



MINUTES

Board Meeting

Thursday 9 January 2014 at 8PM

At

The Sailing Club – 1 Jenkins Road Port Adelaide

1 **OPEN MEETING – 8:10PM**

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

3 **APOLOGIES:** Nil.

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

Moved: Rick French

Seconded: Pat Doogue

Carried

5 **ACTION ITEMS/BUSINESS ARISING**

NO.	ACTION
339	Actioned. Advice of the Planning day for Coaches changed to 11 January 2014 was circulated with responses received from some of the Clubs. <ul style="list-style-type: none">The draft Agenda was reviewed and agreed to circulate to attendees. Action: (Chris #362)
340	Actioned. Circulate Premiers Coach ad to those who undertook Coaches course training. <ul style="list-style-type: none">Nil response received.
341	Actioned. Advise Premier Trailers that quote for 2-boat trailer has been approved and request an invoice to be provided for a deposit with trailers not required until Feb/Mar 14.
342	Ongoing. Visit Clare after Xmas to check out suitability for venue for 2015 Regional Games
343	Ongoing. Advise Clubs by email that the corporate paddles will be locked away for corporate events only and that they could use the ones on the rack though.
344	Ongoing. Advise AusDBF of dates for next Coaches course (May 2014?). <ul style="list-style-type: none">Agreed to schedule at The Sailing Club on Sunday 18 May 2014 from 8am-5pm.A minimum of 12 participants are required for this to proceed with only one person interested currently. There has been no follow up paperwork from participants at the last Coaches course.
345	Ongoing. Follow up with those that undertook the Volunteers course for return of paperwork. <ul style="list-style-type: none">Questionnaires still sought from four participants. Those that have done so have attained the level of 'DBSA Official 0'.Agreed to post to website details about the volunteer accreditation program. Action: (Chris #363)
346	Actioned. Provide report from SmartSpace to John of those who have First Aid qualification. <ul style="list-style-type: none">Report was provided with over 130 qualifications listed however noted that not all of them have the full expiry date showing and just include the year or Registered Nurse.This was discussed and deemed if that no expiry date was included then they would not be deemed qualified.SmartSpace to be updated to allow ID cards to print out First Aid Qualification and expiry date and to also generate an email to the person two months prior to their qualification expiring as a reminder. Clubs to be advised of the above. Action: (Marie #364)

