



MINUTES

Board Meeting

12 MARCH 2015 at 8PM

At

The Sailing Club – 1 Jenkins Road Port Adelaide

- 1 **OPEN MEETING** – 8:12PM
- 2 **PRESENT:** Rick French, John Holland, Pat Doogue, Chris Wood, Jennifer Bould, Jennifer LeRay, Sam Kelsh and Chris Kelley
- 3 **APOLOGIES:** Steve Sadik
- 4 **MINUTES OF PREVIOUS MEETING 9 FEBRUARY and 5 MARCH 2015 ACCEPTED AS A TRUE AND CORRECT RECORD.**
Moved: Pat Doogue **Seconded:** Rick French **Carried**

5 **ACTION ITEMS/BUSINESS ARISING**

NO.	ACTION
570	Actioned. Email sent to Clubs seeking articles to be submitted by 24/02/15 and include Sport SA for information.
571	Ongoing. Follow up to be made with contact if cheaper advertising rate can be obtained at Semaphore Odeon cinema. To be incorporated with #519.
572A	Actioned. Advise Waiwilta that they would need to tighten up their Constitution or abide by the requirements in Policy #035 for Police Checks for prescribed positions. § Waiwilta agreed to abide by the requirements in the policy.
572B	Ongoing. Come up with proposal for "Aquatics" day.
573	Ongoing discussions being held. Follow up with Kay Turbill if she is interested in Race Day Broadcasting role.
574	Actioned. Process membership application and SmartSpace registrations for KIDs.
575	Actioned. Letter to be sent to Phil Chapman thanking him for his services as volunteer for the last two years.
576	Actioned. 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.
577	Actioned. Post copies to website of: "Managing allegations of child abuse in recreation and Sport". § Email to be sent to all Club Presidents listing the names of the Juniors currently registered and ask them if they have any who have not yet been registered but may be interested in participating in a race during the State Championships. Action: Jen Le Ray (#584)
578	Actioned. Promote on Facebook and to Clubs that AusDBF is seeking a flag bearer from each State to attend opening ceremony on Mon 13 April from 5-6:30pm.
579	Actioned. Clubs to be reminded to use mats on boat ramp and to take care due to slipperiness.
580	Ongoing. Coordinate State team event prior to departure on Sat 6/3/15 with either a BBQ or pub meal to be held. § New date set for Thu 2/4/15 with email to be sent out advising of function at CYC.
581	Actioned. Advise RC that: <ul style="list-style-type: none"> • The request was reconsidered and the Board agreed to reverse its earlier decision and allow Clubs to only compete once in a category to be eligible.

582	Actioned. Post to website Policy #037 – Disability.
583	Actioned. 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.
548	Actioned. 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. § Is Friday night and to make it worthwhile are having senior Bs and Cs train there and participate.
551	Ongoing. Arrange to purchase 2 x TK1 second hand canoes.
554	Actioned. Transfer funds from the special purpose Express Saver account over to a Business Access Savers account which is offering better interest.,
556	Withdrawn. Circulate email follow from WWs seeking some background from the Board on the previous relationship at Mawson Lakes before they approach the Council is to be circulated for input.
557	Actioned. Advice to be included in next DragonsBreath on number of Star Club modules remaining for participating Clubs.
561	Actioned. 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.
563	Ongoing. Liaise with Gavin & Mary Kohler on best way to set up gold coin donation at future Peter Bristow events for a respective charity.
566	Withdrawn. Follow up with AusDBF to be made first advising that DBSA has Breast Cancer survivors also who would like to compete at the Nationals before Amazons Perth Dragonboat Club submit an issues paper (re not being able to compete in DAA races at Nationals, along with copy of IDBF ruling on this.
375	As part of establishment of P&D sub-committee: <ul style="list-style-type: none"> • Follow up status of Debbie Attewell & Cheryle Gray's endeavours to get a team established at Mawson Lakes next season – remove. • Arrange informal meeting of interested teachers within the association to discuss how best to get Junior teams up and running – ongoing. • Then send letter to 3 x schools (Pulteney, Nailsworth, Le Fevre) to encourage formation of junior teams for States and Worlds.) – ongoing • Produce Selection Policy & Talent ID policy for State Team. – remove <p>Jen Le Ray advised that after their recent Come N Try with Scotch College that she now has a contact (Roger French) who has expressed interest in their school participating in an end of year event and would be followed up with an introductory letter. Action: Jen (#585)</p>
429	Actioned. Follow up with Corey for Club website pages: Victor Dragons.
438	Ongoing. Organise Port Vincent regatta for after State Titles. Follow up with chamber of commerce what they are providing for trophies.
448	Ongoing. Follow up with Walford for participation in an end of year event in 2015.
445	Actioned. Replacement drum seat to be available.
451	Ongoing. Follow up with Meg Williams - a Subsonix paddler - re design for 2015 State top (competition). § Follow up to be made now with Lauren for logo for both State top and 2016 WCCCs.
466	Ongoing: § 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. <ul style="list-style-type: none"> • Follow up to be made whether it is required to be renewed annually or 3-yearly then post to website and let Clubs know. Agreed would be 3-yearly.
473	Ongoing. Review Policy #018 – State Team Selection process and incorporate selection policy for all categories and Juniors.
474	Ongoing. Coordinate 'end of season' function at CYC for Saturday 27 June and promote on website/Facebook.
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. <p>Noted that the Presidents had agreed that the Constitution should be amended to elect Committee members only with the Committee itself to elect the Office Bearers. The DBSA Board endorsed this decision. Action: John (#586)</p>

