



## MINUTES

### Board Meeting

Monday 10 February 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 and Chris Wood

3 **APOLOGIES:** Jennifer Le Ray and Samantha Kelsh (invited Observer)

4 **MINUTES OF PREVIOUS MEETING 9 JANUARY 2014 ACCEPTED AS A TRUE AND CORRECT RECORD.**

**Moved:** Rick French

**Seconded:** Pat Doogue

**Carried**

5 **ACTION ITEMS/BUSINESS ARISING**

NO.	ACTION
362	Actioned. Circulate draft Agenda for Coaches training day on 11 <sup>th</sup> Jan to those attending. ✚ Discussion mainly centred on options for 2014/15 with about 12 people in attendance. Suggestion was for a hierarchical coach structure to be put in place with a Head Coach and assistant Coach for each category. ✚ One Club requested that future National championships not be held over Easter as it inflates the cost and length of stay given the requirement by most accommodation providers for a 7 day booking. ✚ One Club requested when the State training program is set up that Club training take precedence.
363	Ongoing. Post to website details about the volunteer accreditation program.
364	Ongoing. 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.
365	Ongoing. Ask at Presidents Forum if there is any interest in DBSA scheduling Gavin Godfrey to conduct a training session for Coaches given little follow up action from those completed Coaches course in finalising their accreditation. Also if they would pay a small fee to participate. ✚ Noted feedback through the 360Degree program was for DBSA to provide additional coaches training. ✚ Gavin has initially quoted \$210 per person for his "Psychology for Performance" course. ✚ Agreed that DBSA would offer a 50/50 split to Clubs with the criteria for participation being having completed or in the process of completing with experience to also be considered.
366	Actioned. Arrange to purchase replacement set of slings and throw away old set.
367	Actioned. Advise John Harris and Clubs that Australia Day Trophy event will be held on Saturday 18/01/14 as the Premier Mixed 20s over 200m.
368	Actioned. Schedule discussion at Presidents Forum on end of season function to ascertain level of interest.
369	Ongoing. Purchase three two way-radios of the exact same models at approx. \$369 each and a walk around microphone at approx. \$150. ✚ Microphone has been purchased. ✚ Noted there are walkie talkies available in the DBSA trailer for Clubs to hire.

