



# MINUTES

## Board Meeting

**Thursday 12 September 2013 at 8PM**

**At**

**The Sailing Club – 1 Jenkins Road Port Adelaide**

**1 OPEN MEETING – 8:08PM**

**2 PRESENT:** Rick French, John Holland, Jennifer Bould and Jennifer Le Ray

**3 APOLOGIES:** Pat Doogue and Chris Wood

**4 OR&S 360 DEGREE SURVEY**

Damian Leonard from OR&S attended the meeting to discuss the next step in the 360 Degree Review program and to table the feedback received for review. The Action Plan is to be completed and returned by 18 September 2013.

**Action: John (#300)**

His general perception was that DBSA was well ahead of other sports in relation to the quality of Policies in place. The governance of the Association was solid and backed up with relevant policies and programs. The current Constitution provides for a casting vote from the chairman to break a deadlock and the current view from the Australian Sports Commission is for each member of a committee to have only one vote – Action: DBSA Constitution to be amended to remove the casting vote of the Chairperson.

**Action: Marie (#301)**

Approval was given to OR&S to share DBSA Policies and procedures with other sporting organisations.

Feedback has been given to Clubs and survey participants acknowledging their input – participants are to be asked how they feel some of their perceived shortcomings can be addressed

**5 MINUTES OF PREVIOUS MEETING 14 August 2013 ACCEPTED AS A TRUE AND CORRECT RECORD.**

**Moved:** Rick French

**Seconded:** Jennifer Bould

**Carried**

**6 ACTION ITEMS/BUSINESS ARISING**

ACTION ITEMS – PREVIOUS MEETING	
290	Ongoing. The draft checklist for Race Day Volunteers document produced by Jennifer Bould was tabled for feedback and amendments proposed. Clubs to be advised of training scheduled for Sunday 20 October 2013 from 9-12:30pm at The Sailing Club. Attendees would attain Level 1 DBSA Volunteer status and have this recorded in SmartSpace. Video footage of the start line to be sourced for use. Rick French to send out to contacts in his database with Clubs encouraged to send along at least two volunteers. Registration form to be designed. <b>Action: Rick/Jen (#302/#303)</b>
291	Ongoing. Investigate option of a spray jacket and different coloured shirt for the Volunteers to be available by 20/10/31 training for feedback.
292	Actioned. Discussion held during RC meeting on formation of a Junior composite team on race days in similar vein as NSW (Torpedoes) and Queensland (Sonix). Should have enough for 10s in the B grade. Clubs advised to think of a name.

293	Actioned. Undertake acquittal process for OR&S recent funding.
294	Actioned. Review 360 Degree survey results and advise John of any issues. Draft response to be circulated prior to submitting to OR&S by 18/9/13. <b>Action: John (#304)</b>
295	Actioned. Circulate AGM Annual Report by email prior to AGM.
296	Actioned. Refund ASA the registration fee for Sue Riggs who is returning interstate.
297	Actioned. Upload ratified Policies #015-019.
298	Actioned. Process clearances: <ul style="list-style-type: none"> <li>• Peter Norcliffe – Powerblades to Subsonix</li> <li>• Mark Williams – Black Dragons to Subsonix</li> <li>• Meg Williams – Black Dragons to Subsonix</li> <li>• John Harris – Black Dragons to Adelaide Phoenix</li> </ul>
299	Actioned. Place Blade Runners and Dragon Fly on the INACTIVE membership list and let Raymond know.
<b>ACTION ITEMS – CARRIED OVER</b>	
169	Ongoing. Arrange for DBSA signage: <ul style="list-style-type: none"> <li>▪ Sailing Club/Trailer (plaque)/container/Port Road</li> </ul>
203	Actioned. Submit form to Council for sign to be up on Port Road to promote Corporate Challenge event
221	Withdrawn. Follow up with Karen Graetz for contact details at Pulteney and Woodville High.
234	Ongoing. Follow up further quotes for replacement trolleys.
244	Ongoing. Follow up corporate payments from Flight Training and CSR.
257	Ongoing. Arrange Corporate Challenge Event advertising at Semaphore Odeon theatre.
261	Ongoing. Liaise with Waikerie contact to coordinate event for Sun 29 Sep.
266	Ongoing. Schedule AusDBF Officials Course in SA when advice received to do so (Cert IV TA&E person will be Pat)
272	Actioned. Re-circulate Coaches 13/14 positions to Clubs. The applications received for Masters (Cheryl Watson) and Grand Masters (Chris Wood) coaches were considered and ratified. To be circulated again. <b>Action: John (#305)</b> Agreed to contact those who recently undertook the Coaches Course training to ascertain their interest in applying for the Premier Coach position. <b>Action: John (#306)</b>
276	Ongoing. Plan for a Social function annually in May.
283	Withdrawn. Respond to letter from BWR in relation to recent Corporate Challenge event held. John Holland rang Jenny advising it would be unlikely that Steve Clinch would respond to their letter as he has stood down from the Board..
288	Actioned. Incorporate State Coach's report in with the July Minutes.
289	Actioned. Email copy of current Certificate of Currency to Nick Zervas (Subsonix) and post to website

