



# MINUTES

## Board Meeting

**Thursday 15 November 2012 at 8PM**  
**At The Sailing Club – 1 Jenkins Street Port Adelaide**

**1 OPEN MEETING – 8:10PM**

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

**3 APOLOGIES:** Pat Doogue

**4 MINUTES OF PREVIOUS MEETING 10 OCTOBER 2012 ACCEPTED AS A TRUE AND CORRECT RECORD:**

**Moved:** Steve Clinch

**Seconded:** Rick French

**Carried**

**5 ACTION ITEMS/BUSINESS ARISING**

ACTION ITEMS – PREVIOUS MEETING	
NO.	ACTION
144	Actioned. Council are changing over all their community asset locks to a new system with the Boatshed to be changed over later. Should it be required urgently this is to be advised in writing. The missing lock has been located and will now act as a spare in the interim. It had fallen into the hose reel.
145	Ongoing. Copper Coast to be invoiced \$500 for boat lease plus insurance for the trailer for 2012-13 season. As they have already paid some money this is to be credited on their invoice. <b>Action: Jennifer (#159)</b> Blue Water Raiders to be invoiced \$500 for boat lease for 2012-13 season. <b>Action: Jennifer (#160)</b> In regard to outstanding payment owed by ASA for trailer hire it was agreed that the amount owing of \$123.45 would be credited and they would be advised that it was not DBSA policy to subsidise Clubs heading overseas. <b>Action: John (#161)</b>
146	Ongoing. Raymond to provide simplified Sweeps report. <b>Action: Marie (#162)</b> Clubs to be advised that they will need to advise John Holland separately of any paddler who has swept a race/event that is not able to be entered in SmartSpace (ie Corporate Challenge event). <b>Action: Marie (#163)</b>
147	Ongoing. Follow up to be made with company that originally produced all the 2010 Nationals DVD to ascertain if they are able to make any further copies. <b>Action: Jen (#164)</b>
148	Actioned. DBSA promotional stickers and promotional flyers produced for Karen Graetz.
149	Actioned. Requirements for volunteers for school zones events circulated prior to each day.
150	Actioned. Agreed no merit in following up with issuing "V" card to DBSA volunteers.
151	Actioned. Monitor former PBs sweep to see if he is still capable of sweeping a Corporate team on Saturday mornings.
152	Actioned. Enquire at Nationals meeting as to whether or not the testing requirements for selection have been set by a suitably qualified person.

153	Actioned. Fitness First provided facilities and equipment at no charge to test the Aurora squad.
154	Actioned. Provide AusDBF with list of registered paddlers details as in previous years.
155	Actioned. Relevant Clubs advised of clearance ratified for Peter Norcliffe – ASD to Power Blades.
156	Actioned. The insurance information circulated by John Harris was reviewed and agreed that the additional coverage should be taken. <b>Action: John (#165)</b>
157	Actioned. Applications sent out for State Coach positions to the panel members with interviews held on 13 Oct 12. Follow up to be made with Streaky Bay to apologise for them not receiving some of the emails about the State Team. <b>Action: John (#166)</b>
158	Ongoing. Maintenance on downstairs lockers is almost complete.
<b>NO.</b>	<b>ACTIONS CARRIED OVER</b>
113	Actioned. Strategic Planning session held on 20 Oct 12 with the revised plan to be circulated to Clubs once finalised for feedback. <b>Action: John (#167)</b>
114	Actioned. Email sent to Clubs seeking if there were any spare lockers/storage units for new storage area in the Boatshed with no response received. Noted there was a locker already there which requires a coat of paint. <b>Action: Pat (#168)</b>
119	Ongoing. Approval given for DBSA signage to be made. <b>Action: Chris (#169)</b>
120	Ongoing. Policy #07 to be updated to include previous clauses that have since been removed. <b>Action: Julie (#170)</b>
122	Actioned. Remind Clubs of requirement to have mobile phone in each dragon boat during each training session.
124	Actioned. Undertake training on new website at The Sailing Club.
125	Ongoing. Contact Messenger about how to submit articles on race results and Advertiser re article for “what’s on” section.
126	Actioned. Send list of tertiary students contact details to Karen Graetz to follow up with Uni Life to organise event.
127	Ongoing. The performance review scheduled for November was cancelled by Karen Graetz. Agreed to be rescheduled with Karen Graetz after the school zone days.
133	Actioned. Letter sent to Alison McPherson’s re her request for clearance from ASD to Adelaide Phoenix.
134	Actioned. Update Policy register to note endorsement of Policy #019.
136	Ongoing. Update Policy register and check for current electronic versions held.
137	Actioned. Send out proposed 2013 meeting dates to Clubs.
142	Ongoing. Follow up with Kay & Neville Greenwood if they are interested in going through DBSA Accredited Officials program.
2	Ongoing. Obtain quote for DBSA trailer to be painted blue before stickers can be placed on it. Noted the trailer now has an exhaust pipe attached.
11	Actioned. Follow up with Mick Burridge and Michael Rubini as to which one deposited their \$20 AusDBF entry fee and chase up the outstanding payment.
24	Ongoing. Email sent to Clubs seeking details of key holders and advised of urgency as is delaying the issuing of any further keys.
78	Ongoing. Follow up contacts in Riverland in order to progress establishment of a team.
97	On hold. Meeting will be held with Events SA as soon as AusDBF provide the criteria for the Australian bid in order to review the SA proposal for 2016 WCCCs.
PF 03	Ongoing. Ambulance SA to be followed up again for worst case scenario timing to have an ambulance arrive so that any contingencies can be included in the DBSA risk assessment. Agreed to follow up Channel 44 and renegotiate commencement time of contract given that there has been no advertising to date. <b>Action: John (#171)</b>
109	Ongoing. Book Green Shirt marquee and flags for State Titles from OR&S.