481	Ongoing. Order to be placed for DBSA, BWRs and ASD for Motion Master unit (+ flotation device). § Further detail on the how the licences would work to be established first.
497	Ongoing. Submit joint grant application with SARA for large screen for the Worlds event.
501	Ongoing. Follow up with Brookes for any possible rental option for Finish Lynx timing system. § Follow up to be made with supplier with preferred purchase time to be August.
502	Ongoing. Complete Skills Matrix worksheet and submit to Marie for compiling into the one document.
503	Actioned. 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 and enticing.
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. <ul style="list-style-type: none"> • Cinema advertising campaign for Juniors and one for Corporate Challenge event to be developed. • Follow up to be made with contact if cheaper advertising rate can be obtained.
524	Actioned. 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.
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	§ Ongoing. Maintenance to be undertaken as a matter of priority on yellow boat as is required elsewhere. Is needed for Murray Bridge interest. § Actioned: 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. - done.
537	Withdrawn. Follow up with Jack Salagaras for Junior composite team to race in future DBSA Race Days.
538	Ongoing. Follow up with Sport Star Magazine on process to submit articles. § Advice received was that a minimum of 2 and maximum of 10 pages could be submitted monthly. Image area is 190mm x 190mm (360 dpi). § Template to be initially designed for DBSA and Club use with consideration to be given to sourcing someone to assist Sam Kelsh in this role. § Once template is designed it is to be circulated to Clubs with offer given on a first come first serve basis for each issue. Action: Sam (#587)

6 FINANCIAL REPORT – FEBRUARY 2015

The financial reports as at 28/2/15 were circulated prior to the meeting.

Motion to accept financial reports and pay accounts on Account 1

Moved: Chris Wood

Seconded: Chris Kelley

Carried

Noted that the funds in the joint account with PAAF for The Sailing Club were very low. Follow up at the next Sailing Club meeting, along with discussions on another joint fundraising event.

7 STRATEGIC PLAN REVIEW

The following sections from the Strategic Plan were reviewed:

5. Volunteer Management

5.1 Train Race Day Volunteers	Produce an instruction manual for our race day volunteers and provide mentors § This manual has been produced and is available on the website. § Induction manual for Volunteers to be produced and to include a list of mentees. Action: Pat/Rick (#588)
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5.2 Sourcing Volunteers	Internal from Clubs § Clubs would be requested to provide two volunteers for next season. Identify external sources i.e. Sport SA Volunteer SA § Minimal success sourcing volunteers through these two entities.
5.3 Volunteer kit	Investigate the development and issuing of Volunteer Packs that would include; T shirt, cap, and water proof jacket. § This has been arranged and is being provided.
5.4 Volunteer Acknowledgement	Annual Volunteer acknowledgement function § This event is held annually with date to be set for 2015. Preferred venue is The Sailing Club. Action: Chris (#589)
5.5 Volunteer/Officials training	Establish a Log Book for recording qualifications of all race day volunteers. § Actioned.

