

483	Ongoing. Check to see if one of the old trolleys is suitable to relocate yellow boat to Naracoorte for Come N Try event. § The boat from the Coorong will be relocated instead as the yellow boat is not ready.
484	Ongoing. Arrange for maintenance to be undertaken on yellow boat. § Maintenance yet to be undertaken on yellow boat so will not be available to relocate.
485	Actioned. Organise 23/10/14 DBSDA WCCCS meeting for sub-committee.
486	Actioned. Investigate options for large TVs to stream 2016 WCCCs races. § Agreed not to purchase large screens locally as they will not work outside. § Kel is checking with DBV to see what they paid for their screen. § Discussion to be held with SARA to ascertain if they would be prepared to jointly apply for a grant for a screen in the next round. Action: John (#497)
487	Actioned. Amend OR&S Plan Section 4.2 Action description to: 'Produce selection policy and Talent ID policy'.
488	Ongoing. Chris to Produce above Selection policy and Talent ID policy for State Team.
489	Actioned. Circulate response to neighbour's complaint received via the Council to Board first for feedback. § Advice to be sent to RC Committee for them to pass on to their Club that parking is only allowed on the grass in the centre circle and a parking monitor will be in place during race days to direct people where to park. Action: Marie (#498)
490	Ongoing. Arrange for collection of boat in Whyalla if can no longer be utilised and the one in Port Pirie also.
491	Actioned. Forward email from IBIS Hotel re accommodation during 2016 WCCCs to Tina Pupello.
492	Actioned. Process following clearances: § Jeremy and Fiona Sanders – DAPL to Goolwa § Kevin Walsh – Waiwilta to Subsonix The clearance application from Kelly Oswald from ASD to Adelaide Phoenix was ratified. Moved: John Holland Secoded: Chris Wood Carried. Action: Marie (#499)
493	Actioned. Update Policy #027 to include relevant Seniors categories.
494	Actioned. Circulate EOI for State Regional Coach position.
495	Actioned. Advise BWRs that they would need to apply for top up of paddlers on race days on a case by case basis.
496	Actioned. Suggestion to be put to BWRs that they plan a regatta for January 2016 and to combine it with the Tunarama event.
ACTION ITEMS – ONGOING	
266	Ongoing. Pat will attend course prior as part of the AusDBF Officials Course in WA on 18/10/15. § Course to be rescheduled and paid for by the event.
375	Ongoing. As part of establishment of P&D sub-committee: Look into possibility of scheduling an event at Mawson Lakes next season and arrange a meeting of all teachers within the association to discuss how best to get Junior teams up and running.
429	Ongoing. Website to be updated to reflect who is responsible for the various sections of the website (ie news/events).
438	Ongoing. Organise Port Vincent regatta for after State Titles. Visit venue.
441	Ongoing. Arrange for disposal of old trolleys if they are both considered to be unusable. § To be done with relocation of the boats.
448	Ongoing. Follow up with Walford / Pulteney their interest in a schools program. § Noted Walford would not participate in Corporate Challenge event. Contact to be established in Feb '15 to arrange an end of year event. § Jennifer Le Ray offered to follow up with Pulteney.
445	Ongoing. Replacement drum seat to be available by 31st January.
446	Ongoing. Place article in next DB re status of member clubs' Star Club accreditation.

447	Withdrawn due an App being available. Invite Green Signs Hire to next sub-committee of the WCCCs 2016 on 23/10/15.
451	Ongoing. Promote design competition on Facebook for 2016 State top.
458	Actioned. Seek a Coaching CV from Dennis Wright for Premier Coach position.
461	Actioned. Follow up with PBs for their info for the Directors & Officers insurance policy to be put in place
462	Ongoing. Include on website page: "DBSA values volunteers...." And refer to them Policy #040.
466	Ongoing. PF: Advise Clubs of annual First Aid Course 2nd week in May each year. § To be held 24/5/15 from 9am-5pm @ \$130 per person. § Follow up to be made on the price quotes as is considered higher than previous years. Then post to website and let Clubs know.
468	Target local schools 1x1 in an endeavour to get event up at end of season. § Jen will have 3 x schools targetted by next meeting.
472	Actioned. Rewrite Policy #017 to reflect: is reliant on Sweeps undertaking new Sweeps Training program. § Marie to email out to Board with minutes. Action: (#500)
473	Ongoing. Review Policy #018 – State Team Selection process.