MAINTENANCE ACTION ITEMS	
NO.	ACTION
14	Ongoing. Undertake maintenance of Torrens boats at end of season.
93	Actioned. Undertake maintenance of sweep oar on boat returned from Barmera/
100	Actioned. Noted Annies Alterations (131 Semaphore Road) will repair life jackets at a cost of \$5 each with DBSA to supply the clips.

6 FINANCIAL REPORT – OCTOBER 2012

## Dragonboat SA Inc

GPO Box 684 Adelaide SA 5001

### Reconciliation Report

	ID#	Date	Memo/Payee	Deposit	Withdrawal
<b>Cheque Account:</b>	<b>1-1110</b>		<b>ACCOUNT 1</b>		
Date of Bank Statement:	31/10/2012				
<b>Reconciled Cheques</b>					
	142143	12/01/2012	Black Dragons Dragon Boat Club		\$100.00
	142196	6/06/2012	Subsonix DB Club (Supplier) - race prizes		\$85.85
	142211	3/10/2012	Department of Transport		\$71.00
	142212	3/10/2012	Seven Network (Operations) Ltd - DVD		\$75.00
	eft	3/10/2012	Adelaide City Council		\$60.06
	eft	3/10/2012	Admin Focus - inv 817		\$1,830.13
	eft	4/10/2012	Adelaide Sea Dragons (supplier)		\$163.00
	142214	10/10/2012	City of Charles Sturt		\$22.00
	142215	10/10/2012	Michael Cheetham -		\$440.00
	142216	10/10/2012	John Harris		\$165.07
	142218	10/10/2012	Karen Graetz - junior development		\$375.00
	eft	12/10/2012	AusDBF - paddler fee		\$4,840.00
	eft	12/10/2012	Digitalhost - inv 11908		\$96.80
	eft	12/10/2012	John Holland		\$1,683.14
	eft	12/10/2012	Telstra		\$50.69
	eft	12/10/2012	Sport SA - inv 9335, 9341		\$99.00
	TR000038	12/10/2012	Money Transfer		\$5,894.00
	eft	14/10/2012	AusDBF - paddler fee 220p		\$4,840.00
	eft	18/10/2012	AusDBF - subs		\$550.00
	eft	22/10/2012	John Holland		\$1,170.72
	eft	27/10/2012	Black Dragons DB Club (supplier)		\$100.00
	eft	27/10/2012	Bank SA		\$8.00
	eft	28/10/2012	John Holland		\$379.31
			<b>Total:</b>	<b>\$0.00</b>	<b>\$23,098.77</b>
<b>Reconciled Deposits</b>					
	2350	2/10/2012	Copper Coast Battle Dragons Club - C1	\$107.00	
	2351	2/10/2012	Black Dragons DB Club - F1	\$157.00	
	2352	2/10/2012	Water Warriors Dragon Boat Club - rfees 116-16011	\$307.50	
	2353	3/10/2012	SADA - rfees 116-16036	\$172.50	
	2354	3/10/2012	Subsonix Dragon Boat Club - F1, T1	\$289.00	
	2354	3/10/2012	Payment; Subsonix Dragon Boat Club	\$30.00	
	2355	4/10/2012	Subsonix Dragon Boat Club - rfees 116-16062	\$127.50	
	2356	5/10/2012	Waiwilta Paddling Club Inc - rfees 116-16078	\$105.00	
	2357	5/10/2012	Dragons Abreast Pt Lincoln - rfees 116-15788	\$7.50	
	2357	5/10/2012	Payment; Dragons Abreast Pt Lincoln	\$8.00	
	2358	9/10/2012	Payment; Gavin Kohler	\$20.00	
	2359	10/10/2012	Adelaide Sea Dragons - rfees 116-16079	\$389.50	

