



MINUTES

Board Meeting

WEDNESDAY 8 DECEMBER 2010 at 8PM
At Port Dock Brewery Hotel – Port Adelaide

1 OPEN MEETING – 8:19PM

2 PRESENT: John Holland, Jennifer Bould, Steve Clinch, Julie Clinch, Chris Wood, Pat Doogue, Rick French and Natasha Pataki

3 APOLOGIES: Nil

4 MINUTES OF PREVIOUS MEETING 16 NOVEMBER 2010 ACCEPTED AS A TRUE AND CORRECT RECORD

Moved: Pat Doogue

Seconded: Steve Clinch

Carried

5 ACTION ITEMS/BUSINESS ARISING

1	Actioned. Application form dropped to OR&S for grant to appoint Lisa Kennedy as Junior Development Officer
2	Actioned. Instructions and passwords sent to RC delegates to access and operate new online entry of teams
3	Actioned. RC committee advised that 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. To 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.
4	Ongoing. Set up internet access for laptop and package with the telephone plan and circulate details to Board prior
5	Ongoing. Log book to be finalised for recording of race day tasks by volunteers for recording into a database for access.
6	Ongoing. Work out with Raymond best way to record volunteers race day tasks online.
7	Actioned. New paddles for corporate use ordered and arrived with 10 made available for club use <i>for new paddlers only</i> .
8	Actioned. Advertisement placed in Dragons Abreast with one also to be published in Sport SA newsletter.
9	Ongoing. Meeting to be arranged with website developer before Christmas to advise of 1 Feb 11 deadline to launch website.
10	Actioned. Key for power box placed in trailer.
11	Ongoing. Meeting to be arranged with Lauren to finalise promotional brochure.
12	Ongoing. Sweeps accreditation test to be updated to be more generic for use at various locations.
13	Actioned. ASD to be issued credit note for \$500 invoice as already paid as part of their membership fees. Noted Phoenix had not yet paid their invoice.
14	Ongoing. Visit to be arranged to Port Pirie to provide assistance to them with advice on starting up a new club.
15	Ongoing. BWR advised that the DBSA boat was not for sale and that they would have to return it if not being used. Subsequent correspondence has led to BWR advising that they will keep the boat. Invoice to be raised for \$500. Action: Jennifer

16	Withdrawn. Alternative storage options in Pt Lincoln through Council for BWR boat no longer required.
17	Actioned. Report provided to Treasurer of the number of ASD country paddlers in order to provide reimbursement for payment of full fee rather than country fee.
18	Actioned. ASD reimbursed for payment of full fee rather than country fee.
19	Actioned. Event held on 19/11/10 for Gilles Street school was successful.
20	Ongoing. Details to be sent to Treasurer re forwarding \$190 to AusDBF for collection of \$10 per paddler for national team selection.
21	Actioned. Discussion held during RC meeting re possibility of holding regatta event at Wallaroo in 2012 with general consensus being in favour. Event coordinator had offered to organise accommodation for clubs with plentiful options being available. Event to now be held bi annually from 2012.
22	Actioned. Adelaide Phoenix advised of \$50 fee to set up massage tent for all participants use.
23	Ongoing. Details to be provided for article in DragonsBreath on massage tent being set up by Adelaide Phoenix on race days along with Sandy's store also.
24	Actioned. Clubs advised of requirement to place oars on side of the boat in between the two bearers to avoid damage from placement under the seats.
25	Actioned. New pulleys installed through Nobles with club maintenance delegates shown correct procedure for stowing and accessing the boats.
26	Ongoing. Stronger jockey wheel to be sourced from Premier Trailers for trailer and advise supplied wheel not fit for purpose.
27	Ongoing. Location of DBSA single boat trailer to be followed up with Adelaide Phoenix.
28	Ongoing. Include the following policies for review by Board over consecutive meetings #12, 13, 15 and 16 (2 at a time).
29	Ongoing. Drive up to lake near Naracoorte to ascertain suitability for Regional Masters Games in April.
30	Ongoing. Follow up discussions with Ian Heard re percentage breakdown of rental charge to be provided.
31	Ongoing. Re-categorisation and consolidation of assets register once received from Auditor to be done in the new year.
32	Ongoing. Corporate paddle breakdown for 2008/9 and 2009/10 to be provided by Jan 11 meeting.
33	Ongoing. Canoe SA asked to request Council for spare key for power box.
34	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.
35	Actioned. Order for new trolley for new club room placed with DBA.
36	Ongoing. Advise Hotels SA magazine of disappointment in placement of Pt Pub Challenge advertisement and lack of response.
37	Actioned. Locker purchased for Powerblades.
38	Ongoing. P&D committee to organise Regional Masters Games in Naracoorte.

