



# MINUTES

## Board Meeting

**Wednesday 13 March 2013 at 8PM**  
**At The Sailing Club – 1 Jenkins Street Port Adelaide**

**1 OPEN MEETING – 8PM**

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

**3 APOLOGIES:** Julie Clinch

**4 MINUTES OF PREVIOUS MEETING 13 FEBRUARY 2013 ACCEPTED AS A TRUE AND CORRECT RECORD:**

**Moved:** Steve Clinch

**Seconded:** Rick French

**Carried**

**5 ACTION ITEMS/BUSINESS ARISING**

ACTION ITEMS – PREVIOUS MEETING	
218	Actioned. Email sent to Clubs seeking volunteers for “Life Be In It” event and seek approval from them to use their logo. Noted first week went well with second week cancelled due to the heat. Plan is to include this now on the final day.
219	Ongoing. Arrange for quote for “What’s on” section of Advertiser to promote State Championships and circulate.
220	Ongoing. Incorporate figures from Strategic Plan and Business Plan into the budget.
221	Awaiting reply. Follow up with Karen Graetz for contact details at schools to passing to Ben Masterson.
222	Ongoing. Place Strategic Plan sections on Agenda for review at each meeting upon receipt of copy from John.
223	Actioned. Advise Luckrafts of green boat being relocated.
224	Actioned. Advise Sandy of approval to have store at 24-Feb, 01-Mar and State Titles for site fee of \$50 per day.
225	Actioned. Sandy of entitlement to 1 free ad in DragonsBreath per year and additional ads would be charged \$40 per edition.
226	Ongoing. Advise John Harris 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
227	Ongoing. Post Incident Report form to website.
228	Actioned. Update Sweeps section of website to ensure all documentation is downloadable.
229	Actioned. Seek volunteers for Victor Harbour Come N Try on 9 March at 1:30pm and arrange for pink boat to be towed. Volunteers (x4) from Warriors Abreast. Will be another Come N Try this weekend.
230	Actioned. Approve design of State jacket and arrange for orders to be made.
231	Actioned. Order State Championship medals.
232	Actioned. Provide Cheryl Watson with DBSA letter of introduction so that she can source prizes for raffles to raise funds for state uniforms.
233	Ongoing. Investigate trademarking the “Fierce, Fast, Furious” logo.

<b>ACTION ITEMS – CARRIED OVER</b>	
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	Actioned. Noted Events SA went to Sydney to meet with AusDBF Board.
109	Actioned. Green Shirt marquee and flags for State Titles from OR&S booked and will be collected next week.
142	Actioned. Follow up with Wendy Campbell (Subsonix) if interested in DBSA's Accredited Official program. Wendy offered to assist at State Titles.
167	Actioned. Nil feedback received from Clubs to revised Strategic Plan.
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.
178	Ongoing. Match Fixing policy to be sourced by 31 March 2013 to meet OR&S funding obligations and forward to AusDBF for endorsement.
181	Ongoing. Thank you letter to be sent to sponsors inviting them to attend the State Championships on the Sunday as a thank you. Arrange with venue for refreshments to be provided to them.
184	Ongoing. Arrange for plaque to be made for DBSA boat trailer "property of DBSA".
186	Ongoing. Ask Jono if he can recommend a suitable ISP rather than transferring website over to SmartSpace.
191	Ongoing. Ask Copper Coast to provide pictorial evidence of maintenance undertaken to boat and trailer before credit will be issued for work undertaken.
198	Actioned. Copy of key holder list for Clubs to be sent to John so that keys can be allocated.
200	Actioned. Find out details of contact person at SARA. Currently no CEO has been appointed.
203	Ongoing. Arrange signage for Port Road to promote Corporate Challenge event on 10 Nov 13.
204	Actioned. Clubs advised of new reduced membership fees as at 1 January each year and recommendation that 67 as at 1 July be the cut off for new Retiree category at the same fee as Tertiary. Set up SmartSpace accordingly.
205	Ongoing. Follow up with Monica for provision of shirts for volunteers.
209	Actioned. Noted there is no requirement for AusDBF to provide a list of the teams entered in the Nationals.
210	Actioned. Thanks passed to Steve Clinch for arranging the repair of the safety propeller on the support boat.
213	Ongoing. 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	Actioned. Defibrillator purchased under the "De-fib your Club" program with a 34 month payment plan in place. Upon delivery it will be placed in the trailer with an education session to be provided by them.
<b>MAINTENANCE ACTION ITEMS</b>	
14	Further maintenance of Torrens boats to be undertaken at end of season.
<b>ACTION ITEMS – PRESIDENTS' MEETING HELD – 13/02/13</b>	
01	Actioned. Send details of "Life be in it" Corporate Challenge and seek volunteers.
02	Actioned. Advise Chris Wood of numbered keys held for the Boatshed and who holds them and if any additional keys are required.
03	Actioned. Circulate to Clubs details of new registration categories.
04	Actioned. Circulate reminder re parking restrictions along with map.
05	Actioned. Update SmartSpace next season to allow processing of State Team details/training attendance etc.
06	Next meeting. Provide feedback on the proposal that the Club that wins the respective Masters category at the States has the right to coordinate the team for the Nationals