347	Ongoing. At next Presidents Forum discuss with Clubs what they expect in the way of programs for new and existing paddlers. <ul style="list-style-type: none"> • Race Committee to investigate programs to engage new and existing paddlers
348	Ongoing. 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. <ul style="list-style-type: none"> • Given the minimal interest from participants at the last Coaches course to attain their accreditation it was suggested that this be raised at the Presidents Forum to ascertain the level of interest. Action: (Marie #365)
349	Actioned. Follow up with AusDBF for clarification on introduction of 1st June for cut-off date for age categories.
350	Withdrawn as duplicated at #357.
351	Actioned. Process clearance of Pamela Howard from Waiwilita to ASA.
352	Actioned. Advise that clearance request from Glenn Marsland and Janice Jones from Waiwilita to Powerblades was rejected due to circumstances not being extenuating enough. Powerblades to be advised that they can seek dispensation if they wish.
353	Actioned. Advise Peter Alchin that his request for reduced fees to train solely with the Auroras squad weekly was declined and that he was free to seek a clearance to DBSA or any Club and pay the full registration fee.
354	Actioned. Advise Sports Star magazine that the Publicity Portfolio feels there is not sufficient interest or articles to be able to contribute on a weekly basis.
355	Actioned. Change Board meeting and Presidents Forum in 2014 from Thursday 15 May to: <ul style="list-style-type: none"> • Wed 14-May-14 @ 8pm – Board meeting • Tue 13-May 14 @ 8pm – Presidents Forum
356	Polices to be uploaded/retabled: § 017 – Addendum to Sweeps Accreditation Scheme – ratified § 032 – Board Secondment - ratified § 034 – Safe Operating Procedure – Lifting Equipment - ratified § 035 – Social Media – ratified
357	Actioned. Take frayed sling to Nobles to see if longer once is available and if can be repaired. <ul style="list-style-type: none"> • According to Nobles frayed means: 10% on their website and the markings on the slings need to be showing to be considered valid. • Agreed to replace the entire number of frayed slings and to throw away the old set. The longer sling was considered but is impractical. Action: (Pat #366)
358	Actioned. Post rules for turn racing to website.
359	Actioned. Send any comments on the Cultural & Publicity officer portfolio strategy document submitted by John Harris to John Holland prior to Christmas. <ul style="list-style-type: none"> • The Board feedback was collated and advice sent to John Harris that DBSA endorses his strategy document. • John wrote back thanking DBSA and enquired as to when the Australia Day Trophy race would be held. Agreed to hold this on the 18/01/14 race day as the Premier Mixed 20s over 200m event. Action: (John #367)
360	Actioned. Advise DBNT of approval to access SmartSpace Procedures manual.
361	Ongoing. Advise Phoenix to send in Issues paper with changed eligibility requirements for 2014 WCCs and seek DBSA support to AusDBF.
ACTION ITEMS – HELD OVER	
169	Ongoing. 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.
266	Ongoing. Follow up with Mel (AusDBF) when Pat should be attending course prior as part of the AusDBF Officials Course in SA.
276	Ongoing. Plan for a Social function in May each year (Annual Dinner). <ul style="list-style-type: none"> • Agreed to discuss this event at the Presidents Forum to ascertain level of interest prior to scheduling. Action: (Marie #368)
319	Ongoing. Quote to be obtained for portable radio microphones and two-way radios. <ul style="list-style-type: none"> • Quote obtained and agreed to purchase three two way-radios of the exact same models at approx. \$369 each. • Agreed to purchase a walk around microphone at approx. \$150. Action: (Pat #369)

323	Actioned. Provide training to Wendy Campbell to upload race results. <ul style="list-style-type: none"> Noted Ronnie Lane is still uploading race results and Wendy Campbell will produce the race day program.
324	Ongoing. Put process in place for website events to be uploaded to the Calendar in a timely fashion – assign this to Corey Constable.
324A	Actioned. 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"> Given there has been no response from the Ceduna contact agreed to accept earlier quote from Premier Trailers for \$1510 (plus GST) for one aluminium boat trolley to be made, as a trial. If successful a further two would be purchased and if not then the requirement would need to be reviewed. Action: (John #370)
330	Ongoing. Policy to be produced for the Maintenance committee.
331	Withdrawn. Follow up to be made with Ben Masterson (Adelaide Phoenix) to ascertain if still keen to manage this portfolio. <ul style="list-style-type: none"> Suggested that Positions Vacant section be set up on the website and promote the Junior Development Officer position and High Performance Coach positions as being available. Also to be posted to Facebook. Action: (Chris/Pat #371)
332	Withdrawn. Follow up for ongoing promotional advertisement at Semaphore Odeon.
337	Actioned. 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"> Interest received from Mildura and Naracoorte in these games. Agreed to discuss at Presidents Forum to garner interest. Action: (Marie #372) <ul style="list-style-type: none"> Suggested John Harris be contacted to write an article to promote the event in the Naracoorte newspaper. Action: (John #373)

Agreed to post to Facebook congratulations to Dragons Abreast Port Lincoln for recently qualifying as a Star Club.

Action: Pat (#374)

