



# MINUTES

## Board Meeting

12 March 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 (part meeting), Chris Wood, Jennifer Le Ray, Brian Buttery (Black Dragons - part meeting)

**3 APOLOGIES:** Pat Doogue (late) and Sam Kelsh (Observer)


**4 MINUTES OF PREVIOUS MEETING 10 FEBRUARY 2014 ACCEPTED AS A TRUE AND CORRECT RECORD.**

**Moved:** Rick French

**Seconded:** Chris Wood

**Carried**

**5 ACTION ITEMS/BUSINESS ARISING**

NO.	ACTION
390	Ongoing. Relocate old trolleys to The Sailing Club for painting and storage.
391	Actioned. Finalise draft Disability Policy and table at PF meeting.
392	Actioned. Find out start time of swimming leg of triathlon.
393	Ongoing. Arrange for trailer to be taken to Paint Supplied on 24/3 and collected by 1-Apr – check with Wayne Letts.
394	Ongoing. Follow up respective website to determine font size for the sign and then follow up with quote from Sign-a-Rama for sign for the container.
395	Ongoing. Waiting on Clubs to respond with interest/themes for an end of season function.
396	Actioned. Post link on DBSA website to Naracoorte Masters Games event.  Registrations received from Copper Coast, Mildura, ASA and Jelly Beans (Naracoorte) along with interest through Council for a Come N Try event.
397	Actioned. Post Volunteers Manual to website documentation section.
398	Actioned. Modify SmartSpace so that final Team Entries cannot be submitted unless Volunteer's name is included.
399	Ongoing. Produce Policy on revised recognition of volunteers: <ul style="list-style-type: none"> <li>o 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>o 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>o 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>
400	Ongoing. Coordinate end of season Volunteer recognition lunch scheduled for Sun 15 June. Post to website.
401	Actioned. Nil interest received at Presidents Forum for a Strategic Planning review session to be scheduled.
402	Ongoing. ASD and SADA to nominate flag bearer and Pat/Jen B to adjudicate.

403	Actioned. The Life Be in it event commenced on 4-Mar and was successful with about 200 participants. Special thank you to Rick French for his assistance. New format of time trails to be put in place next week with points allocated to enhance the interest.
404	Ongoing. The Footscray boat on the Torrens requires metal runners to be placed on the bottom.
405	Actioned. Advise Clubs of incident report and to advise members to be cautious of ramp and wear appropriate footwear.
407	Ongoing. Purchase additional rubber mats for boat ramp.
408	Actioned. Advise Clubs that any paddler out after dark on the water on any craft must wear life jackets and lights. <ul style="list-style-type: none"> <li>✚ John Holland advised he attended a meeting at Charles Sturt Council with Canoe SA, Rowing SA, and swimming representatives to discuss the incident of a swimmer being hit on the head recently by a rowing oar.</li> <li>✚ DBSA to adhere to policy for paddling on the Lake with those Clubs not paddling around the entire island during training to be encouraged to do so rather than traversing up and down the east side. To be raised at RC meeting. Clubs to advise DBSA when training in the morning.</li> </ul> <b>Action: John (#400)</b>
409	Actioned. Advise Jennifer Rosevear that clearance application from Waiwilita to PBs has been declined for this season as no special circumstances. <ul style="list-style-type: none"> <li>✚ Noted that since the last meeting these clearances (x3) have been approved due to special circumstances submitted by Powerblades.</li> <li>✚ Approval was given to request from Powerblades to paddle in the Masters categories during the State Championships.</li> </ul>
410	Actioned. PBs to be encouraged to submit an appeal in for any special circumstances to be considered for previously declined clearance applications to their Club for 9 <sup>th</sup> March event
411	Actioned. Task list for 23/2/14 at Scullers reserve to be produced, toilets to be arranged, flyer for neighbours, generator etc.
412	Ongoing. Send out details from Caudo Winery (True Grit) at Waikerie event on 26&27 Apr and seek interest for DB activities.
<b>ONGOING ACTION ITEMS</b>	
169	Ongoing. Arrange for DBSA signage and quote for trailer: <ul style="list-style-type: none"> <li>§ Container signage</li> <li>§ DBSA trailer</li> </ul>
244	Actioned. 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 or if joint course would be held.
276	Actioned. Plan for a Social function in May each year (Annual Dinner).
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.
342	Ongoing. Visit Clare after Xmas to check out suitability for venue for 2015 Regional Games with local contact David Lloyd.
343	Actioned. Clubs advised 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 – waiting to find if any interest from clubs for Physio in Performance course prior to advising AusDBF of dates for DBSA Coaches course (18/05/14).
347	Actioned. Clubs consulted during recent Presidents Forum on below 360Degree action item and were in favour of what was currently scheduled and had no idea what this issue was about: <ul style="list-style-type: none"> <li>§ Race Committee to investigate programs to engage new and existing paddlers</li> </ul>
363	Ongoing. Post to website details about the volunteer accreditation program.
364	Actioned. 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	Actioned. 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.

