



MINUTES

Board Meeting

10 July 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, Pat Doogue and Sam Kelsh
- 3 **APOLOGIES:** Jennifer Le Ray, Steve Sadek
- 4 **MINUTES OF PREVIOUS MEETING 11 JUNE 2014 ACCEPTED AS A TRUE AND CORRECT RECORD.**
Moved: Rick French **Seconded:** Pat Doogue **Carried**
- 5 **ACTION ITEMS/BUSINESS ARISING**

NO.	ACTION
435	Actioned. Send details of new date of 18 th July for Season Launch and venue of CY once confirmed with the band § Disappointment expressed that only 40 registrations had been received to date as the Clubs had requested such an event and 100 was the minimum booking. § Follow up email to be sent with deadline of Sunday and post to be made to Facebook. § Final decision to be made on Monday. Action: Chris/Pat (#443)
436	Actioned. Details of WCCCs organising committee positions available to be posted to "News" and "Facebook". § Apparently some committee members thought there was a meeting this Sunday which was not the case. Noted Minutes stated next meeting was to be advised. § Email to be sent out to sub-committee advising them that meeting will be held once further details are obtained from AusDBF. Action: John (#444)
437	Ongoing. Follow up with Walfords to arrange to put up a DBSA banner promoting the Corporate Challenge event § Offer to be extended for their entry fees to be waived in endeavour to set up a teachers and/or student crew as a team building exercise and in return to place the banner. A Walford House Challenge could be held.
438	Ongoing. Organise Port Vincent regatta for after State Titles. § Nil interest received for P&D committee members from Clubs thus far.
439	Ongoing. Ask Clubs to provide their best 3 x action paddling shots for use in corporate brochure to be designed by Phil Gibson. § Nil photos received to date.
440	Actioned. Trial new lightweight radios and if battery lasts entire day arrange to purchase additional batteries.
441	Ongoing. Arrange for disposal of old trolleys as they are a safety concern. § Noted rubbish at The Sailing Club from flotsam also needs to be removed.
442	Ongoing. Undertake trial in July of recording number of volunteer hours assigned to DBSA.
443	Ongoing. Send weekly reminders in July for volunteer hours to be recorded by Board and a spreadsheet.
444	Actioned. Complete Board Governance review form by month end. § The responses (x4) received to date were all reviewed and any issues of note addressed.

445	Ongoing. Follow up with Raymond for SmartSpace to be able to extract: report of the name/weight/paddling side and availability for the season for Participants.
446	Ongoing. Follow up with Susan Stevens for First Aid course to ascertain cost and availability to delivery annually. § Coaches course to be held on 27 July. There are currently five registered.
447	Actioned. Put forward Motion at AGM to amend Constitution: § To allow only one vote per Member
448	Ongoing. Follow up with Walford / Putney their interest in a schools program.
449	Actioned. Change reference in SmartSpace to: <ul style="list-style-type: none"> • Senior A – Masters • Senior B – Grand Masters • Senior C – Great Grand Dragons • Senior D – Silver Dragon
450	Actioned. Update reviewed and revised policies #005-007 to website.
451	Actioned. Advise Clubs that the PF scheduled for 13 th August will now be held after the AGM on 20 th August.
452	Ongoing. Portfolio reports for AGM to be submitted to Marie for coordination in the AGM papers.
453	Ongoing. Coordinate AGM papers.
454	Ongoing. Put forward Recommendation at AGM that Participant Registration fees be increased by 5% (rounded up/down) in 2015/16.
455	Set up Express teleconferencing account.
456	Actioned. Follow up with Julie Clinch if available to assist with DBSA stocktake. § Noted that John and Jennifer undertook the stocktake.
457	Actioned. Send email seeking return of any borrowed equipment prior to stocktake.
ACTION ITEMS – ONGOING	
169	Ongoing. Arrange for DBSA signage for container sign. § John suggested old sign could be put up on the container if just painted over the graffiti.
266	Ongoing. Follow up with Vic (AusDBF in WA) when Pat should be attending course prior as part of the AusDBF Officials Course in SA or if joint course would be held. § Noted is a priority as there would need to be sufficient number of qualified Officials for 2016.
342	Ongoing. Visit Clare to check out suitability for venue for 2015 Regional Games with local contact David Lloyd. § Noted that the Mildura Masters Games have been cancelled.
363	Ongoing. Post to website details about the volunteer accreditation program.
375	As part of establishment of P&D sub-committee: <ul style="list-style-type: none"> • 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.
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. § Agreed the amount reimbursed to paddlers to be \$20, Sweeps \$40 for a corporate event (the sweep role involves total responsibility and has required considerable training)
408	Withdrawn. Research loading pontoons for the pontoons for WCCCs.
429	Ongoing. Website to be updated to reflect who is responsible for the various sections of the website. (ie news/events)
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. § Application to be submitted to Council for signage from 1-Aug to day after event along Port Road once location is chosen.

