



# MINUTES

## Board Meeting

15 MAY 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 and Pat Doogue
- 3 **APOLOGIES:** Sam Kelsh – Adelaide Phoenix (Observer), Steve Sadik – Subsonix (Observer)
- 4 **MINUTES OF PREVIOUS MEETING 9 APRIL 2014 ACCEPTED AS A TRUE AND CORRECT RECORD.**  
**Moved:** Chris Wood                      **Seconded:** Pat Doogue                      **Carried**
- 5 **ACTION ITEMS/BUSINESS ARISING**

NO.	ACTION
409	Actioned. Check availability of the Sailing Club for end of season function on 28 June. § Revised date of Saturday 5 July is proposed as earlier date was booked by Black Dragons for a function. § Email to be sent to Clubs asking if they have any conflicting events on and for ideas for band/entertainment. <b>Action: Chris (#425)</b>
410	Withdrawn. Follow up with Wayne Letts for suitable/available guest presenter for 28 June.
411	Actioned. Include on next PF agenda – recommendation of cost recovery for increasing State Titles costs (medals/race course fee). § This was discussed with Clubs in favour of \$10 per person per day to be charged if DBSA deems it would be full cost recovery. Noted however that this could not be introduced this season as most Clubs have already included the \$7.50 in their 2014/15 membership fees. § Waiwilta requested that the financials include full reporting on income and expenditure for racing. The Treasurer was then asked to action this accordingly. § Noted that the 2014/15 Racing income is currently at \$21,222 and expenditure at \$27,500. § Monthly financial reports are to no longer be included in the Minutes and posted separately to the website. <b>Action: Marie (#426)</b>
412	Ongoing. Include in AGM Financial notes list of recent capital equipment purchased.
413	Ongoing. 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.
414	Ongoing. Forward annual governance review form to Marie for posting to website and Board members to download and complete.
415	Ongoing. Follow up to be made with Raymond Strachan on progress of 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.
416	Ongoing. Arrange a meeting of all teachers to discuss how best to get Junior teams up and running - part of P&D portfolio. –
417	Actioned. Advise Shirley Yates that her clearance has been denied due to no special circumstances and that it would be granted from 1 <sup>st</sup> July.

418	Actioned. Policy #040 to be amended and posted to website.
419	Ongoing. Update 2014/15 registration forms and send to Clubs and post to website – Early bird fee is before 7 <sup>th</sup> July.
420	Actioned. States: Procure OR&S Green Shirt Marquee and flags.
421	Actioned. States: Organise square numbered blocks for finish line.
422	Actioned. Advise BDs to invoice DBSA for the number of volunteer lunches provided over a given number. § Email of thanks to be sent on behalf of DBSA volunteers to BDs for waiving this amount. <b>Action: Rick (#427)</b>
423	Actioned. States: Circulate a mud map for Clubs to set up tents etc.
424	Actioned. States: Provide A3 copy of race draw to Jennifer. § To be included on the task list. <b>Action: Marie (#428)</b>
<b>ONGOING ACTION ITEMS</b>	
169	Ongoing. Arrange for DBSA signage for container sign. § As an aside replacement DBSA sign ordered for out the front.
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. Put process in place for website events to be uploaded to the Calendar in a timely fashion – assign this to Corey Constable. § Website to be updated to reflect who is responsible for the various sections of the website (ie news/events) <b>Action: Chris (#429)</b>
330	Actioned. Policy to be produced for the Maintenance committee. § #41 – This policy was amended and ratified. To be posted to website. <b>Action: Marie (#430)</b>
342	Ongoing. Visit Clare to check out suitability for venue for 2015 Regional Games with local contact David Lloyd.
344	Ongoing. Check with Sean for availability for AusDBF Coaches course to be held at the end of July and then send email out seeking EOI from Clubs § Proposed date of Sunday 27 <sup>th</sup> July to be checked with Sean Carey for availability first and then check/advise Clubs. <b>Action: John (#431)</b>
363	Ongoing. Post an overview to website details about the volunteer accreditation program.
369	Ongoing. Purchase three two way-radios. One of the current radios is in “receiver mode” only.
371	Actioned. Post to new Positions Vacant section on website:/Facebook <ul style="list-style-type: none"> <li>• Junior Development Officer position/</li> <li>• Race Day Broadcaster position.</li> <li>• Volunteers for 2016 Nationals committee</li> <li>• Volunteers for 2016 WCCCs committee</li> </ul> § The volunteers post is to be updated to reflect that these are committees. <b>Action: Chris (#432)</b>
375	Ongoing. P&D actions: § 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.
390	Ongoing. Check status of old trolleys and arrange for painting of old trolleys with rust proof paint.
395	Actioned. Ascertain if any interest from Clubs for end of season function and suggested venues/themes.
400	Ongoing. Coordinate end of season Volunteer recognition lunch scheduled for Sun 15 June. § Invitation to be circulated this week. List of volunteers who helped move pontoons to be provided also. Thanks to be sent to them. <b>Action: Chris/John (#433/#434)</b>
401	Actioned. Circulate photo of Department of Justice’s dragon -boat to Board. § The boat will be collected on Friday and stored out back of the Sailing Club.
404	Ongoing. Follow up with Pete Smith for details of the steel runners to be placed on bottom of Footscray boat on Torrens.

