



MINUTES

Board Meeting

WEDNESDAY 10 JUNE 2015 at 8PM

At

The Sailing Club – 1 Jenkins Road Port Adelaide

1 OPEN MEETING – 8:20PM

2 PRESENT: John Holland, Chris Kelley, Sam Kelsh, Christine Wood, Jennifer Bould and Pat Doogue

3 APOLOGIES: Rick French and Jennifer Le Ray

4 MINUTES OF PREVIOUS MEETING 14 MAY 2015 ACCEPTED AS A TRUE AND CORRECT RECORD.

Moved: Pat Doogue

Seconded: Chris Wood

Carried

5 ACTION ITEMS/BUSINESS ARISING

NO.	ACTION
606	Ongoing. Follow up quote from Nathan Kane for (a) design of state top and (b) logo for Dragons Down Under event at \$1000 each. <ul style="list-style-type: none"> Quote received for DDU event (\$500) for logo design with a sample range tabled. Suggestions put forward and in particular to note needs to be a 'leafy' dragon not a 'weedy' dragon. Brief being provided for State top design.
607	Withdrawn. Ask Tina to arrange for logo design to be updated to include map of Australia in the background.
608	Ongoing. Follow Up with Susan for First Aid course to be at \$120 or less per student and schedule. <ul style="list-style-type: none"> Scheduled for Sunday 19 July at the Sailing Club. Time to be confirmed and catering to be arranged.
609	Actioned. Update clearances for: <ul style="list-style-type: none"> Dalia Sweeny – Waiwilta to Powerblades Denise Newton – Waiwilta to Powerblades Tracey Young – Adelaide Phoenix to Water Warriors
610	Actioned. Update policies #01 & 02 on website: <ul style="list-style-type: none"> 01 Sun Smart 02 Smoke Free
611	Actioned. Advices Clubs of new deadline of 24/5/15 for articles for SA Sports Star Magazine. <ul style="list-style-type: none"> First edition has been released with little input from Clubs unfortunately. Noted difficulty in liaising with organisers with little response received to contacts made. Sponsors to be encouraged to promote their services within. Email for link to access magazine to be forwarded to Sam. Action: John (#612) Next issue to promote AMG and Nationals summary.
591	Ongoing. Follow up direct with Unley High School for suitable contact for JD program.
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. <ul style="list-style-type: none"> Board members reminded of the expectation that when they are elected to the Board that they will attend all meetings and if that means training needs to be missed then that is expected.
594	Ongoing. Consider for inclusion in 16/17 season the Australian Sports Management event for the October 2016 long weekend. <ul style="list-style-type: none"> This water sports event is to be coordinated by the P&D committee with all information to be passed on for arrangement. Action: John (#613)

