



## MINUTES

### Board Meeting

Friday 8 November 2013 at 8PM

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, Jennifer Le Ray. Guest: Kel Watt (AusDBF President)

**3 APOLOGIES:** Nil.

**4 MINUTES OF PREVIOUS MEETING 10 OCTOBER 2013 ACCEPTED AS A TRUE AND CORRECT RECORD.**

**Moved:** Rick French

**Seconded:** Pat Doogue

**Carried**

**5 ACTION ITEMS/BUSINESS ARISING**

NO.	ACTION
313	Actioned. Include 360Degree Action Plan review on each Agenda.
314	Actioned. Draft Survey to be sent out to all members seeking input on State Team and sent out via SmartSpace.
315	Actioned. New dropdown link for "Sweeps" to be set up under Administration on website. Policy #017 – needs to be Version 5 throughout website.
316	Actioned. Volunteers names for next race day to be included on task list and circulated.
317	Ongoing. Order Volunteers spray jacket (dark blue) and the polo top (x20 each). To be branded with DBSA, AusDBF, "Fierce, Fast & Furious", "Be Active" and "Volunteer".
318	Actioned. Advise John of recommendations for sizing of volunteers clothing.
319	Actioned. Quote to be obtained for portable radio microphones and two-way radios. <ul style="list-style-type: none"><li>Options to be investigated further for a matched set of radios (waterproof).</li><li>Quote obtained (\$150) for walk around microphone.</li></ul>
320	Actioned. Forward suggested names for Junior State team to the Board. Chris went through the names. <ul style="list-style-type: none"><li>The Board agreed to proceed with naming the State Junior team "Dragonites".</li></ul>
321	Actioned. Seek Presidents approval to circulate Phoenix fundraising flyer to Clubs.
322	Actioned. If approved by Presidents circulate Pheonix flyer to Clubs.
323	Ongoing. Provide training to Ronnie Lane to upload race results. <ul style="list-style-type: none"><li>Noted some results have been uploaded.</li></ul>
324	Ongoing. Put process in place for website events to be uploaded to the Calendar in a timely fashion. <ul style="list-style-type: none"><li>Corey Constable to be put in charge of this section.</li></ul>
325	Actioned. Process Clearances for Steve & Scott Clinch from Bladerunners to Black Dragons
325	Actioned. Board meetings to be scheduled for Wednesday and Thursday evenings at 8pm for 2014 where possible.
326	Actioned. Upload policies #025-26, 28-030 to website.
327	Actioned. Circulate Theodore Marine inspection report to Board.

ACTION ITEMS – MEETING HELD – 12/09/13	
169	Ongoing. Arrange for DBSA signage: <ul style="list-style-type: none"> <li>§ Trailer (plaque)/container</li> <li>§ DBSA trailer – needs “Be Active – OR&amp;S, AusDBF” logos included</li> </ul> <ul style="list-style-type: none"> <li>○ Quote to be obtained beforehand.</li> </ul>
234	Ongoing. Follow up with Dennis Wright for further quotes for replacement trolleys. <ul style="list-style-type: none"> <li>○ One quote received for \$2040 and another for \$2060. Agreed to go with contact in Ceduna if still extant as their quote was cheaper for aluminium trolleys. Three are required and contact to be made with Qld to ascertain if they are interested in any being made for them.</li> </ul> <b>Action: John (#324)</b>
244	Ongoing. Follow up corporate payments from Flight Training and CSR. <i>MOVED: R. FRENCH and SECONDED: P. DOOGUE</i> <i>To write-off the overdue corporate training payment owed by CSR.</i> <b>CARRIED.</b> <b>Action: Jen (#325)</b>
266	Ongoing. Follow up with AusDBF (Kel) to schedule AusDBF Officials Course in SA when advice received to do so (Cert IV TA&E person will be Pat).
272	Ongoing. Re-circulate Coaches 13/14 positions to Clubs. <ul style="list-style-type: none"> <li>○ This was put on hold until the SurveyMonkey survey form to all registered paddlers was sent seeking their feedback on the State Team. The deadline for the survey was 8 November 2013.</li> <li>○ A brief discussion was held on some of the feedback received from the survey with it noted that 152 responses had been received in total.</li> <li>○ In order to improve communication to members it was suggested that a DBSA Facebook page be set up.  <b>Action: JLR is (#326)</b></li> <li>○ Kel Watts offered for AusDBF to cover the cost to hold a “high performance” training session to be run by some of the National squad coaches as a way of attracting interest in the state team.</li> <li>○ A summary report with recommendations is to be produced for review by the Board.  <b>Action: JLB &amp; Chris (#327)</b></li> </ul> Brief discussion held on the Board’s thoughts for the categories to be raced at the next Nationals and discussed by the AusDBF Steering Committee at the Adelaide meeting on 9 November. One suggestion was to have Premiers Open Women & Mixed (20s) and Seniors Open & Women (10s) Mixed (20s)
276	Ongoing. Plan for a Social function in May each year (end of season?).
300	Actioned. Submit Action Plan back to OR&S as part of 360 Degree Review program.
305	Actioned. Circulate Chris Wood applications for State Coach positions.
307	Actioned. Discuss with Chris best options to send out a survey via Survey Monkey to attain state team feedback.
308	Actioned. Following clause to be included on SmartSpace as part of registration process: <ul style="list-style-type: none"> <li>○ <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></li> </ul>