6 FINANCIAL REPORT – DECEMBER 2010

DBSA TREASURER'S REPORT FOR THE MONTH OF

December 2010

BANK BALANCE AS @	31-Oct-10	ACCOUNT 1		\$ 5,742.80
Less total unrepresented cheques		# 141818	\$ 69.93	
		# 141850	\$ 15.54	
		# 141889	\$ 100.00	
		# 141907	\$ 35.00	
		# 141919	\$ 80.00	
		# 141922	\$ 829.40	
		# 141936	\$ 24.50	\$ 1,154.37
				\$ 4,588.43

BANK BALANCE AS @	30-Nov-10	ACCOUNT 2	\$ 100.00
Less total unrepresented cheques			Nil
BANK BALANCE AS @	30-Nov-10	ACCOUNT 3	\$20,570.18

ACCOUNTS PAYABLE

ACCOUNT 1

Admin Focus	Secretarial & Database	\$ 1,419.55	
Telstra		\$ 76.23	
Scarlet Skunk	Buoys	\$ 121.00	
Adelaide Sea Dragons	Refund	\$ 20.00	
AusDBF	503 paddler sub	\$ 3,873.10	\$ 5,509.88
Marsh Pty Ltd	Insurance	\$17,659.91	Already paid

ACCOUNT 2

Nil

Cash balance Acct #1	\$ 4,588.43
Cash balance Acct #2	\$ 100.00
Cash balance Acct #3	\$ 20,570.18
Term deposit	\$100,000.00
TOTAL	\$125,258.61

MONEY RECEIVED

Credit interest account #3 \$ 121.06

Refer to reconciliation report for registration payments

Negotiations with AusDBF led to agreement to reimburse DBSA the amount of \$7000 owing from the Nationals. Due to the 60/40% reimbursement split this equates to \$4156.00.

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

7 STRATEGIC PLAN REVIEW

5. Volunteer Management

5.1 Train Race Day Volunteers

A log book is being established to record activities undertaken by race day volunteers with database to be designed to allow said recording.

5.2 Sourcing Volunteers

Clubs sourcing volunteers internally with external advertising being placed.

5.3 Volunteer Acknowledgement

To be placed on agenda for discussion at next meeting to address.

Action: Chris

8 JUNIOR DEVELOPMENT REPORT

Nil report on junior development until funding approval received from government to employ Lisa Kennedy in this portfolio.

9 AUS DBF REPORT

9.1 Aust Championships Adelaide – account finalisation

Discussed earlier.

John Holland advised that the national training camp would be held in Canberra however noted that the lake is currently closed so not sure if this will impact on the camp.

10 SECRETARY'S REPORT

- Letter received from SAPOL advising that VOAN number has been withdrawn. A letter of appeal has been sent and awaiting response.
- Letter sent to Margaret Davidson to address issues with recent sweep assessment and requirements subsequently advised for her to undertake.

- Lease agreement for new boatshed tabled for review during this meeting prior to vote being taken.
- DBSA will be completing the Child Safe Environment paperwork on behalf of the clubs with Sport SA writing necessary policies by 28 February 2010.

11 NEW BUSINESS

11.1 Port Adelaide Sailing Club

Discussed.

11.2 Participant numbers at local regattas

John Holland advised of discussion held at the RC meeting recently on the seemingly lower number of participants at race days this season. Various reasons were put forward by clubs with some noting that the program was too crowded with three regattas towards the end of the season being held over three weeks. It was recommended to the Board that Round 7 – Regatta 5 (10's) be cancelled on 13 February 2011. The Chinese New Year event would be held as a replacement event and clubs would receive qualification into the state championships.

The Board considered this recommendation and agreed to cancel Round 7 and use the Chinese New Year event as a qualifier for the state championships. Clubs to be advised.

Action: John

Consideration would be given next season for some of the race days to change to include just premier events only which would reduce the categories and allow more teams to participate. John Holland agreed to draft said program.