As part of the stocktake undertaken it was noted that the following items were missing: paddles, PFDs, damaged paddles and a drum seat missing. Replacement drum seat to be sourced by 31 January.

Action: Pat (#445)

Contact made by AusDBF asking if DBSA would be disappointed if the Asian Championships were held in Melbourne. The response given was in favour of this.

6 FINANCIAL REPORT – JUNE 2014

Noted shed rent at Aquatic Reserve has been increased by \$750 for 2014/15.

Motion to accept financial reports and pay accounts on Account 1

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

7 STRATEGIC PLAN REVIEW

The following sections from the Strategic Plan were reviewed:

4. Participation

4.1	Establish a Boat Storage facility at Mawson Lakes	Seek information about potential facility storage opportunities § Ongoing consideration.
4.2	DBSA Members are all Star Clubs	Actively promote accreditation to the Star Club program to all of the DBSA member clubs § There are three Clubs full accredited and some working their way through the program. § Article to be placed in next DragonsBreath on this. Action: John (#446)
4.2	Assist the establishment of new Member Clubs	Provide relevant information including a Manual for Clubs § Noted two new Clubs (Victor Dragons and Coorong Dragons) have been established recently. § Importance of establishing a Club in Port Vincent through a Come N Try event in May was discussed. Noted Clubs had agreed to support an event after the Nationals. § Date set for weekend of 2&3 May 2015. § P&D committee to be in place to arrange event. Provide assistance as required, including the provision of boats § As required.
4.3	Mildura Masters Dragon Boat event	Work with Mildura Council to ensure that Dragon Boating is included in Mildura Masters Games every 2 years. § Noted that these Games have been cancelled.
4.4	Participate in the South Australian Masters Games	Ensure that Dragon Boating is included all Masters Games in South Australia § Adelaide Masters Games to be held 3-10 October 2015. § The paperwork was reviewed with suggestions made. § Proposed dates for DBSA are 3&4 with 5 th in reserve. § An Ambassador is required with Bryan Buttery suggested. § Discussion held on the race categories.
4.5	DBSA paddlers remain competitive both Nationally and Internationally	Provide quality up to date equipment and training aids. § Details of a Motion Masters machine to be circulated for consideration for purchase as noted other States are introducing this. § An OC1 and ergo machine have already been made available.
4.6	Race Day Broadcasting	Provide a broadcast on race days recognising sponsors and provide information § Noted position currently is vacant.
4.7	Annual Social Function	A function in May of each year where seasons achievements will be recognised. § Event organised for 18 July 2014 if sufficient numbers of expressions of interest received.

9 ORS 360Degree – Action Plan Review

Business Area	Action
2.1 Provided with information to perform role	Provide training in all roles Volunteers being done.
2.2 Website contains resources that are useful	Website Sub-Committee activated
2.4 DBSA listens to my point of view	Issues paper has been introduced & publicised for suggestions and issues – only 1 issue has been raised to date

9 JUNIOR DEVELOPMENT REPORT

§ Noted Jennifer Le Ray is in charge of this portfolio.

10 AusDBF REPORT

§ Recent phone hook-up held of State Presidents with each reporting on recent activities. Most are holding AGMs.

§ The trophies from the Nationals have arrived and the aim is to present them at the social event on 18 July.

