



# MINUTES

## Board Meeting

**TUESDAY 16 NOVEMBER 2010 at 8PM**  
**At Port Dock Brewery Hotel – Port Adelaide**

**1 OPEN MEETING – 8:05PM**

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

Natasha Pataki was an invited guest to familiarise herself with the Board's activities to ascertain whether she was interested in a Board position

**3 APOLOGIES:** Wee-Ching Kong

**THAT the letter of resignation received from Wee-Ching Kong be accepted with regret.**

**Moved:** Pat Doogue

**Seconded:** Rick French

**Carried**

Letter of acceptance to be sent in response.

**Action: John**

**4 MINUTES OF PREVIOUS MEETING 26 OCTOBER 2010 ACCEPTED AS A TRUE AND CORRECT RECORD**

**Moved:** Chris Wood

**Seconded:** Steve Clinch

**Carried**

**5 ACTION ITEMS/BUSINESS ARISING**

1	Ongoing. Although cut-off date has passed for applications OR&S advised of exemption to drop off application form for grant for Lisa Kennedy to be appointed as Junior Development Officer on 18/11/10. <b>Action: John</b>
2	Actioned. Policy #7 amended for receiving club to notify of authorisation or rejection of clearance application.
3	Actioned. Online team entry for clubs trialled. Noted would work exceptionally well with sample videos posted outlining step by step procedures to be followed. Instructions to be sent out to RC Delegates and clubs advising them of new procedures to be in place for Round 4 regatta along with passwords to access the websites. <b>Action: Marie</b> Agreed the organising club would be responsible under new system to print out the team sheets for each club and arrange for them to be laminated prior to race day. This can be done either beforehand by borrowing the laminator or first thing on the race day morning. Any club that has changes after the deadline (Thu before race day) is to print out and bring along the updated sheet on the race day and arrange for it to be laminated. Clubs to be advised at RC meeting. <b>Action: John</b> DBSA to set up internet access for laptop as a backup to access team sheets online and other DBSA official paperwork as required. Suggested the internet access be packaged with the telephone plan with details of plan to be circulated prior. <b>Action: Jen</b> Next step is to set up ability to record volunteers tasks online for accreditation and use by organising club to access list of volunteers to contact as necessary. <b>Action: Marie/Rick</b>

4	Ongoing. Hotels SA magazine to be advised of disappointment in placement of Port Pub challenge advertisement and the lack of response received.
5	Actioned. John Holland advised 60 x "Land & Ocean" paddles had been purchased from DBV and of request received at RC meeting to leave 10 paddles out for general use by clubs. Agreed this would be approved with a register to be put in place to record them as they are borrowed and returned. <b>Action: John</b>
6	Actioned. The amount of \$50,000 was transferred to a seven month term deposit account along with a further \$50,000 at 6%.
7	Actioned. Agenda item for AusDBF to give approval to states to conduct Officials course placed on AusDBF mid year agenda.
8	Actioned. Laptop and software purchased for Finish Line.
9	Actioned. Clubs asked at Presidents Forum if they could nominate anyone to be trained on the finish line to assist during the next race day in Jennifer's absence with limited response received. Noted requirement to continue training people in this area.
10	Actioned. Rick French advised that the Sport SA volunteer request form was not suitable for dragonboat purposes and agreed to follow up with them possible changes to the form. <b>Action: Rick</b>
11	Actioned. Wallaroo event details circulated to clubs.
12	Actioned. Ratified clearances updated in database.
13	Actioned. The proposal from the Mantra group to provide commission to DBSA for any members who stay at their hotels was considered with no decision made. The intent would be for a reciprocal link to be placed on both websites. Agreed deadline of 1 February 2011 to be set to website designer in order to finalise and launch website. <b>Action: Chris</b>
14	Ongoing. Locker to be purchased for Powerblades.
15	Actioned. Approval sought from Natasha Pataki's parents to have her attend this Board meeting to ascertain whether interested in being involved on the Board.
16	Ongoing. With regard to boats being leased by clubs it was agreed that an invoice would be raised for \$500 hire to Adelaide Phoenix and Adelaide Sea Dragons for boats in use at Streaky Bay and Barmera respectively. <b>Action: Jen</b> Noted that Port Pirie was interested in forming its own club rather than be under the umbrella of another established club. They have over 60 potential members with support being received by New Start. Suggested visit would be worthwhile in order to help them with advice on starting up. <b>Action: John</b> Blue Water Raiders to be advised that DBSA is not selling any boats and that they would have to lease the boat or arrangements would be made to store it elsewhere in the area through the Council or for it to be returned. <b>Action: Chris/Julie</b> Noted Adelaide Sea Dragons country members have paid full membership and would need to be reimbursed. Report of country members to be provided to Treasurer before invoice raised. <b>Action: Marie</b>
17	Ongoing. Policies #12, 13, 15 and 16 (2 at a time) to be placed on Board agenda.
18	Ongoing. Venue in Naracoorte to be checked by John Holland first to ascertain suitability before any decision or arrangements are made to proceed with holding dragon boating during Regional Masters Games. Noted conflict with dates with Nationals and possible shortage of volunteers to assist with coordinating event.
16	Ongoing. No update received from Canoe SA with regard to questions raised re breakdown of rental charges for each user.
19	Withdrawn. Same as agenda item #14.
20	Actioned. John Holland advised there was no requirement to amend the insurance policies to cover the proposed new facilities at the Sailing club with no resultant increase in premiums.
21	Ongoing. Asset register to be updated upon return from Auditor.

