



MINUTES

Board Meeting

9 APRIL 2014 at 8PM

At

The Sailing Club – 1 Jenkins Road Port Adelaide

1 **OPEN MEETING – 8:24PM**

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

3 **APOLOGIES:** Sam Kelsh (Observer)

4 **MINUTES OF PREVIOUS MEETING 12 MARCH 2014 ACCEPTED AS A TRUE AND CORRECT RECORD.**

Moved: Pat Doogue

Seconded: Chris Wood

Carried

5 **ACTION ITEMS/BUSINESS ARISING**

NO.	ACTION
400	Actioned. Advise Clubs at RC meeting of incident of swimmer being hit with a rowing oar and requirement when training to paddle around the entire island rather than traversing up and down the east side.
401	Ongoing. Circulate photo of Department of Justice's dragon boat to Board.
402	Actioned. Issue of razor fish at Scullers Reserve and for appropriate footwear to be worn discussed at RC meeting.
403	Actioned. Send congratulatory letter to Bryan, Chris & Cheryl for respective state coach appointments.
404	Ongoing. Send email to Clubs seeking their interest in Floatfest 2014 event both at Mannum and in Rundle Mall (promotional).
405	Ongoing. Email to be sent to Clubs seeking expressions of interest from those willing to be on a centrally held list of volunteers and would be paid accordingly (\$25/\$20).
406	Actioned. Advise BWR that preference is for them to submit application for ABN with grant application to Bendigo Bank rather than them using DBSA ABN .
ONGOING ACTION ITEMS	
169	Ongoing. Arrange for DBSA signage for container and determine best font size prior.
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.
324	Ongoing. Meeting to be scheduled after Nationals to progress uploading of events to the calendar in a timely fashion.
330	Ongoing. Policy to be produced for the Maintenance committee.
342	Ongoing. Check suitability for venue for 2015 Regional Games with local contact David Lloyd by 4 June. § As an aside the Naracoorte Masters Games were extremely successful despite limited number of teams entering and DBSA volunteer support. 22 races were held with a high number of supporters watching the event. § Appreciation extended to John Holland, Pat Doogue, Steve and Maryann Holt in particular. § The Council were most impressed. § Noted that the Clare Masters Games organisers were at the Naracoorte Masters Games event and they remain keen to have dragon boating as a sport during the games.

	<p>§ It is likely that some members from the Pink Victory Murray Bridge team will form a separate Club and join DBSA once they are up and running. The boat from Ceduna when returned will undergo maintenance and then be relocated to Naracoorte.</p>
344	<p>Ongoing. Advise AusDBF of dates for DBSA Coaches course (18/05/14) once responses received from Clubs re Gavin Godfrey course interest</p> <p>§ Given the minimal interest received for Gavin's course agreed to proceed with AusDBF coaches course at the end of July. Contact to be made with Sean Carey first to check availability and arrange course. Email to be sent seeking expressions of interest.</p>
363	Ongoing. Post to website details about the volunteer accreditation program.
369	<p>Ongoing. Purchase three two way-radios.</p> <p>§ The exact same model is no longer available however there are waterproof ones available.</p>
371	<p>Ongoing. Post to new Positions Vacant section on website:/Facebook</p> <ul style="list-style-type: none"> • 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	Actioned. As part of ORS 360 Degree Review, initiate a plan to reinvigorate High Performance in SA with particular emphasis on the potential for National Representation – include Bryan Buttery
390	<p>Ongoing. Relocate old trolleys to The Sailing Club for painting and storage.</p> <p>§ The trolleys have been relocated and will now be painted with rust proof paint.</p>
393	<p>Actioned. Arrange for trailer to be taken to Paint Supplies on 24-Mar and collected by 1-Apr – check with Wayne Letts.</p> <p>§ A vote of thanks was extended to Phil Heywood for assisting with the dropping off and collection of the DBSA trailer.</p>
394	Duplicated with #169. 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	<p>Actioned. Ascertain if any interest from Clubs for end of season function and suggested venues/themes.</p> <p>§ A few responses were received with the decision made to hold a BBQ at the Sailing Club on Saturday 28 June. Availability of venue to be checked.</p> <p>Action: John (#409)</p> <p>§ Proposed cost of \$30 to cover catering, beer, wine and BYO spirits.</p> <p>§ Approach Wayne Letts for details of a suitable/available guest speaker.</p> <p>Action: Chris (#410)</p>
399	<p>Actioned. Produce Policy on revised recognition of volunteers:</p> <ul style="list-style-type: none"> o Tier 1: <ul style="list-style-type: none"> § 10 x race meetings over two seasons § Competent in one specific task o Tier 2: <ul style="list-style-type: none"> § 10 x race meetings over two seasons § Competent in multiple tasks o Tier 3: <ul style="list-style-type: none"> § 10 x race meetings over two seasons § Competent in every task
400	Actioned. Coordinate end of season Volunteer recognition lunch scheduled for Sun 15 June. Post to website.
402	Actioned. Follow up with ASD and SADA to nominate flag bearer and Pat/Jen B to adjudicate.
404	Ongoing. Follow up with Pete Smith for details of the steel runners to be placed on bottom of Footscray boat on Torrens.
407	Ongoing. Purchase additional rubber mats for boat ramp.
408	Ongoing. Research loading bays for the pontoons for WCCCs.

