



MINUTES

Board Meeting

Thursday 11 April 2013 at 8PM
At The Sailing Club – 1 Jenkins Street Port Adelaide

1 OPEN MEETING – 8:10PM

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

3 APOLOGIES: Julie and Steve Clinch

Damian Leonard from the Office of Recreation and Sport (OR&S) was in attendance to update the Board on his role as Industry Advisor and to listen in on the meeting to gain an understanding of DBSA activities.

The OR&S Strategic Plan was tabled. In relation to the funding provided to DBSA and reconciliation of it Damian stated that the first year of the grant was based on Policy, the second year Leadership and the third Services. Prior to the next funding around it was agreed to work with DBSA on the 360 degree review to determine the areas requiring attention for DBSA.

Noted that Active Club Grants closes on 14 April and that Advance Officiating courses will be held in April

The OR&S brochures on Grants and Scholarships were tabled with it noted that OR&S is compiling a Resources and Services Guide.

4 MINUTES OF PREVIOUS MEETING 15 MARCH 2013 ACCEPTED AS A TRUE AND CORRECT RECORD:

Moved: Pat Doogue

Seconded: Rick French

Carried

5 ACTION ITEMS/BUSINESS ARISING

ACTION ITEMS – PREVIOUS MEETING	
234	Ongoing. JH to follow up status of trolleys being quoted by Patrick (Lonsdale).
235	Ongoing. Follow up status of outstanding corporate paddle payments.
236	Ongoing. Follow up with Steve details of the State team paddlers needing reimbursement of \$55 for entry fee to Nationals.
237	Ongoing. Details awaited from BWRs on Corporate Challenge event on 5 May so that Clubs can be advised and decision can be made as to who from DBSA should be sent to assist officiating.
238	Postponed. Arrange for Opening ceremony with Monks for 2013-14 season.
239	Actioned. Invoice for security on the Saturday evening of the State Championships is to be followed up.
240	Ongoing. Obtain Incident Report form from Neville for injury sustained (Hospital visit) during event on 10 March.
241	Actioned. Process clearance application of Megan Bryan to Water Warriors.
242	Ongoing. Meeting date to be set for Tue 7 May 2013 with website sub-committee. Noted Corey Constable is now on sub-committee.
243	Ongoing. Submit the procedures in place for selection into the respective State team categories.

244	Actioned. Tony Morbidelli (Subsonix) advised that he is still in the State team at this time.
245	Actioned. Clubs advised that the farewell BBQ is now being held on Friday evening at The Sailing Club.
246	Update registration paperwork and SmartSpace to allow new rego category of: Club Affiliate at \$20 fee per year. Advise Clubs. Follow up with Raymond as to how Phoenix was charged race fee for two of their volunteers. Action: Marie (#130411-242)
247	Ongoing. Arrangements to be made for replacement batteries to be inserted into walkie talkies. Noted \$20 received for hire of walkie talkies at State Titles.
ACTION ITEMS – CARRIED OVER	
002	Ongoing. Follow up for new contact details to be provided for DBSA trailer to be painted.
078	Ongoing. Follow up contacts in Riverland in order to progress establishment of a team.
169	Ongoing. The DBSA signage for The Sailing Club to be made has been ordered.
170	Ongoing. Arrange for Policy #07 to include missing Clauses and re-circulate.
178	Ongoing. Provide OR&S with an agreed Match Fixing policy.
181	Ongoing. Agreed to invite sponsors to the Volunteers luncheon at which time their support will be formally acknowledged.
184	Ongoing. Arrange for plaque to be made for DBSA trailer "property of DBSA".
186	Ongoing. Ask Jono if he can recommend a suitable ISP rather than transferring website over to SmartSpace initially
191	Ongoing. Follow up with Copper Coast for them to provide pictorial evidence of maintenance undertaken to boat and trailer before credit will be issued for work undertaken.
198	Ongoing. Provide copy of updated key holder list for Clubs to John so that keys can be allocated.
203	Ongoing. Arrange signage through Council for Port Road to promote Corporate Challenge event on 10 November 2013 for period August to October.
205	Actioned. Follow up with Monica for provision of shirts for volunteers.
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.
219	Completed. Arrange for quote for "What's on" section of Advertiser to promote State Championships and circulate. Noted the "wewannago" website had attracted visitors to the State Championships.
220	Ongoing. Incorporate figures from Strategic Plan/Business Plan into the budget.
221	Ongoing. Follow up with Karen Graetz for contact details at schools to passing to Ben Masterson.
227	Actioned. Post Incident Report form to website
233	Actioned. Investigate trade marking the "Fierce, Fast, Furious" logo. Noted the process takes approximately seven months at a cost of \$1500 for a 10-year period. Agreed to submit application form. Action: (#130411-243)
ACTION ITEMS – PRESIDENTS' MEETING HELD – 13/02/13	
06	Ongoing. 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. Follow up with Ronnie Lane the posting of race results to the website.

