



MINUTES

Board Meeting

9 FEBRUARY 2015 at 8PM

At

The Sailing Club – 1 Jenkins Road Port Adelaide

1 **OPEN MEETING – 8:22PM**

2 **PRESENT:** Rick French, John Holland, Pat Doogue, Chris Wood, Jennifer Bould, Jennifer LeRay, Sam Kelsh, Chris Kelley

3 **APOLOGIES:** Steve Sadik

4 **BOARD APPOINTMENT**

Chris Kelley was appointed to the Board.

Moved: Chris Wood **Seconded:** Sam Kelsh **Carried**

5 **MINUTES OF PREVIOUS MEETING 14 JANUARY 2015 ACCEPTED AS A TRUE AND CORRECT RECORD.**

Moved: Chris Kelley **Seconded:** Chris Wood **Carried**

6 **ACTION ITEMS/BUSINESS ARISING**

NO.	ACTION
548	Ongoing. Send EOI for volunteers for 10s AMG event (registration launch) on Torrens for 3 x boats on 13/03/15 from 4:30pm-6:30pm.
549	Actioned. Follow up with Sam if initial paperwork was submitted to Sport Star magazine.
550	Actioned. Contact to be made with those that have expressed interest in the position of Regional Coach and Regional Team Manager to follow up.
551	Arrange to purchase 2 x TK1 second hand canoes. § Follow up to be made on quote received from interstate.
552	Actioned. Send email to Clubs advising them to circulate to all members email about OC1 register.
553	Actioned. Post to website event: Port Vincent – Open Aged – and Senior C.
554	Ongoing. Transfer funds from the special purpose Express Saver account over to a Business Access Savers account which is offering better interest. § Board sign-off required when correct forms are received.
555	Actioned. Follow up to be made with Flight Training Centre for invoices for corporate event.
556	Ongoing. Follow up with WWs status of establishing Boat Storage facility at Mawson Lakes. § The email from WWs seeking some background to the previous relationship before they approach the Council is to be circulated for input.
557	Ongoing. Advice to be included in next DragonsBreath on number of modules remaining for participating Clubs. § Email to be sent to Clubs seeking articles for DragonsBreath to be submitted by 24/02/15 and include Sport SA for information. Action: Sam (#570)
558	Actioned. Post to Facebook – vacancy for Race Broadcaster position.
559	Actioned. Circulate the flyer from University of Adelaide offering Mandarin language class.
560	Actioned. Email to be sent to Kel Watt seeking data for next AusDBF planning meeting. § Noted AusDBF is endeavouring to follow up with Kel Watts.