22	Ongoing. 2008/9 and 2009/10 corporate statistics to be provided.
23	Ongoing. Council to provide spare key for power box.
24	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 keys. John Holland advised that the key for the power box would be placed in the front of the trailer along with the two keys for the trailer to allow for easy access by clubs. <b>Action: John</b>
25	Ongoing. Meeting to be arranged with Lauren to finalise promotional brochures.
26	Actioned. Noted revised sweeps accreditation test needed to be generic for Pt Lincoln use and would be updated
27	Ongoing. Trolley to be purchased for new clubrooms from DBA.
28	Ongoing. P&D committee to organise regional masters games in Naracoorte once agreed to proceed with venue etc.

## 6 FINANCIAL REPORT – NOVEMBER 2010

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

October

2010

<b>BANK BALANCE AS @</b>	<b>31-Oct-10</b>	<b>ACCOUNT 1</b>		<b>\$64,723.43</b>
Less total unrepresented cheques		#	141818 \$ 69.93	
		#	141850 \$ 15.54	
		#	141889 \$ 100.00	
		#	141907 \$ 35.00	
		#	141915 \$2,008.71	
		#	141918 \$ 303.60	
		#	141919 \$ 80.00	
		#	141921 \$ 100.00	
		#	141922 \$ 829.40	
		#	141923 \$ 5.35	
		#	141927 \$ 247.39	\$ 3,794.92
-				<b>\$60,928.51</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>31-Oct-10</b>	<b>ACCOUNT 3</b>		<b>\$30,449.12</b>
<b>ACCOUNTS PAYABLE</b>				
<b>ACCOUNT 1</b>				
Admin Focus	Secretarial & Database		\$1,445.40	
P Doogue	Laptop computer		\$ 547.00	
Subsonix DB Club	Trophy engraving		\$ 24.50	
J Holland	Reimburse Wallaroo event		\$ 232.50	
Adelaide City Council	Torrens site fee		\$ 67.50	
Volunteering SA & NT	Subscriptions		\$ 65.00	
J Bould	Race expenses/stamps		\$ 23.00	\$ 2,404.90
Cartridge World Unley	Race printer		\$ 79.00	Already paid
J Holland	Reimbursement		\$ 466.00	Already paid
			Cash balance Acct #1	\$60,928.51
			Cash balance Acct #2	\$ 6,460.10
			Cash balance Acct #3	\$30,449.12
			<b>TOTAL</b>	<b>\$97,837.73</b>

## ACCOUNT 2

Nil

Transfer \$50,000 into a term deposit

Keep \$100 in Account 2 transfer balance to Account 1

### MONEY RECEIVED

Credit interest account #3 \$ 128.75

Refer to reconciliation report for registration payments

AusDBF Nationals share \$56,990.09

Agreed participating clubs at Wallaroo event would be paid \$100 each.

Discussion held on whether a new account should be set up for the prospective new clubrooms and agreed that the DBSA Special Purpose account would suffice with the balance to be reduced to \$100 with remaining funds to be transferred to the #1 account. Signatories would be changed as required.

Noted new printer had been purchased for race days which would make two available.

Noted outstanding accounts to be followed up.

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

## 7 STRATEGIC PLAN REVIEW

### 4. Participation

#### 4.1 Establish boat storage at Mawson lakes

P&D committee to follow up on this with two boats available at Paint Supplies for use.

#### 4.2 Assist the establishment of new teams

Establishment of new teams occurring with Barmera to be followed up.

#### 4.3 Establish a community event in the Riverland

Expression of interest submitted to be involved with Mildura Masters Games in 2011.

#### 4.4 Participate in SA Masters Games

Event being held and as discussed in Naracoorte in 2011.

## 8 JUNIOR DEVELOPMENT REPORT

Arrangements in place for OR&S grant application to fund appointment of Lisa Kennedy as Junior Development officer with arrangements to be made in MYOB to set up salary payments.

Natasha Pataki expressed interest in being involved with junior development and was thanked for her attendance.