The following actin items was left off the Action list:

- § DBSA Policy to be written advising the following:
 - From 2015 Nationals – anyone over 50 years of age will need a Doctor's certificate
 - From 2016 Nationals – anyone over 40 years of age will need a Doctor's certificate

The draft form produced by AusDBF for paddlers requiring a Doctor's certificate (as noted above) to take along to the Doctor was tabled and reviewed. Agreed to attach to back of the Policy written by John and to title it as "recommended note for your Doctor".

6 FINANCIAL REPORT – AUGUST & SEPTEMBER 2014

Noted that the Term Deposit account now requires 31 days' notice prior to the maturity date for any transactions.

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

OBJECTIVE	ACTION(S)	RESPONSIBILITY
1.1 Employ an Executive Officer and/or Office Staff	Job and person specifications developed. Job responsibilities developed Start with Part-time.	DBSA Board § Position currently is not to proceed with this give the cost and service provided already by Admin Focus. § Preferred to put the money towards other projects. § Additional funds should be available from 2015 AMGs and 2016 WCCCs.

RACE TIMING EQUIPMENT

Possible use for redirected funds:

- § Initial quote obtained from Brookes on the Finish Lynx timing system which is quite expensive but negotiations could reduce the price.
- § Noted Dennis Wright obtaining quote on similar model used at Champion Lakes however preferred model is the one used by SARA for consistency purposes.
- § Quotes to be circulated and kept confidential at this point, given they are not final.

Action :John (#501)

1.2 Review Governance	Conduct Annual Governance Review	DBSA Board § Noted that some Board members attended an OR&S Governance workshop the previous night which focussed on Board diversity. § Both matrix exercise sheets were tabled and note that one had been completed however the remaining one is to be completed by all Board members. Action: All (#502)
1.3 Review and further develop the Committee structure	Development Committee Maintenance Committee Racing Committee Website Committee	DragonBoat SA Board and member Clubs § Committees are all in train or being formed.
1.4 Review Administration outsourcing	Investigate options and the relevance of current practice	Admin Portfolio § Status quo to remain of Admin Focus and Sport SA providing respective services.
1.5 Data Base	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	Admin Portfolio § This has been undertaken with progress made as required. § Noted all States bar Vic are using SmartSpace.
1.6 Promote the cultural values and traditions of Dragon Boat racing	Allocate a Cultural Portfolio to a Board Member. Foster the Cultural Traditions of our sport	Cultural Portfolio § Noted Mary-Ann Holt is now looking after this Portfolio.

8 ORS 360Degree – Action Plan Review

1. Leadership

Business Area	Action	Aligned to
1.1 , 1.2,1.4 Forward planning and input into forward plan	Review current strategic plan and again seek input from all members	Current Strategic Plan § Reviewed at each Board meeting.
1.5 Raise the profile of the sport	Initiate the Cultural and Publicity Portfolio	Strategic Plan § Noted Mary-Ann Holt is now looking after this Portfolio.
1.3 Open and Transparent	Invite any registered paddlers to submit papers on any issues concerning them	All Member Clubs § An Issues template form has been posted to website for use by Clubs or Participants.

John Holland tabled a draft letter of response to be sent to anyone enquiring about how to join dragon boating as a result of the increased number of enquiries being received. To be highlighted in the next edition of DragonsBreath and to encourage Clubs to ensure that their websites are engaging.

Action: John (#503)

9 JUNIOR DEVELOPMENT REPORT

Jennifer Le Ray advised that she would be targeting three schools by the next meeting.

Follow up to be made with Port Adelaide Artists Forum (PAAF) if they would be willing to participate in a promotional art activity for the 2016 WCCCs. Suggestion would be to involve some school children painting one of the old dragon boats.

Action: Jen Le Ray (#504)

10 AusDBF REPORT

§ DBSA was represented by Chris Wood, John Holland Pat Doogue at the recent AGM and round of meetings in Perth on 18-19 October 2014.

§ Various meetings were held and discussion on the various events during the 2016 Nationals and WCCCs events.

§ AusDBF is keen for a 5000m race to be held on the River Torrens for the Asia Championships. This would be trialled beforehand to ascertain if possible. In addition a demonstration of stand-up paddling would also be arranged along with a Dotting of the Eyes and Opening ceremony. Hawkers Corner to be set up also along the riverbank.

§ Changes are being proposed to the Constitution whereby the recommendation from John Holland is for one vote per member to be in place instead of four votes for full members and two votes for Affiliate members. In addition John Holland was proposing that members should just be elected to the Board and the executive positions on the Board should be the first order of business of the new Board. The DBSA Board consensus is in favour of these proposed changes.

§ The venue for the WA Nationals in 2015 – Champion Lakes was visited.