07	Ongoing. Chris to follow up with Ronnie Lane the posting of race results to the website.
08	Actioned. Circulate Strategic Plan to Clubs

Follow up to be made with Patrick from Lonsdale in regard to status of the trolleys as there will be more required.

**Action: John (#234)**

## 6 FINANCIAL REPORT – FEBRUARY 2013

<b>Reconciliation Report</b>				
ID#	Date	Memo/Payee	Deposit	Withdrawal
<b>Cheque Account: 1-1110</b>		<b>ACCOUNT 1</b>		
Date of Bank Statement: 28/02/2013				
<b>Reconciled Cheques</b>				
142236	1/02/2013	Canoe SA		\$3,188.00
	eft 4/02/2013	Admin Focus - inv 852		\$990.00
	eft 4/02/2013	AusDBF - paddler levy 56p, 1jn		\$1,243.00
	eft 4/02/2013	Marsh Pty Ltd		\$2,021.20
	eft 14/02/2013	Optus		\$77.15
	eft 14/02/2013	John Holland		\$1,818.13
142237	20/02/2013	Sport SA		\$1,100.00
142238	20/02/2013	City of Charles Sturt		\$120.00
	eft 22/02/2013	Aluminium Dynamics - inv 43580 safety grab rail		\$192.50
	eft 22/02/2013	ABnote - inv IN00080565		\$629.20
	eft 22/02/2013	Adelaide City Council		\$60.06
142239	24/02/2013	Black Dragons DB Club (supplier)		\$108.00
<b>Total:</b>			<b>\$0.00</b>	<b>\$11,547.24</b>
<b>Reconciled Deposits</b>				
2426	1/02/2013	Payment; Black Dragons Dragon Boat Club	\$300.00	
2427	1/02/2013	Dragons Abreast Pt Lincoln - C1	\$107.00	
2428	4/02/2013	Water Warriors DB Club - F3	\$471.00	
2429	6/02/2013	Adelaide Sea Dragons - F3	\$361.00	
2430	7/02/2013	Payment; Adelaide Phoenix	\$40.00	
2431	12/02/2013	Toll Holdings	\$560.00	
2432	13/02/2013	Water Warriors DB Club - F1	\$157.00	
2433	15/02/2013	Payment; Adelaide Phoenix	\$377.50	
2433	15/02/2013	Adelaide Phoenix - Rfees Wallaroo Challenge	\$172.50	
2434	15/02/2013	Payment; Mildura Dragon Boat Club	\$1,568.00	
2435	15/02/2013	Payment; ASA	\$97.50	
2435	15/02/2013	ASA - rfees Wallaroo Challenge	\$97.50	
2436	18/02/2013	Adelaide Sea Dragons - C1	\$107.00	
2437	18/02/2013	SADA - rfees ref 116-17632	\$232.50	
2438	21/02/2013	Powerblades DB Club - F1	\$157.00	
2439	21/02/2013	Water Warriors DB Club - rfees 116-17584	\$292.50	
TR000040	22/02/2013	Money Transfer	\$1,500.00	
2440	22/02/2013	Waiwilta Paddling Club Inc - rfees 116 17599	\$150.00	
2441	22/02/2013	Subsonix Dragon Boat Club - rfees ref 116-17602	\$187.50	
2442	22/02/2013	Adelaide Sea Dragons - rfees ref 116-17621	\$345.00	
2443	25/02/2013	Payment; Optimal Vitality Pty Ltd - Sandy Beagley	\$50.00	
2444	26/02/2013	SADA - rfees ref 116-17632	\$7.50	
2445	26/02/2013	Cafe2u	\$44.00	
2446	26/02/2013	Blacksmith Inn - C Challenge fees	\$140.00	
2447	28/02/2013	Adelaide Sea Dragons - F1	\$102.00	
<b>Total:</b>			<b>\$7,624.00</b>	<b>\$0.00</b>
<b>Outstanding Cheques</b>				
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
<b>Total:</b>			<b>\$0.00</b>	<b>\$246.90</b>
<b>Reconciliation</b>				
MYOB Balance on 28/02/2013:				\$4,959.81
Add: Outstanding Cheques:				\$246.90
Subtotal:				\$5,206.71
Deduct: Outstanding Deposits:				\$0.00
<b>Expected Balance on Statement:</b>				<b>\$5,206.71</b>



