



## MINUTES

### Board Meeting

8 APRIL 2015 at 8PM

At

The Sailing Club – 1 Jenkins Road Port Adelaide

- 1 OPEN MEETING – 8:13PM
- 2 PRESENT: Rick French, John Holland, Jennifer Bould, Jennifer Le Ray, Sam Kelsh and Chris Kelley
- 3 APOLOGIES: Chris Wood and Pat Doogue
- 4 MINUTES OF PREVIOUS MEETING 12 MARCH 2015 ACCEPTED AS A TRUE AND CORRECT RECORD.  
Moved: Rick French                                      Seconded: Jennifer Le Ray                                      Carried

#### 5 ACTION ITEMS/BUSINESS ARISING

NO.	ACTION
584	Actioned. Email to be sent to all Club Presidents listing the names of the Juniors currently registered and ask them if they have any not listed who have not yet been registered but may be interested in participating in a race during the State Championships. § Noted disappointing number of responses received with only Waiwilta and Victor Dragons responding. To be raised at RC meeting.
585	Actioned. Send introductory letter to Roger French (Sacred Heart) re schools program/end of year event. § Letter has been sent with no response received to date. § Contact details for Unley High School contact to be forwarded for follow up. <b>Action: Jennifer (#591)</b>
586	Ongoing. Submit revised Constitution for AGM to elect Committee members only with the Committee itself to elect the Office Bearers.
587	Actioned. Monthly issue on first come first serve basis. § Nil content for articles was submitted by any Clubs. First edition will now comprise mainly DBSA content. Suggested Clubs each be assigned a monthly edition to contribute to.
588	Ongoing. Induction manual for Volunteers to be produced and to include a list of mentees. § Noted Jennifer is working on this and will forward to Rick & Pat for their input.
589	Ongoing. Set date for Volunteer acknowledgment event at end of season. § Agreed to set this for Sunday 24 <sup>th</sup> May with planning to commence.
590	Actioned. Arrange for Sport SA to mention in the next edition of DragonsBreath the vacant Junior Coach position and reference to the Member Protection Policy and encourage Clubs to familiarise themselves with it. § Application for this position was submitted by Jen Le Ray. The consensus was in favour of her being appointed on the proviso that she undertakes the next DBSA Coaches course and the online Play by the Rules course. § Jen Le Ray said she would be seeking opportunities for funding of the team to provide uniforms and transport as required. § Follow up to be made with Aisha to produce logo for this team. Agreed plan is to be submitted at end of May. <b>Action: Jen (#592)</b>
591	Actioned. Send email to Clubs advising that mats must be left in boats.

