



MINUTES

Board Meeting

Thursday 12 December 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, Jennifer Le Ray.

3 **APOLOGIES:** Nil.

4 **MINUTES OF PREVIOUS MEETING 8 NOVEMBER 2013 ACCEPTED AS A TRUE AND CORRECT RECORD.**

Moved: Rick French

Seconded: Pat Doogue

Carried

5 **ACTION ITEMS/BUSINESS ARISING**

NO.	ACTION
324	Ongoing. Follow up quote from Ceduna contact for 3 x aluminium boat trolleys to be made and also with Qld to see if they would like any made. <ul style="list-style-type: none">• Only one quote has been received to date for the trolleys.
325	Actioned. To write-off the overdue corporate training payment owed by CSR.
326	Actioned. Look at setting up a DBSA Facebook page.
327	Ongoing. Produce summary report from SurveyMonkey survey on State Team feedback. <ul style="list-style-type: none">• The recommendations from the survey were tabled for review.• Agreed to conduct a local planning day for Coaches on Sunday 5 January 2014 at the Sailing Club. Email advice to be sent out and advise that expected number of participants from each Club going to 2014 Nationals to be advised then. Check with Water Warriors if there Coach can attend given it is close to their training time. <p>Action: Chris/Jen L (#339)</p> <ul style="list-style-type: none">• Agreed to circulate Premiers Coach advertisement to those who undertook recent Coaches course training. <p>Action: John (#340)</p>
328	Actioned. Follow up to be made with Mildura for overdue payment for paddles – PAID.
329	Actioned. Blue Water Raiders to be credited the \$500 boat lease hire as the boat is being relocated to Whyalla. Copper Coast to be invoiced revised amount for boat lease hire given the repairs done to the trailer.
330	Ongoing. Policy to be produced for the Maintenance committee.
331	Ongoing. Follow up to be made with Ben Masterson (Adelaide Phoenix) to ascertain if still keen to manage this portfolio.
332	Ongoing. Follow up for ongoing promotional advertisement at Semaphore Odeon.
333	Actioned. Investigate options/quote for a 2-boat trailer for DBSA to own. <ul style="list-style-type: none">• Quote received from Premier Trailer for a two boat trailer was accepted. Advice to be given that it has been approved and for an invoice to be provided for a deposit with trailers not required until Feb/Mar 14. <p>Action: John (#341)</p>

334	Actioned. The following recommendation was endorsed at the RC meeting: <i>The Board recommendation to the RC is that on application at the RC meeting prior to a race day that any Club can seek to have any Sweep sweep up one grade only.</i>
335	Withdrawn. Further investigation to be followed up with other sporting associations to if make rule have to make sure you cover everything in the rule. <ul style="list-style-type: none"> • Agreed to withdraw Action item.
336	Actioned. Circulate membership offer from Good Life North Adelaide to Clubs.
337	Ongoing. Circulate details of 2014 Naracoorte Masters Games to Clubs and advise back on number of medals to be supplied. <ul style="list-style-type: none"> • Nil response received from Clubs in relation to expressing interest in participating so another email is to be sent • Visit to Clare to be made in 2014 to check out venue for suitability for 2015 Regional Games. Action: John (#342)
338	Actioned. Policies to be uploaded/retabled: <ul style="list-style-type: none"> § 027 – Race Day Organisation & Draws – ratified § 031 – Race Fee Payments – ratified § 032 – Board secondment – next meeting § 033 – Race Day Time Penalties – ratified
ACTION ITEMS – MEETING HELD – 12/09/13	
169	Ongoing. Need to know the measurements of the blue trailer – height, and then clarification on what is being applied to the trailer part or just the canopy part. Arrange for DBSA signage and quote for trailer: <ul style="list-style-type: none"> § Trailer (plaque)/container § DBSA trailer
244	Ongoing. Follow up corporate payments from Flight Training for 2012/13 and 2013/14 events.
266	Ongoing. Follow up with Mel 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.
276	Ongoing. Plan for a Social function in May each year (end of season?). <ul style="list-style-type: none"> § Event will be the DBSA Annual Dinner
317	Actioned. Order Volunteers spray jacket (dark blue) and the polo top (x20 each). To be branded with DBSA, AusDBF, “Fierce, Fast & Furious” and “Volunteer”.
319	Ongoing. Quote to be obtained for portable radio microphones and two-way radios.
323	Actioned. Follow up with Ronnie as to who is uploading results. <ul style="list-style-type: none"> § Follow up to now be made with Wendy Campbell (Subsonix) who apparently has the DBSA laptop instead of Ronnie Lane.
324	Ongoing. Put process in place for website events to be uploaded to the Calendar in a timely fashion – assign this to Corey Constable