369	Ongoing. Purchase three two way-radios of the exact same models at approx. \$369 each.
370	Actioned. Order another two trailers from Premier Trailers.
371	Ongoing. Post to new Positions Vacant section on website:/Facebook § Junior Development Officer position/ § Race Day Broadcaster position. § Volunteers for 2016 Nationals committee § Volunteers for 2016 WCCCs committee
375	Ongoing. Look into setting up a P&D sub-committee and task them to look into possibility of scheduling an event at Mawson Lakes next season.
379	Ongoing. As part of ORS 360Degree Review, initiate a plan to reinvigorate High Performance in SA with particular emphasis on the potential for National Representation – include Bryan Buttery
381	Actioned. Arrange for those Clubs with Junior paddlers to race together during race day on 9 <sup>th</sup> March. 🚧 Noted insufficient number of junior paddlers available to arrange this. 🚧 Youth team to be coordinated next season.
382	Actioned. 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.
387	Actioned. Make up numbered boat signs #7-9 which are to be uniform with the others
388	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.
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 first.

## 6 FINANCIAL REPORT – FEBRUARY 2014

ID#	Date	Memo/Payee	Deposit	Withdrawal
<b>Cheque Account: 1-1110</b>				
<b>ACCOUNT 1</b>				
Date of Bank Statement: 28/02/2014				
<b>Reconciled Cheques</b>				
142309	1/02/2014	J Bould		\$30.00
	eft 3/02/2014	Classic Wrought Iron		\$350.00
	eft 3/02/2014	Admin Focus -inv 959		\$1,456.13
	eft 3/02/2014	Optus		\$50.00
	eft 3/02/2014	Cardiac Science		\$93.50
	eft 3/02/2014	Premier Trailers		\$1,661.00
142310	5/02/2014	City of Charles Sturt		\$115.00
142311	5/02/2014	Canoe SA		\$3,250.00
142312	5/02/2014	All Party Hire		\$160.00
142313	10/02/2014	R French		\$30.00
	eft 10/02/2014	Coxmate		\$200.00
	eft 10/02/2014	John Holland		\$320.85
	eft 12/02/2014	Sport SA		\$35.75
	eft 12/02/2014	The Sailing Club		\$360.00
	eft 19/02/2014	Subsonix DB Club (Supplier)		\$111.60
	eft 19/02/2014	Viking Rentals - inv BS580		\$880.00
	eft 24/02/2014	AusDBF - paddler levy		\$1,361.25
<b>Total:</b>			<b>\$0.00</b>	<b>\$10,465.08</b>
<b>Reconciled Deposits</b>				
2712	3/02/2014	M Donoghue	\$85.00	
2713	5/02/2014	Waiwita Paddling Club Inc - rfees ref 116-41238	\$112.50	
2714	6/02/2014	Water Warriors DB Club - rfees ref 116-41259	\$255.00	
2715	6/02/2014	Subsonix Dragon Boat Club - rfees ref 116-41226	\$217.50	
2716	6/02/2014	SADA - F2 rfees ref 116-41256	\$461.50	
2717	7/02/2014	Blue Water Raiders - C3	\$228.00	
2718	7/02/2014	Copper Coast Battle Dragons Club - rfees ref 116-41273	\$30.00	
2719	10/02/2014	Adelaide Phoenix - rfees ref 116-40797	\$225.00	
2720	10/02/2014	Cafe2u	\$33.00	
2721	10/02/2014	Adelaide Sea Dragons - rfees ref 116-41391	\$412.50	

