



## MINUTES

### Board Meeting

WEDNESDAY 9 JULY 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, Pat Doogue, Rick French and Jennifer Le Ray
- 3 **APOLOGIES:** Nil
- 4 **MINUTES OF PREVIOUS MEETING 10 JUNE 2015 ACCEPTED AS A TRUE AND CORRECT RECORD.**  
**Moved:** Pat Doogue                      **Seconded:** Chris Wood                      **Carried**
- 5 **ACTION ITEMS/BUSINESS ARISING**

612	Actioned. Forward link to Sportstar magazine to Sam to access.
613	Ongoing. Pass on all details re Water sports event (Oct '16) in the Coorong to P&D portfolio. <ul style="list-style-type: none"><li>▪ Agreed to meet with the organiser on Tuesday and sign the agreement for this two day event to which the Council is contributing \$3,000 towards expenses.</li></ul>
614	Actioned. Forward details of TK1 supplier to Pat to purchase. <ul style="list-style-type: none"><li>▪ Purchase TK1s (x2) and TK2 (x1).</li></ul> <b>Action: Pat (#622)</b>
615	Actioned. Advise Ben that Sam will be the liaison person re Moon Lantern Festival. <ul style="list-style-type: none"><li>▪ Noted Ben was not keen for Cossie to be involved in promoting the event and preferred a news grab from the various local news channels instead.</li><li>▪ Details for the event to be fine-tuned by Sam so that ASD can coordinate the vent.</li></ul> <b>Action: Sam (#623)</b>
616	Ongoing. Advise Jonathan to go ahead and put countdown clock on website for AMG and other events as required.
617	Ongoing. Comparison to be provided of the interest rate for the balance for a term deposit account and business access saver account. <ul style="list-style-type: none"><li>▪ Agreed to reinvest for three months at 2.7%.</li></ul>
618	Actioned. Include article on Dragonmites in Sportstar magazine. <ul style="list-style-type: none"><li>▪ Noted nil interest received to the article.</li></ul>
619	Ongoing. Advise when first introductory Dragonmites get together will be. <ul style="list-style-type: none"><li>▪ Follow up to be made with Clubs for interest from Juniors with a date to be set for a get together. Noted ASD have at least 4 juniors and Subsonix has one.</li></ul>
620	Ongoing. Seek volunteers and Sweeps/Drummers for Life Be In It scheduled for Feb – mid March 2016. <ul style="list-style-type: none"><li>▪ Monthly reminders to be sent.</li></ul>
621	<ul style="list-style-type: none"><li>▪ Ongoing. Send details of contact with Finishlynx system for hire locally for Pat to follow up on results screens.</li><li>▪ Follow up to be made with Peter Egel on this.</li></ul>
622	<ul style="list-style-type: none"><li>▪ Ongoing. Register as a DBSA volunteer on the AMG website.</li></ul>
623	Actioned. Update policies to website: #5-9 accordingly.

