



MINUTES

Board Meeting

Wednesday 13 February 2013 at 5:30PM
At The Sailing Club – 1 Jenkins Street Port Adelaide

1 OPEN MEETING – 5:40PM

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

3 APOLOGIES:

4 MINUTES OF PREVIOUS MEETING 14 JANUARY 2013 ACCEPTED AS A TRUE AND CORRECT RECORD:

Moved: Steve Clinch

Seconded: Pat Doogue

Carried

5 ACTION ITEMS/BUSINESS ARISING

| ACTION ITEMS – PREVIOUS MEETING | |
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| 198 | Ongoing. All Clubs responded with details of key holders except for Adelaide Phoenix who would be given until Friday so that replacement keys can be ordered with CSC. |
| 199 | Actioned. Pat Werner has agreed to make her Dragonboat available if required. |
| 200 | Ongoing. Follow up SARA for details of contact officer. Decision to be made at Presidents' Forum on venue for next race day given that Triathlon SA are holding an event at Oarsman's Reserve. |
| 201 | Actioned. Request given to AusDBF to post Minutes to website. |
| 202 | Actioned. Policy taken out for Directors' insurance for \$1 million to cover all committee members and officials. |
| 203 | Ongoing. The cost of a banner through CSC on Port Road is \$80 for 3 months or \$120 for 6 months plus the cost of the banner. Agreed to arrange signage to promote Corporate Challenge event on 10 November 2013. |
| 204 | Ongoing. Advise Clubs of new membership category of "New Participant after 1st January in a given year" and reduced membership fee. SmartSpace to be updated accordingly. The recommended fee structure was tabled and agreed that a Retiree category would be introduced with the recommendation being that it be set at the age of 67 as at 1 July 2013. Agreed to bring in new reduced membership fee category as at 1 January each year. Action: Marie |
| 205 | Ongoing. Decision to be made once clothing catalogues are reviewed on supply of shirts for volunteers. |
| 206 | Actioned. Invitation extended to Joff O'Shannessy to attend the Presidents' Forum to provide presentation on how the www.wewannago.com could be used by DBSA and Clubs to promote their activities in order to attract members. |
| 207 | Actioned. Post "anti doping" and "hot weather" policies to website. |
| 208 | Actioned. Invitation extended to Ben Masterson to attend next Board meeting to discuss JDO position. |
| 209 | Ongoing. Follow up with AusDBF provision of team list for Nationals. |
| 210 | Actioned. A vote of thanks was passed to Steve Clinch for repair of the safety propeller on the support boat. |
| 211 | Actioned. Feedback was given to AusDBF on the Risk Register and Safety Manual. |
| 212 | Actioned. Pat Doogue and Mark Harvey have nominated to be on the website sub-committee. |

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|---|--|
| 213 | Actioned. 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. |
| 214 | Ongoing. Arrange for purchase of defibrillator under "De-fib your Club" program and for payment terms over 36 x months. |
| 215 | Actioned. Details of "Life Be In Its" forthcoming DragonBoat program on the Torrens were viewed on the website. Email to be sent to Clubs seeking volunteers. Follow up to be made to ascertain if DBSA can use their promotional logo of the event. Action: Chris (#218) |
| 216 | Actioned. Reschedule Board meetings set for Tuesdays as noted in the Minutes. |
| 002 | Ongoing. Obtain quote for DBSA trailer to be painted blue before stickers can be placed on it. |
| 078 | Ongoing. Follow up contacts in Riverland in order to progress establishment of a team. |
| 097 | Ongoing. Meet with Events SA contact to review proposal for 2016 WCCCs. |
| 109 | Actioned. Book Green Shirt marquee and flags for State Titles from OR&S. |
| 125 | Ongoing. Julie Clinch outlined advertising offer with the Advertiser in the "What's on" section and agreed to put together a draft ad to promote the State Championships and obtain a quote. Action: Julie (#219) |
| 142 | Ongoing. Follow up with Wendy Campbell (Subsonix) if interested in DBSA's Accredited Official program. |
| 167 | Actioned. Circulate revised Strategic Plan to Clubs now. Figures to be incorporated into the budget. Action: Jen (#220) |
| 169 | Ongoing. Discussions for DBSA signage for The Sailing Club to be held on Tuesday with graphic designer. Both DBSA and PAAF agreed to arrange own signage. |
| 170 | Ongoing. Arrange for Policy #07 to include missing Clauses and re-circulate. |
| 176 | Actioned. Email sent to Clubs advising of launch of new website and feedback sought. |
| 177 | Actioned. Discussed at #206 above. |
| 178 | Ongoing. AusDBF requested to produce a national "match fixing" policy. |
| 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". |
| 186 | Ongoing. Recommendation expected from Jono on details of suitable ISP rather than transferring website over to SmartSpace initially. |
| 191 | Ongoing. Ask Copper Coast to provide pictorial evidence of maintenance undertaken to boat and trailer before credit will be issued for work undertaken. Noted that boat lease agreement had been signed with Copper Coast. MOVED: J. HOLLAND and SECONDED: J. BOULD THAT DBSA approved the fixing of the Common Seal on to this agreement. CARRIED. |
| MAINTENANCE ACTION ITEMS | |
| NO. | ACTION |
| 14 | Ongoing. Further maintenance of Torrens boats to be undertaken at end of season. |
| 100 | Actioned. As part of the Maintenance day scheduled for 3 February 2013 the life jackets would be cleaned. |
| 168 | Actioned. Arrange for locker in Boatshed new office area to be painted. |
| ACTION ITEMS – PRESIDENTS' MEETING HELD – 6 JUN 12 | |
| PF03 | Actioned. SA Ambulance Services contacted and advised that there was an 8 minute window to any priority call for response time. |

