



# MINUTES

## Board Meeting

**Thursday 10 October 2013 at 5:30PM**  
**At**  
**The Sailing Club – 1 Jenkins Road Port Adelaide**

**1 OPEN MEETING – 6:10PM**

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

**3 APOLOGIES:**

**4 MINUTES OF PREVIOUS MEETING 12 September 2013 ACCEPTED AS A TRUE AND CORRECT RECORD.**

**Moved:** Rick French

**Seconded:** Chris Wood

**Carried**

**5 ACTION ITEMS/BUSINESS ARISING**

NO.	ACTION
300	Ongoing. Submit Action Plan back to OR&S as part of 360 Degree Review program. To be included on Agenda for review each meeting. <b>Action: Marie (#313)</b>
301	Actioned. Call SGM to put motion forward to amend DBSA Constitution to remove the casting vote of the Chairperson.
302	Actioned. Send out email to Clubs and contacts advising of Level 1 Volunteers training on Sun 20/10/13 from 9-12:30pm and registration form.
303	Actioned. Send out #301 email to contacts in database.
304	Actioned. Circulate for Board feedback proposed response to 360 Degree review feedback tabled before submitting 18/9/13.
305	Ongoing. Cheryl Watson's applications for State Coach position has been circulate with Chris's to be circulated.
306	Ongoing. Contact those who recently undertook the Coaches Course training to ascertain their interest in applying for the Premier Coach position. <ul style="list-style-type: none"><li>• On hold until survey is sent to members seeking their feedback on the State Team.</li></ul>
307	Discuss with Chris best options to send out a survey via Survey Monkey to attain state team feedback. <ul style="list-style-type: none"><li>• To be organised through SmartSpace.</li></ul> <b>Action: Marie/Jen (#314)</b>
308	Ongoing. Following clause to be included on SmartSpace as part of registration process: <i>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.</i>
309	Actioned. Upload Policies 20-24 to website. <ul style="list-style-type: none"><li>• New dropdown link for "Sweeps" to be set up under Administration.</li><li>• Policy #017 – needs to be Version 5 throughout website.</li></ul> <b>Action: Marie (#315)</b>
310	Actioned. Send email to Clubs seeking volunteers for next race day. <ul style="list-style-type: none"><li>• Volunteers names for next race day to be included on task list and circulated.</li></ul> <b>Action: Rick (#316)</b>
311	Actioned. Follow up with Powerblades (Andy) if they would like DBSA assistance for Veterans week event to help increase their membership numbers.
312	Actioned. Arrange SGM to propose change to Clause 6.1 in the Constitution to remove the Chairperson having a casting vote.

ACTION ITEMS – MEETING HELD – 12/09/13	
169	Ongoing. Arrange for DBSA signage: <ul style="list-style-type: none"> <li>§ Sailing Club/Trailer (plaque)/container</li> <li>• Signage done for Port Road. Quote received for \$595 (plus GST) for DBSA sign for The Sailing Club approved.</li> <li>• Agreed to proceed with quote received \$2000 for signage for the DBSA trailer.</li> </ul>
203	Actioned. Submit form to Council for sign to be up on Port Road to promote Corporate Challenge event.
234	Ongoing. Follow up further quotes for replacement trolleys. <ul style="list-style-type: none"> <li>• Pat Doogue to investigate further.</li> </ul>
244	Ongoing. Follow up corporate payments from Flight Training and CSR.
257	Withdrawn. Arrange Corporate Challenge Event advertising at Semaphore Odeon theatre.
266	Ongoing. Schedule AusDBF Officials Course in SA when advice received to do so (Cert IV TA&E person will be Pat).
276	Plan for a Social function in May each year (end of season?).

John Holland tabled sample clothing for issue to DBSA Volunteers for feedback. The consensus was to order the spray jacket (dark blue) and the polo top (x20 each) and for the red spray jacket to be considered for the Nationals. To be branded with DBSA, AusDBF, "Fierce, Fast & Furious" and "Volunteer".

**Action: John (#317)**

Recommended clothing sizes to be advised to John before order placed.