592	Actioned. Ascertain if Phoenix have one of the coxmate speaker sets and arrange for its return prior to States. This was located and duly returned.
375	Defunct – as will form part of Junior Development plan: <ul style="list-style-type: none"> <li>• Arrange informal meeting of interested teachers within the association to discuss how best to get Junior teams up and running.</li> <li>• Then send letter to 3 x schools (Pulteney, Nailsworth, Le Fevre) to encourage formation of junior teams for States and Worlds.)</li> </ul>
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.
451	Ongoing. Follow up with Lauren & Aisha for design for 2015 State top and Logo for WCCCs and design for next year's state team. <p>§ Discussion held on status of website and noted that there was content which was out of date. The new CMS is not yet ready. Agreed that Sam Kelsh would be on the website sub-committee given she is handling the Publicity portfolio and that Marie Cunningham would assist with the website.</p> <p>§ Sam Kelsh noted that she had arranged for the Sunday Mail to interview some Premier paddlers this week for a feature article in Sunday's paper.</p>
466	Ongoing. Follow up to be made with Susan to query cost as course is available elsewhere for \$89. Clubs could be encouraged to utilise this option if cheaper and DBSA could subsidise.
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. Promote on website/Facebook.
476	Ongoing. Produce a Volunteer/Staff Induction booklet and management policy plus a succession plan to complete Star Club steps for DBSA. Log on to Star Club website and familiarise yourself with Questions #11, #12, #15 – as they are to be actioned. <ul style="list-style-type: none"> <li>• Noted that Jennifer Bould was working on a Finance manual as part of #15 above.</li> <li>• The addressing of the revised Constitution was part of the succession plan with the aim being to sign off on this action item by the end of the financial year.</li> </ul>
481	Ongoing. Follow up details of Licence situation before placing order for DBSA, BWRs and ASD for Motion Master unit (+ flotation device). <p>§ The outcome is that the actual motion master unit itself has been superseded by the licence and the ability to access the program via a smart phone. Agreed that each State Coach would access a licence once purchased. Cost is to be confirmed for five licences.</p>
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. Preferred purchase time is August. <p>§ Noted no response from Brookes contact to date.</p> <p>§ AusDBF are having trouble with the App to be used for race results and working on how the results can easily be displayed straight after the races.</p> <p>§ SARA are no longer keen to submit a joint funding application for a results screen. As a result this cost would need to be included in the DBSA budget.</p>
502	Ongoing. Complete Skills Matrix worksheet and submit to Marie for compiling into the one document. <p>§ Follow up to be had with Steve Sadik for this worksheet and to clarify whether he remains interested in being on the Board.</p> <p><b>Action: Chris (#593)</b></p>
504	Actioned. Liaise with PAAF on design art competition for school children to paint one of the old dragon boats for the 2016 WCCCs and submit grant for funding of this activity. <p>§ Next funding round for this is June/July so grant application will be submitted. Chris Kelley would assist with this activity and submission of the application.</p>
519	Ongoing: <ul style="list-style-type: none"> <li>• Cinema advertising campaign for Juniors and one for Corporate Challenge event to be developed.</li> <li>• Information on the pricing was forwarded to Chris for follow up.</li> </ul>
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>§ Clubs would be given more time as there is a delay in the provision of clearances.</p>
532	Ongoing. Publicise regular AMG updates on Facebook and website.

533	Ongoing. Remaining 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 in Murray Bridge.
572B	Ongoing. Come up with proposal for "Aquatics" day. § The letter from Australian Sports Management advising that the Alexandrina Council would provide funding to those willing to compete in an Aquatics Day was discussed. It was agreed that the response would be that it was a great promotional opportunity however given the current event schedule that the long weekend in October 2016 would be the most ideal time. A range of novelty events could be held with funding sought from the council for the various trophies. <b>Action: John (#594)</b> § A proposal for a local aquatics day would still be put forward.
573	Ongoing. Follow up further with Kay Turbill if she is interested in Race Day Broadcasting role.
580	Withdrawn. Coordinate State team event for Thu 2/4/15 at CYC.
551	Ongoing. Arrange to purchase 2 x TK1 second hand canoes. § Storage options for the Boat Shed to be investigated prior to purchasing 1 x TK1 and 1 x TK2 which are available now. Another TK1 would also be sought if able to be stored. <b>Action: Chris (#595)</b>
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.

## 6 FINANCIAL REPORT – MARCH 2015

The financial reports as at 31/3/15 were circulated prior to the meeting.

A joint fundraiser with PAAF would be held in July to raise funds for The Sailing Club.

Discussion held with Renewal SA on lease renewal at The Sailing Club with advice received to contact them again in January.

Replacement inserts are available for those Senior C paddlers receiving a silver medal with the incorrect wording.

Noted that the term deposit account is due for renewal on 25/4/15 and would be carried over.

Details of Life Be in It payments to be provided to Treasurer.

**Action: John (#596)**

Motion to accept financial reports and pay accounts on Account 1

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

## 7 STRATEGIC PLAN REVIEW

The following sections from the Strategic Plan were reviewed:

### 6. High Performance

6.1 State Team Culture	Develop a competitive Open Age crew § Noted this was occurring with a team entered in the forthcoming Nationals.
6.2 Support the development and growth of the National Team	Provide the necessary equipment and testing tools for DBSA paddlers to compete for National positions § Noted this was occurring with TKs being purchased and licences for Motion Masters.