6 FINANCIAL REPORT – DECEMBER 2013

ID#	Date	Memo/Payee	Deposit	Withdrawal
Cheque Account: 1-1110		ACCOUNT 1		
Date of Bank Statement:	31/12/2013			
Reconciled Cheques				
142259	12/04/2013	Jack Salagaras - Nats subsidy		\$293.40
142283	6/09/2013	Water Warriors DB Club - registration refund		\$315.00
eft	2/12/2013	Cardiac Science		\$93.50
eft	5/12/2013	Admin Focus - inv 940		\$2,667.88
eft	5/12/2013	Active Ageing SA		\$50.00
eft	5/12/2013	Optus		\$50.00
eft	6/12/2013	Sport SA		\$71.50
eft	11/12/2013	The Sailing Club - Gallery Yampu hire		\$20.00
142300	12/12/2013	R French		\$51.89
142301	13/12/2013	Cartridge World - Unley		\$75.00
142302	13/12/2013	City of Charles Sturt		\$330.00
142304	13/12/2013	Subsonix Dragon Boat Club		\$32.50
142305	13/12/2013	Adelaide Sea Dragons		\$65.00
eft	13/12/2013	John Holland		\$449.46
eft	13/12/2013	John Holland - freight dboats		\$200.00
eft	13/12/2013	Marino Monograms		\$2,003.80
eft	13/12/2013	John Holland - AusDBF AGM		\$1,298.51
eft	13/12/2013	John Holland - conference phone		\$955.00
eft	13/12/2013	John Holland		\$503.80
eft	13/12/2013	Marsh Pty Ltd		\$345.96
142306	15/12/2013	S Holt - portable reels for buoys		\$770.03
142307	15/12/2013	Black Dragons DB Club (supplier)		\$55.93
eft	23/12/2013	Adelaide Sea Dragons - registration refund		\$245.00
eft	30/12/2013	ABnote		\$457.60
eft	31/12/2013	Strachan Sport Services		\$1,773.20
Total:			\$0.00	\$13,173.96

Reconciled Deposits

2667	2/12/2013	Black Dragons Dragon Boat Club - rfees ref 116-39825	\$262.50	
2668	2/12/2013	S Wilson	\$245.00	
2669	3/12/2013	Adelaide Sea Dragons - rfees ref 116-39820, F1	\$487.50	
2670	3/12/2013	Coorong DB Club - C3	\$336.00	
2671	6/12/2013	Subsonix Dragon Boat Club - F1	\$165.00	
2672	6/12/2013	Waiwilita Paddling Club Inc- rfees	\$112.50	
2673	9/12/2013	Coorong DB Club - C1, rfees	\$329.50	
2674	11/12/2013	SADA - rfees	\$262.50	
2675	13/12/2013	Payment; Mildura Dragon Boat Club	\$490.00	
2676	13/12/2013	ASA - F2	\$330.00	
2677	13/12/2013	Midwest Health Pty Ltd - Annual Corporate Challenge	\$120.00	
2678	13/12/2013	Mental Illness Fellowship of SA	\$260.00	
2679	13/12/2013	Water Warriors DB Club - rfees	\$322.50	
2680	13/12/2013	Subsonix Dragon Boat Club - rfees, F1	\$367.50	
2681	16/12/2013	Adelaide Phoenix - rfees x 2	\$460.00	
2682	16/12/2013	ASA - rfees	\$157.50	
2683	16/12/2013	SADA	\$10.00	
2684	16/12/2013	Adelaide Sea Dragons - rfees ref 116-40198	\$400.00	
2685	16/12/2013	Black Dragons Dragon Boat Club - rfees	\$195.00	
2686	16/12/2013	Subsonix Dragon Boat Club - F1	\$165.00	
2687	18/12/2013	Adelaide Sea Dragons - F1	\$165.00	
2688	24/12/2013	Subsonix Dragon Boat Club - F2	\$330.00	
2689	30/12/2013	Adelaide Phoenix - 1Trm	\$139.00	
Total:			\$6,112.00	\$0.00

Outstanding Cheques

142295	13/10/2013	Dale Watson		\$22.53
142303	13/12/2013	Waiwilita Paddling Club Inc		\$32.50
Total:			\$0.00	\$55.03

Reconciliation

MYOB Balance on 31/12/2013:	\$9,346.93
Add: Outstanding Cheques:	\$55.03
Subtotal:	\$9,401.96
Deduct: Outstanding Deposits:	\$0.00
Expected Balance on Statement:	\$9,401.96

Cheque Account: 1-1130 ACCOUNT 3

Date of Bank Statement: 31/12/2013
Reconciled Deposits

int 31/12/2013	Bank SA	\$24.85	
Total:		\$24.85	\$0.00

Reconciliation

MYOB Balance on 31/12/2013:	\$14,656.41
Add: Outstanding Cheques:	\$0.00
Subtotal:	\$14,656.41
Deduct: Outstanding Deposits:	\$0.00
Expected Balance on Statement:	\$14,656.41