At this point of the meeting an informal meeting was held with Ben Masterson (Adelaide Phoenix) who had expressed interest in the Junior Development position. Details of the position and remuneration were discussed with Ben agreeing to consider the position dependent on his availability upon graduation.

Agreed to follow up with Karen Graetz for details of the various school contacts she had in place.
Action: Julie (#221)

Reconciliation Report

| ID# | Date | Memo/Payee | Deposit | Withdrawal |
|------------------------------------|----------------|---|---------------------------------------|--------------------|
| Cheque Account: 1-1110 | | ACCOUNT 1 | | |
| Date of Bank Statement: 31/01/2013 | | | | |
| Reconciled Cheques | | | | |
| 142228 | 16/12/2012 | Canoe SA | | \$2,840.01 |
| | eft 3/01/2013 | Admin Focus - inv 843 | | \$724.88 |
| TR000039 | 4/01/2013 | Transfer of funds | \$1,354.63 | |
| | eft 15/01/2013 | Portable Pop Up Marquees | | \$618.75 |
| 142232 | 16/01/2013 | City of Charles Sturt | | \$120.00 |
| 142233 | 20/01/2013 | SADA - race prizes | | \$111.00 |
| | eft 22/01/2013 | Much Media | | \$2,020.75 |
| | eft 22/01/2013 | Optus - internet inv 540400014 | | \$62.15 |
| | eft 23/01/2013 | Much Media | | \$2,120.75 |
| 142235 | 24/01/2013 | Department of Transport (Shared ServicesSA) | | \$166.00 |
| Total: | | | \$0.00 | \$10,138.92 |
| Reconciled Deposits | | | | |
| 2412 | 4/01/2013 | Subsonix Dragon Boat Club - F2 | \$314.00 | |
| 2413 | 7/01/2013 | Water Warriors Dragon Boat Club - F1 | \$157.00 | |
| 2414 | 8/01/2013 | SADA - F1 | \$157.00 | |
| 2415 | 10/01/2013 | Water Warriors Dragon Boat Club - F2 | \$314.00 | |
| 2415 | 10/01/2013 | Payment; Water Warriors Dragon Boat Club | \$20.00 | |
| 2416 | 11/01/2013 | Subsonix Dragon Boat Club - F1 | \$157.00 | |
| 2417 | 16/01/2013 | Adelaide Sea Dragons - F9 | \$1,413.00 | |
| 2418 | 16/01/2013 | Payment; O'Brien Glass | \$250.00 | |
| 2419 | 16/01/2013 | SADA - rfees | \$225.00 | |
| 2420 | 17/01/2013 | Black Dragons DB Club - F2 | \$314.00 | |
| 2421 | 17/01/2013 | Water Warriors DB Club - rfees ref 116-17222 | \$255.00 | |
| 2422 | 18/01/2013 | Waiwilita Paddling Club Inc - rfees ref 116-17224 | \$120.00 | |
| 2423 | 20/01/2013 | Payment; ASA | \$308.01 | |
| 2424 | 21/01/2013 | Adelaide Sea Dragons - rfees ref 116 17229 | \$352.50 | |
| 2425 | 21/01/2013 | Adelaide Phoenix - F2 | \$314.00 | |
| 2425 | 21/01/2013 | Payment; Adelaide Phoenix | \$30.00 | |
| 2426 | 21/01/2013 | Subsonix Dragon Boat Club rfees ref 116-17227 | \$202.50 | |
| 2427 | 24/01/2013 | Cafe2u | \$37.00 | |
| 2428 | 30/01/2013 | Canteen Australia | \$175.01 | |
| Total: | | | \$5,115.02 | \$0.00 |
| 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 |
| 142234 | 20/01/2013 | Giza's Gizmos inv 1 | | \$60.00 |
| Total: | | | \$0.00 | \$246.90 |
| Reconciliation | | | | |
| | | | MYOB Balance on 31/01/2013: | \$8,883.05 |
| | | | Add: Outstanding Cheques: | \$246.90 |
| | | | Subtotal: | \$9,129.95 |
| | | | Deduct: Outstanding Deposits: | \$0.00 |
| | | | Expected Balance on Statement: | \$9,129.95 |
| Cheque Account: 1-1130 | | ACCOUNT 3 | | |
| Date of Bank Statement: 31/01/2013 | | | | |
| Reconciled Deposits | | | | |
| TR000039 | 4/01/2013 | Transfer of funds | \$1,354.63 | |
| | int 31/01/2013 | Bank SA | \$49.90 | |
| Total: | | | \$1,404.53 | \$0.00 |
| Reconciliation | | | | |
| | | | MYOB Balance on 31/01/2013: | \$21,549.90 |
| | | | Add: Outstanding Cheques: | \$0.00 |
| | | | Subtotal: | \$21,549.90 |
| | | | Deduct: Outstanding Deposits: | \$0.00 |
| | | | Expected Balance on Statement: | \$21,549.90 |