2722	10/02/2014	Black Dragons DBt Club - rfees ref 116-41267	\$210.00	
2723	10/02/2014	Waiwilta Paddling Club Inc - F1	\$107.00	
TR000051	12/02/2014	Money Transfer	\$3,000.00	
2724	12/02/2014	Victor Dragons DB Club - C2	\$216.00	
2725	12/02/2014	ASA - F1, rfees x2 ref 116-40574, 116-41208	\$369.50	
2726	12/02/2014	Subsonix Dragon Boat Club - F1	\$107.00	
2727	17/02/2014	Adelaide Sea Dragons - F1	\$107.00	
2728	18/02/2014	Victor Dragons DB Club - C1	\$76.00	
2729	19/02/2014	Subsonix Dragon Boat Club - rfees ref 116-16847	\$217.50	
2730	21/02/2014	Waiwilta Paddling Club Inc - rfees ref 116=40244	\$105.00	
2731	21/02/2014	Coorong DB Club - rfees ref 116-41610	\$202.50	
2732	24/02/2014	Copper Coast Battle Dragons Club - rfees	\$52.50	
2733	24/02/2014	Adelaide Phoenix - rfees x 2 ref 116-41393	\$427.50	
2734	24/02/2014	ASA - F1, rfees	\$242.00	
2735	24/02/2014	Black Dragons Dragon Boat Club - rfees	\$247.50	
2736	24/02/2014	Dragons Abreast	\$135.00	
2737	24/02/2014	SADA - F1, rfees	\$347.00	
2738	25/02/2014	Water Warriors DB Club - rfees	\$262.50	
2739	26/02/2014	Adelaide Sea Dragons - rfees	\$397.50	
2740	28/02/2014	Payment; Victor Dragons DB Club	\$500.00	
2741	28/02/2014	Flight Training	\$2,000.00	
<b>Total:</b>			<b>\$11,389.00</b>	<b>\$0.00</b>
<b>Outstanding Cheques</b>				
142295	13/10/2013	Dale Watson		\$22.53
142314	25/02/2014	City of Charles Sturt		\$500.00
142315	25/02/2014	Office for Recreation & Sport		\$1,000.02
<b>Total:</b>			<b>\$0.00</b>	<b>\$1,522.55</b>
<b>Reconciliation</b>				
		MYOB Balance on 28/02/2014:		\$7,034.28
		Add: Outstanding Cheques:		\$1,522.55
		Subtotal:		\$8,556.83
		Deduct: Outstanding Deposits:		\$0.00
		Expected Balance on Statement:		\$8,556.83
<b>Cheque Account: 1-1130 ACCOUNT 3</b>				
Date of Bank Statement: 28/02/2014				
<b>Reconciled Cheques</b>				
TR000051	12/02/2014	Money Transfer		\$3,000.00
<b>Total:</b>			<b>\$0.00</b>	<b>\$3,000.00</b>
<b>Reconciled Deposits</b>				
int	28/02/2014	Bank SA	\$19.73	
<b>Total:</b>			<b>\$19.73</b>	<b>\$0.00</b>
<b>Reconciliation</b>				
		MYOB Balance on 28/02/2014:		\$11,701.03
		Add: Outstanding Cheques:		\$0.00
		Subtotal:		\$11,701.03
		Deduct: Outstanding Deposits:		\$0.00
		Expected Balance on Statement:		\$11,701.03
<b>Cheque Account: 1-1160 Investment Account-1260</b>				
Date of Bank Statement: 28/02/2014				
<b>Outstanding Deposits</b>				
int	2/02/2014	Bank SA	\$407.82	
<b>Total:</b>			<b>\$407.82</b>	<b>\$0.00</b>
<b>Reconciliation</b>				
		MYOB Balance on 28/02/2014:		\$21,981.06
		Add: Outstanding Cheques:		\$0.00
		Subtotal:		\$21,981.06
		Deduct: Outstanding Deposits:		\$407.82
		Expected Balance on Statement:		\$21,573.24

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:

**6. High Performance**

6.1 State Team Culture	Develop a competitive Open Age crew
6.2 Support the development and growth of the National team	Provide the necessary equipment and testing tools for DSBA paddlers to compete for National Team positions

The above was discussed whilst Bryan Buttery was present during the earlier part of this meeting as part of discussions on the High Performance portfolio.