6 FINANCIAL REPORT – MARCH 2013

Reconciliation Report						
ID#	Date	Memo/Payee	Deposit	Withdrawal		
	ID#	Date	Memo/Payee	Deposit	Withdrawal	
Cheque Account:			1-1110	ACCOUNT 1		
Date of Bank Statement:	31/03/2013					
Reconciled Cheques						
	142234	20/01/2013	Giza's Gizmos inv 1			\$60.00
	142240	6/03/2013	City of Charles Sturt			\$290.00
	142241	7/03/2013	Hodge Marine – airhorns			\$56.20

142242	8/03/2013	Officeworks Superstores Pty Ltd	\$99.32
	eft 12/03/2013	Admin Focus - inv 859	\$1,699.50
142244	13/03/2013	R French - cable reel for toggle rope	\$52.90
142245	18/03/2013	City of Charles Sturt	\$120.00
	eft 18/03/2013	John Holland - AusDBF meeting, handrail bolts, veh hire	\$1,413.42
	eft 18/03/2013	Optus - internet service	\$62.15
142247	20/03/2013	Adelaide Sea Dragons: Credit from 00000023	\$530.00
142248	20/03/2013	Black Dragons Dragon Boat Club: Credit from 00000024	\$110.00
142251	20/03/2013	Subsonix Dragon Boat Club: Credit from 00000027	\$165.00
142252	20/03/2013	Water Warriors DB Club: Credit from 00000028	\$440.00
142253	21/03/2013	Australia Post	\$223.00
	eft 21/03/2013	John Holland - state uniforms deposit	\$1,369.50
142254	22/03/2013	Cartridge World - Unley	\$45.00
	eft 25/03/2013	Marino Monograms - state uniforms	\$3,428.75
Total:			\$0.00 \$10,164.74