## 6 FINANCIAL REPORT – OCTOBER 2013

ID#	Date	Memo/Payee	Deposit	Withdrawal
<b>Cheque Account: 1-1110</b>		<b>ACCOUNT 1</b>		
Date of Bank Statement: 31/10/2013				
<b>Reconciled Cheques</b>				
142273	30/07/2013	Adelaide Phoenix - Life Be In It		\$25.00
142285	20/09/2013	Officeworks Superstores Pty Ltd		\$163.49
	eft 1/10/2013	AusDBF - coaching course		\$1,900.00
	eft 1/10/2013	Digitalhost		\$96.80
	eft 1/10/2013	Cardiac Science		\$93.50
142288	2/10/2013	Department of Planning, Transport & Infrastructure		\$73.00
142289	2/10/2013	ASA - refund of registration fees		\$170.00
	eft 3/10/2013	Admin Focus inv 923		\$1,783.38
	EFT 3/10/2013	Optus		\$47.15
	eft 9/10/2013	ABnote		\$248.11

eft 9/10/2013	Digitalhost		\$44.00
142290 10/10/2013	R French		\$153.48
142291 10/10/2013	Eagle boys		\$99.60
142292 10/10/2013	Scotch College		\$3,600.00
eft 11/10/2013	Adelaide City Council		\$125.00
eft 11/10/2013	Sport SA		\$1,100.00
eft 11/10/2013	John Holland		\$1,098.72
eft 11/10/2013	The Sailing Club Phoenix LeRay		\$300.00
142294 13/10/2013	S Wortmeyer		\$95.00
142296 13/10/2013	City of Charles Sturt		\$100.00
eft 14/10/2013	AusDBF		\$550.00
eft 15/10/2013	Southern Cross Repairs		\$500.00
eft 18/10/2013	Snap Print Albert Park		\$129.60
eft 18/10/2013	C Wood		\$676.50
eft 18/10/2013	Loren Morris		\$195.00
eft 23/10/2013	John Holland		\$357.30
eft 26/10/2013	John Holland		\$571.57
142297 27/10/2013	C Finalyson		\$126.00
	<b>Total:</b>	<b>\$0.00</b>	<b>\$14,422.20</b>