11 SECRETARY'S REPORT

Correspondence as follows:

§ Membership renewal form from Sport SA received and agreed to renew.

§ Letter of introduction received from Shadow Minister Tim Whestone MP.

§ Copy of Lease for The Sailing Club renewal (2 years) received from Renewal SA

§ An example of the newly proposed medal design with indentation in back to allow plaque to be inserted was tabled. Without the label the cost is \$2.01c per medal. The inserts can be produced readily by a contact in Melbourne which should substantially reduce the overall cost.

§ Insurance paperwork for 2014/15 has been received and posted to the website.

§ Noted only four Clubs had returned the required paperwork for Directors insurance.

12 SAFETY

§ The incident report submitted by Rick French was reviewed. Noted that he did not walk on the non-slip mats placed and that the ramp was very slippery. The recommendation is that the ramp be water blasted periodically and ensure participants use the non-slip mats.

13 WCCCs 2016

§ Discussion held on the display method to be used for this event to exhibit the race schedule and show highlights. Follow up to be made with Green Signs Hire to invite them to the next sub-committee meeting of the organising committee.

Action: Jen (#447)

§ Discussion held on the advice received from AusDBF about the App for this event. Agreed to follow up with Mike Haslam (IDBF) for details on the "WDBRC2013" App to ascertain if it can be readily modified.

Action: Pat (#448)

§ Follow up to be made with AusDBF for decision on website.

Action: Marie (#449)

14 HIGH PERFORMANCE

§ Chris Wood noted that Dennis Wright (Water Warriors) had expressed interest in being the Premier Coach. Written application to be sought from him.

Action: Chris (#450)

§ The current coaches are working on their proposed training programs.

§ Regional Coach appointment to be considered.

§ Discussion held on whether the scholarship funding program should be offered to State team participants or whether should be allocated to fund the costs for the Coaches to attend the National instead given the poor take up to date. Coaches to discuss further.

§ New race top for 2016 discussed. Agreed to promote on Facebook for preferred designs.

Action: Pat (#451)

15 NEW BUSINESS

15.1 Clearance applications

§ In principal agreement given for Judy Owen to transfer from ASD to Water Warriors.

Action: Marie (#452)

15.2 Volunteer lunch - feedback

§ The event was considered a success however need to ensure that a list of all the volunteers to be invited is passed to the Volunteer coordinator in future.

Action: Chris (#453)

15.3 Publicity Portfolio – vacant

§ The resignation received from John Harris as the former Portfolio Chair and dragon boating in future was noted.

§ Board members to consider suitable nominees.

Action: All (#454)

15.4 Policy Reviews

§ The following Policies were reviewed:

○ #010 – Heat policy – ratified.

○ #012 – Protocol for Race Day disputes – amendments proposed for ratification.

○ #013 – Appeal Process – to be reinstated as not fully incorporate into Policy #036 – Member Protection. To note in #013 "that the appeal process against tribunal decision is described in the Member Protection policy and that any appeals against other decisions are covered within".

Action: Marie (#455)

15.5 Presidents Forum 20/08/14

- § Clubs to be asked to bring to the Forum any suggestions they may have on how best to fill the various vacant committee positions in order to share the load.
- § Discussion on Board succession to be included on Agenda.

Action: Marie (#456)

15.6 AGM 20/08/14

- § Board members reminded to submit their portfolio reports.

15.7 Board Governance review

- § Discussed earlier.

16 ANY OTHER BUSINESS

- § Chris Wood advised that an email had been sent to all Clubs seeking their training requirements for the next season.

- § Noted that two buoys that had broken loose had been placed in the Boatshed and not cleaned by the retrieving Club's maintenance person and rather left for someone else to do.

- § Follow up to be made with local schools for their involvement in designing the Mascot for 2016 WCCCS.

Action: Chris (#457)

- § Noted that the various paperwork for the 2014/15 insurance coverage has been posted to the website with advice to be sent out to Clubs accordingly.

Action: Marie (#458)

17 NEXT MEETING

The next Board meeting is scheduled for Thursday 14 August 2014 at 8PM.

18 CLOSE OF MEETING – 11:20pm.

Signed: _____
Chairperson

Date: ____/____/____