595	<p>Actioned. Trial storage options at Boat Shed for TK1 (x2) and TK2 (x1) before any said purchase.</p> <ul style="list-style-type: none"> As a result requirement noted that any TK1s purchased need to be the same model to fit within the brackets. Contact details of supplier to be sent to Pat. <p>Action: Christine (#614)</p>
597	<p>Actioned. 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.</p>
598	<p>Ongoing. Liaise with Ben (Festival Centre) on plans for the Moon Lantern Festival event and advise this to John Holland (ASD) as the organising Club for this event. Date is confirmed.</p> <ul style="list-style-type: none"> Agreed to contact Ben to ascertain if he would be willing to share costs for Cossi to film a segment of this event for his show during this Festival. Total cost is \$4,500 for a 3 minute segment however is valued at \$6,000. Will be repeated in summer. Respond to Ben's email that Sam Kelsh will be contacting him in regards to coordination of this event. <p>Action: Sam / John (#615)</p>
604	<p>Actioned. Forward photos of AMGs launch to Sam.</p>
605	<p>Actioned. Mary-Alice Swan advised that provided they have paid their DBSA registration then DBSA has no issue with what they do interstate.</p>
451	<p>Withdrawn. Follow up with Tina Pupello to ask Sue Adams if she can change the blue background of the design of the leafy SA dragon to a map of Australia instead.</p>
466	<p>Duplicated. Follow up Susan to see if first aid course cost could be \$120 or less and if agreed to schedule for mid-July.</p>
473	<p>Ongoing. Update Policy #018 – State Team Selection process, incorporating selection policy for all categories and Juniors and send to Jen Le Ray first before the Board.</p>
474	<p>Ongoing. Coordinate 'end of season' function at CYC for Saturday 27 June. Promote on website/Facebook.</p>
476	<p>Ongoing. Log on to Star Club website and familiarise yourself with Questions #11, 12 15 and come up with suggestions – as they are to be actioned.</p>
481	<p>Ongoing. Proposition to be obtained from supplier of Motion Master unit in relation to a licence for five as unit itself is no longer required as can be accessed via an App and IPod.</p> <ul style="list-style-type: none"> Next meeting
501	<p>Ongoing. Purchase Brookes Finish Lynx timing system once transferred funds are available from Term deposit account.</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>
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> <ul style="list-style-type: none"> Chris Kelley advised he has received an email request from Jen Le Ray asking him if he could take on this action item as she no longer had time to dedicate to it. Suggested he follow up with her prior to ascertain what is required and whether it should proceed. Noted PAAF has a new President.
519	<p>Ongoing. Quote for Cinema advertising campaign for Juniors and one for Corporate Challenge event has been accepted with brief to be provided.</p>
528	<p>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 as at 1st August 2015.</p> <ul style="list-style-type: none"> Noted most Clubs have now arranged for Police Clearances for those in prescribed positions.
532	<p>Ongoing. Publicise regular AMG updates on Facebook and website.</p> <ul style="list-style-type: none"> Noted new DBSA website is in operation. Agreed to accept quote for countdown link on website to be put in place for AMG event and others. <p>Action: Chris (#615)</p>
533	<p>Actioned. Board members who have not submitted their police clearance documentation to John Holland, to do so as a matter of priority.</p>
534	<p>Ongoing. Noted yellow boat has now been scrubbed down and is ready for painting.</p>
572B	<p>Withdrawn. Come up with proposal for "Aquatics" day.</p>
573	<p>Ongoing. Follow up further with Kay Turbill at Volunteers' luncheon if she is interested in Race Day Broadcasting role.</p>
551	<p>Discussed. Arrange to purchase 2 x TK1 second hand canoes and 1 x TK2 after storage options have been investigated.</p>
563	<p>Withdrawn. Liaise with Gavin & Mary Kohler on best way to set up gold coin donation at future Peter Bristow events for a respective charity.</p>
586	<p>Ongoing. Submit revised Constitution for AGM to elect Committee members only with the Committee itself to elect the Office Bearers.</p> <ul style="list-style-type: none"> Suitable Constitutions for adaptation are still being sought.
588	<p>Ongoing. Induction Manual for Volunteers to be sent to Marie for formatting into the one document.</p> <p>Action: Jennifer/Marie (#616)</p>
589	<p>Actioned. Circulate details of the Volunteer acknowledgment lunch scheduled for Sun 14 June.</p> <ul style="list-style-type: none"> Noted 40 attendees currently with room to be set up on Friday night.

6 FINANCIAL REPORT – MAY 2015

The financial reports as at 31/5/15 were circulated prior to the meeting.

The money in the term deposit account would be available for use after being transferred on 29 June 2015.

Decision to be made at the next meeting as to what to do with the balance after allocating about \$35,000 to the Brookes Finishlynx timing system. Comparison to be provided of the interest rate for the balance for a term deposit account and business access saver account.

