



# MINUTES

## Board Meeting

**Wednesday 19 December 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 Pat Doogue

**3 APOLOGIES:** Julie Clinch

**4 MINUTES OF PREVIOUS MEETING 15 NOVEMBER 2012 ACCEPTED AS A TRUE AND CORRECT RECORD:**

**Moved:** Steve Clinch

**Seconded:** Pat Doogue

**Carried**

**5 ACTION ITEMS/BUSINESS ARISING**

ACTION ITEMS – PREVIOUS MEETING	
NO.	ACTION
159	Actioned. Copper Coast were invoiced \$500 for boat lease and trailer hire for 2012-13 with a credit to be given for maintenance work undertaken on boat and trailer.
160	Actioned. Blue Water Raiders were invoiced \$500 for boat lease hire for 2012-13 season with payment duly received.
161	Actioned. ASA advised that DBSA policy does not allow for Clubs to be subsidised to enter overseas events and that the outstanding amount of \$123.45 owed by them will be waived on this occasion.
162	Ongoing. Follow up with Raymond for a summary Sweeps report.
163	Actioned. Clubs advised that they need to advise John H separately of any sweep races that are not able to be entered into SmartSpace (ie Corporate Challenge).
164	Ongoing. Follow up with company that produced 2010 Nationals DVDs to ascertain if they are able to produce any more copies as there are none available. Status is will cost approximately \$800 to arrange so agreed John Holland to continue to source copy of DVD elsewhere.
165	Ongoing. Insurance company advised of requirement for additional insurance coverage to cover Directors however no response received to date.
166	Actioned. Apology given to ASD Streaky Bay for them not necessarily receiving emails about the State Team training/coaching status.
167	Ongoing. Strategic Plan to be circulated to Board for feedback once finalised.
169	Ongoing. Arrange for DBSA signage for The Sailing Club to be made as quoted and agreed.
170	Ongoing. Arrange for Policy #07 to include missing clauses.
171	Ongoing. Arrange meeting with Ch44 to renegotiate commencement date of contract. To be done once website is live. Agreed to look at relocating website over to Raymond given poor service provided by current domain holder. <b>Action: Chris (#186)</b>
172	Actioned. Only 50% of Canoe SA invoice was paid with note sent advising balance would be paid upon provision of breakdown of lease arrangement for users. Response received advising they were not happy that full amount had not been paid and they felt that they had provided sufficient information. DBSA advised that we still wish to see the method used to allocate the costs to the various users.

