



MINUTES

Board Meeting

Monday 14 January 2013 at 8PM
At The Sailing Club – 1 Jenkins Street Port Adelaide

1 OPEN MEETING – 8:10PM

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

3 APOLOGIES: Jennifer Bould

4 MINUTES OF PREVIOUS MEETING 19 DECEMBER 2012 ACCEPTED AS A TRUE AND CORRECT RECORD:

Moved: Steve Clinch

Seconded: Pat Doogue

Carried

5 ACTION ITEMS/BUSINESS ARISING

ACTION ITEMS – PREVIOUS MEETING	
186	Ongoing. Arrange to move website from current ISP over to Raymond given poor service provided. Agreed to follow up with Jono Kingston from Much Media first as to whether he could recommend an ISP.
187	Actioned. Advise Clubs of availability of lockers at The Sailing Club and to send any expressions of interest direct to John Holland. WWs and ASA have taken advantage of this.
188	Ongoing. Produce new form for Clubs to report loss of DBSA keys and post to the website (form will be attached to Council's covering form). Clubs have been requested to provide this information by Friday and are to be advised that only those who provided key holder details would receive a replacement key next month when the lock is changed. Action: Chris (#198)
189	Actioned. Send email to PAAF seeking payments for venue hire.
190	Actioned. ASD have paid their invoice (\$100) for room hire for 13/10/12 event. ASA invoiced for insurance for their trailer.
191	Ongoing. Copper Coast requested to provide pictorial evidence of maintenance undertaken to boat and trailer before credit will be issued for work undertaken.
192	Actioned. Circulate Junior Development Officer position description.
193	Actioned. Sign Sport SA agreement.
194	Actioned. Congratulatory email to 2 x successful candidates for Premiers Team scholarship and email to Premier team participants advising of above and extension to deadline for applications extended to 25 January 2012.
195	Actioned. Circulate details to Board of Goolwa activities in February (Come & Trys and Wooden Boat Festival) and arrange to relocate another boat (pink) and some paddles for 9 Jan meeting in Goolwa. A dragon boat was relocated to Goolwa and a meeting held on 9 January 2013 with Chris Wood and John Holland representing DBSA. A Come N Try was held on 13 January with 48 participants and paperwork submitted for 6 sweeps' examinations. Further training would be provided to them on 20 January. Agreed Steve & Julie Clinch to follow up with Pat Werner whether other group in Murray Bridge can access her dragon boat and advise John of outcome. Action: Julie & Steve (#199)