Action: Jennifer (#617)

Motion to accept financial reports and pay accounts on Account 1

Moved: Christine Wood Seconded: Chris Kelley Carried

7 STRATEGIC PLAN REVIEW

The following section from the Strategic Plan was reviewed:

2. Administration

OBJECTIVE	ACTION(S)
2.1 Continually update our website to portray the sport as a vibrant and exciting activity for people of all ages	Website committee to ensure content is always current and relevant and easy to access <ul style="list-style-type: none"> Noted website has just been updated.
2.3 Regular Press and radio coverage	Send items of interest about race days and race results to local media both Print & Broadcast. <ul style="list-style-type: none"> Being done now through Sports Star magazine.
2.4 Television exposure	Promote Corporate Challenge through adverts on Channel 44 Regular exposure on Channel 44 <ul style="list-style-type: none"> Channel 44 has been reinvigorated however considered unlikely to get anything from previous arrangement. Recent exposure on Channels 9&10 on weather in relation to Life Be In it and the AMGs event.
2.5 Promote Schools and Junior Events	Retain a Junior Development Consultant. Work with Schools Zone Days. <ul style="list-style-type: none"> Article on Dragonmites to be included in Sports Star magazine. Action: Sam (#618) Noted there were seven junior Sea Dragons paddlers keen to participate. Details of first introductory get together to be advised. Action: Jen Le Ray (#619)
2.6 Cinema Advertising	Develop a cinema advertisement promoting the sport and website <ul style="list-style-type: none"> Approval given to proceed – brief being provided.
2.7 Banners and Billboards	Identify sites and opportunities to promote the sport utilising banners or billboards <ul style="list-style-type: none"> Continue with banners on Port Road for Corporate Challenge and DDU event.
2.8 Alternate Race Venues	Plan a minimum of 1 race meeting per season in a different venue to showcase our sport <ul style="list-style-type: none"> RC agreed to compete in Wallaroo again next season and Port Vincent in 2016.
2.9 Promote corporate paddle opportunities	Promote to businesses to expand the number of services. <ul style="list-style-type: none"> Life Be In It keen to run again second week of Feb – mid March in 2016 after advised March – end April was not available. Details of program to be sent out to source volunteers and sweeps/drummers. Action: Christine (#620)

8 ORS 360Degree – Action Plan Review

3. Communications & Relationships

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 <ul style="list-style-type: none"> This has been investigated thoroughly with no new ideas put forward by Clubs. New event has been arranged at Port Vincent and one scheduled for Goolwa. 						
3.4 Guidance on recruiting, training and retaining Volunteer	Refer 2.1 All under control. <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th colspan="3">Communication and Relationships</th> </tr> <tr> <td style="width: 33%;">2.1 Provided with information to perform role</td> <td style="width: 33%;">Provide training in all roles</td> <td style="width: 33%;">Volunteers/development Portfolios</td> </tr> </table>	Communication and Relationships			2.1 Provided with information to perform role	Provide training in all roles	Volunteers/development Portfolios
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3.5 Coaches have access to training	Coach training presenters to be appointed in SA (Level IV in Training and Assessing) <ul style="list-style-type: none"> Coaches' training session scheduled for 21 June 2015. 						
3.8, 3.9 Elite pathways and Talent ID	Reinvigorate the High Performance Portfolio <ul style="list-style-type: none"> Working well. 						

9 JUNIOR DEVELOPMENT REPORT

Nil report.

10 AusDBF REPORT

Focus currently being placed on Aurora team.

11 SECRETARY'S REPORT

Correspondence inwards as follows:

- OR&S – advice of receipt of \$17,5000 annual grant (x3 years)
- OR&S – advice of unsuccessful application for Access program grant.
- Advice that Coloured Shirt Program continues.
- Tina Pupello – email seeking time to present to Clubs/DBSA on sponsorship opportunities.

Correspondence outwards as follows:

- Application submitted for provision of two ex government computers under their “Smart State PC Donation Program”.

12 SAFETY & EQUIPMENT

Nil safety issues of note.

Two TK-1 canoes to be purchased.

13 EVENTS

13.1 WCCCs 2016 – update

Disappointment expressed with attendee numbers at last meeting. Portfolio holders to ensure that they are on top of their required actions.

Email received from contact that hires out the Finishlynx system in Adelaide to various sporting associations and is keen to offer this service to DBSA for supply of results screens which may be useful. Contact details to be forwarded to Pat to follow up.