## 7 FINANCIAL REPORT – AUGUST 2013

ID#	Date	Memo/Payee	Deposit	Withdrawal
Cheque Account: 1-1110		ACCOUNT 1		
Cheque Account: 1-1110		ACCOUNT 1		
Date of Bank Statement: 31/08/2013				
Reconciled Cheques				
142271	29/06/2013	Adelaide Sea Dragons		\$50.00
142272	30/07/2013	SADA - Life Be In It		\$200.00
142274	1/08/2013	Canoe SA - rent		\$3,188.00
	eft 1/08/2013	Cardiac Science - AED		\$93.50
	eft 9/08/2013	Admin Focus - inv 907		\$2,297.63
142275	14/08/2013	Pat Doogue - Finance computer		\$683.10
	eft 16/08/2013	John Holland - cmachine supplies, boat maintenace		\$114.50
	eft 16/08/2013	Dragonboat Australia Inc - inv 100WA		\$383.71
	eft 16/08/2013	Sport SA - exhibitor inv 9984		\$51.70

	eft	16/08/2013	Sport SA - first aid invoice 9943	\$180.00
	eft	16/08/2013	Terry Caldwell - inv 17	\$319.00
	eft	16/08/2013	Marsh Pty Ltd	\$90.00
	142277	21/08/2013	ASA - registration refund	\$165.00
	142278	21/08/2013	Menadue Container Repairs Pty Ltd	\$2,300.00
	eft	21/08/2013	Water Warriors DB Club - LIBII challenge	\$50.00
	eft	26/08/2013	Optus	\$47.15
	eft	29/08/2013	John Holland - coach, phone	\$594.26
	eft	29/08/2013	C Wood - meeting AGM, coach course	\$322.00
			<b>Total:</b>	<b>\$0.00</b> <b>\$11,129.55</b>
<b>Reconciled Deposits</b>				
	2563	2/08/2013	Adelaide Phoenix - F2	\$330.00
	2564	6/08/2013	Payment; Streaky Bay DB club	\$318.45
	2564	6/08/2013	Payment; Adelaide Sea Dragons	\$168.30
	2564	6/08/2013	Adelaide Sea Dragons - F1	\$165.00
	2565	7/08/2013	Payment; Ceduna Sea Dragons	\$287.66
	2565	7/08/2013	Adelaide Sea Dragons - CSD insurance	\$0.20
	2566	8/08/2013	SADA - F4, TRm 1	\$739.00
	2567	12/08/2013	Subsonix Dragon Boat Club - F4	\$660.00
	2568	12/08/2013	Black Dragons DB Club - F3	\$495.00
	2569	14/08/2013	Powerblades DB Club - F5, Cam 1	\$795.00
	2570	14/08/2013	ASA - F15, Trm 2	\$2,753.00
	2571	15/08/2013	Payment; Waiwilta Paddling Club Inc	\$132.00
	2572	19/08/2013	Subsonix Dragon Boat Club	\$437.00
	2573	19/08/2013	Payment; Adelaide Sea Dragons	\$270.00
	2574	22/08/2013	John Holland	\$25.50
	2575	22/08/2013	Payment; ASA	\$231.07
	2576	26/08/2013	Adelaide Sea Dragons	\$107.00
	2577	26/08/2013	Subsonix Dragon Boat Club - F3	\$495.00
	2578	26/08/2013	SADA - F3	\$495.00
	2578	26/08/2013	Payment; SADA	\$135.00
	2579	28/08/2013	Adelaide Sea Dragons	\$1,050.00