**Reconciled Deposits**

2615 1/10/2013	Payment; Adelaide Sea Dragons	\$900.00	
2616 1/10/2013	Payment; Waiwilta Paddling Club Inc	\$600.00	
2617 3/10/2013	Black Dragons Dragon Boat Club - F3,Jm2	\$709.00	
2618 3/10/2013	Payment; Subsonix Dragon Boat Club	\$300.00	
2619 3/10/2013	Water Warriors DB Club - F1	\$165.00	
2620 3/10/2013	Payment; SADA	\$600.00	
2621 3/10/2013	Payment; Black Dragons Dragon Boat Club	\$600.00	
2622 9/10/2013	Copper Coast Battle Dragons Club - rfees ref 116-36789	\$112.50	
2623 9/10/2013	Subsonix Dragon Boat Club - rfees ref 116-37365	\$105.00	
2624 10/10/2013	SADA - rfees	\$210.00	
2625 10/10/2013	Water Warriors DB Club - rfees ref 116-37388	\$292.50	
2626 11/10/2013	Adelaide Phoenix - rfees	\$532.50	
2627 11/10/2013	Office for Recreation & Sport	\$15,000.00	
2628 11/10/2013	Adelaide Sea Dragons - rfees 116-37432, F1	\$517.50	
2629 11/10/2013	Subsonix Dragon Boat Club - Trm1	\$139.00	
2630 16/10/2013	Coorong DB Club - C2	\$224.00	
2631 21/10/2013	Adelaide Phoenix - F2, Jm1	\$437.00	
2632 21/10/2013	Payment; Bryant Concepts	\$460.00	
2633 21/10/2013	Payment; Dragons Abreast Pt Lincoln	\$231.00	
2634 23/10/2013	Subsonix Dragon Boat Club - rfees ref 116-37730	\$172.50	
2635 23/10/2013	Black Dragons Dragon Boat Club - F4	\$660.00	
2636 24/10/2013	SADA - rfees ref 116-37703	\$217.50	
2637 24/10/2013	Water Warriors DB Club - rfees ref 116 37746	\$270.00	
2638 28/10/2013	Waiwilta Paddling Club Inc	\$165.00	
2639 28/10/2013	Black Dragons Dragon Boat Club - rfees ref 116-37856	\$247.50	
2640 28/10/2013	Adelaide Sea Dragons - rfees ref 116-37755	\$352.50	
2641 29/10/2013	Subsonix Dragon Boat Club	\$130.00	
2642 30/10/2013	Cafe2u	\$40.00	
2643 30/10/2013	SADA	\$10.00	
	<b>Total:</b>	<b>\$24,400.00</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
142283 6/09/2013	Water Warriors DB Club - registration refund		\$315.00
142293 12/10/2013	Copper Coast Historic Vessel Assn Inc		\$54.00
142295 13/10/2013	Dale Watson		\$22.53
	<b>Total:</b>	<b>\$0.00</b>	<b>\$849.33</b>

<b>Reconciliation</b>		MYOB Balance on 31/10/2013:	\$28,304.67
		Add: Outstanding Cheques:	\$849.33
		Subtotal:	\$29,154.00
		Deduct: Outstanding Deposits:	\$0.00
		<b>Expected Balance on Statement:</b>	<b>\$29,154.00</b>
<b>Cheque Account: 1-1130</b>	<b>ACCOUNT 3</b>		
Date of Bank Statement: 31/10/2013			
Reconciled Deposits			
int 31/10/2013	Bank SA	\$27.85	
<b>Total:</b>		<b>\$27.85</b>	<b>\$0.00</b>
<b>Reconciliation</b>			
		MYOB Balance on 31/10/2013:	\$14,605.06
		Add: Outstanding Cheques:	\$0.00
		Subtotal:	\$14,605.06
		Deduct: Outstanding Deposits:	\$0.00
		<b>Expected Balance on Statement:</b>	<b>\$14,605.06</b>
<b>Cheque Account: 1-1165</b>	<b>Investment account 2060</b>		
Date of Bank Statement: 31/10/2013			
Reconciled Deposits			
int 16/09/2013	Bank SA	\$630.45	
<b>Total:</b>		<b>\$630.45</b>	<b>\$0.00</b>
<b>Reconciliation</b>			
		MYOB Balance on 31/10/2013:	\$58,158.71
		Add: Outstanding Cheques:	\$0.00
		Subtotal:	\$58,158.71
		Deduct: Outstanding Deposits:	\$0.00
		<b>Expected Balance on Statement:</b>	<b>\$58,158.71</b>

Follow up to be made with Mildura for overdue payment for paddles.

**Action: John (#328)**

Blue Water Raiders to be credited the \$500 boat lease hire as the boat is being relocated to Whyalla and Copper Coast to be invoiced revised amount for boat lease hire given the repairs done to the trailer.

**Action: Jennifer (#329)**

Noted that AusDBF have been paid the registration fee for 497 paddlers and 5 x juniors.