**8 ORS 360Degree – ACTION PLAN REVIEW**

Business Area	Action	Aligned to
<b>2. Communications &amp; Relations</b>		
2.1 Provided with information to perform role	Provide training in all roles	Volunteers/development Portfolios
2.2 Website contains resources that are useful	Website Sub-Committee	Strategic Plan
2.4 DBSA listens to my point of view	Refer 1.3	

The above items were noted as all being actioned.

**9 JUNIOR DEVELOPMENT REPORT**

The below was extracted from AusDBF’s Competition Regulations and Rules of Racing document:

 **2.2.2 Youth Division** - Races may be held for single or mixed gender crew. All paddlers including drummer but with the exception of the steerer (sweep or helm) must be over 17 and under the age of 23 years as at the 1st January in the year of the competition.


Suggested that local exemption could be given next DBSA season to encourage junior participation and combine both Junior and Youth

**10 AusDBF REPORT**


Noted still waiting on the MOU for the 2016 WCCCs however preparatory work should commence. Pat Doogue to investigate options for loading pontoons.

**11 SECRETARY’S REPORT**

Correspondence as follows:

 Letter received from the Department of Justice offering a lease for an old dragon boat that they have been using as a renovation project. Agreed to sign the lease and arrange collection for storage at The Sailing Club. Could be used during 2016 WCCCs. Photo of boat to be circulated to the Board.

**Action: John (#401)**

 Noted two new cables have been ordered for the ergo machine and would be installed by the weekend.

**12 SAFETY**

Concerns raised during Presidents Forum meeting of razor fish at Scullers Reserve. To be raised at RC meeting for reminder of appropriate footwear to be worn.

**Action: John (#402)**

**13 WCCCs 2016**

Priority action identified to investigate options for additional pontoons/finger wharfs for boat loading process. Can be trialled beforehand during the Nationals.

Noted that at the 2014 WCCCs that an admin fee of USD50 is being charged per participant – this will assist with the budget.

## 14 NEW BUSINESS

### 14.1 State Coach appointment – status of

The coaching applications from Bryan Buttery, Chris Wood and Cheryl Watson for the various coaching positions were tabled.

The Board ratified the appointment of Bryan Buttery (Senior As/Premiers) and Chris Wood/Cheryl Watson (Senior Bs/Cs).

Congratulatory letter to be forwarded.

**Action: Jen (#403)**

### 14.2 Floatfest 2014

The email request received seeking DBSA participation at Floatfest 2014 (3&4 May) in Mannum and at the promotional event in Rundle Mall (28&29 March) was tabled for consideration.

Email to be sent to Clubs seeking their interest in participating in both activities.

**Action: Chris (#404)**

### 14.3 Clearance applications

The following clearance applications were ratified prior to this meeting due to special circumstances received from Powerblades:

✚ Glenn Marsland, Janice Jones, Jennifer Rosevear – Waiwilta to Powerblades

### 14.4 Policy reviews - Nil

## 15 ANY OTHER BUSINESS

✚ Noted discussion held with Bryan Buttery prior to meeting commencement on his working with the High Performance portfolio to help promote the Australian team. At the end of discussion Bryan left the meeting and the meeting commenced.

✚ Agreed that for those volunteers assisting in the Life Be In It event remuneration would be \$50 per sweep and \$40 per drummer/paddler per day.

✚ Discussion held on how best to professionalise the Volunteer portfolio and noted that it should be a business unit generating income. A regular list of volunteers would be kept and they would be paid accordingly for each corporate event (\$25 per sweep and \$20 per drummer/paddler) to cover notional out of pocket expenses.

Email to be sent to Clubs seeking expressions of interest from those willing to be on a centrally held list of volunteers.

**Action: Chris (#405)**

✚ Jennifer Le Ray advised that she attended the recent OR&S Australian Institute of Company Directors course Foundation of Directorship three day course along with Marie Cunningham. Both found the course enlightening and worthwhile and would consider undertaking the exam.

OR&S are holding a 2014 Sport and Women Conference, "Governance, Diversity and Opportunity – Are You on Board?" on Monday 7 April 2014 at the Hilton Adelaide.

✚ The request from BWR for DBSA to sponsor their grant application with Bendigo Bank to purchase navigation lights was tabled and considered.

It was agreed that the preference would be for BWR to submit the application themselves and include a copy of the ABN application form.

**Action: John (#406)**

## 16 NEXT MEETING

The next Board meeting is scheduled for Wednesday 9 April 2014 at 8PM.

## 17 CLOSE OF MEETING – 11:00pm.

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

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