561	<p>Ongoing. Publicise to Clubs that DBSA will cover the State team's registration fee for the Nationals and that the entry fee for the State Championships will remain at \$10 per person per day.</p> <p>§ As an aside it was noted that previous State Team paddlers had been advised that they State top would be changed the following season giving the impression to some that paddlers could swap them. The result of this is that there may be a shortfall in state tops this year for the Nationals. Suggested males might need to wear singlet tops and females the short sleeved tops.</p> <p>§ Noted some Premier paddlers are keen to know the categories that they will be paddling in for the Nationals. Response was that the High Performance committee will be finalising this on Thursday night prior to seeking Board ratification.</p>
562	<p>Actioned. Process clearance applications for:</p> <ul style="list-style-type: none"> • Lynette & Mario Ferrari – WWs to Subsonix • Marissa Atree – BDs to ASD (once paperwork received)
563	<p>Ongoing. Liaise with Gavin & Mary Kohler on best way to set up gold coin donation at future Peter Bristow events for a respective charity.</p>
564	<p>Actioned. Invoices raised incorrectly to Clubs for withdrawing from an actual race day would be cancelled. Invoices would be issued for those Clubs who withdrew after the Tuesday deadline and prior to the race day.</p>
565	<p>Actioned. The following meeting dates were set for Presidents' Forums and AGM:</p> <ul style="list-style-type: none"> • Wed 19/02/15 Presidents' Forum • Wed 14/05/15 Presidents' Forum (prior to Board meeting) • Wed 19/08/15 Presidents' Forum & AGM • Thu 12/11/15 Presidents' Forum
566	<p>Ongoing. Send copy of Issues paper template to be sent to enquiry received from Janet Lynn (Amazons Perth Dragon Boat Club) re not being able to compete in DAA races at Nationals, along with copy of IDBF ruling on this.</p> <p>§ Follow up to be made first advising that DBSA has Breast Cancer survivors also who would like to compete.</p>
567	<p>Actioned. Advise Webmaster that CMS upgrade was approved.</p>
568	<p>Actioned. Email to be sent to Clubs seeking volunteer to be dedicated Race Starter for the 17/01/15 race day.</p>
569	<p>Actioned. Task Lists to be updated to include that the defribulator would now be required for race days held away from Aquatic Reserve and would be required to be placed into the DBSA trailer and returned to the Boatshed upon race completion.</p>
ACTION ITEMS – ONGOING	
266	<p>§ Submit an Issues paper to AusDBF on assistance to be provided for Pat to undertake this 'Train the Trainer' course as agreed as a matter of priority.</p> <ul style="list-style-type: none"> ○ Noted Pat attended this course in Perth on the weekend. <p>§ Email to be sent to K. Watt advising that 7/2/15 has been booked for Pat to attend course in Perth and that reimbursement would be sought from AusDBF.</p> <ul style="list-style-type: none"> ○ Withdrawn.
375	<p>Ongoing. As part of establishment of P&D sub-committee:</p> <ul style="list-style-type: none"> • Follow up status of Debbie Attewell & Cheryl Gray's endeavours to get a team established at Mawson Lakes next season. • Arrange informal meeting of interested teachers within the association to discuss how best to get Junior teams up and running before sending letter to 3 x schools (Pulteney, Nailsworth, Le Fevre) to encourage formation of junior teams for States and Worlds.) • Produce Selection Policy & Talent ID policy for State Team.
429	<p>Ongoing. Follow up with Corey for Club website pages: Victor Dragons.</p>
438	<p>Ongoing. Organise Port Vincent regatta for after State Titles.</p>
448	<p>Ongoing. Follow up with Walford for participation in an end of year event in 2015.</p> <p>§ Option of an afternoon/day event also offered however no response received yet.</p>
445	<p>Ongoing. Replacement drum seat to be available by 31st January – revised to 22/02/15</p>
451	<p>Ongoing. Follow up with Meg Williams - a Subsonix paddler - re design for 2015 State top (competition) before approaching any companies to assist.</p>
466	<p>Follow up to be made with Susan to query cost as course is available in the city for \$89. Clubs could be encouraged to utilise this option if cheaper and DBSA could subsidise. Once ascertained reconsider whether to schedule First Aid Course for 24/5/15 from 9am-5pm @ \$130 per person. Follow up to be made whether it is required to be renewed annually or 3-yearly then post to website and let Clubs know.</p> <p>§ Negotiations to be held with Susan if she would consider reducing her rate to be more competitive with course being offered in the city.</p> <p>§ Pat Doogue advised that he would like to organise training for the defribulator when the battery is due to be changed in August.</p>

473	Ongoing. Review Policy #018 – State Team Selection process and incorporate selection policy for all categories and Juniors.
474	Ongoing. Consult with band for new date for 'end of season' function at CYC instead of 23/5/15. New date is Saturday 27 th June.
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.
480	Actioned. 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"> • Noted three separate signs have been placed.
481	Ongoing. Remind Clubs that order will be placed mid-January for the Motion Master unit and of available discount for additional units ordered. Purchase flotation device as part of order. <p>§ Order to be placed for DBSA, BWRs and ASD.</p>
497	Ongoing. Submit joint grant application with SARA for large screen for the Worlds event.
501	Actioned. Follow up with Brookes for any possible reduction in price for the Finish Lynx timing system. <p>§ Follow up to be made first on rental proposition for system.</p>
502	Ongoing. Complete Skills Matrix worksheet and submit to Marie for compiling 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	Actioned. Purchase spare wheel for the Umpire's Boat trailer.
519	Ongoing. Cinema advertising campaign for Juniors and one for Corporate Challenge event to be developed. <p>§ Follow up to be made with contact if cheaper advertising rate can be obtained.</p> <p>Action: Jen (#571)</p>
524	Ongoing. Place further details of Masters Games event on DBSA website and ask AusDBF and other members to post to their websites.
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. <p>§ Email received from Waiwilta seeking an exemption given that their Constitution states that their 'Individual' members must be 18+.</p> <p>§ It was noted however that there was no restriction included for their 'Associate' members and given this they would need to tighten up their Constitution or abide by the requirements in Policy #035 for Police Checks for prescribed positions.</p> <p>Action: John (#572)</p>
531	Withdrawn. Follow up with TV stations that will provide regional coverage of SA dragon boating events and in particular the forthcoming Port Vincent event. <p>§ No response received from Southern Cross with possible follow up to be made with South Ausie with Cossi.</p>
532	Ongoing. Publicise regular AMG updates on Facebook and website.
533	Ongoing. Board members who have not submitted their police clearance documentation to John Holland, to do so as a matter of priority.
534	§ Maintenance to be undertaken as a matter of priority on yellow boat as is required elsewhere. Noted no longer required by Life Be In It. <p>§ Date to be set to undertake maintenance on all boats at the Boatshed with training on the Saturday to be cancelled and assistance sought from Clubs.</p>
537	Ongoing. Follow up with Jack Salagaras for Junior composite team to race in future DBSA Race Days.
538	Ongoing. Submit Sport Star Magazine paperwork and follow up implementation. <p>§ Paperwork has been submitted however proving difficult to contact magazine for further details.</p>
542	Actioned. Written report to be provided to Coaches on recent Masters and Premiers camps.
543	Actioned. Follow up status of Regional state team formation.