6 FINANCIAL REPORT – NOVEMBER 2013

ID#	Date	Memo/Payee	Deposit	Withdrawal
Cheque Account: 1-1110		ACCOUNT 1		
Date of Bank Statement:	30/11/2013			
Reconciled Cheques				
expired 142179	27/05/2012	Alison Burgess - state prem accomodation		\$82.20
expired 142182	27/05/2012	Chelle Hosking - state prem accomodation		\$82.20
142293	12/10/2013	Copper Coast Historic Vessel Assn Inc		\$54.00
142298	1/11/2013	Canoe SA		\$3,250.00
eft	1/11/2013	AusDBF		\$2,738.25
eft	1/11/2013	Cardiac Science - AED		\$93.50
eft	4/11/2013	AusDBF		\$3,000.00
eft	4/11/2013	Admin Focus - inv 933		\$1,874.13
eft	4/11/2013	Optus – internet		\$50.00
eft	5/11/2013	AusDBF		\$3,200.00
eft	6/11/2013	AusDBF		\$2,800.00
142299	9/11/2013	Hodge Marine - airhorns		\$34.70
eft	11/11/2013	C Wood - SClub sign		\$544.50
eft	11/11/2013	John Holland		\$500.00
eft	11/11/2013	The Sailing Club - meeting room hire		\$480.00
eft	29/11/2013	Classic Wrought Iron inv 127		\$110.00
eft	29/11/2013	Classic Wrought Iron - inv 128		\$150.00
Total:			\$0.00	\$19,043.48

Reconciled Deposits

2644	4/11/2013	Corpcnfa - Corporate Challenge event	\$260.00	
2645	4/11/2013	Corpcombos - Corporate Challenge event	\$190.00	
2646	4/11/2013	Payment; Neil Parker	\$150.00	
2647	6/11/2013	Subsonix Dragon Boat Club - F1	\$165.00	
2648	11/11/2013	Adelaide Phoenix - rfees	\$390.00	
2648	11/11/2013	Payment; Adelaide Phoenix	\$910.00	
2649	11/11/2013	Deliverance team - Corporate Challenge	\$100.00	
2650	11/11/2013	Cafe2u	\$22.00	
2651	11/11/2013	SA Pathology team - Corporate Challenge	\$160.00	
2652	11/11/2013	Black Dragons DB Club - F1	\$165.00	
2653	11/11/2013	Subsonix Dragon Boat Club - Corporate Challenge	\$10.00	
2654	13/11/2013	Kerryn Suthern- Corporate Challenge	\$80.00	
2655	15/11/2013	ASA - F4	\$660.00	
2656	18/11/2013	Black Dragons DB Club - F2	\$330.00	
2657	18/11/2013	Subsonix Dragon Boat Club - F1	\$165.00	
2658	19/11/2013	Coorong DB Club - C4	\$448.00	
2659	20/11/2013	SADA – rfees	\$165.00	
2660	21/11/2013	ASA - F1	\$165.00	
2661	26/11/2013	Coorong DB Club - C5	\$560.00	
2661	26/11/2013	Black Dragons Dragon Boat Club	\$107.00	
2662	28/11/2013	AusDBF - part refund	\$499.50	
2663	29/11/2013	SADA – rfees	\$90.00	
2664	29/11/2013	Subsonix Dragon Boat Club- rfees 116-39799	\$172.50	
2665	29/11/2013	Water Warriors DB Club - rfees ref 116-39821	\$225.00	
CD000005	30/11/2013	Reversal; 142179; 27/05/2012	\$82.20	
CD000006	30/11/2013	Reversal; 142182; 27/05/2012	\$82.20	
Total:			\$6,353.40	\$0.00