	2580	29/08/2013	Payment; Black Dragons Dragon Boat Club	\$45.00
	2581	29/08/2013	Dragons Abreast Pt Lincoln	\$102.00
	2582	30/08/2013	Blue Water Raiders	\$784.00
	2582	30/08/2013	Payment; Blue Water Raiders	\$247.50
	2583	30/08/2013	not known	\$1,624.00
	2584	30/08/2013	Water Warriors DB Club - F16, Trm 2	\$2,918.00
			<b>Total:</b>	<b>\$15,809.68</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
	142255	30/03/2013	Precision Plate Aluminium Boat Builders	\$1,200.00
	142259	12/04/2013	Jack Salagaras - Nats subsidy	\$293.40
	142273	30/07/2013	Adelaide Phoenix - Life Be In It	\$25.00
	142276	14/08/2013	Brad Cuningyhome - refund Pt Challenge fee	\$90.00
	142279	27/08/2013	SADA - trailer, paddles, lease	\$930.00
	142280	29/08/2013	Darryl Bockmann	\$210.00
	142281	30/08/2013	Cartridge World - Unley	\$75.00
	142282	30/08/2013	Barbara Bueki Lanz & Mario Lanz	\$310.00
			<b>Total:</b>	<b>\$0.00</b> <b>\$3,320.30</b>
<b>Reconciliation</b>				
			MYOB Balance on 31/08/2013:	\$14,438.71
			Add: Outstanding Cheques:	\$3,320.30

			Subtotal:	\$17,759.01
			Deduct: Outstanding Deposits:	\$0.00
			Expected Balance on Statement:	\$17,759.01
Cheque Account:	1-1130	<b>ACCOUNT 3</b>		
Date of Bank Statement:	31/08/2013			
<b>Reconciled Deposits</b>				
	int 30/08/2013	Bank SA	\$22.58	
		<b>Total:</b>	<b>\$22.58</b>	<b>\$0.00</b>
<b>Reconciliation</b>				
			MYOB Balance on 31/08/2013:	\$11,053.11
			Add: Outstanding Cheques:	\$0.00
			Subtotal:	\$11,053.11
			Deduct: Outstanding Deposits:	\$0.00
			Expected Balance on Statement:	\$11,053.11
Cheque Account:	1-1160	<b>Investment Account-1260</b>		
Date of Bank Statement:	31/08/2013			
Reconciled Deposits				
	int 2/08/2013	Bank SA	\$314.62	
		<b>Total:</b>	<b>\$314.62</b>	<b>\$0.00</b>
Reconciliation				
			MYOB Balance on 31/08/2013:	\$21,573.24
			Add: Outstanding Cheques:	\$0.00
			Subtotal:	\$21,573.24
			Deduct: Outstanding Deposits:	\$0.00
			Expected Balance on Statement:	\$21,573.24

John Holland advised that Mildura Dragon Boat Club has expressed interest in joining DBSA instead of the Victorian Dragon Boat Association (VDBA). Calls have been made to VDBA to advise them of this however no one has replied to them. In the interim John will continue to discuss this with them and follow up outstanding payment of fees for paddles.