11 SECRETARY'S REPORT

Correspondence as follows:

§ Correspondence on the Green Shirt program was circulated to the Board.

§ The next round of consultation with OR&S on the sustainability program will be scheduled with Damian.

§ Advice re the planning meeting on 30/10/14 being held by the City of Adelaide for events is to be circulated.

Action: Sam (#505)

12 SAFETY & EQUIPMENT

Suggested that Clubs should be allocated a set period to be responsible for maintenance to give them some ownership of it. Pat Doogue responded that he would like to have his sub-committee up and running properly first and that this could be revisited in 12 months.

13 EVENTS

13.1 WCCCs 2016 – update

Next sub-committee meeting is 23 October 2014.

13.2 Australian Masters Games 2015 - update

Dates going to be the fri 7 sat of the last week –sat night is the closing ceremony. Convention centre will be the hub for everything. Registration, suppliers, nightly entertainment,

14 HIGH PERFORMANCE

§ Premiers are currently on the water training.

§ Senior B&C teams to commence on 31 October 2014. Documentation to be developed before Christmas that clearly outlines the selection process. Squad selection will be made by all Coaches in consultation.

§ Senior As to undertake a training camp prior to Christmas. Current emphasis is on Clubs to ensure that these paddlers are suitably trained.

15 CLUB ISSUES

Follow up being made by Jennifer Bould with ASA to pay outstanding race fees.

Discussion held on the cut-off date for competition as noted AusDBF website was out of date. John Holland advised that it was the age as at 1st June in the year of competition. AusDBF are taking the ruling to the IDBF Congress in November and lobbying it to be changed to the first day of competition.

16 NEW BUSINESS

16.1 Clearance applications

Ratified earlier under Action items.

16.2 Judge's tent photos

Appreciation extended to Dennis Wright for arranging the various photos of how the Judge's tent and equipment should be set up each race day.

16.3 Policy Reviews

§ The following Policies were reviewed:

- #26 - Allocation system for new people to the sport of dragon boating – ratified.
- #28 - State Championships - Qualifying Regulation – amended and ratified.
- #29 - Appointment of delegates to AusDBF – ratified.
- #30 - Dragon boat training protocol - West Lakes & Port River – ratified.

Action: Marie (#506)

16.4 RC meeting 1510/14 – Agenda items

- Recommendation #1
 - Notification should be given straight away in future if timing equipment has not worked for a race.
 - The whole heat to be run again and not just the one race.

The above recommendation was considered and endorsed by the Board.

- Recommendation #2
 - Determine the function of the Safety Boat (ie to retrieve someone from the water conscious / unconscious and whether it has the capacity to do this.
 - Consider sourcing and paying for qualified Life Savers to be in the Safety Boat.
 - Safety Boat to carry a life buoy.
 - Procedure to be in place for Safety Boat Driver and volunteers on their responsibilities.
 - Safety Boat to be instructed to follow behind the boats until they have completed the race and are heading back to the shore.

Discussion was held on these various points with the following responses noted:

- The Safety Boat is actually the Umpire's boat and only used in severe circumstances for an emergency.
 - As each Sweep is supposed to have a current First Aid Certificate then there is no need to engage the services of the SLSC. Previous quote obtained for this service was \$400 per day approx.
 - The Umpire's Boat will have a floating spine strapped to the side which can be positioned under anyone floating in the water. There is also a ladder at the back of the boat for anyone to climb up.
 - The responsibilities of the Umpire's Boat and Volunteers on it are listed on the website: [Documentation](#) – Race Day Volunteers Duties (Issue 1) – page 7
- Safety Concern
 - Jack Salagaras raised the apparent safety issue for the boats in lanes 1&2 with the rowers not getting out of their boats. The question of liability was raised if there was an incident and it was felt that Council should be responsible for informing all Licenced users of the event and ensuring that there were no issues subsequently. Agreed to seek Board comment.

Noted that all Licence Users on the River Torrens were advised of the DBSA event. Any on the water incident is the responsibility of the users and not the Council to manage

17 ANY OTHER BUSINESS

§ Spare wheel to be obtained for the Umpire's Boat trailer.
Action: Rick (#507)

§ Follow up to be made with Ronnie Lane as to status of uploading the race results.
Action: Chris (#508)

18 NEXT MEETING

The next Board meeting is scheduled for PF 12 November and Board meeting for Thursday 13 November 2014 at 8PM.
Action: Marie (#509)

19 CLOSE OF MEETING – 11:35pm.

Signed: _____
Chairperson

Date: ____/____/____