

505	Circulate email from ACC about planning meeting on 30/10/14.	23/10/14	Sam Kelsh	Done
506	The following Policies to be updated accordingly and posted: § #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.	29/10/14	Marie	Done
507	Purchase spare wheel for the Umpire’s Boat trailer.	25/10/14	Rick	Ongoing
508	Follow up with Ronnie Lane for uploading of race results to website. <ul style="list-style-type: none"> Noted no response from Ronnie to emails on this so follow up to be made with her at next event and if not to be put to RC to designate someone. 	16/11/14	Chris	Ongoing
509	Organise next PF meeting for Wed 12 November.	29/10/14	Marie	Done
ACTION ITEMS – ONGOING				
NO.	ACTION	REQUIRED BY	ACTION OFFICER/S	STATUS
266	Follow up to be made with Kel on when the next ‘train the trainer’ course will be scheduled by Mel.	15/12/14	Pat	
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. Noted that Deb Attewell and Cheryle Gray are looking into this now. An email has been circulated to Clubs seeking teachers within the association to meet discuss how best to get Junior teams up and running. A letter is being prepared to send to Pulteney, Nailsworth and Le Fevre schools to encourage junior participation at State Championships and in the WCCCs in 2016. 	25/12/14	P&D Committee	Ongoing Ongoing Ongoing
429	Website updated to reflect who is responsible for the various sections of the website (ie news/events). <ul style="list-style-type: none"> Corey to follow up with Coorong Dragons for logo for their page and with Victor Dragons for web page. 	13/11/14 31/12/14	Chris to follow up with Corey	Done New
438	Organise Port Vincent regatta after Wallaroo. Noted lots of forthcoming events and activity. Boats to be collected from Whyalla for KI visit, Naracoorte wants another event before 25/12/14 and a former ASD Sweep is available locally along with about 25 paddlers. Agreed cars to be hired as required to tow trailers. Boats to be relocated from Whyalla during the week whilst school is open. Action: John (#511)	18/11/14 4/12/14	Chris & John John	Ongoing New
441	Arrange for disposal of old trolleys if they are both considered to be unusable with disposal of the boats. <ul style="list-style-type: none"> One trolley was relocated to Naracoorte with the other to go to KI. 	13/11/14	Rick / Pat	Done
448	Follow up with Walford for an end of year event in 2015.	Feb ‘15	Jennifer	2015
445	Replacement drum seat to be available by 31st January.	31-Jan-15	Pat	Ongoing
446	Place article in next DB re status of member clubs’ Star Club accreditation.	Next DB issue	John	Ongoing
451	Promote design competition on Facebook for 2016 State top. <ul style="list-style-type: none"> Nil entries received so follow up to be made with Meg and Subsonix member as noted. 	26/10/14 10/12/14	Pat	Done New

462	Include on website page: "DBSA values volunteers...." And refer to them Policy #040.	24/10/14	Chris	Done
466	PF: Advise Clubs of annual First Aid Course to be held 24/5/15 from 9am-5pm @ \$130 per person. <ul style="list-style-type: none"> Follow up to be made on the price quoted as is considered higher than previous years and whether renewal is required annually or 3-yearly. Then post to website and let Clubs know. 	13/11/14	Chris	Ongoing
468	Target local schools x3 in an endeavour to get event up at end of season.	13/11/14	Jen Le Ray	Merged #375
472	Rewrite Policy #017 to reflect: is reliant on Sweeps undertaking new Sweeps Training program.	ASAP	John	Done
473	Review Policy #018 – State Team Selection process. <ul style="list-style-type: none"> To include each category (and Juniors) into a policy that can be reviewed annually by the Board. 	10/12/14	Chris & Jen	
474	Book venue for 23 or 30 May 2015 'end of season' function and advise Clubs.	10/12/14	Chris	
476	Produce a Volunteer/Staff Induction booklet and management policy plus a succession plan to complete Star Club steps for DBSA. <ul style="list-style-type: none"> Log on to Star Club website and familiarise yourself with Questions #11, 12 15 – as they are to be actioned. 	31/12/14 10/12/14	ALL	
480	Sign to be made up advising that "life jackets are to be stored in bundles of 10 and hung off the floor". <ul style="list-style-type: none"> To be done once location for OC1 decided. Noted shelving on all units needs replacing. Action: Pat (#512) Discussion ensued on whether a new OC1 should be purchased or a TK1 for development purposes and where it should also be kept. Quote to be provided for OC1. Action: John (#513) Noted last person that used the OC1 did not wash it prior to return. Follow up email to be sent. Action: Chris (#514) Register for OC1 needs to include section for comments. Action: Chris (#515) 	8/11/14 10/12/14 10/12/14 18/11/14 28/11/14	Pat Pat John Chris Chris	Ongoing New New New New
481	Re-circulate promotional offer to Clubs re Motion Master unit so that they could receive the discount for 1+ units ordered as noted above. Purchase flotation device as part of order.	10/12/14	Chris	Ongoing
482	Target 1-2 Sweeps to train up on the new Accreditation system. <ul style="list-style-type: none"> Training is scheduled for a number of sweeps on Saturday 20/12/14 at The Sailing Club from 10am-3pm. Email advice to be sent to those identified. Action: John (#516) 	31/10/14 21/11/14	John John	Done New
483	Relocate boat from Coorong to Naracoorte.	02/11/14	John & Chris	Done
484	Arrange for maintenance to be undertaken on yellow boat.	10/12/14	Pat	Ongoing
488	Produce Selection Policy & Talent ID policy for State Team.	24/12/14	Chris	Merged #375
490	Arrange for recollection of boat in Port Pirie. <ul style="list-style-type: none"> Noted Wallaroo are keen for this boat and to do it up. Confirmation to be sought this weekend or arrangements made for it to be returned. 	18/11/14	John	Copper Coast will collect it