Motion to accept financial reports and pay accounts on Account 1

**Moved: Chris Wood    Seconded: Pat Doogue    Carried**

## 7 STRATEGIC PLAN REVIEW

The following sections from the Strategic Plan were reviewed:

2.1 Continually update our website to portray the sport as a vibrant and exciting activity for people of all ages	Website committee to ensure content is always current and relevant and easy to access o Ongoing.
2.3 Regular Press and radio coverage	Send items of interest about race days and race results to local media both Print & Broadcast. o Noted increase in coverage this year to date. The appointment of a Publicity Officer has been made (John Harris) with promotion to be undertaken when there is a particular worthwhile story. o The following Policies were ratified: - <b>#037 - Procedure for the Formation and the Functions of the Website Committee</b> - <b>#038 - Procedure for the Formation and the Functions of the Cultural and Publicity Portfolio</b> o Policy to be produced for the Maintenance committee. <b>Action: Pat (#330)</b>

2.4 Television exposure	Promote Corporate Challenge through adverts on Channel 44 - Regular exposure on Channel 44. <ul style="list-style-type: none"> <li>o An unprecedented amount of enquiries for Corporate events have been received purportedly since these ads have been run.</li> </ul>
2.5 Promote Schools and Junior Events	Retain a Junior Development Consultant. Work with Schools Zone Days. <ul style="list-style-type: none"> <li>o Noted Mt Carmel are keen for a dedicated Sports Day to be held on a Friday in November 2014.</li> <li>o Follow up to be made with Ben Masterson (Adelaide Phoenix) to ascertain if still keen to manage this portfolio.  <b>Action: John (#331)</b></li> </ul>
2.6 Cinema Advertising	Develop a cinema advertisement promoting the sport and website <ul style="list-style-type: none"> <li>o Follow up for ongoing promotional advertisement at Semaphore Odeon.  <b>Action: Chris (#332)</b></li> </ul>
2.7 Banners and Billboards	Identify sites and opportunities to promote the sport utilising banners or billboards. <ul style="list-style-type: none"> <li>o Promotional Corporate Challenge sign placed on Port Road for this event.</li> </ul>
2.8 Alternate Race Venues	Plan a minimum of 1 race meeting per season in a different venue to showcase our sport. <ul style="list-style-type: none"> <li>o Various events are scheduled and planned at Wallaroo, Port Vincent, Coorong and Port Lincoln.</li> <li>o Given preference is for four boats to be available for a regatta it was agreed to investigate options to purchase a two-boat trailer.  <b>Action: John (#333)</b></li> </ul>
2.9 Promote corporate paddle opportunities	Promote to businesses to expand the number of services. <ul style="list-style-type: none"> <li>o Current corporate program is working well.</li> </ul>

## 8 ORS 360Degree – Action Plan Review

<b>Leadership</b>	
1.3 Open and Transparent	Invite any registered paddlers to submit papers on any issues concerning them. <ul style="list-style-type: none"> <li>o As a result of some participants claiming that they were not being listened to by DBSA a document "Issues Paper" has been posted to the website for submission to DBSA on any ideas for consideration. This was advised in the recent DragonsBreath newsletter.</li> <li>o One of these was completed by John Holland to cover the issue raised by Dennis Wright (WWs) at the previous RC meeting in relation to a proposal for Premier Sweeps to be able to sweep other categories.</li> <li>o The Board recommendation to the RC is that: <ul style="list-style-type: none"> <li>- <i>on application at the RC meeting prior to a race day that any Club can seek to have any Sweep helm up one grade only.</i></li> </ul> <b>Action: Marie (#334)</b></li> </ul>
<b>Communication &amp; Relationships</b>	
2.1 Provided with information to perform role	Provide training in all roles. <ul style="list-style-type: none"> <li>o The first training session for volunteers was held on Sunday 27 October with a powerpoint presentation delivered, role playing and a review of the Race Day Volunteers Manual.</li> <li>o The general feedback was positive with some quiz results to be submitted still.</li> </ul>
2.2 Website contains resources that are useful	Website Sub-Committee activated <ul style="list-style-type: none"> <li>o Updating the calendar is to be a priority for the committee.</li> </ul>
2.4 DBSA listens to my point of view	Refer 1.3 <ul style="list-style-type: none"> <li>o Discussed in #1.3 above.</li> </ul>

## 8 JUNIOR DEVELOPMENT REPORT

Discussed earlier possible Schools day in November 2014.