Cheque Account: 1-1165 Investment account 2060

Date of Bank Statement: 31/12/2013
Reconciled Deposits

int 25/12/2013	Bank SA	\$478.02	
Total:		\$478.02	\$0.00

Reconciliation

MYOB Balance on 31/12/2013:	\$58,636.73
Add: Outstanding Cheques:	\$0.00
Subtotal:	\$58,636.73
Deduct: Outstanding Deposits:	\$0.00
Expected Balance on Statement:	\$58,636.73

Motion to accept financial reports and pay accounts on Account 1
Moved: Jennifer Bould Seconded: Pat Doogue Carried

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STRATEGIC PLAN REVIEW

The following sections from the Strategic Plan were reviewed:

4. Participation

4.1 Establish a Boat Storage facility at Mawson Lakes	<p>Seek information about potential facility storage opportunities.</p> <ul style="list-style-type: none"> Noted still no current storage facility available. Agreed to set up P&D Sub-committee to look into possibility of scheduling a race day next season. Discuss at Presidents Forum. <p>Action: Chris (#375)</p>
4.2 DBSA Members are all Star Clubs	<p>Actively promote accreditation to the Star Club program to all of the DBSA member clubs.</p> <ul style="list-style-type: none"> Agreed previously to post to Facebook.
4.2 Assist the establishment of new Member Clubs	<p>Provide relevant information including a Manual for Clubs. Provide assistance as required, including the provision of boats.</p> <ul style="list-style-type: none"> Two new Clubs have been established (Coorong Dragons and Victor Dragons). Concern noted more so on potential demise of Powerblades given that they have only 8 participants registered. The Board agreed that John Holland should speak to Andy Kelly (PBs) to ascertain if PBs would be in a position to provide regular training in response to the membership enquiries received to DBSA via email. In addition would he support offer to be made to Clubs asking if they were willing to support PBs training by anyone wanting an additional paddle being welcomed to train with PBs. <p>Action: John (#376)</p>
4.3 Mildura Masters Dragon Boat event	<p>Work with Mildura Council to ensure that Dragon Boating is included in Mildura Masters Games every 2 years.</p> <ul style="list-style-type: none"> Occurring in 2015.
4.4 Participate in the South Australian Masters Games	<p>Ensure that Dragon Boating is included all Masters Games in South Australia – actioned.</p> <ul style="list-style-type: none"> Clare is hosting 2014 Masters Games at which dragon boat is not yet an event – JH to check out potential venue in Clare with local contact – David Lloyd.
4.5 DBSA paddlers remain competitive both Nationally and Internationally	<p>Provide quality up to date equipment and training aids</p> <ul style="list-style-type: none"> Noted OC1 was recently purchased to assist with training for the National squad. Jen Le Ray asked if consideration would be given to DBSA purchasing a TK1 canoe given that this appears to what AusDBF is now using for testing their squad. She felt that she was at a competitive disadvantage during the recent trials given no access to a TK1 canoe prior. Response given was that this was really an AusDBF issue and that if Jen felt strongly she should submit an issues paper on this to DBSA which would be forwarded to AusDBF to address. <p>Action: Jen Le Ray (#377)</p>
4.6 Race Day Broadcasting	<p>Provide a broadcast on race days recognising sponsors and provide information.</p> <ul style="list-style-type: none"> Noted that the position of Race Day Broadcaster remains vacant and should be included on the Positions Vacant section of the website also. <p>Action: Chris (#378)</p>
4.7 Annual Social Function	<p>A function in May of each year where seasons' achievements will be recognised.</p> <ul style="list-style-type: none"> To be discussed at Presidents Forum.