6 FINANCIAL REPORT – OCTOBER 2014

Noted nil Treasurer's report due to current hospitalisation of Jennifer Bould.

The invoices tabled by John Holland from Charles Stunt Council were ratified for payment.

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STRATEGIC PLAN REVIEW

The following sections from the Strategic Plan were reviewed:

2. Promotion & Marketing

OBJECTIVE	ACTION(S)
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. <ul style="list-style-type: none"> Noted this is occurring.
2.3 Regular Press and radio coverage	Send items of interest about race days and race results to local media both Print & Broadcast. <ul style="list-style-type: none"> Noted difficult to get regular press coverage. Considered should be the role of the Secretary and an email is to be sent to MA Holt for a copy that she has of John Harris's former Publicity plan to be given to Sam Kelsh. Action: John (#517)
2.4 Television exposure	Promote Corporate Challenge through adverts on Ch 44. <ul style="list-style-type: none"> Noted C44 has undergone new management and a relocation to the city. Mention made of a new Ch which might be of interest and to be followed up. Action: Chris (#518)
2.5 Promote Schools and Junior Events	Retain a Junior Development Consultant. Work with Schools Zone Days. <ul style="list-style-type: none"> 2014 Zone Days – Dec 4th Jen Leray is covering the Junior role.
2.6 Cinema Advertising	Develop a cinema advertisement promoting the sport and website <ul style="list-style-type: none"> Campaign for Juniors and one for Corporate Challenge event to be developed. Action: Chris (#519)
2.7 Banners and Billboards	Identify sites and opportunities to promote the sport utilising banners or billboards <ul style="list-style-type: none"> The banner on Port Road for the Corporate Challenge was considered to be successful in attracting teams for this event. Email to be sent to John Holland to arrange collection of banner from Council. Action: Chris (#520)
2.8 Alternate Race Venues	Plan a minimum of 1 race meeting per season in a different venue to showcase our sport <ul style="list-style-type: none"> Event being held this weekend in Wallaroo.
2.9 Promote corporate paddle opportunities	Promote to businesses to expand the number of services. <ul style="list-style-type: none"> A number of successful corporate events have been held recently or are planned for the remainder of 2014

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ORS 360Degree – Action Plan Review**2. Communications & Marketing**

Business Area	Action
2.1 Provided with information to perform role	Provide training in all roles. <ul style="list-style-type: none"> Getting better
2.2 Website contains resources that are useful	Website Sub-Committee activated and working.
2.4 DBSA listens to my point of view	Refer 1.3 - Invite any registered paddlers to submit papers on any issues concerning them. <ul style="list-style-type: none"> An Issues paper has been produced for Clubs or Participants with no issues received to date.

As part of review meeting with OR&S the 360 Degree Action Plan was reviewed with some additional items included. To be addressed from #1 at next meeting.

Action: Marie (#521)

Noted that OR&S is seeking annual reports on volunteer numbers and as a result suggestion given to Rick French to maintain these records and include in Annual Report.

Brief discussion held on the 2000M race as to whether all Sweeps are suitable trained in the IDBF rules for this event. Suggested if there was a perceived issue with this then an Issues paper for consideration to be given to reseeding teams, if needed, should be submitted to DBSA in the first instance.

9 JUNIOR DEVELOPMENT REPORT

Recent event held for the SA Aboriginal Sports Training Academy with 175 juniors participating.

10 AusDBF REPORT

§ Next Presidents' meeting scheduled for Monday 24 November.

11 SECRETARY'S REPORT

Correspondence as follows:

§ The My Rec Sport website produced by OR&S is being promoted for use by sporting associations. The log in details are to be forwarded to Board members with suggestion given to download the Helpful Hints for Users document first. Website allows for documents to be uploaded.

Action: John (#522)

12 SAFETY & EQUIPMENT

A new high pressure water blaster has been purchased for The Sailing Club.