## 9 AUS DBF REPORT

### 9.1 Aust Championships Adelaide – account finalisation

Payment of remaining accounts for Nationals being sorted with AusDBF.

### 9.2 AusDBF mid-year meeting

Agreed John Holland would represent DBSAS at the mid-year AusDBF meeting.

## 10 SECRETARY'S REPORT

- Correspondence register to be circulated.
- John Holland advised of correspondence received from OR&S confirming obligations for StEP grant funding had been approved and acquitted.
- Notification received that the Wiltanendi Demonstration Project launched in 2007 had closed and thanks extended for DBSA participation.
- Letter of thanks received from Rowing SA for John Holland's assistance with their Nationals.
- Agreed DBSA to sign the Sport SA annual State Sport Dispute Centre Agreement.

- Chris Wood noted a vote of thanks to all the volunteers who recently participated in the Port Pub Challenge and Corporate Challenges along with the recent Canteen event. Noted the Kids for Cancer event and Canteen was a successful day with Rotary providing a great barbeque.
- Volunteers required for Friday 19 November 2010 from 12:30-2pm to assist with Gilles Street School Come N Try event on the River Torrens. Email to be sent to clubs seeking volunteers.  
**Action: Chris**

## 11 NEW BUSINESS

### 11.1 Wee Ching Kong

Letter of resignation accepted and discussed previously.

### 11.2 Port Adelaide Sailing Club

John Holland advised of various issues with LMC over the lease for The Sailing Club which had not yet been resolved and if proved to be too difficult would not proceed.

Agreed to review work required to be undertaken at The Sailing Club.

### 11.3 2011 Worlds – update on SA testing

John Holland advised 18 paddlers had undergone testing for the Nationals in SA with some good results achieved. Ergos had not yet been held due to no attachment for the machine being received as yet.

The amount of \$180 being a \$10 fee per paddler collected is to be transferred to AusDBF.

**Action: Jen**

### 11.4 Participant numbers at local regattas

Discussion held on low numbers of participants competing in recent regattas and encouragement to be given to those clubs not competing to submit a B grade team. To be discussed at RC meeting to understand clubs perspective.

### 11.5 Copper Coast Regatta, Wallaroo

Noted as a very successful event with discussions being held with organisers for 2011. Consideration to be given to including as part of the DBSA regatta season and to be discussed during RC meeting.

Reimbursements to be given for expenses incurred for this event to various parties..

### 11.6 DBSA Volunteers Log Book

The draft Volunteers log book was tabled for comment. As noted earlier Rick French to advise of best way to proceed and database to be redesigned to include capturing of this data.

### 11.7 Bike Rack at Aquatic Reserve

Request sent to Canoe SA for bicycle racks to be installed which had been forwarded subsequently to Council with no response received to date.

### 11.8 Horsman Technique

Request received from Adelaide Phoenix members to set up a massage therapy tent on race days. Approval given and the site fee of \$50 per day to be charged.

**Action: Chris**

Agreed to promote details in DragonsBreath of this and other promotional activities for race days.

**Action: John**

## 12 ANY OTHER BUSINESS

- Issue of sweep oars breaking by removal process from under the seats was discussed. Noted they were being caught on the cross pieces. Subsequent experiments proved better option of placing oar on the side of the boat in between the two bearers and that this would not damage the boat.

Clubs to be advised of this and to take care.

**Action: Pat**

- Boats were also being damaged by the sling not being placed on the widest part of the boat. Maintenance delegates to be given lessons and clubs advised to treat the boats better. New pulleys to be arranged through Nobles.

**Action: Pat**

- Jockey wheel reported as being broken on the new DBSA trailer and a stronger replacement is to be sought. Suggested pneumatic type or a pump up jockey wheel with Pat Doogue to follow up with Premier Trailers in the first instance.

**Action: Pat**

- Pat Doogue advised that he was unable to locate the single boat trailer and it was thought to be at Barmera. To be followed up with Adelaide Phoenix.

**Action: Pat**

- Request received for consideration to be given to participating in the Proclamation Day festivities at the Patawalonga on 28 December 2010. General consensus was that it had been considered in the past but due to timing and insufficient interest from clubs was never followed up.

Agreed if sufficient interest could be garnered this time with participants and volunteers that DBSA would reassess.

- Noted clearance required and payment required if David Brugioni desired to paddle at the Nationals however if he just wanted to remain as a Coach then he would not be required to register.

- DBSA tent to be retrieved from Neil Parker as noted the one used at Wallaroo was unsuitable.

**13 NEXT MEETING**

The next meeting is scheduled for 8pm on 8 December 2010 at Port Dock Brewery Hotel, Port Adelaide and would be held over dinner in the restaurant.

**14 CLOSE OF MEETING – 10:30PM**

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

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