ID#	Date	Memo/Payee	Deposit	Withdrawal
Cheque Account: 1-1110		ACCOUNT 1		
Date of Bank Statement: 31/03/2014				
Reconciled Cheques				
142314	25/02/2014	City of Charles Sturt		\$500.00
142315	25/02/2014	Office for Recreation & Sport		\$1,000.02
	eft 1/03/2014	Cardiac Science		\$93.50
142316	2/03/2014	Officeworks Superstores Pty Ltd		\$131.00
	eft 4/03/2014	Viking Rentals - inv BS592		\$880.00
	eft 4/03/2014	Optus – internet		\$75.75
	eft 4/03/2014	Admin Focus – inv 966		\$2,121.63
142317	7/03/2014	Hodge Marine		\$67.50
142318	12/03/2014	R French		\$42.00
142319	14/03/2014	J Bould		\$38.70
	eft 14/03/2014	Much Media		\$528.00
	eft 14/03/2014	Premier Trailers - inv 1113		\$3,710.00
	eft 14/03/2014	J Parker - Jpx2 - inv 987		\$38.00
	eft 15/03/2014	S Holt		\$60.36
	eft 15/03/2014	Premier Trailers - inv 1113		\$3,000.00
	eft 17/03/2014	Viking Rentals - inv BS609		\$880.00
	eft 17/03/2014	Premier Trailers - inv 1130 trolley		\$2,989.80
142320	20/03/2014	Officeworks Superstores Pty Ltd		\$48.42
	eft 24/03/2014	John Holland		\$446.36
142321	31/03/2014	Australia Post		\$241.00
Total:			\$0.00	\$16,892.04
Reconciled Deposits				
2742	3/03/2014	Cafe2u	\$38.00	
2743	6/03/2014	Subsonix Dragon Boat Club - rfees	\$202.50	
2744	7/03/2014	Water Warriors DB Club - rfees	\$360.00	
2745	7/03/2014	Adelaide Phoenix - F1, S1	\$198.00	
2746	7/03/2014	Payment; Adelaide Sea Dragons	\$30.00	
2747	10/03/2014	SADA - rfees	\$217.50	
2748	10/03/2014	Copper Coast Battle Dragons Club - rfees	\$45.00	
2749	11/03/2014	Dragons Abreast Pt Lincoln - C1	\$76.00	
2750	11/03/2014	Black Dragons Dragon Boat Club = rfees	\$172.50	
2751	12/03/2014	ASA - F1, rfees	\$244.50	
2752	12/03/2014	Copper Coast Battle Dragons Club	\$10.00	
2753	12/03/2014	Adelaide Sea Dragons - rfees ref 116-41872	\$360.00	
TR000052	14/03/2014	Money Transfer	\$6,700.00	
2754	14/03/2014	Victor Dragons DB Club - C1	\$76.00	
2755	17/03/2014	Copper Coast Battle Dragons Club - rfees ref 116-42002	\$67.50	
2756	19/03/2014	Coorong DB Club - rfees ref 116-42025	\$210.00	
2757	20/03/2014	SADA - F1, rfees	\$369.50	
2758	21/03/2014	Victor Dragons DB Club - C2	\$152.00	
2759	21/03/2014	Water Warriors DB Club - rfees ref 116-42075	\$285.00	
2760	21/03/2014	Subsonix Dragon Boat Club - rfees ref 116-42042	\$217.50	
2761	21/03/2014	Waiwilta Paddling Club Inc - F1	\$107.00	
2762	24/03/2014	Victor Dragons DB Club - C1	\$76.00	
2763	24/03/2014	Cafe2u	\$35.00	
2764	24/03/2014	Adelaide Phoenix - rfees	\$202.50	
2765	24/03/2014	ASA - rfees	\$150.00	
2766	24/03/2014	Adelaide Sea Dragons - F1, rfees 116-42103	\$489.50	
2767	27/03/2014	Black Dragons Dragon Boat Club - F2, rfees	\$409.00	
2768	28/03/2014	Payment; Marie Cunningham	\$250.00	
2769	31/03/2014	Subsonix Dragon Boat Club	\$214.00	
Total:			\$11,964.50	\$0.00
Outstanding Cheques				
142295	13/10/2013	Dale Watson		\$22.53
Total:			\$0.00	\$22.53
Reconciliation				
MYOB Balance on 31/03/2014:				\$3,606.76
Add: Outstanding Cheques:				\$22.53
Subtotal:				\$3,629.29
Deduct: Outstanding Deposits:				\$0.00
Expected Balance on Statement:				\$3,629.29