Noted that the newly purchased floating spine board has been placed on the Umpire's Boat.

Bench press to be purchased as part of High Performance testing.

Action: John (#523)

13 EVENTS

13.1 WCCCs 2016 – update

- § Sub-committee members to be working on listing their jobs to be undertaken as part of this event with a respective budget prior to the next meeting.
- § All costs will need to be set by 28/02/15 and put to IDBF for ratification. Any not included at this time would have to be argued for.
- § A list of signs required is being sought by Pat Doogue. The response given was to base it on the numbers of Clubs competing at the 2014 Nationals and previous WCCCs.
- § SARA have offered to relocate from their office during all of the events, keep their bar open and make the restaurant room available. They will submit the rental costs.
- § Discussions to be held with Council about the fencing off of the area during the event as to how it would impact on local residents, dog walkers, cyclists etc. Security guards would be in place and spot baggage checks undertaken.
- § Pricing for the fencing, marquees to be sought.
- § Sponsorship arrangement being sought with Lakes Princess. They are checking the depth to see if it is suitable to offload those staying at the Lakes Hotel at the event venue. Nightly dinner packages would be promoted.

13.2 Australian Masters Games 2015 - update

- § Agreement has been signed for this event with monthly updates to be submitted on activity occurring.
- § Event to be held on the Torrens which will allow access to the Convention Centre which is hosting the Games office, reception area and social activities.
- § Details of event to be promoted on the website with AusDBF and other States also asked to promote it on their websites.

Action: Chris (#524)

14 HIGH PERFORMANCE

- § This Portfolio is working well with good harmony amongst Coaches and paddlers.
- § Fitness tests for Senior B&C will be held on 12 & 13 December and after that the Coaches will meet to assign paddlers to squads.
- § The goal for the Premier squad is to enter a team in each category in preparation for 2016 WCCCs.
- § Some complaints raised by some State paddlers to a Board member were discussed. The response was that the Coaches aim is to select the best team', on the water, for the State' and are united and working closely together on this.

15 CLUB ISSUES

Discussed previously.

16 NEW BUSINESS

16.1 Clearance applications

The following clearance applications were approved, in principle, subject to sign off by both Clubs:

- § Graham McRobbie – Subsonix to Black Dragons (not registered yet)
- § Kate Crawford – ASD Streaky Bay to Coorong Dragons

Action: Marie (#525)

16.2 Policy Reviews

§ The following Policies were reviewed:

- #37 – Procedure for the Formation and the Functions of the Website Committee
- #38 – Procedure for the Formation and the Functions of the Cultural and Publicity Portfolio

Action: Marie (#526)

The Anti-Doping Policy on the website is to be incorporated into a DBSA policy for annual review. Noted is not a requirement for DBSA to test participants however this will be occurring during the 2016 Nationals and WCCCs.

Action: Marie (#527)

16.3 SmartSpace access – clearances

SmartSpace was supposed to be designed to allow only Database Administrators access to their entire membership contact details however it appears that this is not the case. Raymond Strachan advised that the access levels have not yet been set for segregated access and would be developing this in the next few months.

Most Clubs currently have quite a number of members that have access to SmartSpace however do not have a Police Clearance which is required if they are accessing the full database. Most Database Operators also do not have a Police Clearance which is mandatory under the DBSA Member Protection policy as it is a prescribed position along with that of Coach.

Until SmartSpace is altered to restrict access to member's details access to SmartSpace will be restricted to only the 1-2 Database Operators as advised. Anyone else wanting access will need to contact the DB operator to enter such things as race entry and team selection and arrange for a Police Clearance.

Action: Marie (#528)

16.4 SA Sports Star magazine

This online magazine will commence production in March 2015. Sports that sign up now will get ongoing free membership. A commitment is required to provide content for fortnightly publication as part of the agreement. (The magazine has just announced that it will be produced monthly, not fortnightly)

This was considered to be a good promotional opportunity for Clubs and DBSA and would need to be carefully managed with a set timeframe in place for articles or content to be submitted by Clubs. The responsibility for this would be offered to the Sam Kelsh as Secretary in the first instance.

17 ANY OTHER BUSINESS

§ Email request received from Water Warriors for registration refund to be given to Andrea Hall who is currently ill and would like to postpone her registration until the start of the 2015/16 season.

This was considered and agreed that DBSA would prefer to hold over the registration for the 2015/16 season rather than issuing a refund.

Action: Marie (#529)

Board members are expected to be at Presidents' Forums as it is the main interaction with the Presidents and the Board.

18 NEXT MEETING

The next Board meeting is scheduled for 6.00pm 10 December 204 at The Sailing Club followed by a Christmas Dinner at Portabello.

Action: Marie (#509)

19 CLOSE OF MEETING – 11:35pm.

Signed: _____
Chairperson

Date: ____/____/____