2360	10/10/2012	Blue Water Raiders - rfees 116-15969	\$105.00
2361	11/10/2012	Copper Coast Battle Dragons Club - rfees 116-15938	\$127.50
2362	11/10/2012	Shared Services SA	\$15,000.00
2363	11/10/2012	Black Dragons Dragon Boat Club - F3	\$471.00
2364	17/10/2012	Payment; Dragons Abreast Pt Lincoln	\$2.00
2365	22/10/2012	Water Warriors Dragon Boat Club	\$157.00
2366	24/10/2012	Payment; Mike Burrige	\$20.00
2367	25/10/2012	Subsonix Dragon Boat Club - F1, rfees 11616373	\$352.00
2368	26/10/2012	Blade Runners - F1	\$157.00
2369	26/10/2012	Water Warriors DBClub - rfees 116-16375	\$217.50
2370	26/10/2012	Adelaide Sea Dragons- rfees 116-16371	\$277.50
CD000001	27/10/2012	Reversal; 142143; 12/01/2012	\$100.00
2371	29/10/2012	Telstra	\$10.62
2372	29/10/2012	Adelaide Phoenix - rfees 116-16370	\$225.00
2373	29/10/2012	Cafe2u	\$50.00
2374	30/10/2012	Payment; Adelaide Sea Dragons	\$30.00
2375	30/10/2012	Waiwilita Paddling Club Inc- F1	\$157.00
2376	31/10/2012	Powerblades Dragon Boat Club - F3	\$471.00
<b>Total:</b>			<b>\$19,650.62</b>

**Outstanding Cheques**

142160	11/03/2012	Adelaide Phoenix	\$22.50
142179	27/05/2012	Alison Burgess - state prem accomodation	\$82.20
142182	27/05/2012	Chelle Hosking - state prem accomodation	\$82.20
142213	7/10/2012	C Watson	\$75.40
142217	10/10/2012	S Clinch	\$85.35
142219	15/10/2012	South Adelaide Squash Centre - inv SA2709	\$78.00
142220	31/10/2012	Canoe SA	\$2,460.37
<b>Total:</b>			<b>\$0.00</b>

**Reconciliation**

MYOB Balance on 31/10/2012:	\$18,898.28
Add: Outstanding Cheques:	\$2,886.02
Subtotal:	\$21,784.30
Deduct: Outstanding Deposits:	\$0.00
<b>Expected Balance on Statement:</b>	<b>\$21,784.30</b>

**Cheque Account: 1-1130**

**ACCOUNT 3**

Date of Bank Statement: 31/10/2012

**Reconciled Deposits**

TR000038	12/10/2012	Money Transfer	\$5,894.00
int	31/10/2012	Bank SA	\$47.10
<b>Total:</b>			<b>\$5,941.10</b>

**Reconciliation**

MYOB Balance on 31/10/2012:	\$20,047.35
Add: Outstanding Cheques:	\$0.00
Subtotal:	\$20,047.35
Deduct: Outstanding Deposits:	\$0.00
<b>Expected Balance on Statement:</b>	<b>\$20,047.35</b>

**Moved: Jennifer Bould                      Seconded: Chris Wood                      Carried**  
**Motion to accept financial reports and pay accounts on Account 1**

Agreed to pay 50% of Canoe SA invoice only for arrears and advise balance will be paid on provision of breakdown of expenses for lease of the Boatshed.

**Action: Jen (#172)**

John Holland tabled the trophies awarded for the Corporate Challenge event which cost \$12 each plus engraving. General consensus was they were impressive.

## 7 STRATEGIC PLAN REVIEW

On hold until new Strategic Plan is in place.

## 8 JUNIOR DEVELOPMENT REPORT

Nil.

## 9 SECRETARY'S REPORT

Correspondence in:

- Letter received from ASA seeking DBSA funding assistance for their participation at an overseas event.
- Correspondence received from Paulene Thomas (ASD) seeking refund of DBSA registration fee due to inability to paddle due to health reasons. Noted request also expected from Wendy Campbell (Subsonix). Both were considered and approved.  
**Action: Jen (#173)**
- Letter of resignation received from the Board from John Harris which was accepted. Confirmation advice to be sent back to John Harris with his offer to remain as the Chair of the Cultural portfolio accepted.  
**Action: Jen (#174)**
- Invitation to attend the "Social media within sporting organisations" was circulated with various DBSA Board members registering along with some participants.

