership. ➤ Noted there were no kids participating in this event and that the Charles Sturt Council event held the week prior had the same amount of numbers of children participating which may be the way to go in future.
10	Place order with DBV for supply of 60 Apex durablade paddles at \$120 each ➤ John Holland tabled a "land & ocean" paddle which DragonBoat Venture had agreed to offer at the same price with overall cost being somewhat cheaper due to some six paddles being provided for free. Agreed to go ahead and purchase the paddles which would need to be stored in a locker. Total cost \$6710.00. <b>Action: John</b>
11	Actioned. Invoice sent to Jack Salagaras to recoup \$20 entry fee for Juniors at Nationals.
12	Actioned. Signed copy of AGM financial report sent to Auditor
13	Ongoing. John Holland advised of discussions held with Ian Heard (Canoe SA) on the justification for rental fee being charged with percentage breakdown yet to be provided.
14	Circulate AusDBF "Dotting the Eyes" manual after converting it first to a PDF version ○ done
15	Actioned. Clubs advised of noise complaint received and new policy whereby: ○ Drums are no longer to be used outside of the basin ➤ To be included in policy about paddling around the island.
16	Ongoing. Purchase of locker for PBs in boatshed.
17	Actioned. Clearances ratified at this meeting were updated.
18	Actioned. Clubs advised that clearances need to be ratified before allowing any new paddler from another club to race.
19	Actioned. Clubs advised of next Presidents Forum at 8pm on Tue 26-Oct.
20	Ongoing. Insurance requirements for the Sailing Club to be followed up.
21	Actioned. Copy of Certificate of Currency posted to website.
22	Actioned. Arrangements made with WWs re loan of DB and trailer for Oct long weekend.
23	Actioned. Access given to John Holland to access website to produce membership reports at any time to undertake spot checks
24	Actioned. BDs advised of approval to provide catering for 2010/11 season.
25	Actioned. Invoices sent for outstanding National payments.
26	Actioned. Asset register items re-categorised.
27	Actioned. Final recommendations from 2009/10 Nationals performance to be submitted in report to Board ➤ Steve Clinch spoke to his tabled report of recommendations. <b>Moved: Jennifer Bould                      Seconded: Julie Clinch                      Carried</b> <b>THAT the coaches from the 2009/10 season be re-appointed.</b> <b>CARRIED.</b>
28	Ongoing. Provide 2008/9 and 2009/10 corporate paddle breakdown.
29	Actioned. Canoe SA requested Council to provide spare key for power box with no response received yet.
30	Actioned. "Caution" tape placed on racks in Torrens boatshed.
31	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 key
32	Ongoing. Promotional brochures to be revamped by Lauren (1 x juniors and 1 x general)
33	Actioned. Sweeps Accreditation test for Pt Lincoln paddlers was rewritten and to be sent to Michelle for use.

34	Ongoing. Purchase trolley for new clubrooms from DBA
35	Ongoing. P&D committee to organise Regional Masters Games in Naracoorte

## 6 FINANCIAL REPORT – October 2010

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

October 2010

<b>BANK BALANCE AS @</b>	<b>30-Sept-10</b>	<b>ACCOUNT 1</b>		<b>\$51,084.41</b>
Less total unrepresented cheques		# 141818	\$ 69.93	
		# 141850	\$ 15.54	
		# 141889	\$100.00	\$ 185.47
-				<b>\$50,898.94</b>
<b>BANK BALANCE AS @</b>	<b>31-Jul-10</b>	<b>ACCOUNT 2</b>		<b>\$ 6,460.10</b>
Less total unrepresented cheques				Nil
<b>BANK BALANCE AS @</b>	<b>30-Sep-10</b>	<b>ACCOUNT 3</b>		<b>\$30,320.37</b>
<b>ACCOUNTS PAYABLE</b>				
<b>ACCOUNT 1</b>				
Admin Focus	Secretarial & Database		\$2,008.71	
Telstra	Phone		\$ 38.12	
Adelaide City Council	Site Hire		\$ 67.05	
AB Note	Database, mastercards		\$ 303.60	
Digitalhost	Website		\$ 80.00	
R French	Nationals reimbursement		\$ 88.80	
SADA	Refund		\$ 100.00	
Strachan Sport Services	Database		\$ 829.40	
UFO	Mail Order		\$ 740.85	
J Bould	Postage/stationary		\$ 5.35	\$ 4,261.88
			Cash balance Acct #1	\$50,898.94
			Cash balance Acct #2	\$ 6,460.10
			Cash balance Acct #3	\$30,320.37
			<b>TOTAL</b>	<b>\$87,679.41</b>
				Nil

### ACCOUNT 2

#### MONEY RECEIVED

Credit interest account #3	\$ 124.09	
Refer to reconciliation report for registration payments		\$7,407.40

Invoice received from Ming Zhou Fan for the sale of gloves during the Nationals on his behalf is being disputed as there is disagreement on the actual number sold. Proposal to be put forward to split the disputed amount 50/50%. Agreed not to pay invoice until resolved.