Outstanding Cheques

142259	12/04/2013	Jack Salagaras - Nats subsidy		\$293.40
142283	6/09/2013	Water Warriors DB Club - registration refund		\$315.00
142295	13/10/2013	Dale Watson		\$22.53
Total:			\$0.00	\$630.93

Reconciliation

MYOB Balance on 30/11/2013:	\$15,832.99
Add: Outstanding Cheques:	\$630.93
Subtotal:	\$16,463.92
Deduct: Outstanding Deposits:	\$0.00
Expected Balance on Statement:	\$16,463.92

Cheque Account: 1-1130

Date of Bank Statement: 30/11/2013
 Reconciled Deposits
 int 30/11/2013

ACCOUNT 3

Bank SA	\$26.50	
Total:	\$26.50	\$0.00

Reconciliation

MYOB Balance on 30/11/2013:	\$14,631.56
Add: Outstanding Cheques:	\$0.00
Subtotal:	\$14,631.56
Deduct: Outstanding Deposits:	\$0.00
Expected Balance on Statement:	\$14,631.56

A refund of \$499.50 has been received from AusDBF for the extra money paid for the levy which was actually only .50c per adult and .25c for junior as opposed the \$1 paid.

Motion to accept financial reports and pay accounts on Account 1

Moved: Jennifer Bould **Seconded:** Chris Wood **Carried**

Email reminder to be sent to Clubs advising that the corporate paddles would be locked away and the ones on the rack were available for anyone to use if they forgot their paddle or had new participants.

Action: John (#343)

7 STRATEGIC PLAN REVIEW

The following sections from the Strategic Plan were reviewed:

3. Coaching & Officiating

3.1 National AusDBF Dragonboat Coaches Course	<ul style="list-style-type: none"> Continue to promote involvement to members and offer regular courses Advise AusDBF of next Coaches course scheduled (May 2014) Action: John (#344)
3.2 National AusDBF Dragonboat Sweep Program	<ul style="list-style-type: none"> Continue to conduct the Sweeps accreditation program. A Sweeps accreditation list was sent out to Clubs for review. Policy #017 tabled with amendments to include the requirements which regional sweeps need to follow to maintain their accreditation. Noted the current option to review a sweeps qualification should remain.
3.3 DragonBoat SA Dragonboat Officials Course	<ul style="list-style-type: none"> AusDBF Level 3 Officials to Mentor local Officials to accredit to level 3 DBSA Official Follow up to be made with those that undertook the Volunteers course and not submitted their paperwork. Action: Jen (#345)
3.4 National AusDBF Dragonboat Officials Course	<ul style="list-style-type: none"> Establish a qualified trainer in South Australia Pat Doogue has applied to present the course in SA. WCCs 2016 planning to include sufficient number of volunteers.
3.5 Senior First Aid Course	<ul style="list-style-type: none"> Arrange Senior First Aid Training Course Report to be obtained from SmartSpace on those who have First Aid qualifications. Action: Marie (#346)

8 ORS 360Degree – ACTION PLAN REVIEW

3. Services & Support	
3.3 Range of dragon boating programs to engage new and existing paddlers	<p>Race Committee to investigate programs to engage new and existing paddlers</p> <ul style="list-style-type: none"> Follow up at next Presidents Forum and discuss what Clubs have in mind for programs to engage new and existing paddlers Action: Marie (#347)
3.4 Guidance on recruiting, training and retaining Volunteer	<p>Refer 2.1.</p> <ul style="list-style-type: none"> Rick and John attended the OR&S launch of their V* program.
3.5 Coaches have access to training	<p>Coach training presenters to be appointed in SA (Level iv in training and assessing)</p> <ul style="list-style-type: none"> Find out cost for Gavin Godfrey to run a training session in SA for Clubs and see if Clubs would be prepared to pay a small fee to attend. Action: Marie (#348)
3.8, 3.9 Elite pathways and Talent ID	<p>Reinvigorate the High Performance Portfolio</p> <ul style="list-style-type: none"> Being undertaken by Chris Wood and Jennifer Le Ray.

9 JUNIOR DEVELOPMENT REPORT

Nil report.

