

519	Ongoing. Cinema advertising campaign for Juniors and one for Corporate Challenge event to be developed.
520	Ongoing. John to collect Corporate Challenge banner from Council.
521	Actioned. Include revised OR&S Action Plan from #1 at next meeting.
522	Actioned. Circulate log on details to the MyRecSport website.
523	Actioned. Bench press and kettle bells purchased.
524	Ongoing. Place further details of Masters Games event on DBSA website and ask AusDBF and other members to place on their websites. § Noted commitment as part of participation agreement to promote the event on Facebook and website on specific dates. § On Wednesday the 300 day to go mark was reached which should have been publicised by DBSA. Action: Pat/Chris (#532)
525	Actioned. Process clearances once signed off: § Graham McRobbie – Subsonix to Black Dragons (not registered yet) § Kate Crawford – ASD Streaky Bay to Coorong Dragons – done
526	Actioned. Upload policies: § #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
527	Actioned. The Anti-Doping Policy on the website is to be incorporated into a DBSA policy.
528	Ongoing. Restrict access to SmartSpace to only 1-2 Database Operators per Club and advise them of this and requirement for them to have a Police Clearance in accordance with the Member Protection Policy. § The draft email proposed was discussed. Agreed to advise Clubs that they have until 31 st January to either have a police clearance or have submitted their paperwork for a police clearance or their access to SmartSpace would be removed. Only those in a prescribed position (Coach, Manager, Membership Database Operator and Development Officer) will be able to have access in future and they all must have a police clearance. § SmartSpace will be upgraded in the new year to restrict access to the entire Club membership details to anyone with an access level. § Clubs to advise by middle of January the names of those people in a prescribed position. § Board members who have not submitted their police clearance documentation to John Holland to do so as a matter of priority. Action: Board (#533)
529	Actioned. Advise WWs that preference is for DBSA to hold over refund of registration fee for Andrea Hall for the 2015/16 season.
530	Book Portobellos for 8pm next meeting on 10/12/14.
ACTION ITEMS – ONGOING	
266	Ongoing. Follow up to be made with Kel on when the next 'train the trainer' course will be scheduled by Mel. § Issues paper to be submitted to AusDBF on this as DBSA has already paid for Pat to fly to Perth to undertake course to no avail and KEL stated that AusDBF would assist with the costs for this and provision of course.
375	Ongoing. As part of establishment of P&D sub-committee: 1. Follow up status of Debbie Attewell & Cheryle Gray's endeavours to get a team established at Mawson Lakes next season. 2. Arrange a meeting of all teachers within the association to discuss how best to get Junior teams up and running and then send letter to 3 x schools (Pulteney, Nailsworth, Le Fevre) to encourage formation of junior teams for States and Worlds.) 3. Produce Selection Policy & Talent ID policy for State Team. § Little response received from Clubs to advising of names of their teachers. Informal catch up to be made with those teachers available to further this prior to sending any letter to schools.
429	Ongoing. Follow up with Corey for Club website pages: Coorong Dragons for logo for their page and Victor Dragons for web page.

438	Ongoing. Organise Port Vincent regatta for after State Titles. Visit venue after Wallaroo event. § Venue was visited and considered ideal to be held in front of the wharf. Good facilities and accommodation options available. § RC meeting to advise of their numbers of potential participants at the next meeting to ascertain if sufficient support to proceed.
448	Ongoing. Follow up with Walford for participation in an end of year event in 2015.
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.
451	Ongoing. Follow up with Meg Ryan and Subsonix paddler re design for 2015 State top (competition).
466	Ongoing. 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 and whether it is required to be renewed annually or 3-yearly. Then post to website and let Clubs know.
473	Ongoing. Review Policy #018 – State Team Selection process and incorporate selection policy for all categories and Juniors.
474	Ongoing. CYC booked for 23/5/15 for 'end of season' function. Clubs to be advised.
476	Ongoing. 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 once new log on details provided by John Holland.
480	Ongoing. Sign to be made up advising that "life jackets are to be stored in bundles of 10 and hung off the floor".
481	Ongoing. Follow up response to extended offer to Clubs (by 30/11/14) for promotional offer on Motion Master unit so that they could receive the discount for 1+ units ordered as noted above. Purchase flotation device. § Chris Wood attended a presentation in Melbourne on the unit and reported that it should be beneficial from both a State and Club perspective. § Order to be placed early January.
484	Ongoing. Arrange for maintenance to be undertaken on yellow boat. § Boat to be turned over this Saturday in preparation by ASD. Action: John (#534)
490	Ongoing. Arrange for collection of boat in Port Pirie. 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. § Advice from Copper Coast is that the boat in Port Pirie is in poor condition. § A discussion was held on the current lease arrangement with Copper Coast with a copy of the lease forwarded to them this week. Noted that in the first year of the lease that the lease fee was waived in return for maintenance to be undertaken on the boat. In the second year it was waived due to further maintenance work being undertaken however this was on the proviso that receipts be provided as proof however they have not yet been submitted. They are now seeking a waiver of the lease fee this year due to the financial situation at their Club with funds being embezzled and apparently not in a position to pay the lease fee of \$500. § Their circumstances were discussed and agreed that a 50% reduction of the lease fee would be negotiated. Action: John (#535)
497	Ongoing. Speak to SARA about jointly submitting for a grant for a large scoring screen for the Worlds.
501	Ongoing. Resend quotes (x2) for Finish line time systems and reminder that they are to be kept Confidential at this stage.
502	Ongoing. Remaining Board members to complete Skills Matrix worksheet and submit to Marie for compiling results into the one document.
503	Ongoing. Include article in DragonsBreath on draft letter being sent to enquiries received and referring them to the Clubs' websites. Encourage Clubs to ensure that their websites are engaging.
504	Ongoing. Liaise with PAAF on design art competition for school children to paint one of the old dragon boats for the 2016 WCCCs.