Invoice from Canoe SA for rent to be put on hold until discussions have been resolved on the percentage breakdown being apportioned to users.

Dispute not yet resolved with AusDBF re their rejection of payment on some of the expenses for the Nationals.

Black Dragons advised the Secretary that they had never been informed of the site hire fee of \$200 for the Nationals and were disputing the invoice accordingly. Agreed that all parties were aware of site fee and invoice to be paid accordingly.

Agreed to transfer \$50,000 into a six month term deposit account.

**Action: Jennifer**

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

- 7 STRATEGIC PLAN REVIEW**
- 3. Core Business area – Coaching**
- 3.1 Continue to promote involvement to members and offer regular coaching courses**  
Ongoing.
- 3.2 Continue to conduct the Sweeps Accreditation Program**  
Noted testing paperwork had been updated recently and to be distributed to clubs.
- 3.3 Establish a qualified trainer for Official Course in South Australia**  
To be discussed during mid year AusDBF meeting as to when permission will be granted for individual states to hold an officials course.
- 8 JUNIOR DEVELOPMENT REPORT**
- 8.1 Lisa Kennedy's application**  
Discussed previously.
- 9 AUS DBF REPORT**
- 9.1 Aust Championships Adelaide – account finalisation**  
Discussed previously.
- 9.2 AusDBF Teleconference – 6.10.10**  
Minutes circulated.
- 9.3 AusDBF mid-year meeting – 27.11.10**  
Agenda item – permission for states to run the officials courses.  
**Action: John**
- 10 SECRETARY'S REPORT**
- Correspondence register to be circulated.
- 11 NEW BUSINESS**
- 11.1 Debrief – Torrens 10's 10 Oct**  
Issue of team sheets not being provided to Jennifer Bould at the end of the day.
- The laptop used by Jennifer Bould is malfunctioning and agreed that a new one would be purchased with Pat Doogue to help coordinate this along with the software purchase.  
**Action: Pat/Jennifer**
- Toggles were placed on the wrong spot on the bridge which caused difficulty for the sweeps in lining up.
- Jennifer Bould would be an official during the PanPac event and was seeking to gain some experience on the start line prior to the event. Noted that this would leave the Finish Line position vacant and volunteer to be sought urgently from the Presidents Forum or clubs membership who could be trained up prior. Advertisement to be placed with Sport SA for a volunteer.  
**Action: John/Rick**
- 11.2 Application to Coach State GGM & GGD**  
Discussed previously.
- 11.3 2011 Worlds - Tampa**  
Testing to be undertaken locally by John Holland with EFM loaning a Concept II rower and an adaptor would be sent over from National.
- 11.4 Port Adelaide Sailing Club**  
Issues being resolved with Land Management Corporation still for "The Sailing Club" lease.
- 11.5 Pub & Corporate Challenge – 31 Oct**  
Crews for this event to be advised tonight during Presidents Forum.
- 11.6 Wallaroo Regatta – Saturday, 13 November**  
Clubs to advise during Presidents Forum of their participation with details to be circulated thereafter.  
**Action: John**
- 11.7 Review Policy No.7 – Participant Clearance Procedure**  
Ratified previously.

**11.8 Review Policy No.8 – Equity and Inclusive Policy**

Ratified previously.

**11.9 Review addition to Policy No.27 – Race Day Organisation & Draws**

Something added in – “can ratify that

**11.10 Clearances**

The following clearances were ratified:

- Cameron Whitehead (ASD to Adelaide Phoenix)
- Steve Mattschoss (ASD to Adelaide Phoenix)
- Rick Beecroft (ASD to Adelaide Phoenix)

**Action: Marie**

**11.11 Sandy Beagley – HiDow Australia**

Site fee of \$50 per event to be charged for promotional activities.

**11.12 Mantra Group – Fundraising Opportunity**

To be carried over to next meeting.

**Action: Marie**

**11.13 Powerblades Locker**

To be purchased.

**Action: Marie**

**11.14 Port Road ‘Rowing’ Banner**

The email sent to the Council in response to the promotional banner put up for rowing which inadvertently had a picture of dragonboats included was read to by John Holland.

**12 ANY OTHER BUSINESS**

- Discussion to be held during Presidents meeting on new requirements for clubs that have junior members with regard to the new regulations coming into force requiring policies to be put in place to administer their care. The OR&S have recommended that associations administer this rather than the clubs and provided the necessary forms. Clubs will have to provide written acknowledgement that they will abide by any policy put in place on this if they have junior members.
- John Holland advised that a position remained on the Board for someone to be appointed and that he was aware of a young paddler who had expressed interest in being involved and was already on a council community reference group. Agreed to seek parental approval first and then invite her along to attend a meeting to see if she remains interested.

**Action: Chris**

**13 NEXT MEETING**

The next meeting is scheduled for 8pm on 9 November 2010 at Port Dock Brewery Hotel, Port Adelaide.

**14 CLOSE OF MEETING – 8PM**

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

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