10 AusDBF REPORT

- AusDBF held their National Steering Committee meeting in Adelaide recently. Consideration is being given to having 10s racing include in the 2015 State vs State racing in order to reinvigorate the event along with only allowing State to submit one crew in each category.
- 1st June will be the cut-off date for category ages. To be followed up with AusDBF for clarification.
Action: John (#349)

11 SECRETARY'S REPORT

Correspondence as follows:

- Letter received from Water Warriors re the issue of people jumping off the footbridge was raised with the Council with the Councillor to meet with John Holland on Sunday to discuss this and the parking issue.
- Letter received advising that DBSA should ensure that we keep up to date with our agreed obligations to OR&S to maintain our funding.

12 SAFETY

Arrangements to be made to source the right size loop for the lifting equipment and if not possible to look at purchasing them a little longer.

Action: Pat (#350)

13 NEW BUSINESS

13.1 Website update status

Suggested that a page be created for State Titles and 2016 WCCCs.

13.2 State Coach appointment – status of

Agreed earlier in meeting to send out position description.

13.3 Clearance applications

The clearance application received as follows was endorsed:

- Pamela Howard – Waiwilta to ASA.

Action: Marie (#351)

The clearance applications received from:

- Janice Jones and Glen Marsland – Waiwilta to Powerblades

were declined as it was felt that the circumstances were not extenuating enough. They were free however to train with any other Club however not compete with any other Club. Should Powerblades wish to seek dispensation from the Board for them both to compete with Powerblades then that would be considered at that time.

Action: Marie (#352)

13.4 Peter Alchin - fees

The request received from Peter Alchin to only pay the related insurance fees so that he can train weekly with the Auroras crew was considered.

The response given was that if Peter Alchin wished to train he would need to pay full registration fee and could seek a clearance from Subsonix to DBSA or any other Club as he had not yet registered for the season.

Action: Marie (#354)

13.5 Sports Star Magazine

Advice to be given that at that stage the Publicity Portfolio felt there was not sufficient interest or information to contribute weekly articles.

Action: John (#353)

13.6 Meeting Dates 2014

The Board meeting and Presidents Forum scheduled for Thursday 15 May 2014 have been changed as follows:

- Wed 14-May-14 @ 8pm – Board meeting
- Tue 13-May 14 @ 8pm – Presidents Forum

Action: Marie (#355)

13.7 Policy reviews:

The DBSA Policies as listed below were tabled for review and ratification as follows

- § 017 – Addendum to Sweeps Accreditation Scheme – ratified
- § 032 – Board Secondment - ratified
- § 034 – Safe Operating Procedure – Lifting Equipment - ratified
- § 035 – Social Media – ratified

Policies to be uploaded to website.

Action: Marie (#356)

14 ANY OTHER BUSINESS

- Noted some of the slings were fraying so are to be taken to Nobles to see if longer ones can be provided or repaired.

Action: Pat (#357)

- Noted at the recent RC meeting discussion was held on application of race day time penalties with Clubs reminded that the race jury should not set the penalty as this left no avenue for appeal and that it should be done by either the Chief Course Umpire, Chief Marshal, Chief Finish Judge or the Chief Official.

- Dragons Abreast Port Lincoln have now qualified as a Star Club – Congratulations as there are now three clubs fully accredited and another eight working toward accreditation.

- The rules for turn racing are to be posted to the website.

Action: Marie (#358)

- The Cultural and Publicity portfolio strategy was circulated to the Board prior to the meeting and noted that further time was required to digest. Any comments to be sent to John Holland prior to Christmas.

Action: All (#359)

- The four Clubs who have not uploaded their details to the DBSA website have all been advised to do so.

- The request received from Stephanie Brown the DBNT President for access to the SmartSpace Procedures Manual was approved.

Action: Marie (#360)

- Adelaide Phoenix to be advised to submit in writing there issue with the changed eligibility requirements for the WCCs 2014 to DBSA who would support their viewpoint to AusDBF.

Action: Jen (#361)

15 NEXT MEETING

The next Board meeting is scheduled for Thursday 9 January 2014 at 8:07pm.

16 CLOSE OF MEETING – 8:10PM.

Signed: _____
Chairperson

Date: ____/____/____