173	Actioned. Paulene Thomas (ASD) reimbursed her DBSA registration fee due to ill health and also Wendy Campbell for injury.
174	Actioned. Confirmation advice sent back to John Harris accepting his Board resignation with offer accepted by him to remain as the Chair of the Cultural portfolio.
175	Actioned. Clubs advised of ratified clearances below with SmartSpace updated: <ul style="list-style-type: none"> <li>✦ Sjaan Bray – from ASD to Adelaide Phoenix</li> <li>✦ Trish Hartwright – form Blade Runners to Powe Blades</li> <li>✦ Brianna Douglas – Black Dragons to Adelaide Phoenix</li> </ul>
176	Ongoing. Clubs to be advised of launch of new website once up and running and seek feedback/suggestions from them. Advise Jono to launch website before Monday
177	Ongoing. Meeting to be held in new year with <a href="http://www.wewannago.com">www.wewannago.com</a> to arrange initial 12 month deal.
178	Ongoing. Ask AusDBF to draft a national “match fixing” policy.
179	Ongoing. The “anti-doping” and “hot weather” policies are to be reviewed by Board members by Friday and if no feedback received will be duly considered to be endorsed.
180	Rescinded. Forward “360 degrees” document to Clubs for feedback on DBSA.
181	Ongoing. Website link to be placed on new DBSA website to “Play by the Rules” program.
182	Ongoing. 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.
183	Ongoing. Upload promotional material to website for 10 Nov 13 Corporate Challenge.
184	Actioned. Follow up made with Copper Coast in relation to request for a copy of the registration papers for the trailer and ASA advised that contact will be made direct with Copper Coast on this.
185	Ongoing. Arrange for plaque for DBSA trailer “property of DBSA”.
186	Actioned. Reimburse Julie French \$20 for ingredients for cakes for Volunteers Day.
<b>NO.</b>	<b>ONGOING ACTION ITEMS</b>
109	Ongoing. Book Green Shirt marquee and flags for State Titles from OR&S.
125	Ongoing. Contact Messenger about how to submit articles on race results and Advertiser re article for “what’s on” section.
127	Withdrawn. Reschedule Performance Review with Karen Graetz after zone days.
142	Actioned. Follow up with Kay & Neville Greenwood are Wendy Campbell to ascertain if they are interested in going through DBSA Accredited Officials program.
158	Actioned. Advise Clubs of availability of lockers at The Sailing Club with requests to be sent direct to John Holland. <b>Action: John (#187)</b>
2	Ongoing. Obtain quote for DBSA trailer to be painted blue before stickers can be placed on it.
24	Ongoing. Update key register and produce form for reporting through DBSA of lost keys which will then go with the CSC form. Form is to be posted to the website. Agreed \$50 fee for replacement key. <b>Action: Chris (#188)</b>
78	Ongoing. Follow up contacts in Riverland in order to progress establishment of a team.
97	Ongoing. Meeting with Events SA contact to review proposal for 2016 WCCCs cannot be held until AusDBF provide details of bid process first.
<b>NO.</b>	<b>PRESIDENTS' FORUM</b>
PF 03	Ongoing. Contact Ambulance SA Johns to find out the given response time to Aquatic Reserve.
<b>NO.</b>	<b>MAINTENANCE COMMITTEE</b>
14	Ongoing. Further maintenance of Torrens boats to be undertaken at end of season.
100	Ongoing. Put in place a maintenance program to arrange to clean the life jackets and possibly assign some to each Club to do. Follow up contact on Semaphore Road to arrange repair of clips on life jackets.(Annie's Alterations 131 Semaphore Road).
168	Ongoing. Arrange for locker in Boatshed new storage area to be painted.

<b>Reconciliation Report</b>				
ID#	Date	Memo/Payee	Deposit	Withdrawal
<b>Cheque Account: 1-1110 ACCOUNT 1</b>				
<b>BANK BALANCE AS @</b>	<b>30-Nov-12</b>		<b>ACCOUNT 1</b>	<b>\$ 17,188.83</b>
less total unrepresented cheques				
			# 142160 \$ 22.50	
			142179 \$ 82.20	
			142182 \$ 82.20	
				\$ 186.90
				<b>\$ 17,001.93</b>
<b>BANK BALANCE AS @</b>	<b>30-Nov-12</b>		<b>ACCOUNT 3</b>	<b>\$ 20,096.78</b>
<b>ACCOUNTS PAYABLE</b>				
<b>ACCOUNT 1</b>				
Admin Focus		inv 835	\$ 1,522.13	
		trailer tyre, volunteer		
R French		catering	\$ 100.00	
J Clinch		first aid kit	\$ 149.00	
Cartridge World		ink cartridges	\$ 140.00	
		corporate challenge		
Dragonboat Australia		plates	\$ 166.32	
John Holland		engraving	\$ 387.50	
Sailing Club		meetings x 45	\$ 450.00	
Sailing Club		meetings for ASD x2	\$ 40.00	
Canoe SA		shed rent	\$ 1,230.18	
Wendy Campbell		fees refund	\$ 147.00	
				<b>\$ 4,332.13</b>
<b>ACCOUNT 2</b>		DragonboatSA PAAF		
		cash balance acct #2		\$ 2,662.52
		cash balance acct #1		\$ 17,188.83
		cash balance acct # 3		\$ 20,096.78
		term deposit 2060		\$ 54,784.07
		term deposit 1260		\$ 30,000.00
		<b>total</b>		<b>\$ 122,069.68</b>
<b>MONEY RECEIVED</b>				
credit interest account #3		\$ 49.43		
refer to reconciliation report				

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

Email to be sent to PAAF seeking payments for venue hire.  
**Action: Jen (#189)**

Invoice to be sent to ASD for \$100 for room hire for 13/10/12 and one to ASA for insurance for trailer.  
**Action: Jen (#190)**

Agreed Copper Coast to be asked to provide pictorial evidence of maintenance undertaken to boat and trailer before credit will be issued for work undertaken.  
**Action: Jen (#191)**

## 7 STRATEGIC PLAN REVIEW

On hold until new Strategic Plan is in place.