Action: John

11.3 Copper Coast Regatta, Wallaroo

Discussed.

11.4 DBSA Volunteers Log Book

Discussed.

11.5 Clearances

11.5.1 Morna Coats (DAPL to Dragons Abreast Adelaide)

The clearance application from Morna Coats to transfer from DAPL to Dragons Abreast Adelaide was tabled. It was noted that the form should have actually stated Water Warriors as the intention was for Morna to paddle with their Warriors Abreast team upon her relocation from Port Lincoln to Adelaide.

It was agreed that due to the extenuating circumstances of relocating from Port Lincoln to Adelaide that the clearance would be approved to Water Warriors.

11.5.2 David Summers (Dragon Fly to Blue Water Raiders)

The clearance application from David Summers to transfer from Dragon Fly to Blue Water Raiders due to relocation to the country was tabled.

It was agreed that due to the extenuating circumstances of relocating from Adelaide to Port Lincoln that the clearance would be approved to Blue Water Raiders.

11.6 Sean Carey

The letter from Sean Carey seeking to be coopted to the Board was circulated. It was agreed to extend an invitation to him to attend the next meeting and if both parties were comfortable with each other first.

Action: Chris

Agreed that a policy would be written to govern any coopting to the Board whereby the co-optee would first be invited to attend a meeting to allow both parties to determine whether they are comfortable with the arrangement.

Action: Julie

11.7 Changes to race program

Discussed.

11.8 Headspace Grant

John Holland advised that the grant application had been received for Headspace to receive the amount of \$9000 to spend towards young people with mental health issues. A portion of this would be given to DBSA for use of the dragon boats and facilities to cover their respective use.

11.9 State Squad

Training has commenced with over 40 participants expressing their interest however training was light on before the Christmas break.

Agreed funding would be allocated for a team BBQ.

12 ANY OTHER BUSINESS

- Noted some dissatisfaction expressed by one club participating in the Around the Island race with regard to some teams removing the sand bags from their dragon boat making their boats lighter.

DBSA response was that it was up to the sweeps and teams to check their boats before racing and that some clubs had checked their bilges as directed on the task list and removed the sand bags from their boat after the Nationals. Agreed to bring this up at the next RC meeting to remind clubs to check boats before use on each occasion.

Action: DBSA

- Requirement to have electrical equipment tagged was discussed and agreed to be followed up.
Action: DBSA
- RC committee had suggested involvement to raise profile in the 2011 OzAsia Festival and it was agreed that this would be worthwhile and could be scheduled as the first Torrens race day in the 2011/12 season.
- Noted majority of clubs attended database training on Sunday 05 December 2010 at Sport SA with general feedback given that it was an easy to use system. Agreed only organising club should receive copy of the email advice of teams entered.
Action: Marie

Agreed to trial the process whereby organising club is responsible for printing out all of the team sheets and arrange for them to be laminated and handed in to the Finishing Line judge first thing on the Sunday of a race day. Any changes made by clubs after the closing deadline (Thu before race day) are to be printed out by the respective clubs, laminated and handed in also.

- John Holland asked if he could be kept informed of any training being held in order to include in the grant acquittal paperwork.
- The Come N Trys held during the Art at the Hart festival had good numbers for Adelaide Sea Dragons with about 62 participants and clubs are encouraged to be involved next time.
- Noted some sweeps were not wearing life jackets at all times and clubs are reminded that it is a requirement of the exemption granted regardless of the time of the day.
Action: Chris
- Noted some participants were parking their car on the grass verge when there was parking available elsewhere and could receive a parking fine from the council. This area is only to be used when there is no parking available elsewhere in the car park. Agreed to circulate map of parking to clubs again.
Action: Chris
- Options to permanently attach the speakers to the new dragon boats would be investigated.
- The Land Management Corporation lease agreement for the new boatshed was subsequently reviewed during this meeting.

Moved: Steve Clinch

Seconded: Natasha Pataki

Carried

Motion to sign the LMC lease for the boatshed.

13 NEXT MEETING

The next meeting is scheduled for 8pm on 12 January 2011 at Port Dock Brewery Hotel, Port Adelaide

14 CLOSE OF MEETING – 10:05PM

Signed: _____

Date: ____/____/____ Chairperson