



MINUTES

Board Meeting

11 June 2014 at 8PM

At

The Sailing Club – 1 Jenkins Road Port Adelaide

- 1 **OPEN MEETING – 8:15PM**
- 2 **PRESENT:** Rick French, John Holland, Jennifer Bould, Pat Doogue, Chris Wood and Pat Doogue
- 3 **APOLOGIES:** Jennifer Le Ray
- 4 **MINUTES OF PREVIOUS MEETING 15 MAY 2014 ACCEPTED AS A TRUE AND CORRECT RECORD.**
Moved: Rick French **Seconded:** Pat Doogue **Carried**
- 5 **ACTION ITEMS/BUSINESS ARISING**

NO.	ACTION
425	Actioned. Send email to Clubs advising of date of Sat 05 Jul for "season launch" function and ask if any conflicting events and for suggestions for entertainment/band. § Waiting to hear from band if they are available for Friday 18 July at the Cruising Yacht Club. Buffet catering option at \$39.90 chosen. § DBSA to cover band cost and price to be set at \$40 per person. § State team medals to be presented. § Advise Clubs of new date once confirmed. Action: Chris (#435)
426	Actioned. Post monthly financials to website.
427	Actioned. Send email of thanks to BDs on behalf of DBSA volunteers for providing lunches during the season and for the State Championships.
428	Actioned. Include on task lists provision of Race Draw to Jennifer Bould for printing out (A3).
429	Ongoing. Website to be updated to reflect who is responsible for the various sections of the website (ie news/events). § Details of WCCCs organising committee positions available to be posted to "News" and "Facebook". Action: Chris / Pat (#436)
430	Actioned. Upload Policy #041 – Maintenance Committee to website.
431	Actioned. Proposed date of Sunday 27th July to be checked with Sean Carey for availability for AusDBF Coaches course and then check/advise Clubs. § Noted Email sent out to Clubs with a registration form.
432	Actioned as part of John's information bulletin. Update below two positions vacant post to reflect that they are for the organising committees: <ul style="list-style-type: none"> ○ Volunteers for 2016 Nationals committee ○ Volunteers for 2016 WCCCs committee
433	Actioned. Send out invitation to end of season Volunteer recognition lunch scheduled for Sun 15 Jun and post to website. § Noted 36 responses received to date.
434	Actioned. Send to Chris names of volunteers who helped move pontoons and send them a thank you.

435	Actioned. Send link of company in China that makes pontoons to Pat to follow up. § Contact phoned John Holland to follow up and was advised that it had been passed on to Pat Doogue.
436	Ongoing. Arrange for cinema ad for Corporate Challenge to be in place Jun/Jul.
437	Ongoing. Arrange for signage on Port Road for Corporate Challenge.
438	Ongoing. Look into signage at top of Torrens Road for CC. § ACC does not allow signage at this location unless the event is being held in the parklands. It can be used to promote events on the River Torrens. There is no charge and application to be lodged six weeks prior and is in place until one week after event. DBSA to peg any sign placed. § The Walford Anglican School allows signage at the intersection of Cross Roads and Unley Road to old scholars. A submission needs just needs to be placed. As Jennifer Bould is an old scholar it was agreed that this should be followed up in order to promote the Corporate Challenge. Action: Jennifer (#437) § As an aside Jennifer noted that there was a new Head of Rowing appointed (David McGrath) and that it might be worthwhile following him up to ascertain any interest in a schools program.
439	Discuss offer from Port Vincent for regatta to be held there this season (instead of Wallaroo). § Discussed at RC meeting and disappointment noted that it was not supported by the Clubs. It was felt that they were not considering the benefit to the association by potentially having another regional Club up and running and instead were focussing on their own individual needs. § The RC meeting consensus was for the event to be held after the State titles instead. § The Council is most keen to organise the event and has offered trophies. § Noted four boats could be taken with some time trial events in place similar to those held during the recent Worlds in China. § P&D committee to organise for May and note not to clash with th Port Lincoln Corporate day. Action: Chris/Jen (#438)
440	Actioned. Advise Waiwilta that Alex Eremin's 14-15 participant registration fee would be reduced by \$50 as a good will gesture only and would not be repeated. To be advised to not accept registrations so late in the season to avoid this in future.
441	Actioned. Upload Policy #004 – Race Rules & Regulations to website.
442	Ongoing. Promote on Facebook design competition for A5 brochure for DBSA promotional brochures. Winner to receive free rego fees for next season. § John advised that he had been contacted by Phil Gibson who was keen to design the brochure at a cost of \$250 and was just requiring some good action photos. § Agreed to proceed with this and for 3 x action photos to be sought from each Club. Action: Chris (#439)
ONGOING ACTION ITEMS	
169	Ongoing. Arrange for DBSA signage for container.
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.
342	Ongoing. Visit Clare to check out suitability for venue for 2015 Regional Games with local contact David Lloyd.
363	Ongoing. Post to website details about the volunteer accreditation program.
369	Actioned. Purchase three two way-radios. § Pat noted that he had investigated similar radios to our current models and they are very expensive (\$450) and are quite heavy. He tabled a new type of waterproof and floatable radio which is quite light in weight and only about \$100 each. Agreed to test the longevity of them given that the battery was smaller and if suitable to purchase. Action: Pat (#440)
375	P&D committee: § 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. § Arrange a meeting of all teachers to discuss how best to get Junior teams up and running.