Reconciled Deposits

2451	4/03/2013	Dragons Abreast Pt Lincoln - rfees ref 116 17717	\$90.00
2452	8/03/2013	Water Warriors DB Club - F1, rfees 116 17747	\$484.50
2453	8/03/2013	Subsonix Dragon Boat Club - F2, rfees ref 116 17746	\$516.50
2454	8/03/2013	SADA - rfees ref 116 17764	\$187.50
2455	8/03/2013	Waiwilta Paddling Club Inc - rfees ref 116 17745	\$127.50
2456	11/03/2013	Adelaide Sea Dragons - F1, rfees 116 17763	\$477.00
2457	11/03/2013	Payment; Optimal Vitality Pty Ltd - Sandy Beagley	\$50.00
2458	12/03/2013	Payment; Black Dragons Dragon Boat Club	\$300.00
2458	12/03/2013	Black Dragons DB Club - rfees 116 17755	\$202.50
2459	13/03/2013	ASA - rfees ref 116 17684	\$105.00
2460	13/03/2013	Adelaide Phoenix - rfees ref 116 17756	\$255.00
2461	13/03/2013	Payment; Powerblades DB Club	\$105.00
2461	13/03/2013	Powerblades DB Club - rfees 116 17759	\$112.50
2462	13/03/2013	Adelaide Sea Dragons - social team x 5	\$40.00
2463	13/03/2013	Coorong DB Club - race fees 10/3	\$150.00
2464	14/03/2013	Payment; ASA	\$90.00
2465	14/03/2013	Payment; Adelaide Phoenix	\$255.00
2466	14/03/2013	Blue Water Raiders - C4	\$432.00
2467	15/03/2013	Subsonix Dragon Boat Club - T1	\$132.00
2468	19/03/2013	Coorong DB Club - C41	\$2,200.00
2469	21/03/2013	SADA - state titles fees ref 116-17986/970	\$502.50
2470	21/03/2013	Water Warriors DB Club - state titles ref 116-17972,& 17971	\$652.50
2471	21/03/2013	Adelaide Sea Dragons - F3, T1	\$393.00
2472	22/03/2013	Coorong DB Club - C3, state titles ref 116-17975	\$375.00
2473	22/03/2013	Waiwilta Paddling Club Inc - state titles ref 116 17967	\$127.50
2474	25/03/2013	Adelaide Phoenix - state titles ref 116-17999/18000	\$540.00
2475	25/03/2013	Warriors abreast Dragons Abreast - Adelaide	\$10.00
2476	25/03/2013	Coorong DB Club - state titles 2 way radio hire	\$10.00
2477	25/03/2013	Adelaide Sea Dragons - state titles ref 11617987/991	\$712.50
2477	25/03/2013	Payment; Adelaide Sea Dragons	\$120.00
2478	25/03/2013	Black Dragons Dragon Boat Club - state titles ref 116-17988/17989	\$540.00
2479	27/03/2013	Waiwilta Paddling Club Inc - NF2	\$204.00
2480	27/03/2013	Payment; Optimal Vitality Pty Ltd - Sandy Beagley	\$100.00
2481	27/03/2013	Subsonix Dragon Boat Club - state titles ref 116 17985	\$375.00
Total:			\$10,974.00 \$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
142243	8/03/2013	Cardiac Science - AED	\$187.00
142249	20/03/2013	Dragons Abreast Pt Lincoln: Credit from 00000025	\$35.00
142250	20/03/2013	SADA: Credit from 00000026	\$55.00
142246	21/03/2013	Adelaide Phoenix: Credit from 00000022	\$110.00
142255	30/03/2013	Precision Plate Aluminium Boat Builders	\$1,200.00
Total:			\$0.00 \$1,773.90

Reconciliation

MYOB Balance on 31/03/2013:	\$4,242.07
Add: Outstanding Cheques:	\$1,773.90
Subtotal:	\$6,015.97
Deduct: Outstanding Deposits:	\$0.00
Expected Balance on Statement:	\$6,015.97

Cheque Account: 1-1130	ACCOUNT 3		
Date of Bank Statement:	31/03/2013		
Reconciled Deposits			
int	31/03/2013	Bank SA	\$46.93
		Total:	\$46.93
Reconciliation			\$0.00
		MYOB Balance on 31/03/2013:	\$20,141.50
		Add: Outstanding Cheques:	\$0.00
		Subtotal:	\$20,141.50
		Deduct: Outstanding Deposits:	\$0.00
		Expected Balance on Statement:	\$20,141.50

Invoice to be resent to RM Williams.

Action: Jen (#130411-244)

Moved: Jennifer Bould **Seconded:** Chris Wood **Carried**
Motion to transfer the amount of \$8,500 from #3 account to #1 account.

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

7 STRATEGIC PLAN REVIEW

1. *Administration*

1.1 *Employ an Executive Officer/Development Officer and/or Staff*

Once the budget has been finalised consideration can be given to the affordability of this.

1.2 *Review Governance*

Noted that annual review of Board governance is conducted with Clubs given the opportunity to review feedback and comment

1.3 *Develop and refine the Portfolio Committee structure*

The Portfolio structure has been updated and posted to the website.

1.4 *Review and Create Policies*

Noted policies are updated as required with agreement to review policies again at each meeting.