370	<p>Actioned. Arrange for Premier Trailers to make 1 x aluminium boat trolley (\$1510 plus GST) as a trial. If successful a further two would be purchased and if not then it would be reviewed.</p> <p>✚ The feedback received on the new trolley has been positive with another two ordered.</p> <p>✚ One of the spare trolleys will be offered to Victor Dragons and they will first be relocated to The Sailing Club for painting and interim storage.</p> <p><b>Action: Pat/Rick (#390)</b></p>
371	<p>Ongoing. Post to new Positions Vacant section on website Junior Development Officer position. Also to Facebook.</p>
372	<p>Actioned. Include on Presidents Forum Agenda:</p> <ul style="list-style-type: none"> <li>Naracoorte Masters Games (03-07 Apr)</li> </ul>
373	<p>Actioned. Ask John Harris if he would write an article to promote the Naracoorte Masters Games in their newspaper</p> <p>✚ John Holland actually gave an interview to the Naracoorte Herald on the Games.</p>
374	<p>Actioned. Post to Facebook congratulations to DAPL for becoming a Star Club.</p> <p>✚ Noted that the link to the Facebook page on the DBSA website has been updated to reflect the new page.</p>
375	<p>Ongoing. Look into setting up a P&amp;D sub-committee and task them to look into possibility of scheduling an event at Mawson Lakes next season.</p>
376	<p>Actioned. Andy Kelly (PBs) has confirmed that PBs are in a position to provide regular training in response to the membership enquiries received to DBSA via email. PBs request to have current paddlers reclassified to 'B' grade has been approved. PB's requested to ask for paddlers requesting clearances from Waiwilta be approved to race with PBs.</p>
377	<p>Actioned. Submit Issues paper seeking input from AusDBF to their funding the purchase of a TK1 canoe for SA members of the Auroras.</p> <p>✚ An Issues paper was forwarded to DBSA with response given that they will consider it in the near future.</p> <p>✚ As an aside AusDBF advised that Mike Hasslam (IDBF) and two others are planning on meeting the Planning Committee in Adelaide on 22-23 April 2014 to check out the course for the 2016 WCCCs.</p>
378	<p>Ongoing. Post to Positions Vacant section of website: Race Day Broadcaster position.</p>
379	<p>Ongoing. As part of ORS 360Degree Review, review policies 3.8 &amp; 3.9.</p>
380	<p>Follow up with Angie Lange (Copper Coast) on how she is going producing Disability Policy.</p> <p>✚ The draft policy was circulated and endorsed with final changes to be made and tabled at the PF meeting.</p> <p><b>Action: John (#391)</b></p>
381	<p>Ongoing. Arrange for those Clubs with Junior paddlers for them to race together during race day on 9 March 2014.</p>
382	<p>Ongoing. 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.</p>
383	<p>Actioned. Send details of Renmark/Paringa Council's 'Healthy Communities' initiative to Mildura Dragonboat Club.</p> <p>✚ This was done with nil response received.</p>
384	<p>Actioned. 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 AusDBF and DBSA for this event.</p> <p>✚ Consensus is being sought from Mike Hasslam (IDBF) on this.</p> <p>✚ Suggestion would be if approved for DBSA to purchase at least 12 boats after the event.</p>
385	<p>Ongoing. Advertise on website under Positions Vacant for EOI for Nationals 2016 and WCCCs 2016 committee volunteers.</p>
386	<p>Actioned. Respond back to AusDBF that payment of levy was made to them in November.</p>
387	<p>Ongoing. Make up numbered boat signs #7-9 which are to be uniform with the others.</p> <p>✚ Discussion centred on which boats to place the numbered signs given the difference between the old and new boats.</p> <p>✚ Start time for the swimming component of the triathlon is to be followed up.</p> <p><b>Action: Chris (#392)</b></p> <p>✚ RC committee to be advised that the boats will all be tied up and rafted around.</p>
388	<p>Actioned. RC Delegates to be advised at the next RC meeting that if volunteers names are not listed then their team entry would not be valid.</p>

389	Actioned. 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.
<b>ACTION ITEMS – HELD OVER</b>	
169	Arrange for DBSA signage and quote for trailer: § DBSA trailer – agreed to proceed with quote received from Sign-a-Rama (\$1900 plus GST). Wayne Letts to be asked if he would drop the trailer off on 24/2 and collect before 7/3. <b>Action: Chris (#393)</b> § Trailer (plaque)/container – quote to be obtained also for sign for the container. <b>Action: Chris (#394)</b>
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). 📌 Various options were discussed with most being expensive. Feedback to be sought at Presidents Forum. <b>Action: Chris (#395)</b>
324	Ongoing. Put process in place for website events to be uploaded to the Calendar in a timely fashion – assign this to Corey Constable.
330	Ongoing. Policy to be produced for the Maintenance committee.
337	Actioned. Circulate details of 2014 Naracoorte Masters Games to Clubs and advise back on number of medals to be supplied. 📌 There has been no response back from Clubs on interest in participating in this event or any registrations received in general. 📌 Link to be posted to website. <b>Action: Marie (#396)</b>
342	Ongoing. Visit Clare after Xmas to check out suitability for venue for 2015 Regional Games with local contact David Lloyd.
343	Actioned. Advise Clubs at PF that the corporate paddles have been locked away for corporate events only and that they could use the ones on the rack though.
344	Ongoing. Advise AusDBF of dates for DBSA Coaches course (18/05/14) once confirmed.
345	Actioned. Follow up with those that undertook the Volunteers course for return of paperwork.
347	Actioned. At next Presidents Forum discuss with Clubs what they expect in the way of programs for new and existing paddlers. • Race Committee to investigate programs to engage new and existing paddlers
361	Actioned. Advise Phoenix to send in issue with changed eligibility requirements for 2014 WCCs and seek DBSA support to AusDBF. 📌 This was done with the DBSA response included and Board in favour of submitting to AusDBF.