390	Actioned. Check status of old trolleys and arrange to paint with rust proof paint. § Given that the trolleys have been checked and are severely rust damaged it was agreed that they needed to be disposed of for scrap. ASD trailer can be utilised to transport them. Action: Rick/Pat (#441)
404	Actioned. Follow up with Pete Smith for details of the steel runners to be placed on bottom of Footscray boat on Torrens.
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).
408	Ongoing. Research loading bays for the pontoons for WCCCs.
412	Actioned. Include in AGM Financial notes list of recent capital equipment purchased. § A list of major items purchased was tabled with amendments suggested.
413	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. § Agreed to be undertaken in July with weekly reminders sent. Action: All / Marie (#442/443)
414	Actioned. Forward annual governance review form to Marie for posting to website and Board members to download and complete. § Review to be undertaken by Board members prior to month end and forwarded to John Holland for coordinating into a report to present at next Board meeting. Action: All / Marie (#444)
415	Actioned. 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. § The response from Raymond to this request was read and noted that he is intending to provide more than what DBSA requires at the moment. To follow up to have in place by 1 st July the ability to extract: name/weight/paddling side and availability for the season. Action: Marie (#445) § Noted the App was being developed.
419	Actioned. Update 2014/15 registration forms and send to Clubs and post to website – Early bird fee is before 7th July.

§ The High Performance committee met with Bryan Buttery to discuss his plans for the Premier squad and noted that he preferred to establish development squad of paddlers that were under 40. Further information on the development and training camps to be scheduled for all teams would be discussed at their next meeting.

§ At the RC meeting discussion was held on the high cost and waste of the State Championship medals and it was suggested to them that the IDBF medal policy be adopted:

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

The RC consensus was in favour of this and John is currently arranging the medals.

6 FINANCIAL REPORT – MAY 2014

Noted that ASA are yet to pay their State Championships fees

Motion to accept financial reports and pay accounts on Account 1

Moved: Chris Wood

Seconded: Pat Doogue

Carried

7 STRATEGIC PLAN REVIEW

The following sections from the Strategic Plan were reviewed:

3. Coaching and Officiating

3.1 National AusDBF Dragonboat Coaches Course	Continue to promote involvement to members and offer regular courses § Noted course scheduled for Sunday 27 th July.
3.2 National AusDBF Dragonboat Sweep Program	Continue to conduct the Sweeps accreditation program. § As part of John's Cert IV study he has developed a Sweeps training program which will be trialled by ASD and if successful rolled out to all. § The session will run from 10am-5pm with the Sweeps manual reviewed, a multiple choice open book assessment and then a practical on the water in the afternoon. Upon successful completion students should be able to successfully sweep a boat during Club training.