Cheque Account:	1-1130	ACCOUNT 3		
Date of Bank Statement:	31/03/2014			
Reconciled Cheques				
TR000052	14/03/2014	Money Transfer		\$6,700.00
Total:			\$0.00	\$6,700.00
Reconciled Deposits				
int	31/03/2014	Bank SA		\$13.26
Total:			\$13.26	\$0.00
Reconciliation				
			MYOB Balance on 31/03/2014:	\$5,014.29
			Add: Outstanding Cheques:	\$0.00
			Subtotal:	\$5,014.29
			Deduct: Outstanding Deposits:	\$0.00
			Expected Balance on Statement:	\$5,014.29
Cheque Account:	1-1160	Investment Account-1260		
Date of Bank Statement:	31/03/2014			
Reconciled Deposits				
int	2/02/2014	Bank SA		\$407.82
Total:			\$407.82	\$0.00
Reconciliation				
			MYOB Balance on 31/03/2014:	\$21,981.06
			Add: Outstanding Cheques:	\$0.00
			Subtotal:	\$21,981.06
			Deduct: Outstanding Deposits:	\$0.00
			Expected Balance on Statement:	\$21,981.06

Discussion held on the ever increasing cost of the State Championships event with the hire of the Rowing Course being approximately \$4,500 and the medals approximately \$7,000 plus other incidentals (ie toilet hire).

The medals have to be ordered in January each year and cover all likely categories to be raced with currently gold, silver and bronze awarded.

Agreed recommendation to be put at the next Presidents Forum that all costs should be covered by the participants competing in this event.

Action: Marie (#411)

Advice given to the Treasurer that the Notes for the AGM Finances should include a breakdown of all of the recent capital equipment purchased.

Action: Jennifer B (#412)

The feedback on the new trolleys purchased has been positive. Noted no need to return to have any of the sides lifted.

Motion to close the investment account (#1260) and transfer the entire amount to account (#1110)

Moved: Jennifer Bould Seconded: Chris Wood Carried

Motion to accept financial reports and pay accounts on Account 1

Moved: Jennifer Bould Seconded: Pat Doogue Carried

7 STRATEGIC PLAN REVIEW

The following sections from the Strategic Plan were reviewed:

1. Administration

1.1 Employ an Executive Officer and/or Office Staff	<p>§ Job and person specifications developed. § Job responsibilities developed § Start with Part-time.</p> <p>Current financial situation does not allow for this position to be appointed however Strategic Plan has commencement time of February 2016 which is some time off still.</p> <p>Suggested revisit in June idea of Board members maintaining a record of the number of volunteer hours that they undertake for DBSA to assist with future planning. Action: Board (#413)</p>
1.2 Review Governance	<p>§ Conduct Annual Governance Review</p> <p>The form is to be forwarded to Marie and posted to website for Clubs to use internally and Board members to download and complete.- Action: John/Marie/Board (#414)</p>
1.3 Review and further develop the Committee structure	<p>§ Development Committee – Chris Wood § Maintenance Committee – Pat Doogue § Racing Committee – working reasonably well § Website Committee – to be established</p> <p>As an aside the feedback received at the recent RC meeting from one Club in relation to preference to not use Scullers Reserve was discussed.</p>
1.4 Review Administration outsourcing	<p>§ Investigate options and the relevance of current practice</p> <p>Recommended to continue arrangements with Sport SA and Admin Focus (Secretariat).</p> <p>Noted Sport SA have updated the Member Protection Policy which was briefly reviewed to discuss some proposed amendments.</p>
1.5 Data Base	<p>§ Further develop Smart Space to be the tool for clubs to administer their race requirements and facilitate online payments system for both DBSA and Member Clubs</p> <p>Follow up to be made with Raymond Strachan on extending capability of SmartSpace to allow Club members ability to access and enter further information themselves re race days etc. In addition to investigate options for an App for Iphones/Ipads/tablets etc. Action: Marie (#415)</p>
1.6 Promote the cultural values and traditions of Dragon Boat racing	<p>§ Allocate a Cultural Portfolio to a Board Member. Foster the Cultural Traditions of our sport</p> <p>This portfolio has been assigned to John Harris with the consensus being that he is doing an excellent job.</p>

