



MINUTES

Board Meeting

THURSDAY 14 MAY 2015 at 5:30PM

At

The Sailing Club – 1 Jenkins Road Port Adelaide

- 1 **OPEN MEETING** – 6:15PM
- 2 **PRESENT:** Rick French, John Holland, Jennifer Bould, Chris Kelley and Pat Doogue
- 3 **APOLOGIES:** Jennifer Le Ray, Sam Kelsh, Christine Wood and Steve Sadik
- 4 **MINUTES OF PREVIOUS MEETING 8 APRIL 2015 ACCEPTED AS A TRUE AND CORRECT RECORD.**
Moved: Rick French **Seconded:** Pat Doogue **Carried**

5 **ACTION ITEMS/BUSINESS ARISING**

NO.	ACTION
591	Ongoing. Forward contact details of Unley High School contact to Jen.
592	Ongoing. Submit plan for Junior Development program and follow up with Aisha for design for logo.
593	Ongoing. Follow up with Steve Sadik if he is interested in being on the Board.
594	Actioned. Response sent to Australian Sports Management letter advising it was a great promotional opportunity however given the current event scheduled that the long weekend in October 2016 would be the most ideal time. § Agreed to leave this Action item as a reminder.
595	Ongoing. Investigate storage options at Boat Shed for TK1 (x2) and TK2 (x1) before any said purchase. § Discussion held on whether it would be possible to locate the TK1 and TK2s on a pulley system however it would need to be trialled first. A rack was preferable to pulleys. § Pat Doogue and Chris Kelly to trial space with the current OC1 to see if it is feasible to store them all on the mesh wall.
596	Actioned. Provide details of Life Be in It payments to Treasurer.
597	Ongoing. 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.
598	Ongoing. Provide details of Moon Lantern Festival and contacts to Sam to follow up with Cossie for promotion. § Advice from Sam was she has been liaising with Cosi's PA to promote this event. § Agreed that she should liaise with Ben (Festival Centre) on plans for the event and advise this to John Holland (ASD) as the organising Club for this event.
599	Actioned. Advise Waiwilta that: § The consensus was in favour of the dispensations for a further 12 months however these Sweeps need to endeavour to Sweep more races next season.
600	Actioned. Advise Jenny Chillingworth that DBSA would subsidise to the tune of \$40 for any BWR paddler undertaking a First Aid course.
601	Actioned. Recommendation back to Katie Connor from Incident report is: that it is the Sweeps' responsibility to remind paddlers to be careful whilst getting in/out of the boat. § The incident report paperwork was submitted to the Secretary as is to be filed in the office at The Sailing Club.
602	Actioned. Response to invitation to participate in demonstration event at Morgan was that the event calendar is currently full and that they should provide date for the 2015/16 calendar for consideration.