**Action: Jen (#318)**

## 6 FINANCIAL REPORT – SEPTEMBER 2013

ID#	Date	Memo/Payee	Deposit	Withdrawal
<b>Cheque Account: 1-1110</b>		<b>ACCOUNT 1</b>		
Date of Bank Statement:	30/09/2013			
<b>Reconciled Cheques</b>				
142160	11/03/2012	Adelaide Phoenix		\$22.50
142255	30/03/2013	Precision Plate Aluminium Boat Builders		\$1,200.00
142276	14/08/2013	Brad Cuningyame - 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
eft	2/09/2013	Cardiac Science - AED		\$93.50
eft	5/09/2013	Admin Focus - inv 915		\$2,206.88
eft	5/09/2013	Optus		\$50.00
eft	14/09/2013	Aluminium Dynamics inv 43684		\$1,320.00
eft	14/09/2013	John Holland		\$413.68
eft	14/09/2013	ABnote - inv IN00091542		\$606.10
eft	14/09/2013	Sport SA inv 10060		\$149.05
eft	14/09/2013	Bank SA		\$8.00
TR000050	14/09/2013	Transfer of funds		\$3,500.00
142284	19/09/2013	Hodge Marine		\$40.00
eft	19/09/2013	Theodore Marine Pty Ltd - inv T9004js		\$385.00
142286	20/09/2013	Buddhist Monks		\$100.00
142287	21/09/2013	Robyn May Flowers		\$25.00
eft	23/09/2013	Adelaide Sea Dragons (supplier)		\$480.00
eft	24/09/2013	John Harris		\$46.10
<b>Total:</b>			<b>\$0.00</b>	<b>\$12,260.81</b>
<b>Reconciled Deposits</b>				
2585	2/09/2013	Water Warriors DB Club - F2	\$330.00	
2585	2/09/2013	Payment; Water Warriors DB Club	\$90.00	
2586	3/09/2013	SADA - F3	\$495.00	
2587	6/09/2013	Coorong DB Club	\$3,024.00	
2588	6/09/2013	Water Warriors DB Club	\$310.00	
2589	9/09/2013	Subsonix Dragon Boat Club - F5	\$825.00	
2589	9/09/2013	Payment; Subsonix Dragon Boat Club	\$225.00	
2590	9/09/2013	Payment; Waiwilta Paddling Club Inc	\$90.00	
2591	10/09/2013	Coorong DB Club - C4	\$448.00	
2592	10/09/2013	Adelaide Sea Dragons - F1	\$165.00	
2593	11/09/2013	Subsonix Dragon Boat Club - F1	\$165.00	
2594	11/09/2013	Black Dragons DB Club - F4	\$660.00	

2595	12/09/2013	Water Warriors DB Club - F1	\$165.00	
2596	13/09/2013	Waiwilita Paddling Club Inc - F3	\$495.00	
CD000004	14/09/2013	Reversal; 142255; 30/03/2013	\$1,200.00	
2597	16/09/2013	Copper Coast Battle Dragons Club - C11	\$1,132.00	
2598	16/09/2013	Subsonix Dragon Boat Club	\$499.00	
2599	16/09/2013	Waiwilita Paddling Club Inc - F2	\$330.00	
2600	17/09/2013	Black Dragons DB Club - F3	\$495.00	
2601	18/09/2013	SADA- rfees 116-36536	\$277.50	
2602	18/09/2013	Subsonix Dragon Boat Club - rfees 116-36441	\$172.50	
2603	19/09/2013	Water Warriors DB Club - rfees 116-36447	\$240.00	
2604	20/09/2013	Coorong DB Club - rfees 116-36474	\$142.50	
2605	23/09/2013	Adelaide Sea Dragons - rfees ref 116-36506	\$397.50	
2606	23/09/2013	Black Dragons DB Club - rfees ref 116-36510	\$180.00	
2607	23/09/2013	Blue Water Raiders - rfees ref 116-36354	\$135.00	
2608	23/09/2013	ASA - rfees ref 116-36142	\$97.50	
2609	23/09/2013	Cafe2u - 22/9 race day	\$35.00	
2610	23/09/2013	SADA - hire 2 way radio 22/9	\$10.00	
2611	23/09/2013	Coorong DB Club - 2 way radio hire	\$10.00	
2612	25/09/2013	Coorong DB Club	\$433.00	
CD000003	30/09/2013	Reversal; 142160; 11/03/2012	\$22.50	
2613	30/09/2013	Dragons Abreast Pt Lincoln - C1, rfees ref 116-36872	\$217.00	
2614	30/09/2013	Adelaide Sea Dragons - F1	\$165.00	
<b>Total:</b>			<b>\$13,678.00</b>	<b>\$0.00</b>

**Outstanding Cheques**

142179	27/05/2012	Alison Burgess - state prem accomodation	\$82.20	
142182	27/05/2012	Chelle Hosking - state prem accomodation	\$82.20	
142259	12/04/2013	Jack Salagaras - Nats subsidy	\$293.40	
142273	30/07/2013	Adelaide Phoenix - Life Be In It	\$25.00	
142283	6/09/2013	Water Warriors DB Club - registration refund	\$315.00	
142285	20/09/2013	Officeworks Superstores Pty Ltd	\$163.49	
<b>Total:</b>			<b>\$0.00</b>	<b>\$961.29</b>

**Reconciliation**

MYOB Balance on 30/09/2013:	\$18,214.91
Add: Outstanding Cheques:	\$961.29
Subtotal:	\$19,176.20
Deduct: Outstanding Deposits:	\$0.00
Expected Balance on Statement:	\$19,176.20

**Cheque Account: 1-1130 ACCOUNT 3**

Date of Bank Statement: 30/09/2013

**Reconciled Deposits**

TR000050	14/09/2013	Transfer of funds	\$3,500.00	
int	30/09/2013	Bank SA	\$24.10	
<b>Total:</b>			<b>\$3,524.10</b>	<b>\$0.00</b>

**Reconciliation**

MYOB Balance on 30/09/2013:	\$14,577.21
Add: Outstanding Cheques:	\$0.00
Subtotal:	\$14,577.21
Deduct: Outstanding Deposits:	\$0.00
Expected Balance on Statement:	\$14,577.21

John Holland advised that any Board member with a key to the DBSA trailer should note that the rear lock has been keyed to match the side locks so only one key now works (The key which previously only operated the side doors).