## 6 FINANCIAL REPORT – JANUARY 2014

ID#	Date	Memo/Payee	Deposit	Withdrawal
<b>Cheque Account: 1-1110</b>		<b>ACCOUNT 1</b>		
Date of Bank Statement: 31/01/2014				
<b>Reconciled Cheques</b>				
142303	13/12/2013	Waiwilta Paddling Club Inc		\$32.50
	eft 2/01/2014	Cardiac Science		\$93.50
	eft 8/01/2014	Optus		\$50.00
	eft 8/01/2014	Admin Focus - inv 947		\$1,387.38
	eft 16/01/2014	Premier Trailers - inv1096		\$1,650.00
	eft 16/01/2014	Dragon Boats Australia (Inc)		\$3,938.00
142308	21/01/2014	Department of Planning, Transport & Infrastructure		\$73.00
<b>Total:</b>			<b>\$0.00</b>	<b>\$7,224.38</b>

**Reconciled Deposits**

2690	3/01/2014	Payment; Dragons Abreast Pt Lincoln	\$108.11	
2691	6/01/2014	Payment; Blue Water Raiders	\$108.11	
2692	7/01/2014	Coorong DB Club	\$146.00	
2693	10/01/2014	Blue Water Raiders - C4	\$448.00	
2694	10/01/2014	Victor Dragons DB Club	\$1,316.00	
2695	10/01/2014	Payment; Water Warriors DB Club	\$300.00	
2695	13/01/2014	Water Warriors DB Club - J1	\$107.00	
2696	14/01/2014	Adelaide Sea Dragons - F4	\$428.00	
2697	15/01/2014	Waiwilita Paddling Club Inc - rfees 11640732	\$30.00	
2698	15/01/2014	Coorong DB Club - rfees 11640775	\$97.50	
2699	16/01/2014	Warriors abreast Dragons Abreast - Adelaide	\$91.00	
2700	16/01/2014	Subsonix Dragon Boat Club - rfees 116-40792	\$172.50	
2701	16/01/2014	Water Warriors DB Club - rfees 116-40800	\$277.50	
2702	17/01/2014	Dragons Abreast	\$112.00	
2703	17/01/2014	Black Dragons Dragon Boat Club - rfees	\$270.00	
2704	17/01/2014	Payment; Coorong DB Club	\$108.11	
2705	20/01/2014	Adelaide Sea Dragons - rfees	\$435.00	
2706	21/01/2014	Coorong DB Club	\$10.00	
2707	21/01/2014	Cafe2u	\$109.00	
2708	22/01/2014	Adelaide Sea Dragons - F1	\$107.00	
2709	22/01/2014	SADA - rfees	\$217.50	
2710	24/01/2014	Victor Dragons DB Club - C2	\$320.00	
2711	31/01/2014	Adelaide Phoenix - F1	\$137.00	
<b>Total:</b>			<b>\$5,455.33</b>	<b>\$0.00</b>

**Outstanding Cheques**

142295	13/10/2013	Dale Watson		\$22.53
<b>Total:</b>			<b>\$0.00</b>	<b>\$22.53</b>

**Reconciliation**

MYOB Balance on 31/01/2014:	\$7,610.38
Add: Outstanding Cheques:	\$22.53
Subtotal:	\$7,632.91
Deduct: Outstanding Deposits:	\$0.00
Expected Balance on Statement:	\$7,632.91