404	Actioned. Send email to Clubs seeking their interest in Floatfest 2014 event both at Mannum and in Rundle Mall (promotional). § Noted nil interest received from Clubs to participate in this event and the Caudo Winery event and the Schools Consortium of Councils which was disappointing.
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).
407	Actioned. Purchase additional rubber mats for boat ramp.
408	Ongoing. Research pontoons for boat loading at WCCCs. § Link of company in China that makes pontoons to be sent to Pat to follow up. § Noted Mike Haslam not completely adverse to loading boats from the beach which would require more volunteers to wash and clean the boats. <b>Action: John (#435)</b>

## 6 FINANCIAL REPORT – APRIL 2014

As discussed earlier the financial reports will now be posted to the website in the Minutes of Meeting section.

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:

### 2. Promotion and Marketing

2.1 Continually update our website to portray the sport as a vibrant and exciting activity for people of all ages	Website committee to ensure content is always current and relevant and easy to access § Ongoing action item.
2.2 Regular Press and radio coverage	Send items of interest about race days and race results to local media both Print & Broadcast. § Noted John Harris is providing good coverage through media releases with one picked up for the opening of the season and for the State Champs.
2.3 Television exposure	Promote Corporate Challenge through adverts on Channel 44 Regular exposure on Channel 44 § Disappointment noted with little action from Channel 44. Word of mouth considered to provide better exposure along with Life Be In It event. § Future exposure for the Nationals/Worlds is planned.
2.4 Promote Schools and Junior Events	Retain a Junior Development Consultant. Work with Schools Zone Days. § Event was unfortunately cancelled due to inclement weather but will be held again next season. § School holiday program with Charles Sturt Council still proving popular.
2.5 Cinema Advertising	Develop a cinema advertisement promoting the sport and website § Cinema ad to be in place in June/July in time for Corporate Challenge event on 9 November. <b>Action: Chris (#436)</b>
2.6 Banners and Billboards	Identify sites and opportunities to promote the sport utilising banners or billboards § Signage on Port Road for both sides also to be arranged with Council. <b>Action: Chris (#437)</b> § Make enquiries about signage on top of Torrens Road. <b>Action: Jen Bould (#438)</b>
2.7 Alternate Race Venues	Plan a minimum of 1 race meeting per season in a different venue to showcase our sport § Noted some resistance from Clubs at Presidents Forum to competing at Wallaroo as preference is for a new location. § John read to the letter from Port Vincent organisers who are keen for DBSA to conduct a regatta there every two years and proposed various dates for 2014/15 (25/26 Feb, 15/16

	Nov or late Feb). To be discussed at next RC meeting first. <b>Action: John (#439)</b>
2.8 Promote corporate paddle opportunities	Promote to businesses to expand the number of services. § Donation of free corporate paddling package given to Sport SA to offer at their Awards evening.

## 8 ORS 360Degree – ACTION PLAN REVIEW

### 4. Policies

Business Area	Action	Aligned to
4.2 Policies for State representative team	Refer 3.8, 3.9	§ Ratification is being sought from AusDBF on proposed composition of State teams for Nationals racing which were agreed at earlier planning meeting held in Adelaide.
4.6 Appropriate codes of conduct	Publicise the current codes of conduct in every newsletter	DBSA Policies § Policy in place. § Reminder of Member Protection Policy will be placed in each edition of DragonsBreath. Noted most Clubs are still not following it fully.
4.9 Disability action plan	Review plan – develop a plan to suit DBSA	DBSA Policies and Strategic Plan § Policy is now in place.