It was noted that some members suggested we run an “Aquatics Day” to enable all clubs to socialize on a non-competitive basis. There is a thought that club members do not get the opportunity to mingle and get to know each other. JL & SK to seek a formal proposal on the format etc.

Action: Jen / Sam (#572A)

7 FINANCIAL REPORT – JANUARY 2015

The financial reports as at 31/01/15 were circulated prior to the meeting.

Motion to accept financial reports and pay accounts on Account 1

Moved: Jennifer Bould Seconded: Pat Doogue Carried

8 STRATEGIC PLAN REVIEW

The following sections from the Strategic Plan were reviewed:

4. Participation

OBJECTIVE	ACTION(S)
4.1 Establish a Boat Storage facility at Mawson Lakes	Seek information about potential facility storage opportunities § Water Warriors are progressing this.
4.2 DBSA Members are all Star Clubs	Actively promote accreditation to the Star Club program to all of the DBSA member clubs § Being actively promoted.
4.2 Assist the establishment of new Member Clubs	Provide relevant information including a Manual for Clubs Provide assistance as required, including the provision of boats § Current focus is on producing guidelines on process for new Clubs wishing to join.
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. § Event is not being held currently.
4.4 Participate in the South Australian Masters Games	Ensure that Dragon Boating is included all Masters Games in South Australia § Actioned and we are considered a prime sport.
4.5 DBSA paddlers remain competitive both Nationally and Internationally	Provide quality up to date equipment and training aids § Motion Master and 2 x TK1 canoes being purchased.
4.6 Race Day Broadcasting	Provide a broadcast on race days recognising sponsors and provide information § Follow up to be made with Kay Turbill. Action: Chris (#573)
4.7 Annual Social Function	A function in May of each year where seasons achievements will be recognised § Scheduled for June.

Motion to accept Club Membership application from Kangaroo Island Dragons (KIDS) was ratified.

Moved: Rick French Seconded: Pat Doogue Carried

Action: Marie (#574)

John Holland advised that he would be **visiting the Murray Bridge Red Fins Club on Saturday 14th Feb for a training session and finalisation of their membership application.** The Club will take over the Constitution of Pat Werner’s dragon boat (**with some minor ammendments**) and utilise **her boat** instead of a DBSA boat.

9 ORS 360Degree – Action Plan Review

3. Services & Support

Business Area	Action
3.3 Range of dragon boating programs to engage new and existing paddlers	Race Committee to investigate programs to engage new and existing paddlers § Nil Board action required.
3.4 Guidance on recruiting, training and retaining Volunteer	§ Letter to be sent to Phil Chapman thanking him for his services as volunteer last two years. Action: John (#575)
3.5 Coaches have access to training	Coach training presenters have been appointed in SA (Level iv in training and assessing) – (Sean Carey & John Holland) § Course to be held in May.
3.8, 3.9 Elite pathways and Talent ID	Reinvigorate the High Performance Portfolio § Being done.

