



MINUTES

Board Meeting

Wednesday 15 May 2013 at 5:30PM
At The Sailing Club – 1 Jenkins Street Port Adelaide

1 OPEN MEETING – 5:50PM

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

3 APOLOGIES: Julie Clinch and Pat Doogue

4 MINUTES OF PREVIOUS MEETING 11 APRIL 2013 ACCEPTED AS A TRUE AND CORRECT RECORD.

Moved: Chris Wood

Seconded: Rick French

Carried

5 ACTION ITEMS/BUSINESS ARISING

ACTION ITEMS – PREVIOUS MEETING	
242	Ongoing. Follow up with Raymond as to how Phoenix was charged race fee for two of their volunteers.
243	Ongoing. Submit application form to Trademark “fierce, fast, furious”.
244	Ongoing. Follow up corporate payments with RM Williams, Flight Training and CSR.
245	Actioned. Incident report form sent to and received back from Waiwita. To be filed in the office.
246	Actioned. Draft State Coach advertisement was circulated to the Board for review. As DBSA will now be in a position to offer the Level 1 Coaching Course this will be included as a pre-requisite. Agreed to post to website and circulate to Clubs. Action: John (#251)
247	Actioned. Advise Clubs that from 2014-15 season that the Early Bird registration will only apply to those registrations completed before 1 st July of the appropriate year and that it will be compulsory for all registrations to be processed online.
248	Actioned. Coordinate next Presidents Forum meeting for 15 May @ 8pm.
249	Ongoing. Follow up with Mount Carmel for copy of Totally Wild footage.
250	Actioned. Quote obtained for shipping container and agreed to purchase 1 x 20ft container. Action: Rick (#252)
ACTION ITEMS – CARRIED OVER	
002	Actioned. Agreed to proceed with quote obtained for up to \$1,000 for DBSA trailer to be painted through Cross Keys Paint & Panel.
078	Actioned. Follow up contacts in Riverland in order to progress establishment of a team. Chris Wood and Julie French visited Waikerie recently to check out venue for suitability for an event and to meet with local contacts. The general consensus was that unless a team is already established in-situ that an event would not be held. Agreed to run a Come N Try session on Sunday 30 September and to include on race program. Action: John (#253)
169	Ongoing. Arrange for DBSA signage for The Sailing Club to be made as discussed and obtain quote for a banner/sign the container.
170	Ongoing. Arrange for Policy #07 to include missing Clauses and re-circulate.
178	Actioned. OR&S provided with a Match Fixing policy with AusDBF yet to endorse.

181	Ongoing. Arrangements in place for end of season Volunteers lunch.
184	Ongoing. Arrange for plaque to be made for DBSA trailer "property of DBSA" (combined #169).
186	Withdrawn. Ask Jono if he can recommend a suitable ISP rather than transferring website over to SmartSpace initially.
191	Actioned. Appreciation extended to Copper Coast for the excellent maintenance work undertaken on the boat and trailer. Refund of \$414.44 to be given. Action: Jen (#254)
198	Actioned. Provide copy of updated key holder list for Clubs to John so that keys can be allocated.
203	Ongoing. Chris has sent flyer off to signage company for quote for Port Road Corporate Challenge sign. Form to be submitted to Council.
213	Actioned. Recommendation has been given to AusDBF that more participants might choose to try out for the National team if support camps were held locally in each state.
220	Actioned. Incorporate figures from Strategic Plan and Business Plan into the budget.
221	Ongoing. Follow up with Karen Graetz for contact details at schools to pass on to Ben Masterson.
227	Ongoing. Post Incident Report form to website.
233	Actioned. Delete 233 – 243 has taken its place.
234	Ongoing. Follow up status of trolleys being quoted by Patrick (Lonsdale).
235	Ongoing. Status of outstanding corporate paddle payments reported above.
236	Ongoing. Steve to advise Jen of number of paddlers to be reimbursed from State team for their entry fee of \$55.
237	Actioned. Steve Clinch advised that the Corporate Challenge event held in Port Lincoln on Sunday 5 May 2013 went very well with 120 individual participants. Report to be obtained for DragonsBreath. Action: John (#255)
238	Ongoing. Arrange for Opening ceremony for 2013-14 season with relevant Monks with the assistance of John Harris.
239	Actioned. Follow up invoice for Security on the Saturday of State titles.
240	Actioned. Obtain Incident Report form from Neville for injury sustained (Hospital visit) during event on 10 March.
242	Actioned. Sub-committee comprising: Chris, Pat, Ronnie, Julie and Corey met to assign website roles and activities. To be advised to Clubs so they know who to contact for posting information. Action: Chris (#256) Race results for 2012/13 will be posted by end of June.
243	Actioned. Submit on Thursday the procedures in place for selection into the respective State team categories.
247	Actioned. Arrangements to be made for replacement batteries to be inserted into walkie talkies.