## 9 JUNIOR DEVELOPMENT REPORT

Intention is for the Dragonmites team to be in place next season and coordinated by Chris Wood.

Noted sufficient number of U23 participants which could also form their own team which would be coordinated by Jennifer Le Ray. Separate team uniform could be arranged.

## 10 AusDBF REPORT

First planning meeting was held with the AusDBF planning committee for the 2016 WCCCs. DBSA Board is being vigilant about what needs to be arranged in relation to this event.

## 11 SECRETARY'S REPORT

Correspondence as follows:

- § Insurance policy renewal. Clubs given opportunity at Presidents Forum to see the policy wording however this was not taken up. Noted ASA's excess claim of \$1,000 was withdrawn.
- § Renewal SA Lease agreement for two years for the Sailing Club. Board ratified that John Holland would sign it. Extension being sought.
- § Details of Elite Coaching seminar being held at Adelaide Oval on Monday 16 June.
- § Industry networking event with Leon Bignall invitation for 19 May.

## 12 SAFETY

Clubs encouraged to use the mats purchased on the boat ramp to avoid any falls or incidents.

## 13 WCCCs 2016

Discussed previously.

## 14 HIGH PERFORMANCE

The email received from Brian Buttery proposing options for the formation and training of the Premier Squad was tabled for discussion. The consensus was in favour of supporting his proposal. At the next HP meeting, should the proposal change or Chris and Jen are no longer in favour of it given the discussion, then they are to let the Board know accordingly.

## 15 NEW BUSINESS

### 15.1 Clearance applications

#### 15.1.1 Alex Eremin – Fee carry over

The email received from Waiwilta asking DBSA to hold over the participant registration fees to the next season for a new participant by the name of Alexander Eremin who only just completed his 4 come n trys, paid his fees and then their season ended was discussed.

The Board considered the request and as a gesture of good will agreed to reduce his 2014-15 participant registration fee by \$50. It is to be noted to Waiwilita however that they should reconsider taking registration fees from a new participant so late in the season and in particular when their season ends so early.

**Action: Marie (440)**

**15.2 Policy reviews – #004 - Race Rules & Regulations**

This Policy was duly reviewed, nil changes made and endorsed.

**Action: (Marie #441)**

**15.3 State Championships – wrap up**

§ General consensus from Presidents' Forum was that the State Championships were successful.

§ The discussion paper put forward by Waiwilita was considered at the Presidents' Forum. The suggestion to re-introduce the accumulation of points over the season and subsequent withdrawal of the State Championships was not supported however it was agreed to discuss it further at the next RC meeting.

John Holland advised that there had been two enquiries from Canadian crews interested in racing in Adelaide before the WCCCs and that the current structure allowed them or any other club to compete on the day.

In relation to the point about setting up an A and B grade in particular it was noted that the B grade could be extended to include more categories if required.

§ The provision of the medals for the State Championships was noted as the Presidents' Forum as being a huge cost for this event at approx. \$11,000. Noted that IDBF only provides medals as follows:

- § 2 x boats – gold
- § 3 x boats – gold and silver
- § 4+ boats – gold, silver, bronze

AusDBF currently order medals for more than one season as they are able to change the insert wording annually.

Agreed that consideration should be given by DBSA to following the same procedure for medals as AusDBF as this would allow for more than one year to be ordered at a time which would reduce the overall cost. Currently DBSA is required to place an order in February and often medals are discarded given that there are not enough teams participating in a category.

**16 ANY OTHER BUSINESS**

Discussion held on redesigning the current DBSA promotional A5 brochure. Agreed to hold a design competition and promote this via the Facebook page and the winner would have their registration fee paid for the next season.

**Action: Jen Le Ray (#442)**

**17 NEXT MEETING**

The next Board meeting is scheduled for Wednesday 11 June 2014 at 8PM. Apology submitted by Jennifer Bould for this meeting.

**18 CLOSE OF MEETING – 11:07pm.**

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

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