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ORS 360Degree – ACTION PLAN REVIEW

4. Policies	
4.2 Policies for State representative team	<p>Refer 3.8, 3.9.</p> <ul style="list-style-type: none"> Policies to be reviewed to ensure relevant. <p>Action: Chris/Jen Le Ray (#379)</p>

4.6 Appropriate codes of conduct	Publicise the current Codes of Conduct in every newsletter. • This is occurring.
4.9 Disability Action plan	Review plan – develop a plan to suit DBSA. • Follow up to be made with Angie Lange (Copper Coast) on status of her producing a Disability policy for DBSA. Action: Marie (#380) • Noted Angie Lange has borrowed a drum seat so that they can locally adapt their drum seat with an attachment to allow a disabled person to sit comfortably and safely.

9 JUNIOR DEVELOPMENT REPORT

Chris Wood offered to liaise with those Clubs that have Junior participants to encourage them to compete together during the next race day.

Action: Chris (#381)

10 AusDBF REPORT

- Noted recent advice from AusDBF that participants over the age of 70 at the Nationals are required now to have certificate from Doctor advising 'Fit to race' and that over the next three years this would be brought in gradually so that anyone over the age of 40 would require this also.
- AusDBF to be asked if they would only include information on the National Championships on that Bulletin and any other non-related information should be sent separately in a newsletter.

Action: John (#382)

11 SECRETARY'S REPORT

Correspondence as follows:

- Advice received from OR&S and that Jennifer Le Ray and Marie Cunningham were accepted to undertake the forthcoming Training for Women (Foundations of Directorship) three day course. Invoice to be supplied to DBSA with Marie Cunningham to be invoiced 50% of the cost.
- Renmark Paringa Council letter announcing Get Healthy Expo on the Riverfront lawns on Saturday 12 April 2014 as part of the Healthy Communities initiative. As this date conflicts with the State Championships it was suggested that it be forwarded to the Mildura Dragonboat Club who may be interested in attending.

Action: John (#383)

12 SAFETY

Clubs are to be aware that the ramp at Aquatic Reserve is a bit slippery and to be cautious.

13 WCCCs 2016

Discussion held on how best to commence planning for this event and how many boats would be required to be either purchased or leased and whether 10s boats would be required.

Noted AusDBF have announced a logo design competition for this event without advising DBSA.

Agreed firstly to:

- Seek approval from IDBF to use 20s boats for 10s races and seek clarification to be sought from AusDBF as to the activities and responsibilities to be assigned to both AUDBF and DBSA for this event.
- Aim is for majority of plans to be in place by November this year
- Set up a working committee – seek EOIs on website
- The organising committee for the 2016 Nationals should also be on this committee – seek EOIs for both.

Action: Chris (#385)

14 NEW BUSINESS

14.1 Website update – status

Ongoing.

14.2 State Coach appointment – status of

Nil expressions of interest received.

14.3 Clearance applications

Nil received.

14.4 Policy reviews – none due

Jan Sutherland from Sport SA would be reviewing the Member Protection policy upon her return from leave.

15 ANY OTHER BUSINESS

- AusDBF sent email asking for update on members in November and December. Noted DBSA paid the AusDBF levy in November with next payment due 28 February. Advice to be sent back on this accordingly.
Action: Jennifer Bould (#386)
- Agreed that additional numbered Boat signs for racing were required from #7-9 and that these should be uniform with the others.
Action: Pat Doogue (#387)
- Racing Committee to be advised at the next RC meeting that if volunteers names are not listed then their team entry would not be valid.
Action: John Holland (#388)
- Discussion held on RC discussion on including on the Task List for the Safety Boat for follow up to be made for the Driver and Collector/Returner and noted that the onus was on the organising Club to include this on the Task List. Agreed any change to the Task List for this to be automatically included should be raised at the next RC meeting first.
Action: John Holland (#389)
- Noted that for it to be mandated that option of paid leave is an entitlement for competing in the National Squad for dragon boating that it would need to be an 'Olympic recognised sport' which it is currently not. For it to happen then AusDBF would need to join the Oceania zone and forgo their membership of the Asian zone which was not a desirable option but will be necessary for IDBF to gain Olympic recognition.

15 NEXT MEETING

The next Board meeting is scheduled for Thursday 12 February 2014 at 5:30pm prior to the Presidents Forum.

16 CLOSE OF MEETING – 10:55pm.

Signed: _____
Chairperson

Date: ____/____/____