Motion to accept financial reports and pay accounts on Account 1

**Moved:** Jennifer Bould

**Seconded:** Jennifer Le Ray

**Carried**

## 8 STRATEGIC PLAN REVIEW

The following section from the Strategic Plan was reviewed:

6.1 State Team Culture	<p><i>Develop a competitive Open Age crew</i></p> <ul style="list-style-type: none"> <li>Noted provision of providing scholarship to cover costs to attend the Nationals was minimally taken up this season.</li> <li>Agreed to work on a survey to be emailed to Participants via Survey Monkey to ascertain what they are seeking from participation in the State team.</li> </ul> <p><b>Action: Jen / Chris (#307)</b></p>
6.2 Support the development and growth of the National Team	<p><i>Provide the necessary equipment and testing tools for DBSA paddlers to compete for National Team positions.</i></p> <ul style="list-style-type: none"> <li>Provided.</li> </ul>

## 9 JUNIOR DEVELOPMENT REPORT

Nil.

## 10 AusDBF REPORT

The next AusDBF Board meeting is scheduled this weekend with an update on Nationals to be provided hopefully.

## 11 SECRETARY'S REPORT

Correspondence as follows:

- The Board endorsed the signing of the three-year lease with SADA for use of their three dragon boats.
- The letter from the Government advising of relevant health services department advice now being available on their SA website was tabled.

## 12 SAFETY

Noted that a paddler slipped on The Sailing Club slip way and Clubs are to be aware to ensure paddlers use the long slip mats.

## 13 NEW BUSINESS

### 13.1 Website update status

Nil.

### 13.2 Directors Code of Conduct – endorse

The Board endorsed Policy #019 as part of the annual requirement.

### 13.3 State Coach appointment – status of

Discussed earlier.

### 13.4 Clearance applications

Nil.

### 13.5 Presidents Forum – Thu 10<sup>th</sup> Oct 13

The next Presidents Forum meeting will be held on Thursday 10 October 2013 at 8:15pm after the Special General Meeting scheduled for 8pm.

### 13.6 Policy reviews:

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

- #020 – Life Membership - endorsed
- #021 – Risk Management – endorsed with below amendments:

#### **Monitoring and Review**

- *The Board will monitor and review the implementation of the AusBDF Risk Management Program.*
- *The Chairman will facilitate the adoption of the AusDBF Risk Management approach across areas of our activities by:*
  - *Implementing the AusDBF Risk Management Program*
  - *Sharing information with broad applicability across all areas*

- #022 – OH&S – endorsed with amendments
- #023 – DBSA Privacy Policy - endorsed

The following section from the Policy is to be included on the DBSA website as part of registration with check box to be ticked to be compulsory before proceeding further.

*DBSA has a Privacy policy and that the information that I have provided within is necessary for the Objects of DBSA. I acknowledge and agree that the information will be disclosed to my Club and will only be used for the Objects of DBSA and to provide me with membership services. I understand that I will be able to access my information through my Club. If the information is not provided my membership application may be rejected.*

**Action: Marie (#308)**

- #024 – Environmental Policy - endorsed

Policies to be uploaded to website.

**Action: Marie (#309)**

**14 ANY OTHER BUSINESS**

- Email to be sent to Clubs seeking volunteers for next race meeting. Noted would be run in same format as on the Torrens with only two heats held and best combined time is the winner.

**Action: Rick (#310)**

- Brief discussion held on how best to invigorate Powerblades. Agreed to contact them to see if they would like any assistance with the forthcoming Veteran's Week event as long as they also contributed.

**Action: John (#311)**

- Agreed that a Special General Meeting would be called to put forward the change recommended by OR&S as part of the 360 Degree Review process in that "the Chairperson having a casting vote" should be removed from the Constitution (Section 6.1).

**Action: John (#312)**

**15 NEXT MEETING**

The next Board meeting is scheduled for Thursday 10 October 2013 at 5:30pm.

**16 CLOSE OF MEETING – 10:45pm**

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

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