6 FINANCIAL REPORT – APRIL 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:		30/04/2013				
Reconciled Cheques						
142250	20/03/2013	SADA: Credit from 00000026		\$55.00		
142246	21/03/2013	Adelaide Phoenix: Credit from 00000022		\$110.00		
	eft 5/04/2013	Admin Focus - inv 868		\$1,100.00		
	eft 5/04/2013	AusDBF - paddler levy 26p		\$572.00		
	eft 7/04/2013	AusDBF - state team PM 25p inv 1980		\$1,375.00		
	eft 7/04/2013	AusDBF - state team 19p inv 1981		\$1,045.00		
	eft 7/04/2013	AusDBF - state team 17p inv 1982		\$935.00		
	eft 7/04/2013	AusDBF - state team 16p inv 1983		\$880.00		
	eft 7/04/2013	AusDBF -state team 1p inv 1986		\$55.00		
	eft 7/04/2013	AusDBF - state team 1p inv 1988		\$55.00		

	eft	10/04/2013	Helena Harris - scholarship	\$500.00
	eft	10/04/2013	Water Warriors DB Club - scholarship x 2	\$1,000.00
142256		11/04/2013	T Morbidelli - scholarship	\$500.00
142257		11/04/2013	Blue Water Raiders - sweep oar	\$377.00
142258		11/04/2013	Department of Transport (Shared ServicesSA)	\$71.00
	eft	12/04/2013	Dragonboat Australia Inc - inv 0098WA	\$2,312.30
	eft	12/04/2013	Dragonboat Australia Inc - inv 0098WA	\$2,312.62
	eft	12/04/2013	P & K Gibson - Apple Pi Design	\$110.00
	eft	12/04/2013	Optus - internet	\$62.15
	eft	12/04/2013	Marino Monograms - state race tops	\$1,369.50
	eft	12/04/2013	Dragon Boats NSW - inv 959	\$60.00
	eft	13/04/2013	AusDBF - state team 1p inv 2025	\$55.00
	eft	13/04/2013	Dragonboat Australia Inc - inv 0098WA	\$2,312.02
btranfer		24/04/2013	Fuyang Zijie Sports Oars Co. Ltd	\$8,535.32
btranfer		24/04/2013	Bank SA	\$32.00
	eft	26/04/2013	Marino Monograms - inv 00293499	\$2,703.50
Total:				\$0.00
				\$28,494.41

Reconciled Deposits

TR000041		7/04/2013	Transfer of funds	\$4,290.00
2482		8/04/2013	Adelaide Sea Dragons - state uniforms x 3	\$176.20
2483		9/04/2013	State team - Cannon/George state team uniforms	\$218.80
2484		9/04/2013	State team - C Pounsett state team uniform	\$66.50
2485		9/04/2013	State team - D Jones state team uniform	\$55.00
2486		9/04/2013	State team - S Wortmeyer state team uniform	\$53.00
2487		10/04/2013	State team - Attewell x 2 state team uniforms	\$318.80
2488		10/04/2013	State team - Kelly x 2 state team uniforms	\$208.00
2489		10/04/2013	State team - Turbill state uniform	\$158.40
2490		10/04/2013	State team - H Wingard state team uniform	\$106.40
2491		11/04/2013	State team - Onessa state team uniform	\$158.40
2492		11/04/2013	State team - R Wright state team uniform	\$156.40
2493		11/04/2013	State team - M Storen state team uniform	\$156.40
2494		11/04/2013	State team - J Tozer state team uniform	\$156.40
2495		11/04/2013	State team - K Cameron state team uniform	\$116.50
2496		11/04/2013	State team - L Ashford/ M Barnard state team uniform	\$114.80
2497		11/04/2013	State team - J Bice state team uniform	\$72.00
2498		11/04/2013	State team - R Brown state team uniform	\$68.50
2499		11/04/2013	State team - G Penny state team uniform	\$55.00
TR000042		12/04/2013	Transfer of funds	\$8,500.00
2500		12/04/2013	Adelaide Sea Dragons - state uniform Brianni	\$158.40
2501		12/04/2013	State team - Fritsch uniform	\$156.40
2502		12/04/2013	State team - T Young uniform	\$59.40
2503		15/04/2013	State team - J Cook uniform	\$57.40
2504		15/04/2013	State team - C Finlayson uniform	\$105.00
2505		15/04/2013	State team - D Bradley uniform	\$105.00
2506		15/04/2013	Adelaide Sea Dragons - F1, C Wood uniform	\$263.40
2507		22/04/2013	State team	\$3,852.00
TR000043		23/04/2013	Money Transfer for paddles	\$5,000.00
2508		24/04/2013	State team - R Drummond uniform	\$55.00
2509		26/04/2013	State team - C Alchin uniform	\$50.00
2510		26/04/2013	Payment; Subsonix Dragon Boat Club	\$2,002.00
2511		29/04/2013	Adelaide Sea Dragons - T1	\$77.00
2512		30/04/2013	State team - M Harvey uniform	\$55.40
Total:				\$27,201.90
				\$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
142255		30/03/2013	Precision Plate Aluminium Boat Builders	\$1,200.00