8 ORS 360Degree – ACTION PLAN REVIEW

Business Area	Action
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> <p>This was discussed at the RC and Presidents Forum with both in support that current program is sufficient.</p>
3.4 Guidance on recruiting, training and retaining Volunteer	<p>§ Refer 2.1. Provide training in all roles (Volunteers/Development portfolios)</p> <p>Noted that the OR&S V-Star program has available various templates for the training of volunteers.</p>

3.5 Coaches have access to training	<p>§ Coach training presenters to be appointed in SA (Level iv in training and assessing)</p> <p>Minimal interested received in Coaches (P4P) course to date however will seek expressions of interest from Clubs for coaching course to be held in July.</p>
3.8, 3.9 Elite pathways and Talent ID	<p>§ Reinvigorate the High Performance Portfolio</p> <p>This is being undertaken.</p>

9 JUNIOR DEVELOPMENT REPORT

There has been nil interest in taking on this Portfolio. Suggested that a meeting be arranged of those participants in the teaching field to discuss with them options to get up a junior program.

Action: P&D (#416)

10 AusDBF REPORT

The new AusDBF assigned Board member to DBSA is Vic Fazackerly from WA. Agreed to regularly send him a copy of the Board minutes to keep him informed of SA activities.

11 SECRETARY'S REPORT

Correspondence as follows:

§ Thank you cards were received from DAPL.

Noted no response received back from AusDBF yet to clarification on rules for Australian qualifications for small boats.

12 SAFETY

Clubs reminded not to use the drum outside of the Aquatic Reserve basin due to noise complaints.

Noted DBSA response back to a resident on noise complaints and seeking clarification on his particular location had not received a response back.

The DBSA support boat inadvertently caused a large wash as a result of returning back to the course quickly after the last race day to remove some buoys. (Will not happen again)

13 WCCCs 2016

There is currently no update from AusDBF on arrangements for this event.

14 NEW BUSINESS

14.1 Clearance applications

14.1.1 Shirley Yates – Powerblades to Adelaide Sea Dragons

The Board considered this request from Shirley Yates and it was agreed that her options had been clearly outlined to her previously and that there were no extenuating circumstances noted. To be advised of this and that it could be granted from 1st July.

Action: John (#417)

14.2 Policy reviews – #040 – Volunteer recognition

The draft Policy #040 – Volunteer recognition was tabled for review and to include:

§ Level 1 – at successful attainment of Level 1 will be issued with DBSA Volunteer Uniform kit.

Action: Marie (#418)

The uniforms would be presented at the Volunteers lunch to those eligible volunteers.

The uniforms were worn by John Holland and Pat Doogue during the Naracoorte Masters Games and were considered to be a success in helping them be readily identified.

14.3 Life Be In It event - update

This event was considered to be very successful with over 170 participants and the organisers keen to hold it again. A new format was run which would be used again which consisted of:

- § Week 1 – practice in endeavour to get timing right
- § Week 2 – time trials
- § Week 3 – time trials
- § Week 4 – time trials
- § Week 5 – time trials
- § Week 6 – finals

The teams for the finals would be set as a result of the times attained with all the Groups' winners competing against each other, the Groups' 2nd places against each other and so on and so on.

The Corporate Challenge events were promoted to the participants and those Clubs that participated would be given first option to look after any resultant teams.

Appreciation was extended to the volunteers that assisted.

14.4 DBSA Participant Registration Fee 2014/14

The DBSA fee is set to increase by CPI annually. The proposed DBSA fees for the 2014/14 season were ratified. To be circulated to Clubs for planning purposes and registration forms updated. Agreed that the Early Bird registration fee would apply to any registrations received before 7th July 2014.

Action: Marie (#419)

14.5 State Championships

The following tasks are to be coordinated:

- § OR&S Green Shirt Marquee and flags are to be procured - **Rick (#420)**
- § Organise square numbered blocks – **Pat (#421)**
- § DBSA to cover cost of Volunteer lunches both days at a set amount with BDs to be advised to invoice DBSA for the remainder – **Rick (#422)**
- § Mud map for tents/set up to be sent out – **Chris/John (#423)**
- § A3 copy of race draw to be provided to Jennifer Bould – **John (#424)**

15 ANY OTHER BUSINESS

- § The question was asked if there were any suitable promotional DBSA brochures available with the response being that they were very outdated and would need to be updated.
- § In relation to the initial complaint received from some ASA members against John Holland that was subsequently withdrawn by ASA the Board was concerned that it might look as if pressure had been placed by the Board for this to occur which was not the case.
- § Marie Cunningham advised that she would be on annual leave from Thursday 17 April to Tuesday 6 May inclusive.

16 NEXT MEETING

The next Board meeting is scheduled for Wednesday 14 May 2014 at 8PM.

17 CLOSE OF MEETING – 11:35pm.

Signed: _____
Chairperson

Date: ____/____/____