## 8 JUNIOR DEVELOPMENT REPORT

Resignation from Karen Graetz accepted. Position description to be circulated with one application received already from a Benjamin Mastersons.  
**Action: John (#192)**

## 9 SECRETARY'S REPORT

Correspondence in:

- Sport SA renewal agreement received for \$1100 for provision of policies, DragonsBreath newsletter and access to State Sports Dispute Centre. Agreed to sign and return.  
**Action: John (#193)**
- Acknowledgement received from John Harris that he is willing to remain as Chair of Cultural portfolio.

- “De-fib Your Club for Life” program information was circulated to Board members and agreed to discuss at next meeting.
- Article in the Advertiser’s BOOMER 2012 lift out on “Challenging stereotypes to enjoy life and ageing”.

## 10 AusDBF REPORT

- Risk Management workshop went well. AusDBF have produced a Safety, Health and Environmental policy and have developed a scoring system for Risk Assessments which will eventually be circulated to each state association for feedback.
- 2013 Nationals Bulletin #1 circulated.
- AusDBF advised not in a position yet to provide any details for bids for Worlds 2016 event.

## 11 NEW BUSINESS

### 11.1 Clearance application

Nil.

### 11.2 Website update - status

New DBSA website to be launched imminently.

### 11.3 State team update

Steve Clinch gave a report on the status of the various teams. Noted numbers were down overall. Suggested dates be set in advance for Coaches meetings.

Congratulatory letter to be sent to the two successful applicants for \$500 scholarship for Premier Team costs. Email to be sent to State team participants advising them of the above outcome and advising that the deadline for scholarship applications has been extended to Friday 4 January 2013 with applications to be considered on their merit.

**Action: Steve (#194)**

## 12 ANY OTHER BUSINESS

- Agreed an additional (pink) boat will be given to Goolwa for forthcoming Come & Try events and the Wooden Boat Festival in January. Maintenance has already been undertaken on DBSA boat provided.

DBSA to send representation to 9 January 2013 meeting with a number of interested paddlers and to take some paddles. Suggested if Subsonix interested in doing training down there that they time it for 24&25 festival so that some races can be organised and novelty type events. Details to be circulated to Board.

**Action: John (#195)**

- CANTEEN have expressed interest on event being held at Wellington on 23 & 24 January 2013. Suggested that consideration be given to using boats located at Goolwa and involving any of their interested paddlers.
- Life Be In It are keen for a 6 x week program in March & April for one day a week on the Torrens with 3 sessions commencing at 11am, 12 noon and then 1pm with 3 boats required. Agreed to run similar to WEA model with further planning to be held at next Board meeting.
- Noted Deb White is no longer working for SARA.
- Steve Clinch advised first aid kit has arrived which includes a plastic stand which was considered beneficial.
- Given necessity to close meeting agreed that a discussion would be held over dinner on the merits of adding to a Perth order for 10s or 20s Champion boats.
- Enquiry received from Blue Water Raiders if they can enter a Womens 10s team in the Grand Masters and Masters categories for the State Championships. Response to be sent that if the events are being held then they would be allowed to participate.  
**Action: John (#196)**
- Meeting to be arranged with SARA to investigate option of putting in paddling adaptors on SARA’s Concept-2 rowing machines to assist with testing for the High Performance team.  
**Action: John (#197)**

**13 NEXT MEETING**

The next Board meeting is scheduled for Tuesday 8 January 2013 at 8pm.

**14 CLOSE OF MEETING – 7:35pm**

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

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