Motion to accept financial reports and pay accounts on Account 1

**Moved:** Jennifer Bould      **Seconded:** Pat Doogue      **Carried**

**7 STRATEGIC PLAN REVIEW**

The following section from the Strategic Plan was reviewed:

1.1 Employ an Executive Officer and/or Office Staff	Job and person specifications developed. Job responsibilities developed Start with Part-time. • Ongoing.
1.2 Review Governance	Conduct Annual Governance Review • To be undertaken in January.

1.3 Review and further develop the Committee structure	Development Committee – Maintenance Committee – organised, need shelves replaced in racks at boatshed. Racing Committee Website Committee • Committees in place
1.4 Review Administration outsourcing	Investigate options and the relevance of current practice • Approved in April.
1.5 Data Base	Further develop Smart Space to be the tool for clubs to administer their race requirements and facilitate online payments system for both DBSA and Member Clubs • Ongoing.
1.6 Promote the cultural values and traditions of Dragon Boat racing	Allocate a Cultural Portfolio to a Board Member. Foster the Cultural Traditions of our sport • John Harris has been appointed as the Cultural Portfolio officer and is doing an exceptional job and has agreed to be Publicity Officer also.

A special Vote of Thanks was extended to John Harris for successfully organising the recent “eye dotting” ceremony to mark our season opening.

Quote to be obtained for portable radio microphones and two-way radios.

**Action: Pat (#319)**

## 8 JUNIOR DEVELOPMENT REPORT

Chris Wood advised that some names had been suggested for the Junior team from a Junior member which will be forwarded to the Board for consideration.

**Action: Chris (#320)**

## 9 AusDBF REPORT

AGM is scheduled for 1 December with John Holland and Pat Doogue to attend. Proxy votes to be obtained prior as required.

Australian Championships Steering Committee meeting will be held in Adelaide on Saturday 9 November 2013. Board members welcome to attend.

## 10 SECRETARY’S REPORT

Correspondence as follows:

§ Request received from Adelaide Phoenix for fundraising flyer to be circulated to Clubs. Agreed to raise at Presidents Forum first to seek their approval for circulation and send.

**Action: John/Chris (#321/#322)**

§ Available slots remain for Festival of Sport Come N Try sessions.

§ Conflicting advice received from Council in relation to car parking restrictions at Aquatic Reserve. Follow up occurring through different sources.

**AGREEMENT TO AFIX DBSA SEAL TO LEASE AGREEMENT WITH SA DRAGONS ABREAST FOR USE OF THEIR BOATS FOR NEXT THREE YEAR PERIOD.**

**Moved:** Rick French

**Seconded:** Pat Doogue

**Carried**

## 11 SAFETY

Noted that the ladder in the Aquatic Boatshed is to be secured to the end of the right hand bag storage rack when not in use.

## 12 NEW BUSINESS

### 12.1 Website update status

Website to be urgently upgraded with training to be conducted as required. Important that race results are posted ASAP and training provided to Ronnie Lane for this to occur. Process to be put in place to ensure that events are uploaded promptly to website.

**Action: Chris (#323)**

Quote received from Webmaster (\$720 approx.) for photo gallery to be made available for DBSA and Adelaide Sea Dragons websites. Approval given for DBSA to pay 50% of this cost.

**12.2 State Coach appointment – status of**

Discussed earlier in meeting.

**12.3 Clearance applications**

The following clearance applications were ratified:

- Steven & Scott Clinch – Bladerunners to Black Dragons

**Action: Marie (#324)**

**12.4 SGM – 10/10/13**

Scheduled for this evening.

**12.5 Presidents Forum – Thu 10<sup>th</sup> Oct 13**

Scheduled for this evening.

**12.5 2014 Board Meeting Dates**

To be scheduled for Wednesday and Thursday evenings at 8pm for 2014 where possible.

**Action: Marie (#325)**

**12.6 Policy reviews:**

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

- § #025 – Paddler Event policy – ratified
- § #026 – Allocation system for new people to the sport of dragon boating – ratified
- § #027 – Race Day Organisation & Draws – postponed to next meeting
- § #028 – State Championships – Qualifying Regulation – ratified
- § #029 – Appointment of Delegates to AusDBF – ratified\*
- § #030 – Dragonboat Training Protocol – West Lakes & Port River – ratified

\*AusDBF have asked John Holland to investigate changing the AusDBF Constitution to allow for one vote per member rather than four.

Policies to be uploaded to website.

**Action: Marie (#326)**

**13 ANY OTHER BUSINESS**

§ Noted that the Theodore Marine inspection report has been received and is to be circulated to the Board.

**Action: Pat (#327)**

**14 NEXT MEETING**

The next Board meeting is scheduled for Friday 8 November 2013 at 8:00pm.

**15 CLOSE OF MEETING – 7:45pm**

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

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