624	<p>Actioned. Review Staff Matrix table to ascertain any required training from OR&amp;S for discussion at next meeting.</p> <ul style="list-style-type: none"> <li>Email to be sent to John to advise of any courses committee members would like to undertake to improve identified skills that may be lacking.</li> </ul>
625	<p>Actioned. Advise English Senior B team that they could compete in DBSA State Titles but not Nationals and in the Regional masters Games after the WCCCs event. Also that there may be an international challenge on the last day of the Asians.</p>
626	<p>Ongoing. Seek clarification from Subsonix prior to circulating training roster.</p> <ul style="list-style-type: none"> <li>Roster system may need to be introduced especially as demand increases.</li> <li>Noted Auroras team is not following procedure and requesting a boat for their training sessions. To be followed up.</li> </ul>
627	<p>Ongoing. 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. Follow up to made with DBNSW for their paperwork for these awards, for adaption.</p>
473	<p>Ongoing. Circulate draft Policy #018 – State Team for Board review.</p>
474	<p>Actioned. Coordinate 'end of season' function at CYC for Saturday 27 June and promote on Facebook.</p> <ul style="list-style-type: none"> <li>Successful event with good feedback received.</li> </ul>
476	<p>Ongoing. Log on to Star Club website and familiarise yourself with Questions #11, 12 15 – as they are to be actioned – come up with suggestions.</p> <ul style="list-style-type: none"> <li>Noted everyone was successful with logging in except for Chris.</li> <li>#11 – Volunteer Induction Process to be documented. <b>Action: Rick/Chris (#624)</b></li> <li>#12 – Volunteer Management Policy to be documented.</li> <li>#15 –Succession Plan is facilitated by the changes proposed to the Board Election process in the Constitution.</li> </ul>
501	<p>Ongoing. Purchase Brookes Finish Lynx timing system once funds are available from long term account (29/6/15).</p> <ul style="list-style-type: none"> <li>Deposit paid with unit to arrive in about three weeks at which time the balance will be paid.</li> </ul>
502	<p>Withdrawn. 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. Follow up with Jen her request to take on this activity and discuss details and whether or not it should proceed prior to liaising with PAAF on design art competition for school children to paint one of the old dragon boats for the 2016 WCCCs and then submit application for funding.</p> <ul style="list-style-type: none"> <li>Discussion held to clarify the purpose of this competition. Agreed to first follow up with Helen Bock (PAAF) if they are still keen to be involved given the committee representation has changed.</li> <li>Noted if proceeds that the yellow boat in the carpark would be used and there would be no need at the moment for further painting of it.</li> <li>Noted phone call received today by Renewal SA stating that there was uncertainty if the lease would be up for renewal after May 2016 given that the area would be up for sale.</li> </ul>
519	<p>Ongoing. Circulate brief for Cinema advertising campaign for Juniors and one for Corporate Challenge event to committee.</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.</p>
532	<p>Publicise regular AMG updates on Facebook and website.</p>
534	<p>Withdrawn. Paint yellow boat.</p>
551	<p>Withdrawn. Arrange to purchase 2 x TK1s (same model) and 1 x TK2.</p>
573	<p>Withdrawn. Ongoing. Follow up further with Kay Turbill at Volunteers' lunch if she is interested in Race Day Broadcasting role.</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"> <li>The proposed changes to Section 6 of the Constitution were tabled with feedback to be provided. Noted Point #8 to be inserted in between points #4&amp;5.</li> </ul>
588	<p>Ongoing. Induction manual for Volunteers to be produced and to include a list of mentees.</p> <ul style="list-style-type: none"> <li>Once updated send to Rick and Jennifer for final review.</li> </ul>

589	Actioned. Circulate details of the Volunteer acknowledgment lunch scheduled for Sun 14 June.
591	Ongoing. Follow up direct with Unley High School for suitable contact for JD program. <ul style="list-style-type: none"> <li>Contact details to be sent to Christine to include on the Torrens Users Group contact list.</li> </ul>
592	Ongoing. Submit plan for Junior Development program and follow up with Aisha for design for logo. <ul style="list-style-type: none"> <li>Sample logos from Aisha were tabled and agreed to wait until sample logos were received from Kane who is also designing the logo for the DDU event.</li> </ul>
593	Withdrawn. Follow up with Steve Sadik if he is interested in being on the Board.
598	Duplicated. Liaise with Ben (Festival Centre) on plans for the Moon Lantern Festival event and in relation to co-funding Cossi's tv segment.
606	Ongoing. Follow up DDU logo design to ensure is a 'leafy' dragon with Nathan Kane and for brief for design of state top. <ul style="list-style-type: none"> <li>AusDBF have requested a few moderations to be made to the logo to allow embroidering. Required by Thursday.</li> </ul>
608	Ongoing. Follow up timing with Susan of First Aid training on 19/7/15, arrange catering and advise Clubs. <ul style="list-style-type: none"> <li>Noted only 8 participants registered which was disappointing. Another reminder email to be circulated noting the requirement for sweeps to be current with this accredited training.</li> </ul>
609	Ongoing. Motion Master system. <ul style="list-style-type: none"> <li>Noted Cox Mate developer has produced a new GPS unit which details stroke rate, distance etc which has been tested by John over the last few weeks. Sale price is about \$250 with software accessible via the internet.</li> <li>Details of this and the Motion Master app to be forwarded to BWRs to decide.</li> <li>Unit to be trialled by Pat and Chris whilst John is away.</li> <li>As some of the speakers for the Cox Mate owned by DBSA are quite old a new harness is to be trialled to determine whether or not it fits before any are produced.</li> </ul>