196	Actioned. Write to BWRs in response to their request advising that if the events they are requesting are being held in the State Championships then they will be permitted to participate in them.
197	Ongoing. Agreed to follow up with SARA (Damian Jurlique) to arrange paddling adaptors to be placed on SARA's Concept-2 rowing machines to assist with dragon boat testing for selections. Suggested that SARA be asked if their land could be used for race meetings rather than the Council's. Action: John (#200) Follow up is being made with Council by Chris Wood if there were any issues precluding DBSA from using the alternate area to hold the February race meeting.
ACTION ITEMS – CARRIED OVER	
002	Ongoing. Obtain quote for DBSA trailer to be painted blue before stickers can be placed.
024	Actioned. Key register to be updated to record key for trailer given to Steve Clinch and Jennifer Bould with remainder held by John.
078	Ongoing. Follow up contacts in Riverland in order to progress establishment of a team.
097	Ongoing. Feedback awaited from AusDBF on 2016 WCCCs. Request to be made to AusDBF to post Minutes to website. Action: John (#201)
109	Ongoing. Book Green Shirt marquee and flags for State Titles from OR&S.
125	Ongoing. Contact Messenger by next meeting on how to submit articles on race results and the Advertiser re an article for "what's on" section.
142	Actioned. Neville Greenwood is interested in going through DBSA Accredited Officials program and Kay Greenwood is unsure at the moment. Wendy Campbell to be followed up.
162	Actioned. Follow up with Raymond for simplified Sweeps report.
164	Actioned. A copy of 2010 Nationals DVDs was located by John Holland and passed to Pat Doogue to arrange copies.
165	Actioned. John Holland provided details of costs for Directors insurance policy and it was agreed to take out \$1M coverage provided it would cover all DBSA officials and committee members. Action: John (#202)
167	Ongoing. The draft Business Plan was reviewed by the Board at this meeting along with the draft Strategic Plan with the following noted: <ul style="list-style-type: none"> • The agreement with Channel 44 would be extended a further 6 months as they apparently aired the wrong advertisements. • Council to be contacted to ascertain cost for signage on Port Road to promote the sport and when it would be likely that it would be put up. Action: Chris (#203) • Discussion held on introducing a new membership category for any 'new' participant joining after 1 January in a given year to pay a reduced DBSA fee equivalent to that of Junior 2nd year. This is as a result of this issue being raised by Clubs over many years in an endeavour to not detract new participants from joining for a shorter period. Agreed that new category would be introduced forthwith and called "New Participant after 1st January in a given year". SmartSpace to be changed and Clubs to be advised. Action: John/Marie (#204) • Agreed funding to be allocated for a process to renew equipment annually. • The website would include a new section on the recognition of volunteers. Chris Wood offered to follow up with Monica for shirts to be ordered. Action: Chris (#205) Agreed changes to be incorporated and circulated to Clubs for feedback.
169	Ongoing. Arrange for DBSA signage for The Sailing Club to be made as discussed.
170	Ongoing. Arrange for Policy #07 to include missing Clauses and re-circulate.
171	Actioned. Meeting held with Ch44 to renegotiate commencement date of contract once website is live.
176	Actioned. Send email to Clubs advising of launch of new website and seek feedback/suggestions

177	Actioned. Invitation to be extended to contact at www.wewannago.com to attend Presidents Forum to inform Clubs of availability of this option to promote their activities and attract members. Action: John (#206)
178	Ongoing. AusDBF to be followed up for provision of a national "match fixing" policy.
179	Actioned. Review of "anti doping" and "hot weather" policies occurred and they are now to be posted to the website. Action: Marie (#207)
180	Actioned. Website link to be placed on new DBSA website to "Play by the Rules" program.
181	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.
184	Ongoing. Arrange for plaque to be made for DBSA trailer "property of DBSA".
PF03	Ongoing. Contact Ambulance SA Johns to find out the given response time to Aquatic Reserve.
MAINTENANCE ACTION ITEMS	
NO. ACTION	
14	Ongoing. Further maintenance of Torrens boats to be undertaken at end of season
100	Ongoing. As part of the Maintenance day scheduled for 3 February 2013 the life jackets would be cleaned/
168	Ongoing. Arrange for locker in Boatshed new office area to be painted.