## 10 AusDBF REPORT

- ∅ John Holland noted there was some conjecture as to whether the AusDBF meeting scheduled for 16 December will proceed or an alternate date arranged.
- ∅ Steve Clinch advised that he had submitted the results of 13 tests to the Nationals Coach with invitation to be extended to the training camp to successful candidates.

## 11 NEW BUSINESS

### 11.1 Clearance application

The following clearance application was ratified by the Board:

- 🚩 Sjaan Bray – from ASD to Adelaide Phoenix
- 🚩 Trish Hartwright – from Blade Runners to Power Blades
- 🚩 Brianna Douglas – Black Dragons to Adelaide Phoenix

**Action: Marie (#175)**

### 11.2 Website update - status

Email to be sent to Clubs on Monday advising them of launch of new website and that feedback would be welcome. Advise Jono of launch date also.

**Action: Julie/Chris (#176)**

### 11.3 Insurance documentation

Discussed previously.

### 11.4 Strategic Planning session – 20/10/12 - Outcome

Discussed previously.

### 11.5 SGM and SGM Motions – 8/11/12 - Outcome

The motions put forward were ratified and paperwork has been duly sent to OCBA.

### 11.6 Presidents Forum – 8/11/12 – Outcome

The RC recommended that DBSA purchase a new trophy for the Peter Bristow Memorial Challenge.

The RC agreed that for this event only this year that the Mixed Crew will be changed to allow for a maximum of 12 men.

**ANY OTHER BUSINESS**

- Ø John Holland reported on a meeting with the organiser of the [www.wewannago.com](http://www.wewannago.com) website after an initial approach made to some of the Clubs. The website allows users to advertise events or activities on the website at a cost of \$47 per month.

Agreed this would be a worthwhile opportunity for both Clubs and DBSA to promote Come N Try type events, forthcoming races and any events being held. An initial 6 month free trial offer has been made to DBSA and if the website works at the end of 12 months Clubs would all be given the offer to sign up for their own arrangement however all would need to be in agreement otherwise DBSA would be the only user. To be advised that DBSA is happy to trial it.

**Action: John (#177)**

- Ø As a result of the OR&S Sustainability program DBSA needs to provide or review the following policies:
  - Anti-doping
  - Hot weather
  - Match fixing

Suggested that AusDBF be requested to provide a national "match fixing" policy.

**Action: John (#178/9)**

- Ø The "360 degrees" review was circulated to Board members - Clubs will be asked by Office for Rec & Sport to complete the review in due course.

- Ø Website link to be placed on new DBSA website to "Play by the Rules" program.

**Action: Julie (#181)**

- Ø Appreciation to be extended from DBSA to all those volunteers who participated in the Pub & Corporate Challenge to make it such a success and also to Tina Pupello of Finance Tactics.

**Action: Chris (#182)**

John Holland advised that the RC meeting every Club undertook to recruit a Corporate team for the 2013. Noted that the Board appreciated this offer.

Date set of 10 November 2013 for the 2013 event. Promotional material to be prepared and posted to website.

**Action: Chris (#183)**

- Ø In regard to the bridge being built over the River Torrens John Holland advised that he had previously met with a group that are aware of the requirements of the river users and are willing to incorporate their needs.

Any concerns that participants have with racing on the Torrens can be directed to JH who is in touch with the design team.

- Ø Agreed follow up to be made with Copper Coast in relation to request for a copy of the registration papers for the trailer. Advise ASA that contact will be made direct with Copper Coast on this.

**Action: Jen (#184)**

- Ø Suggestion put forward that a plaque should be placed on the DBSA trailer stating that "this is the property of DBSA".

**Action: Chris (#185)**

- Ø Reimbursement of \$20 to be paid to Julie French for cost of ingredients to make the cakes for the Volunteers Day.

**Action: Jen (#186)**

- Ø Brief discussion held on merits of holding workshop for Club Office Bearers each year.

- Ø In relation to Sweeps competency tests it was noted that they were adequate and were now in operation nationally. Important to note that during the exit interview that mention is made of what went wrong and areas to be worked if advised as being "not yet competent".

**13 NEXT MEETING**

The next Board meeting is scheduled for 6pm on Wednesday 19 December 2012 at 6pm to be followed by dinner at the Grange Hotel.

**14 CLOSE OF MEETING – 10:52PM**

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

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