507	Ongoing. Purchase spare wheel for the Umpire's Boat trailer.
508	Ongoing. Follow up with Ronnie Lane for uploading of race results to website in Whyalla otherwise put to RC to nominate someone.

6 FINANCIAL REPORT – NOVEMBER 2014

Cash at bank at 30/11/14 is:

§ #1	\$23,179.63
§ #3	\$21,034.68

SmartSpace to be updated to note no fee due for participants of Peter Bristow Long Course event as refunds to be given to those who paid the fee.

Action: Marie (#536)

7 STRATEGIC PLAN REVIEW

The following sections from the Strategic Plan were reviewed:

2. *Promotion & Marketing*

OBJECTIVE	ACTION(S)
3.1 National AusDBF Dragonboat Coaches Course	Continue to promote involvement to members and offer regular courses § Coaches course held.
3.2 National AusDBF Dragonboat Sweep Program	Continue to conduct the Sweeps' accreditation program. § New DBSA Sweeps' course developed with inaugural training session scheduled for 21/12/14.
3.3 DragonBoat SA Dragonboat Officials Course	AusDBF Level 3 Officials to Mentor local Officials to accredit to level 3 DBSA Official § Pat Doogue to undertake AusDBF course first.
3.4 National AusDBF Dragonboat Officials Course	Establish a qualified trainer in South Australia § Pat Doogue to undertake AusDBF course first.
3.5 Senior First Aid Course	Arrange Senior First Aid Training Course § Scheduled for 24 May 2015.

8 ORS 360Degree – Action Plan Review

1. *Leadership*

Business Area	Action
1.1 , 1.2,1.4 Forward planning and input into forward plan	Review current strategic plan and again seek input from all members § To be reviewed in June 2015.
1.5 Raise the profile of the sport	Initiate the Cultural and Publicity Portfolio § Actioned.
1.3 Open and Transparent	Invite any registered paddlers to submit papers on any issues concerning them § Actioned. Issues paper recently submitted by Waiwilta.

9 JUNIOR DEVELOPMENT REPORT

Follow up to be made with Jack Salagaras for Junior composite team to race in future race meetings.

Action: Jen Le Ray (#537)

10 AusDBF REPORT

§ Presidents' meeting schedule for 24/11/14 was not attended by AusBBF. Focus is currently on Asian Congress.

11 SECRETARY'S REPORT

Correspondence as follows:

§ OR&S – advice that banner and frame for green shirt program is available and will be collected Friday.

§ Canoe SA – initially wanted to participate in 14/12/14 event but no further advice received.

§ Life Be In It – details re 3/3 – 7/4 2015 event.

§ Sport Star Magazine – registration form. To be submitted and followed up.

Action: Sam (#538)

§ State Government – advice of new Sports Voucher program – DBSA to Register

Action: John (#539)

§ Express Virtual Meetings – Dial in Cards received and to be distributed to regional clubs.

Action: Marie (#540)

- § State Sports Dispute Centre – advice on the recent findings from Water Warriors case.
- § Letter from Julie Clinch – discussed and John to respond accordingly.
Action: John (#541)

12 SAFETY & EQUIPMENT

- § Nil.

13 EVENTS

13.1 WCCCs 2016 – update

- § Next meeting scheduled for Sunday 21/12/14 at 11am.

13.2 Australian Masters Games 2015 - update

- § Discussed earlier with agreement to promote event on Facebook and website as a matter of priority.

14 HIGH PERFORMANCE

- § Written report to be provided to Coaches on recent Masters and Premiers camps. Noted both were different and well run with good team morale.
Action: Jen Le Ray (#542)
- § Disappointing that a number of Senior B&C paddlers have withdrawn from the State team as a result of the fitness criteria being circulated.
- § Disappointing that Blue Water Raiders and Copper Coast did not respond to email about a state regional team. Someone in Streaky Bay is coordinating a letter to all of the regional Clubs to form a team with only 12 expressions of interest received to date. To be followed up.
Action: Chris (#543)
- § Congratulations extended to the 8 SA paddlers who have been accepted into the Aurora team. List to be circulated to the Board and details posted to Facebook.
Action: John/Pat (#544)

15 CLUB ISSUES

- Nil.

16 NEW BUSINESS

16.1 Clearance applications

The following clearance application was ratified:

- § Nida Norcliffe ASD to Subsonix.

Action: Marie (#545)

16.2 Policy Reviews

- § The following Policies were reviewed and ratified:
 - #31 – Race Fee Payments
 - #32 – Board Secondment
 - #34 – Safe Operating Procedure - Lifting Equipment
 - #35 – Social media
 - #43 – AusDBF Anti Doping

Action: Marie (#546)

17 ANY OTHER BUSINESS

- § Proposed meeting dates for 2015 to be circulated to the Board.
Action: Marie (#547)
- § Chris Wood thanked everyone on the Board for their assistance with the number of Corporate events held thus far.

18 NEXT MEETING

The next Board meeting is scheduled for 8.00pm Wednesday 14 January 2014 at The Sailing Club.

19 CLOSE OF MEETING – 8:10pm.

Signed: _____
Chairperson

Date: ____/____/____