1.5 *Strategic Alliances (eg SARA, Canoe SA)*

Noted current relationship with SARA is not as strong as previously.

1.6 *Review Administration outsourcing*

Services of Admin Focus and Sport SA are currently being successfully utilised.

1.7 *Review the fee structure*

Ability to change the fee structure is available and it is reviewed annually prior to the AGM..

1.8 *Database*

SmartSpace is the database currently being utilised and noted it has capability to modify to meet needs.

1.9 *Promote the cultural values and traditions of Dragon Boat racing*

Ongoing – We have a Portfolio Chairman looking after the cultural values.

8 JUNIOR DEVELOPMENT REPORT

Nil report.

9 AusDBF REPORT

- Governance workshop scheduled during Nationals on the Sunday from 9am – 3pm.
- 2016 World Club Crews bid document was tabled. Events SA contact will attend the Nationals on the Friday and meet with the AusDBF Board.

10 SECRETARY'S REPORT

Correspondence as follows

- Noted DBSA to pay the amount of \$377 to Blue Water Raiders for their purchase of a sweep oar.
- Request received from Blue Water Raiders to purchase the DBSA boat currently being leased with response given again that it was still not for sale.
- Waiwilita correspondence received in relation to their perception of how their delegates are feeling when they are attending RC meetings and Presidents forums. This was discussed with response to be written.

John Holland advised that he had ordered a further 101 paddles for various Clubs and DBSA.

Rick French noted that he had sent a letter of appreciation to the OR&S for the loan of their marquee and tear drop signs during the State Championships.

11 SAFETY

Incident report form to be given to Waiwilita paddler who twisted his knee during the State Championships.

Action: Rick (#130411-245)

ASA have advised that they will be taking a dragon boat out from The Sailing Club on Saturday for the first time and were enquiring if there was a Safe Operating Procedure to undertake this. Response to be given advising that there is not currently one in place and seeking their support to write one if they deem it necessary.

12 NEW BUSINESS

12.1 Clearance application

Nil.

12.2 Website update

Sub-committee meeting scheduled for Tuesday 7 May 2013.

12.3 State Team

Noted State teams of Premiers, Grand Masters and Great Grand Masters in Open, Women & Mixed teams would all be competing.

12.4 Advertise for State Coach 2013/14

The advertisement for the State Coach will be reviewed with intention being to appoint 2013-14 coach by July. Advertisement to be circulated for review by Board

Action: John (#130411-246)

Clubs are being asked for their thoughts on agreeing to the winning Club that wins a Masters category at the State Championships will coordinate the State team for that category.

12.5 New season registrations

Clubs to be advised that the Early-Bird discount will only be applicable for the 2013-14 season when they resume training and from 2014-15 season would only apply to payments made before July 1st for the succeeding season.

In relation to online registrations Clubs will be given one more season before it will become compulsory that all registrations must be processed online

Action: Marie (#130411-247)

12.6 Damian Leonard – OR&S (in attendance)

In attendance.

12.7 Presidents' Forum

The next Presidents Forum is scheduled for Wednesday 15 May 2013 at 8pm.

Action: Marie (#130411-248)

12.8 State Championships debrief

The general consensus was that the event was very successful with positive feedback received.

13 ANY OTHER BUSINESS

- Currently training support is being given to Coorong Dragons with Victor Dragons to be the next Club to form.
- Waikerie Chamber of Commerce is interested in having an event in 2013-14 and are requested to be provided two dates for consideration by the Racing Committee for next season.
- Copy of the Totally Wild footage is to be followed up with the respective participating school.
Action: Chris (#130411-249)
- Quote to be obtained for shipping container to store the support boat away securely.
Action: Rick (#130411-250)

14 NEXT MEETING

The next Board meeting is scheduled for Wednesday 15 May 2013 at 5:30pm and to be followed by the Presidents Forum at 8pm.

15 CLOSE OF MEETING – 10:55pm

Signed: _____
Chairperson

Date: ____/____/____