Action: John/Pat (#621)

New boat sponsorship arrangement in place with IDBF and Peisheng Boats in Shanghai. Visit to be made on 15 July by John Holland, Mike Haslam, Mike Thomas and David Abel to negotiate purchase of 40 boats to be used at the WCCCs event – They would be offered for sale post event.

The Board was happy that DBSA would end up with a whole new fleet of 12 boats. Discussions being held with Renewal SA about storage of new boats.

Noted that there would be 10 boats placed in the Aquatic Shed compared to the current 8 so there would need to be sufficient room available to store these along with any TK1s and TK2 purchased.

Gayle Rogers has taken on the role locally of Sponsorship Coordinator on a retainer of 20% of income raised for the event.

AMG have released an App for the event which has a number of meal and dinner offers set up through the major hotel chains which could also be followed up for the CCWC event.

13.2 Australian Masters Games (AMG) 2015 - update

- AMG meeting held earlier tonight. DBSA Board members encouraged to register for the event as a DBSA volunteer.

Action: All (#622)

14 HIGH PERFORMANCE

The subcommittee met recently to discuss the results of the Nationals with everyone being extremely happy with the achievements of the various teams which far outweighed their expectations. Considered to be a good starting base leading into the 2016 event with training programs being scheduled for the new season.

Survey was sent out by Jen Le Ray to participants seeking their feedback.

15 PUBLICITY

Discussed previously. Email link sent to Clubs promoting launch of Sportstar magazine.

16 CLUB ISSUES

Nil.

17 NEW BUSINESS

17.1 Clearance applications

Nil.

17.2 Policy Reviews

The following policies were reviewed and ratified accordingly.

05	Conditions of Entry to Races (Eligibility, Fixtures & Team Composition) – ratified.
06	Procedure for the Formation and the Functions of the Racing Committee – ratified.
07	Participant Clearance Procedure – ratified if include below note: <ul style="list-style-type: none">▪ <i>The use of State Squads for recruiting purposes is unacceptable and any movement of paddler/s or sweep/s within 6 months of having competed at an Australian Championship will be carefully reviewed by the DBSA Board to discourage poaching.</i>
08	Equity & Inclusive policy – ratified.
09	Role of the Dragon Boat Drummer – ratified.

Action: Marie (#623)

17.3 OR&S Staff Matrix - review

Review deferred to next meeting and in the interim Board members to review and determine if they require any specific training from OR&S.

Action: All (#624)

18 ANY OTHER BUSINESS

- Noted enquiry received from a Senior B crew from England seeking opportunity to race prior to the DDU event. Would most likely be too problematic to arrange for Nationals given pre-qualifying for CCWC 2018 is on offer. John Holland was thinking about including an International Challenge type event on the last day of the Asians event with consensus being in favour of this and for participation in State Championships. Offer to be made to participate also in the Murray Bridge Masters Games scheduled for a week after the WCCCs event on the Saturday which may be interspersed with rowing races.

Action: John (#625)

- The draft training program was reviewed with clarification sought from Subsonix on preference to train at The Sailing Club prior to circulation.

Action: John (#626)

- Question asked if DBSA was considering purchasing another ergo machine with the response being that it was unlikely and Clubs could look at purchasing their own. One issue in using 2 machines is ensuring that results obtained are based on the same inputs – the computer on the ergos can be easily reset and can then produce differing results – for consistency, one machine is preferred.

- Sweeps' course planned for 9 August and Officials' course for 29 August.

- Suggestion put forward that the WCCCs medals be in the shape of Australia.

- Proposal to be put forward for the Board to consider a number of awards (ie Individual of the Year, President's recognition) and a possible Life membership board.

Action: Christine (#627)

19 NEXT MEETING

The next Board meeting is scheduled for 8pm Thursday 9 July 2015 at The Sailing Club.

20 CLOSE OF MEETING – 10:50pm.

Signed: _____
Chairperson

Date: ____/____/____