## 9 AusDBF REPORT

Kel Watts reported on the following from AusDBF:

- Appreciation extended to DBSA for the opportunity to meet with the Board. Noted he was the SA liaison person with AusDBF and highlighted that DBSA was leading the way in support and responses to AusDBF in relation to administrative issues.
- Congratulations extended to DBSA for successful bid with AusDBF and Events SA to host the World Club Crew Championships in 2016. His visit here was in part to meet with the Charles Sturt Council and Events SA for initial planning discussions.
- The Aurora team was successful in winning their second highest haul of 15 x gold, 14 x silver and 6 x bronze medals. The team camaraderie was positive. Some positive PR is expected to result with one of the team spectators who works for ABC 24 impressed with the team culture and is in process of writing a supporting article to be promoted via various outlets.
- Some of the profit made from the Merlin paddles purchased for the Aurora team will be put towards a scholarship for: an upcoming coach, paddler, official and Director to the tune of \$500 each.
- The first newsletter on the Australian Championships is expected to be released by early December.
- The findings of the coronial enquiry are yet to be released. Some safety changes have already been introduced.
- AusDBF would like DBSA to plan ahead to have a suitable acknowledged person to be the one to award the Peter Bristow trophy to the winning team at National Championships (perhaps family or former team member).
- Eager to schedule weekends for another visit to Adelaide whereby other Board members could attend to give participants the opportunity to participate in some intimate discussions with AusDBF about what the SA issues are and to perhaps include a "high performance" training weekend.
- AusDBF keen to work with DBSA and Events SA in planning for the 2016 WCCS expected to be held over one week from 2<sup>nd</sup> October. Various sub-committees would need to be formed to arrange different components of this event. Kel suggested that some States may wish to consider holding an event the week prior to capture overseas visitors arriving in Australia beforehand.
- AusDBF will send an email to each State prior to the next AusDBF Board meeting so that an opportunity can be given for state issues to be included on the Agenda.

## 10 SECRETARY'S REPORT

Correspondence as follows:

- The letter received from Water Warriors Abreast seeking a refund for the DBSA registration fee for a participant (Jo Walkley) who was injured and unable to paddle was considered and declined.
- Discussion ensued on whether a policy needed to be put in place to cover requests for refunds of registration fee. Further investigation to be followed up with other sporting associations to see what they have in place and an Issues paper submitted.  
**Action: JLR (#335)**
- Letter received from Goodlife North Adelaide as a sponsor of the forthcoming Sports Forum event offering a variety of membership offers to DBSA members. Agreed to circulate to Clubs.  
**Action: John (#336)**
- Enquiry received from the organisers of the 2014 Naracoorte Masters Games as to the number of medals to be ordered. Agreed to base on 3 x categories of Open, Women and Mixed and for details of event to be circulated to Clubs.  
**Action: John (#336)**
- Invitation received from OR&S for a Women's Directorship course scheduled for 3 days in February and March at a reduced rate of \$500. Jennifer Le Ray and Marie Cunningham expressed interest in undertaking this course.

## 11 SAFETY

The loose ladder has been secured and the buoys are to be painted a fluro colour as required.

## 12 NEW BUSINESS

### 12.1 Website update status

Discussed earlier.

- 12.2 State Coach appointment – status of**  
Placed on hold until summary report from survey undertaken produced along with recommendations.
- 12.3 Clearance applications**  
Nil.
- 12.4 Christmas meeting/dinner**  
To be held after the next Board meeting from 8pm.
- 12.5 Sweeps Classification Reform Proposal document**  
Tabled and discussed earlier with recommendation noted above.
- 12.6 Meeting Dates 2014**  
Meeting dates for 2014 scheduled as follows:

THU	09-JAN
WED	12-FEB – & Presidents' Forum
WED	12-MAR
WED	09-APR
THU	15-MAY – & Presidents' Forum
WED	11-JUN
THU	10-JUL
WED	13-AUG – & Presidents' Forum
WED	20-AUG – AGM
THU	25-SEP
WED	22-OCT
THU	13-NOV - & Presidents' Forum
WED	10-DEC – Xmas meeting

- 12.7 Policy reviews:**  
The DBSA Policies as listed below were tabled for review and ratification as follows
- § 027 – Race Day Organisation & Draws – ratified
  - § 031 – Race Fee Payments – ratified
  - § 032 – Board secondment – next meeting
  - § 033 – Race Day Time Penalties – ratified

Policies to be uploaded to website.

**Action: Marie (#337)**

- 13 ANY OTHER BUSINESS**  
Nil.

- 14 NEXT MEETING**  
The next Board meeting is scheduled for Thursday 12 December 2013 at 6pm.

- 15 CLOSE OF MEETING – 11:25pm**

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

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