142259	12/04/2013	Jack Salagaras - Nats subsidy		\$293.40
		Total:	\$0.00	\$1,902.30
Reconciliation				
		MYOB Balance on 30/04/2013:		\$2,821.16
		Add: Outstanding Cheques:		\$1,902.30
		Subtotal:		\$4,723.46
		Deduct: Outstanding Deposits:		\$0.00
		Expected Balance on Statement:		\$4,723.46
Cheque Account:	1-1130	ACCOUNT 3		
Date of Bank Statement:	30/04/2013			
Reconciled Cheques				
TR000041	7/04/2013	Transfer of funds		\$4,290.00
TR000042	12/04/2013	Transfer of funds		\$8,500.00
TR000043	23/04/2013	Money Transfer for paddles		\$5,000.00
		Total:	\$0.00	\$17,790.00
Reconciled Deposits				
int	30/04/2013	Bank SA	\$22.58	
		Total:	\$22.58	\$0.00
Reconciliation				
		MYOB Balance on 30/04/2013:		\$2,374.08
		Add: Outstanding Cheques:		\$0.00
		Subtotal:		\$2,374.08
		Deduct: Outstanding Deposits:		\$0.00
		Expected Balance on Statement:		\$2,374.08

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

7 STRATEGIC PLAN REVIEW

2. Promotion and Marketing

2.1 Continually update our website to portray the sport as a vibrant and exciting activity for people of all ages.

- Website has been rebranded and sub-committee formed to update content regularly.

2.2 Regular press and radio coverage

- Radio coverage was obtained for the State Championships and press coverage in Goolwa recently.

2.3 Television exposure

- Recent coverage on television through Totally Wild program with Channel 44 advertising to come to fruition soon.

2.4 Promote schools and junior events

- The Charles Sturt Council's school program is being run
- Mount Carmel 4 week program ongoing
- Kildare College annual DB day now around 80 students

2.5 Cinema advertising

- Corporate Challenge event advertising to be arranged for the Odeon Semaphore theatre.

Action: Chris (#257)

2.6 Banners and billboards

- Sign to promote the Corporate Challenge event is being arranged for Port Road.

2.7 Alternate race venues

- There are currently three alternate venues (Wallaroo, Goolwa, Port Lincoln) with a fourth at Waikerie being considered dependant on a team being established in the area.

2.8 Promote corporate paddle opportunities

- Promotion being undertaken through website, Life be in it, wewannago, referral and club contacts.

8 JUNIOR DEVELOPMENT REPORT

Junior Development Officer yet to be appointed - Follow up to be made with Ben Masterson,
Action: John (#258)

9 AusDBF REPORT

John Holland gave a brief report on the recent AusDBF meeting held during the Nationals.

He noted that Sean Carey and he completed the Level 1 Coaching Presenters course and once T&AE is obtained John will be able to present it locally. Course will be run locally under the new arrangements and a letter from AusDBF detailing the arrangement has been forwarded to all Board Members and DBSA subsidies to participants are yet to be determined.

A letter was sent to AusDBF outlining some of the concerns from the recent Nationals (ie re-using medals and contingency plan not in place for inclement weather).

10 SECRETARY'S REPORT

Correspondence as follows

- Letter of response was sent to Waiwilita to address some concerns raised.
- Charles Sturt Council brochures seeking nominations for the Youth and Skills Achievement Award.
- Clubs and Insurance policy renewal paperwork will be raised during Presidents Forum.

11 SAFETY

Clubs to be reminded during Presidents Forum of requirement now that daylight savings is finished to wear life jackets at night and to ensure adequate boat lighting is in place.

Concern noted from one Club in relation to some reticence about paddling at The Sailing Club in regards to safety. The Board discussed this and are advising that if Clubs follow the instruction to use the safety mats correctly that there should be no safety concerns.

12 NEW BUSINESS

12.1 Clearance application

Nil.

12.2 Website update

Noted above that website sub-committee is now in place.

12.3 State Team – Nationals report

The report from Chris Wood covering the Senior B and Senior C State Teams was tabled.

12.4 Advertise for State Coach 2013/14

Discussed earlier.

12.5 AusDBF fee 2013-14

The AusDBF fee for 2013/14 will be \$23.

12.6 2013-14 registrations

Nil discussion.

12.7 Policy reviews:

The DBSA Policies as listed below were tabled for review and ratification upon the below amendments being made:

- 000 – Regulation and Event organisation
- 001 – SunSmart policy
- 002 – Smoke free policy
 - § Should be “sheds plural”
- 003 – Code of Conduct
 - § Note on website list that this Policy has been withdrawn because it is covered under Member Protection Policy – Section D

- 004 – Race Rules & Regulations
 - § Add #9 paragraph “Other venues may be reviewed and used subject to satisfactory assessment.”
- Action: Marie (#259)**

13 ANY OTHER BUSINESS

- Noted defibrillators are yet to arrive.
- Invitation to be extended to partners of volunteers to attend the Volunteers luncheon at a cost of \$20. Agreed to extend invitation to all volunteers regardless of their level of commitment.

14 NEXT MEETING

The next Board meeting is scheduled for Wednesday 12 June 2013 at 8pm.

15 CLOSE OF MEETING – 7-40pm

Signed: _____
Chairperson

Date: ____/____/____