	<p>§ Noted that a team from Murray Bridge took a boat to Morgan to participate in this event with feedback being positive.</p>
603	<p>Actioned. Respond to invite from the organisers of the 9th Pacific Schools Games that you will meet with them to ascertain the number of SA Students that would be involved first before the Board would consider further.</p> <p>§ The event organisers have decided not to continue with dragon boating as event given the risk analysis undertaken.</p>
604	<p>Ongoing. Forward photos of AMGs launch to Sam.</p>
605	<p>Actioned. Advise Mary-Alice Swan that:</p> <p>§ provided they have paid their DBSA registration then DBSA has no issue with what they do interstate.</p>
438	<p>Actioned. Organise Port Vincent regatta for after State Titles. Follow up with chamber of commerce what they are providing for trophies.</p> <p>§ Successful event held with Magnums of red wine donated as prizes.</p>
448	<p>Withdrawn. Follow up with Walford for participation in an end of year event in 2015.</p> <p>§ Proving to be too difficult to contact the school so withdrawn.</p>
451	<p>Ongoing. Follow up with Lauren (Chris) and Aisha (Jen) re design for 2015 State top and WCCCs.</p> <p>§ Noted that the contact details for Nathan Kane who designed the logo for the Nationals (Perth) had been sourced and he would be followed up to ascertain if he would provide a quote to design the Dragons Down Under logo and the DBSA state top.</p> <p>§ Agreed that only one racing top would be required and that the amount of \$1,000 for each design would be funded.</p> <p>Action: Christine (#598)</p> <p>§ John circulated the two designs put forward by Tina Pupello (from Sue Adams) for the logo for the event. The preferred logo was the photo with the suggestion being that the background be changed to a map of Australia with the leafy sea dragon placed on it.</p> <p>Action: John (#599)</p>
466	<p>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.</p> <p>§ Noted that Susan's usual rate was \$150 however she did offer discounts to sporting associations. Minimum course number is 10.</p> <p>§ Agreed to proceed if the rate could be reduced to \$120 or less with suggested date of mid-July.</p> <p>§ Coaches' course date is set for 21 June so attendees would need to register for the first aid course as it is a pre-requisite.</p> <p>Action: John (#600)</p>
473	<p>Ongoing. Review Policy #018 – State Team Selection process and incorporate selection policy for all categories and Juniors.</p>
474	<p>Ongoing. Coordinate 'end of season' function at CYC for Saturday 27 June. Promote on website/Facebook.</p> <p>§ Function will now be a 'pre season' event on 27 June.</p> <p>§ Details to be circulated to Clubs and posted to Facebook.</p>
476	<p>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.</p> <p>§ Noted booklet is almost completed with log in details to be forwarded to Chris Kelley.</p>
481	<p>Ongoing. Follow up details of Licence situation for Motion Master unit and obtain quote x5.</p> <p>§ Proposition to be obtained from supplier in relation to a licence for five as unit itself is no longer required as can be accessed via an App and IPod.</p>
497	<p>Withdrawn. Submit joint grant application with SARA for large screen for the Worlds event.</p> <p>§ Noted SARA to do not require this screen and that DBSA should now be able to access the results on the event App.</p>
501	<p>Ongoing. Follow up with Brookes for any possible rental option for Finish Lynx timing system. Preferred purchase time is August.</p> <p>§ Monthly rental fee is \$690. The benefits of both renting and purchasing outright were discussed.</p> <p>Moved: Pat Doogue and Seconded: Rick French Carried. THAT DBSA purchase the Brookes Finish Lynx timing system for the amount of \$31,890 (plus GST).</p>
502	<p>Ongoing. Complete Skills Matrix worksheet and submit to Marie for compiling into the one document if still interested in remaining on the Board.</p> <p>§ Agreed one last opportunity would be given for Steve Sadik to complete this form.</p>
504	<p>Ongoing. Liaise with PAAF on design art competition for school children to paint one of the old dragon boats for the 2016 WCCCs and submit application for funding.</p> <p>§ Noted PAAF was aware of this.</p>

519	Ongoing. Cinema advertising campaign for Juniors and one for Corporate Challenge event to be developed. § The quote to prepare a 15 sec advert is \$300 approx. and a 30 sec advert \$400 approx. Preparation time was 3-4 days with images, logo, script, screen details and video footage to be provided. § Footage was available from the Subsonix Junior crew from 2010 which could be utilised instead of approaching Canberra Grammar. § Agreed to proceed.
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. § Noted lengthy delay in clearances being processed which may postpone the 1 st June deadline date for SmartSpace access to be amended. To be reviewed once list is updated at that time.
532	Ongoing. Publicise regular AMG updates on Facebook and website. § Follow up to be made by Sam with Pat or Jen for access to Facebook.
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 this Saturday on yellow boat.
572B	Ongoing Come up with proposal for "Aquatics" day.
573	Ongoing. Follow up further with Kay Turbill if she is interested in Race Day Broadcasting role.
551	Ongoing. Arrange to purchase 2 x TK1 second hand canoes and 1 x TK2 after storage options have been investigated.
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.
586	Ongoing. Submit revised Constitution for AGM to elect Committee members only with the Committee itself to elect the Office Bearers. § Sample Constitutions with this Board structure have been provided by OR&S for incorporation into DBSA Constitution.
588	Actioned. Induction manual for Volunteers to be produced and to include a list of mentees.
589	Ongoing. Commence planning for Volunteer acknowledgment event scheduled for Sun 24-May. § New date is Sunday 14 June at The Sailing Club. Details to be circulated by Friday.

6 FINANCIAL REPORT – APRIL 2015

The financial reports as at 30/4/15 were circulated prior to the meeting.

The investment account would be rolled over for a further 12 months.