	<p>§ Agreed to set a fee of \$50 per student and \$100 to be paid to whomever delivers the course. Funds raised could be put towards delivering course in regional areas.</p> <p>§ If successful could be brought to AusDBF's attention.</p>
3.3 DragonBoat SA Dragonboat Officials Course	<p>AusDBF Level 3 Officials to Mentor local Officials to accredit to level 3 DBSA Official</p> <p>§ In place.</p>
3.4 National AusDBF Dragonboat Officials Course	<p>Establish a qualified trainer in South Australia</p> <p>§ Being arranged with AusDBF for Pat Doogue to undertake.</p>
3.5 Senior First Aid Course	<p>Arrange Senior First Aid Training Course</p> <p>§ Question was asked if this should be held annually.</p> <p>§ Agreed to follow up with presenter to ascertain cost first and availability to deliver annually.</p> <p>§ Noted DSBA subsidised 50% last time.</p> <p>Action: Chris (#446)</p>

9 ORS 360Degree – Action Plan Review

Business Area	Action
1.1 , 1.2,1.4 Forward planning and input into forward plan	<p>Review current strategic plan and again seek input from all members</p> <p>§ Agreed Motion to be put forward at AGM to amend the Constitution as suggested at the RC meeting by one Club to:</p> <ul style="list-style-type: none"> ○ Members are only entitled to a maximum of one vote. <p>Action: Marie (#447)</p>
1.5 Raise the profile of the sport	<p>Initiate the Cultural and Publicity Portfolio</p> <p>§ John Harris was appointed in this position and is happy to continue.</p>
1.3 Open and Transparent	<p>Invite any registered paddlers to submit papers on any issues concerning them</p> <p>§ An Issues template has been posted to the website.</p>

9 JUNIOR DEVELOPMENT REPORT

Follow up to be made with Walford Anglican School and Pulteney Grammar to ascertain their interest in undertaking a schools training program.

Action: Jennifer / John (#448)

10 AusDBF REPORT

§ Noted AusDBF President has placed a bid for the Asian Championships and been successful. Concern expressed that it may be scheduled in Adelaide despite DBSA adamantly stating previously that they were not willing to coordinate this event or have it held in Adelaide as they were heavily committed with the Nationals and WCCCs. To be followed up at the next WCCCs planning meeting.

§ The Organising committee volunteer positions and job descriptions have been circulated and the first DBSA planning meeting scheduled for Sunday 22 June at The Sailing Club.

11 SECRETARY'S REPORT

Correspondence as follows:

§ Routine only.

12 SAFETY

§ Discussed earlier that the old trolleys would be removed and scrapped.

13 WCCCs 2016

§ Discussed earlier.

14 HIGH PERFORMANCE

§ Discussed earlier.

15 NEW BUSINESS

15.1 Clearance applications

In principle agreement given until the Clearance application form arrives for:

§ Shelley Hosking – Adelaide Sea Dragons to Water Warriors

15.2 Race Categories

The following categories are being used at the IDBF and AusDBF level and it was put forward that they should also be used by DBSA:

- § Senior A – Masters
- § Senior B – Grand Masters
- § Senior C – Great Grand Dragons
- § Senior D – Silver Dragon

Reference to be changed in SmartSpace accordingly.

Action: Marie (#449)

15.3 Policy Reviews

The following Policies were reviewed:

- § #005 – Conditions of Entry to Races – amendments made and Policy ratified
- § #006 – Procedure for the formation and functions of the RC – ratified
- § #007 – Participant clearance procedure – amendments made and Policy ratified

Agreed to change the Policy to allow Participants to apply for a Clearance from their Club without having to join another Club if they don't wish to at the time.

Action: Marie (#450)

15.4 AGM planning

The AGM will now be combined with the Presidents Forum and scheduled on the 20th August to avoid holding two meetings in one week. Clubs to be advised accordingly.

Action: Marie (#451)

Portfolio reports to be submitted by middle of July to Marie Cunningham to coordinate.

Action: All / Marie (#452/453)

The recommendation will be put forward at the AGM that Participant Registration fees in 2015/16 be increased by 5% and rounded up/down accordingly.

Action: John (#454)

16 ANY OTHER BUSINESS

- § Invitation extended to Board members to participate in the AusDBF Presidents phone hook up on Monday night from 8pm.
- § Conference telephone account to be set up with Express Teleconferencing.
Action: Chris (#455)
- § Stocktake of DBSA equipment to be undertaken before AGM. Follow up with Julie Clinch if available to assist. Email to be sent to Clubs requesting return of any equipment borrowed.
Action: Jennifer / Marie (#456)

17 NEXT MEETING

The next Board meeting is scheduled for Thursday 10 July 2014 at 8PM.

18 CLOSE OF MEETING – 10:53pm.

Signed: _____
Chairperson

Date: ____/____/____