- Letter received from DAPL and BWRs advising that they are holding a Corporate Challenge event on Sunday 5 May and were seeking support from DBSA in supplying Officials, starters for the day and conducting sweeps accreditation tests.
  - Agreed that DBSA would offer support for this event by covering the travel and accommodation costs for Officials to attend and offer support as required. Budget for this to be circulated to see which Officials would like to attend. Clubs to be advised of event.  
**Action: John (#238)**
- Letter received from John Harris (Black Dragons) advising that he was regrettably no longer able to commit to arranging the Opening ceremony for the State Championships and provided an update on work undertaken to date. Pat Doogue agreed to arrange.  
**Action: John (#238)**
- As an aside security to be arranged for State Championships.  
**Action: John (#239)**
- Naracoorte Masters Games (4-7 April 2014) organisers seeking confirmation if DBSA is still willing to organise a 1 day event. The consensus was in favour of this.
- Letter received from Adelaide City Council advising on work commencing on the Riverbank footbridge from 11 March and respective restrictions being put in place. Suggested alternate venues to be considered for next season.

## 11 SAFETY

Follow up to be made with Neville for him to submit an Incident Report for injury sustained during event on 10 March.

**Action: Julie (#240)**

Noted defibrillator purchased and upon arrival will be stored in the DBSA trailer with training session to be provided to Clubs.

## 12 NEW BUSINESS

### 12.1 Clearance application

The following clearance was ratified under special circumstances:

- Megan Bryan from Adelaide Phoenix to Water Warriors

**Action: Marie (#242)**

### 12.2 Website update

Website sub-committee to meet and arrange for website to be updated accordingly and Clubs contacted to provide information and race results to be uploaded by Ronnie Lane.

**Action: Chris/Pat/Julie/Mark (#243)**

### 12.3 State team - update

Discussion ensued on status of the State Team and the categories being raced and selection processes being followed. DBSA was in favour of having as many State Team categories as possible.

Agreed State Team coaches need to submit on Thursday the procedures in place for selection into the respective State team categories.

**Action: Steve/Cheryl/Chris (#243)**

The correspondence received from Tony Morbidelli about his position in the State Team was discussed and it was agreed that he should be advised that as far as the Board is concerned he was still in the team until the Board has ratified the selected crew which should be selected under the DBSA selection process.

**Action: Steve/Cheryl/Chris (#244)**

Email to be sent inviting State Team participants to a get together over a barbeque on Saturday 13 April at The Sailing Club from 4-7pm.

**Action: Steve (#245)**

It was agreed that DBSA was cover the entire cost of the registration fee for the Nationals for State Team members.

### 12.7 SmartSpace and Coorong Dragons

Consideration was given to how new Clubs establishing themselves can access SmartSpace to register their members and enter teams if they are not paddling themselves. It was agreed that a new registration category would be created of: Club Affiliate at a fee of \$20 per year.

Registration form and SmartSpace to be updated to reflect this new registration category and Clubs to be advised accordingly when in place. Club Affiliate needs to be defined and is basically a club member who does not participate on the water.

**Action: Marie (#246)**

**13 ANY OTHER BUSINESS**

- Course Umpire advised to take note of any Sweeps that were not performing satisfactorily in this role during events and to recommend downgrading them to Provisional category where applicable.
- Volunteers will be sought for the State Championships as usual with Starters being sought.
- Arrangements to be made for replacement batteries to be inserted into walkie talkies.

**Action: Jen (#247)**

**14 NEXT MEETING**

The next Board meeting is scheduled for Thursday 11 April 2013 at 8pm.

**15 CLOSE OF MEETING – 12:01am**

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

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