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

Date of Bank Statement: 31/01/2014

**Reconciled Deposits**

int	31/01/2014	Bank SA	\$24.89	
<b>Total:</b>			<b>\$24.89</b>	<b>\$0.00</b>

**Reconciliation**

MYOB Balance on 31/01/2014:	\$14,681.30
Add: Outstanding Cheques:	\$0.00
Subtotal:	\$14,681.30
Deduct: Outstanding Deposits:	\$0.00
Expected Balance on Statement:	\$14,681.30

Motion to accept financial reports and pay accounts on Account 1

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

## 7

**STRATEGIC PLAN REVIEW**

The following sections from the Strategic Plan were reviewed:

**5. Volunteers**

5.1 Train Race Day Volunteers	Produce an instruction manual for our race day volunteers and provide mentors <ul style="list-style-type: none"> <li>✚ Has been posted to website and now to be included in with the documentation.  <b>Action: Marie (#397)</b></li> </ul>
5.2 Sourcing Volunteers.	Internal from Clubs Identify external sources i.e. Sport SA Volunteer SA <ul style="list-style-type: none"> <li>✚ Agreed to modify SmartSpace so that Team Entries cannot be submitted until Volunteer's name is included.  <b>Action: Marie (#398)</b></li> <li>✚ Discussion held on recognising those who volunteer consistently by assigning different levels to the various volunteer duties undertaken as follows: <ul style="list-style-type: none"> <li>○ Tier 1: <ul style="list-style-type: none"> <li>§ 10 x race meetings over two seasons</li> <li>§ Competent in one specific task</li> </ul> </li> <li>○ Tier 2: <ul style="list-style-type: none"> <li>§ 10 x race meetings over two seasons</li> <li>§ Competent in multiple tasks</li> </ul> </li> <li>○ Tier 3: <ul style="list-style-type: none"> <li>§ 10 x race meetings over two seasons</li> <li>§ Competent in every task</li> </ul> </li> </ul> </li> <li>✚ Policy to be produced on this.  <b>Action: Rick (#399)</b></li> </ul>
5.3 Volunteer kit	Investigate the development and issuing of Volunteer Packs that would include ; T shirt, cap, and water proof jacket. <ul style="list-style-type: none"> <li>✚ Kit has been produced and available.</li> </ul>
5.4 Volunteer Acknowledgement	Annual Volunteer acknowledgement function - keep doing. Need to book that in for June <ul style="list-style-type: none"> <li>✚ Volunteer recognition lunch is scheduled for Sunday 15 June. To be posted to website.  <b>Action: Chris (#400)</b></li> </ul>
5.5 Volunteer/Officials training	Establish a Log Book for recording qualifications of all race day volunteers <ul style="list-style-type: none"> <li>✚ Rick French advised that he was only completing the log book for new volunteers after their second attendance.</li> </ul>

## 8

**ORS 360Degree – ACTION PLAN REVIEW**

<b>1. Leadership</b>	
<b>1.1 , 1.2,1.4 Forward planning and input into forward plan</b>	Review current strategic plan and again seek input from all members <ul style="list-style-type: none"> <li>✚ Agreed to ask at Presidents Forum if they would like to have another Strategic Planning review session.  <b>Action: John (#401)</b></li> </ul>
<b>1.5 Raise the profile of the sport</b>	Initiate the Cultural and Publicity Portfolio – actioned
<b>1.3 Open and Transparent</b>	Invite any registered paddlers to submit papers on any issues concerning them - actioned

## 9

**JUNIOR DEVELOPMENT REPORT**

The Charles Sturt Council and the Port Adelaide Enfield Council are holding a combined a Youth Expo week at St Clair Recreation Centre on Friday 4 April from 11am-2pm. It will target those aged 15-25. To be raised at Presidents Forum meeting to ascertain any level of interest.