8 ORS 360Degree – Action Plan Review

3. Services & Support

Business Area	Action
4.2 Policies for State reps team	Refer 3.8, 3.9 § Discussion held as part of Action Item #473 above.
4.6 Appropriate codes of conduct	Publicise the current codes of conduct in ever newsletter § Sport SA to include in next edition of DragonsBreath reference to the Member Protection Policy and encourage Clubs to familiarise themselves with it. Action: Marie (#590)
4.9 Disability action plan	Review plan – develop a plan to suit DBSA § Policy #039 released.
4.3 There is a risk management policy to protect all dragon boating participants	Review current plans and update to cover CCWC 2016 § Being addressed as part of WCCCs

9 JUNIOR DEVELOPMENT REPORT

Agreed to arrange for Sport SA to mention in the next edition of DragonsBreath the vacant Junior Coach position.

Action: Marie (#590)

10 AusDBF REPORT

- § John Holland would be attending the Special Meeting in Sydney on 21 March 2015.
- § Martin Hastings (AusDBF) will be attending the WCCCS meeting on 17/03/15. Mandy Milligan (Events SA) may attend.
- § Leeza Peters from Council advised that they would not be sponsoring this event. Noted that Leeza would be retrenched shortly with Tanya to be the new contact.

11 SECRETARY'S REPORT

Correspondence as follows:

- § The photos of the medals were circulated.

12 SAFETY & EQUIPMENT

The replenishment of sand on the ramp at Aquatic Reserve was a vast improvement and has temporarily removed the slipperiness issue.

Incident report received from Kay Turbill advising that some people had tripped over the mats in the Boatshed. This incident was investigated by Pat Doogue and noted that there were no ongoing medical concerns and the issue was resolved with mats to be stored in the boats in future. Reminder to be sent out to Clubs.

Action: Sam (#591)

13 EVENTS

13.1 WCCCs 2016 – update

- § Appreciation extended to Steve Clinch for producing the large version of the site plan.
- § Quote to be obtained from Waiwila paddler for the temporary fencing as well as another from an alternative supplier to be used for comparison purposes and consideration.
- § Water will be available from Piccadilly in a large tank to be stored in a tandem trailer and replenished at no cost.

§ Security to be followed up for States, Nationals and AMGs. Quote obtained from Julie Lister to be provided.

13.2 Australian Masters Games 2015 - update

§ The launch will be held on the River Torrens on 13 March 2015 with Senior State teams participating.

14 HIGH PERFORMANCE

All teams trained together last Friday. The State teams will be wearing a combination of the singlet and shorts sleeve top due to insufficient numbers available.

Noted that the new State uniform for 2016 would need to be ordered and received by December. Ideas for the logo would be welcomed.

15 CLUB ISSUES

It was reaffirmed that from 1st July 2015 any participant over the age of 60 would be required to seek a medical clearance before registering with DBSA.

Some participants seeking further information bulletins from DBWA on the Nationals as few released to date.

16 NEW BUSINESS

16.1 Clearance applications

Nil.

16.2 Policy Reviews

Nil.

17 ANY OTHER BUSINESS

§ Noted that some participants Club membership would need to be amended in SmartSpace to allow them to be entered on team sheets with their approved Clubs prior to the Nationals.

§ The coxmate speakers would be placed in as many boats as availability allowed prior to the State Championships. Adelaide Phoenix to be followed up if they retain one set of speakers.

Action: Sam (#592)

§ Noted some participants had queried the \$7.50 race fee initially set for raising funds for the Premier team as to why it was still being charged. Noted that this had been addressed on a number of occasions with Clubs and that it was a form of income for the association and helped contribute towards the registration fees for the State team as well as the additional costs now incurred for race days (Council charges, portable toilets etc).

18 NEXT MEETING

The next Board meeting is scheduled for 8.00pm Wednesday 8 April 2015 at The Sailing Club.

19 CLOSE OF MEETING – 10:20pm.

Signed: _____
Chairperson

Date: ____/____/____