Motion to accept financial reports and pay accounts on Account 1

Moved: Pat Doogue

Seconded: Chris Kelley

Carried

7 STRATEGIC PLAN REVIEW

The following sections from the Strategic Plan were reviewed:

1. Administration

OBJECTIVE	ACTION(S)	RESPONSIBILITY
1.1 Employ an Executive Officer and/or Office Staff	Job and person specifications developed. Job responsibilities developed Start with Part-time. - Rather buy finish line camera instead	DBSA Board
1.2 Review Governance	Conduct Annual Governance Review - After the AGM	DBSA Board
1.3 Review and further develop the Committee structure	Development Committee Maintenance Committee Racing Committee Website Committee - All we need	DragonBoat SA Board and member Clubs
1.4 Review Administration outsourcing	Investigate options and the relevance of current practice - Yes	Admin Portfolio

1.5 Data Base	Further develop Smart Space to be the tool for clubs to administer their race requirements and facilitate online payments system for both DBSA and Member Clubs - yes	Admin Portfolio
1.6 Promote the cultural values and traditions of Dragon Boat racing	Allocate a Cultural Portfolio to a Board Member. Foster the Cultural Traditions of our sport - Mary-Ann Holt has taken on.	Cultural Portfolio

8 ORS 360Degree – Action Plan Review

2. Communications & Relationships

Business Area	Action	Aligned to
2.1 Provided with information to perform role	Provide training in all roles - Being addressed by volunteers portfolio	Volunteers/development Portfolios
2.2 Website contains resources that are useful	Website Sub-Committee activated - Is changing on Friday	Strategic Plan
2.3 DBSA uses social media to keep me informed of current news and events	Website Committee to keep Facebook page relevant and up to date - Being updated	Strategic Plan
2.4 DBSA listens to my point of view	Refer 1.3 – discussion paper on website for clubs to use	

9 JUNIOR DEVELOPMENT REPORT

.Nil report.

10 AusDBF REPORT

Nil discussion.

11 SECRETARY'S REPORT

Correspondence as follows:

- Clearance: Dalia Sweeny from Waiwilta to Powerblades - ratified.
- Clearance: Tracey Young from Adelaide Phoenix to Water Warriors – ratified
Action: Marie (#601)

Chris wants policy to stop poaching – will bring up in Presidents' Forum about poaching of paddlers.

12 SAFETY & EQUIPMENT

Discussed previously. Incidents in Port Vincent –

Report from ASD on heart attack was circulated – patient recovered well and there is no additional action required other than to encourage all paddlers to have regular health checks. ASD donated \$100 to Royal Flying Doctor service in appreciation for their work in getting their paddler to hospital in Adelaide.

Report from Copper Coast on hospitalisation for one of their paddlers was circulated – no conclusive cause has been reported other than paddler is now back to training. No further action required.

13 EVENTS

13.1 WCCCs 2016 – update

- § Meeting on Thursday 21/05/15
- § Need logo resolved quickly
- § Charles Sturt Council has open invitation

13.2 Australian Masters Games 2015 - update

- § 230 individual participants have registered already.
- § DBSA has to invoice the games for our first sport payment
- § A Crew has been registered for individual future masters (27 years to 39 years) who are interested in joining a team. The team code for registrations is dbsa01.
- § It is shaping up to be a really good competition although not many SA clubs have entered yet.

14 HIGH PERFORMANCE

Chris congratulated SA representatives for results and comradeship – JH read report.

15 CLUB ISSUES

Nil.

16 NEW BUSINESS

16.1 Clearance applications

- o Denise Newton – Waiwilta to Powerblades

16.2 Policy Reviews

The following policies were reviewed

01	Sun Smart policy
02	Smoke Free policy

Action: Marie (#602)

17 ANY OTHER BUSINESS

- § In regard to policies for review tonight - no comment to Sunsmart or Smoke policy.
- § Re the Maintenance policy – we do not have an actual \$ amount that equates to “low value”?
- § Update regarding SA sports star magazine - a new deadline has been set for articles for 1st edition of magazine. Initially date was 21/4/15 - NEW DATE IS 26/5/15. Apparently there has been a lot of interest, so hopefully it will be a good way to promote dragon boating within SA.

Action: Sam (#603)

18 NEXT MEETING

The next Board meeting is scheduled for 8pm Wednesday 10 June 2015 at The Sailing Club.

19 CLOSE OF MEETING – 8:15pm.

Signed: _____
Chairperson

Date: ____/____/____