10 JUNIOR DEVELOPMENT REPORT

Noted Subsonix and ASD are the only Clubs with locally based Juniors. Follow up to be made with Subsonix if it is okay for their Juniors to be contacted direct to encourage their participation in a composite team on race days with eventual aim being to compete at the 2016 Nationals.

Action: Sam (#576)

11 AusDBF REPORT

- § Advice received of SGM scheduled for after the Nationals to consider Constitution amendments.
- § **AusDBF met on the preceding weekend and we should be receiving advice on who will assist us in regard to CCWC 2016 if the President is unavailable.**

12 SECRETARY'S REPORT

Correspondence as follows:

- § Sample medals from Rowing SA were tabled with order to be placed for State Championships at a much reduced rate.
- § Email received from Amazons Perth Dragon Boat Club in relation to competing at the 2015 Nationals.
- § Email from Kangaroo Island Dragons (KIDs) in relation to DBSA membership.
- § **Email from Gunther Hoffmann (Murray Bridge) re training session**
- § Letter from OR&S providing two copies of the recently produced guidelines: "Managing allegations of child abuse in recreation and Sport". Copies to be kept in office and posted to website.
Action: Marie (#577)
- § AusDBF seeking profile of State team and photo for inclusion in souvenir program for Nationals and seeking a flag bearer from each State to attend opening ceremony on Mon 13 April from 5-6:30pm.
Agreed to promote flag bearer being sought on Facebook and to Clubs.
Action: Sam (#578)

13 SAFETY & EQUIPMENT

Noted: incident at boat ramp with one person falling and injuring himself as a result of the very slippery surface. An incident report will be submitted. Clubs to be reminded to use mats and take care
Action: Sam (#579)

14 EVENTS

14.1 WCCCs 2016 – update

- § The sub-committee is progressing required tasks. A draft site plan was tabled.

14.2 Australian Masters Games 2015 - update

- § **Registration launch arrangements being organised.**

15 HIGH PERFORMANCE

The teams have been selected with final board ratification to be sought after Thursday's High Performance meeting.

Agreed that it would be worthwhile to hold an event for the team prior to departure. Saturday 6 March was proposed with either a BBQ or pub meal to be organised.

Action: Christine (#580)

16 CLUB ISSUES

Noted that the Racing Committee was seeking Board reconsideration to the previous denied request for Clubs to only have to have qualified once for each category to compete at the State Titles. The Racing Committee also thought that Board would be setting a precedence if it stood by the decision not to change their mind half way through the season.

The main reason behind the request was that many of the Clubs would not be able to compete twice to become eligible resulting in a number of categories not being raced unless exemptions were sought.

The decision was reconsidered and the Board agreed to reverse its earlier decision and allow Clubs to only compete once in a category to be eligible.

Action: John (#581)

17 NEW BUSINESS

17.1 Clearance applications

Nil.

17.2 Policy Reviews

Policy #03 – Disability was reviewed and ratified

Action: Marie (#582)

17.3 Issues paper – (J Bould) 17 January races - Finish line tent

This issues paper was withdrawn as the Racing Committee had already decided to not continue with the afternoon event given the wind and sun conditions. It might be included as part of the Moon Lantern Festival on the River Torrens on a Sunday afternoon instead.

17.4 Waiwilta email re Constitution and Police Clearance requirements

Discussed earlier.

18 ANY OTHER BUSINESS

§ Brief discussion held on whether the Board meeting times should be held earlier as not everyone was in a position to stay until the end given that sometimes they end quite late. Agreed to continue at current time with focus to be placed on meetings finishing within 2 hours.

§ Follow up being made with Clubs training on Thursday night in relation to some changing their start time on a rotational basis given there are not enough boats available.

§ Email to be sent to Clubs seeking whether any would be in a position to seek an exemption from AusDBF for Coorong Dragon paddlers who are competing at the Nationals and wanting to also compete with DBSA Clubs.

Action: Chris (#583)

§ Pat Doogue advised that in WA they take the supply of volunteers very seriously with each Club having to provide 2 x volunteers or they will be penalised by losing points and missing races. Board consideration was being sought by him on this.

19 NEXT MEETING

The next Board meeting is scheduled for 8.00pm Thursday 12 March 2015 at The Sailing Club.

20 CLOSE OF MEETING – 10:45pm.

Signed: _____
Chairperson

Date: ____/____/____