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

7 STRATEGIC PLAN REVIEW

The Strategic Plan now finalised would be placed on the Agenda for review of various sections each meeting.

Action: Marie/John (#222)

8 JUNIOR DEVELOPMENT REPORT

Discussed previously.

9 AusDBF REPORT

- Response received from Loretta to request for copies of Minutes.

10 SECRETARY'S REPORT

Correspondence in:

- Email from A&B Luckraft seeking availability of green boat sighted in Barmera. Response to be sent advising that it has been relocated.
Action: Julie (#223)
- Request from Sandy Beagly (ASD) for a stall at race days on 24-Feb, 1-Mar and State Championships was approved at the cost of \$50 site fee per day.
Action: Julie (#224)
- Request from Sandy Beagly for an advertisement in DragonsBreath was considered and agreed that as part of their DBSA registration that one free advertisement would be allowed each year and any further would be at the fee of \$40 per edition.
Action: Julie (#225)
- Email received 31-Jan from John Harris (Black Dragons) advising that due to inability to access an Injury report form on the website he was informing the DBSA Board of a recent injury pertaining to a boat being unevenly loaded onto the trolley.
The incident report email was read to and agreed to advise John that the onus was on those moving the boat to ensure that it was balanced evenly on the trolley beforehand and that the Injury report form would be uploaded to the website.
Action: Julie (#226)
- Email received from Tina Pupello (Water Warriors) about membership fees.

The various designs for new DBSA letterheads were considered with a decision reached on the preferred option.

11 SAFETY

Clubs are reminded of importance of ensuring that the Boatshed is securely locked upon departure if the last to leave.

Clubs are reminded to ensure there is ready access to the fire extinguishers in the Boatshed.

12 NEW BUSINESS

12.1 Clearance application

Nil submitted.

12.2 Website update

Chris Wood advised that there were various forms and details to be uploaded to the website with Clubs encouraged to send any updates to her.

Incident report to be posted.

Action: Chris (#227)

Sweeps section to be updated to ensure all documentation is downloadable.

Action: Marie (#228)

12.3 State team - update

Steve Clinch gave an update on the status of the High Performance portfolio.

The scholarship applications submitted by two Water Warriors paddlers were approved by the Board.

12.4 Registration fees – new proposal

Discussed previously.

12.5 New Club - Goolwa

Application for membership from Goolwa Aquatic Club as “Coorong Dragons” was endorsed. The DBSA registration category would be “Country – after 1 January”.

Come N Try event scheduled for Victor Harbour at 1:30pm on 9 March 2013 with pink boat to be towed to Encounter Lakes and volunteers sought.

Action: Chris (#229)

12.6 Presidents’ Forum

Agenda items from this meeting to be raised accordingly at this Forum to be held after this meeting.

12.7 State Uniforms

Agreed Chris Wood, Julie Clinch and Cheryl would approve design of State jacket through Marina Uniforms.

Action: Chris/Julie/Cheryl (#230)

13 ANY OTHER BUSINESS

- Approval given for State Championship medals to be ordered.
Action: John (#231)
- Trolleys – Patrick Geldes from Lonsdale is contact – happy to come down and look at our design in order to put one together
- Approval given to Cheryl Watson to run a raffle over the next two race days to raise funds for the State jackets with letter of identification to be provided to her so that she can contact businesses for prizes.
Action: Julie/Chris (#233)
- Agreed to investigate trademarking the “Fierce, Fast, Furious” logo.
Action: Chris (#234)
- Approval given to post Club events and Come N Trys on the DBSA Calendar of events.
- Approval given to Treasurer to reinvest \$54,000 on 28 February 2013.
- Joff O’Shannessy from “WEWANNAGO” delivered a presentation to Board members on the website and outlined how it would work and the benefits of it. Agreed to discuss again with the Presidents before the Presidents’ Forum meeting.
Agreement reached by Clubs and DBSA Board to trial this website for 12 months under an initial agreement of 9 months free membership.

14 NEXT MEETING

The next Board meeting is scheduled for Wednesday 13 March 2013 at 8pm.

15 CLOSE OF MEETING – 8:40pm

Signed: _____
Chairperson

Date: ____/____/____