6 FINANCIAL REPORT – DECEMBER 2012

Reconciliation Report

ID#	Date	Memo/Payee	Deposit	Withdrawal
Cheque Account: 1-1110		ACCOUNT 1		
Date of Bank Statement: 31/12/2012				
Reconciled Cheques				
142226	8/12/2012	Waiwilta Paddling Club Inc - partial refund of rfees		\$52.50
142227	8/12/2012	Water Warriors DB Club - partial refund rfees		\$80.00
eft	10/12/2012	John Holland - Sclub, Zone day, maintenance		\$1,242.41
142229	18/12/2012	Officeworks Superstores Pty Ltd		\$97.36
142230	18/12/2012	Pauline Thomas		\$147.00
142231	19/12/2012	The Grange Hotel		\$612.60
eft	19/12/2012	Admin Focus - inv 835		\$1,522.13
eft	20/12/2012	Portable Pop Up Marquees inv 20001		\$618.75
eft	24/12/2012	John Holland - risk meeting, zone day, maintenance		\$281.66
eft	24/12/2012	Optus - internet inv 529206190		\$93.92
eft	24/12/2012	Rowing SA - inv 50		\$3,206.50
eft	27/12/2012	Optus		\$77.15
Total:			\$0.00	\$8,031.98
Reconciled Deposits				
2396	4/12/2012	Waiwilta Paddling Club Inc - F1	\$157.00	
2397	6/12/2012	SADA - rfees ref 116-16852	\$232.50	
2398	7/12/2012	Adelaide Sea Dragons - rfees 116-16848	\$277.50	
2399	7/12/2012	Subsonix Dragon Boat Club - rfees 116-16847, T1	\$299.50	
2400	7/12/2012	Waiwilta Paddling Club Inc - rfees ref 116-16842	\$127.50	
2401	10/12/2012	Adelaide Phoenix - rfees	\$232.50	
2402	10/12/2012	Payment; Powerblades Dragon Boat Club	\$90.00	
2402	10/12/2012	Powerblades DB Club - rfees ref 116-16854, F1	\$337.00	
2403	10/12/2012	Water Warriors DB Club - rfees ref 116-16851	\$240.00	
2404	11/12/2012	Black Dragons DB Club - rfeesref 116-16845, F1	\$449.50	
2404	11/12/2012	Payment; Black Dragons Dragon Boat Club	\$135.00	
2405	19/12/2012	Copper Coast Battle Dragons Club - C4	\$428.00	
2406	19/12/2012	Cafe2u	\$38.00	
2407	20/12/2012	Adelaide Phoenix - F2	\$314.00	
2408	20/12/2012	Payment; Blue Water Raiders	\$1,000.00	
2409	20/12/2012	Payment; Adelaide Survivors Abreast	\$75.00	
2409	20/12/2012	ASA - F1	\$157.00	
2410	20/12/2012	Payment; Xtreme Towing	\$250.00	
2411	20/12/2012	Adelaide Sea Dragons - F1	\$157.00	
Total:			\$4,997.00	\$0.00

11 SAFETY

Noted that the safety propeller on the support boat needs to be replaced.

Action: Steve (#210)

Noted recent article in the Advertiser recommending caution when swimming near shoreline at West Lakes as blue ringed octopus were prevalent at the moment due to warmer weather.

The AusDBF Risk Register and Safety Manual was received and duly circulated to the Board for feedback with concerns to be submitted to John Holland.

Action: Board (#211)

12 NEW BUSINESS

12.1 Clearance application

Nil submitted.

12.2 Website update

Agreed Sub-committee to be established to meet periodically to review website with email to be sent to Clubs seeking expressions of interest.

Action: Chris (#212)

12.3 State team - update

Steve Clinch gave an update on status of state team. Participant numbers were down on previous years.

Noted even though all Club Presidents agreed to provide their training rosters to Steve Clinch that only one Club had done so to date.

Recommendation to be given to AusDBF that more participants might choose to try out for the National team if support camps were held locally in each state.

Action: Steve (#213)

The roles of the various coaches were discussed and DBSA recommended that as it was unlikely that a Masters team would be sent to the Nationals given low participant numbers that the role of Masters Coach was no longer required.

12.4 “De-Fib your Club for Life” program

The Board agreed to purchase a defibrillator under this program under a 36 month payment plan.

Action: Jen/John (#214)

12.5 “Life be in it” program

Follow up to be made with initial female contact to ascertain status of this program as previous incumbent has left the position.

Action: John (#215)

12.6 DBSA Policies

Reviewed policy #010 (Heat) and AusDBF's Anti-Doping policy are to be posted to the website.

Action: Marie (#216)

13 ANY OTHER BUSINESS

- Board meetings set for the following Tuesdays are to be rescheduled as follows:

- Tue 14-May to Wed 15-May
- Tue 09-Jul to Mon 08-Jul
- Tue 15-Oct to Mon 14-Oct

Action: Marie (#217)

14 NEXT MEETING

The next Board meeting is scheduled for Wednesday 13 February 2013 at 5:30pm and to be followed by the Presidents Forum at 8pm.

15 CLOSE OF MEETING – 11:20pm

Signed: _____
Chairperson

Date: ____/____/____