**Action: John (#402)**

## 10 AusDBF REPORT

- ✚ AusDBF are seeking a representative from each State to be the flag bearer at the opening ceremony. Invitation to be given to SADA and ASD to nominate as they will be the only Clubs present at this ceremony. Adjudicators will be Patrick Doogue and Jennifer Bould.  
**Action: ASD/SADA/DBSA (#403)**
- ✚ Noted that the IDBF website has a list of acceptances for the WCCCs in Ravenna.
- ✚ The Minutes from the Australian Championships sub-committee meeting held in Adelaide were circulated with the individual recommendations reviewed. There has been no feedback from AusDBF on the recommendations from the first meeting.

## 11 SECRETARY'S REPORT

Correspondence as follows:

- ✚ Life Be In it brochure was tabled. Noted the five week program commences on Tuesday 4 March. There have been 10 teams that have registered already. Volunteers to be sought with payment to be made to Sweeps and Paddlers or the Clubs themselves.  
**Action: Chris (#404)**

The boat status will be checked by Pat Doogue and Steve Cannon beforehand with possibility of relocating another boat there dependent on demand.

**Action: Pat (#405)**

## 12 SAFETY

- ✚ One Club had submitted an Incident report on the status of the slipperiness of the boat ramp. This was reviewed from the DBSA perspective and noted that: Clubs are to advise members to take care and wear the appropriate footwear as is seasonal issue due to algae growth.  
**Action: John (#406)**

Agreed to look at purchasing additional rubber mats which can be placed on the ramp.

**Action: Pat (#407)**

- ✚ Clubs to remind their members that anyone on the water after dark must wear a life jacket and have operational lights.
- ✚ Discussion held on whether the outrigger was mounted safely at the Boatshed with agreement being that it was but for some people could require two people to get down and place back up.
- ✚ Complaint was received from one Club that one of the Sweep oars was too short and dangerous and was relocated to the mezzanine floor with the suggestion written on it that it not be used. Upon review it has been re oiled and painted and is actually considered safe for use and the issue was more a case of an operator issue. Noted no complaints have ever been received before regarding this oar which we have owned for at least 5 years.

## 13 WCCCs 2016

Suggested that the organising crew for this also be the organising crew for the 2016 Nationals where possible.

## 14 NEW BUSINESS

### 14.1 State Coach appointment – status of

Advertisement for this position has been circulated to the Clubs.

### 14.2 Western Youth Week – Fri 04/04/14

Discussed earlier and will be raised at Presidents Forum.

### 14.3 Clearance applications

- ✚ Jennifer Rosevear – Waiwilta to Powerblades

The request was declined for this season as Jennifer has already registered with another Club and there were no extenuating circumstances. Approval is given however for her to train with Powerblades or any other Club however, not compete. This can be revised prior to registering for the next season.

**Action: Marie (#409)**

Should Powerblades wish to seek an exemption for this or any other previously declined clearance applications they are welcome to submit an application for consideration for the 9<sup>th</sup> March event.

**Action: John (#410)**

**14.4 Policy reviews**

Nil.

**15 ANY OTHER BUSINESS**

✚ Details for the 23/02/14 event were discussed given that it is the first time it will be held at Scullers Reserve. Mud map is required, toilets to be booked, fencing, flyer to be prepared for RC to distribute to neighbours advising of event, generator to be used and task list to be created.

**Action: Chris (#411)**

✚ The venue for True Grit at Waikerie (Caudo Winery) has expressed interest in having some dragon boat activity on the water for 26&27 April 2014. Email to be sent to Clubs and raised at Presidents Forum meeting.

**Action: Chris (#412)**

✚ The request from DBNT for a Word version of the SmartSpace Online Procedures Manual for local adaption was approved.

✚ Jennifer Bould noted that money would be withdrawn from the #3 account to cover following expenditure: Canoe SA rent, AusDBF paddler levy and State team registrations. It was agreed to cover the cost of registration fees and state uniforms for the State Team participants.

✚ Endorsement was given to Chris Wood to produce some guidelines for transparency for selection to the various State teams.

**15 NEXT MEETING**

The next Board meeting is scheduled for Wednesday 12 March 2014 2014 at 8PM.

**16 CLOSE OF MEETING – 10:48pm.**

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

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