## 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 § Agreed to circulate current strategic plan to Clubs prior to the Presidents' Forum scheduled in August for their review and input back at this forum into the next plan. <b>Action: Marie (#597)</b>

1.5 Raise the profile of the sport	Initiate the Cultural and Publicity Portfolio § Noted Sam Kelsh was doing an excellent job with this portfolio thus far. Sunday Mail will be running a feature this weekend. Follow up to be made with Cossie to promote the Moon Lantern Festival in September once details of event and contacts provided. <b>Action: Sam / John (#598)</b>
1.3 Open and Transparent	Invite any registered paddlers to submit papers on any issues concerning them § An Issues paper template is available on the website.

## 9 JUNIOR DEVELOPMENT REPORT

Noted that Adelaide Phoenix volunteers would be assisting at the Schools Youth Week at the SA Sports Centre this week.

## 10 AusDBF REPORT

- § Bulletin #3 was released tonight.
- § Expressions of Interest are being sought for the vacant President's position.

## 11 SECRETARY'S REPORT

Correspondence as follows:

- § Advice from OR&S of Conference "From Diversity comes Innovation and Growth" to be held on 11 May 2015 with Board members welcome to attend. Noted John Holland would attend.
- § Waiwilta – correspondence seeking dispensation for a number of sweeps. The consensus was in favour for a further 12 months however these Sweeps need to endeavour to Sweep more races next season.  
**Action: John (#599)**  
Agreed that a Sweeps' sub-committee would be formed comprising: John Holland, Steve Clinch, Julia Johnston and Pat Doogue. One function would be to undertake assessments of Sweeps.
- § Correspondence from Leon Bignall advising of new Adviser appointed.
- § Blue Water Raiders – seeking for DBSA to pay a subsidy for their paddlers wishing to undertake a First aid course. Agreed that the amount of \$40 would be offered for each paddler towards the cost of said course.  
**Action: John (#600)**
- § Incident report – Katie Connor (Adelaide Phoenix) was tabled. Recommendation was: to advise that it is the Sweeps' responsibility to remind paddlers to be careful whilst getting in/out of the boat.  
**Action: Sam (#601)**
- § Information re the Sports Voucher program was circulated.
- § Invitation to DBSA to participate in a demonstration race at Morgan on 16&17 May 2015. Response to be that the event calendar is currently full and that they should provide date for the 2015/16 calendar for consideration.  
**Action: John (#602)**
- § Request from the organisers of the 9<sup>th</sup> Pacific Schools Games to meet with DBSA about this event. Agreed JH would meet with the organisers to ascertain the number of SA Students that would be involved first before the Board would consider further.  
**Action: John (#603)**

## 12 SAFETY & EQUIPMENT

Discussed previously.

## 13 EVENTS

### 13.1 WCCCs 2016 – update

- § Noted disappointing that a number of committee members could not make it.
- § Next meeting – 10am Sunday 26 April.

### 13.2 Australian Masters Games 2015 - update

- § Launch went well with photos to be sourced.  
**Action: John (#604)**

### 13.3 State Championships - feedback

- § Feedback was positive and highlighted that it finished on time.

## 14 HIGH PERFORMANCE

Nil.

**15 CLUB ISSUES**

Nil.

**16 NEW BUSINESS**

**16.1 Clearance applications**

Nil.

**16.2 Policy Reviews**

Nil.

**17 ANY OTHER BUSINESS**

§ The below email advice from Mary-Alice Swan (Victor Dragons) was considered.

*Mary-Alice is currently registered with 1770 Dragons until June 2014.*

*Ron is not currently registered with 1770 Dragons.*

*We will become associate members of 1770 Dragons after June 2014 so we can train with the club. I'd be disappointed if we could not compete at a State Level with 1770 Dragons while we live there during the winter months*

*Regards*

This was considered and response to be that: provided they have paid their DBSA registration then DBSA has no issue with what they do interstate.

**Action: Marie**

§ Rick French advised that OR&S staff attended the State Championships and interviewed a number of paddlers about their understanding of the "green shirt program" and were happy with the level of understanding.

**18 NEXT MEETING**

The next Board meeting is scheduled for 5:30pm Thursday 14 May 2015 at The Sailing Club prior to the Presidents' Forum at 8pm.

**19 CLOSE OF MEETING – 10:20pm.**

Signed: \_\_\_\_\_  
Chairperson

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_