## 6 FINANCIAL REPORT – JUNE 2015

The financial reports as at 30/06/15 were circulated prior to the meeting.

The financial report would be updated with changes suggested after the meeting.

**Action: Jennifer (#625)**

Motion to accept financial reports and pay accounts on Account 1

**Moved: Jennifer Bould**

**Seconded: Pat Doogue**

**Carried**

## 7 STRATEGIC PLAN REVIEW

### 3. Coaching and Officiating

OBJECTIVE	ACTION(S)
3.1 National AusDBF Dragonboat Coaches Course	Continue to promote involvement to members and offer regular courses. <ul style="list-style-type: none"> <li>Coaches' course was run with eight participants.</li> <li>Three participants have handed in their paperwork for accreditation with some still outstanding. Cut off date is 25/12/15.</li> </ul>
3.2 National AusDBF Dragonboat Sweep Program	Continue to conduct the Sweeps accreditation program. <ul style="list-style-type: none"> <li>Scheduled for 8/8/15.</li> <li>Reminder email is being sent this week of requirement for Sweeps to have current First Aid accreditation.</li> <li>Sweeps group comprises: Steve, Pat, John, Chris, Julia. Meeting to be held to discuss ongoing functioning of the committee</li> <li>schedule course at Goolwa for Victor Dragons and Coorong Dragons members.</li> </ul> <p><b>Action: Sweeps' Committee (#626)</b></p>
3.3 DragonBoat SA Dragonboat Officials Course	AusDBF Level 3 Officials to Mentor local Officials to accredit to level 3 DBSA Official <ul style="list-style-type: none"> <li>Scheduled for late August.</li> </ul>
3.4 National AusDBF Dragonboat Officials Course	Establish a qualified trainer in South Australia <ul style="list-style-type: none"> <li>Level 1 course will be scheduled.</li> </ul>
3.5 Senior First Aid Course	Arrange Senior First Aid Training Course - 19 <sup>th</sup> July.

## 8 ORS 360Degree – Action Plan Review

Noted OR&S distributed a review on themselves and the feedback was submitted to them by John Holland.

### 4. Policies

Business Area	Action
4.2 Policies for State representative team	Refer 3.8, 3.9 ▪ Being finalised.
4.3 There is a risk management policy to protect all dragon boating participants	Review current plans and update to cover CCWC 2016 ▪ Policy in place for the DDU event.
4.6 Appropriate codes of conduct	Publicise the current codes of conduct in every newsletter ▪ Ongoing.
4.9 Disability action plan	Review plan – develop a plan to suit DBSA ▪ Policy is in place.

## 9 JUNIOR DEVELOPMENT REPORT

Nil report.

## 10 AusDBF REPORT

The recommendations from the AusChamps Steering Committee were circulated prior to the meeting. Agreed to respond in favour of recommendations #1-7 however there should be no exemptions in place under any circumstances.

**Action: John (#627)**

## 11 SECRETARY'S REPORT

Nil correspondence of note.

## 12 SAFETY & EQUIPMENT

Nil.

## 13 EVENTS

### 13.1 Australian Masters Games (AMG) 2015 - update

- Over 360 registrations received to date with not all DBSA Clubs registered.

### 13.2 WCCCs 2016 – update

Noted anyone with any committee issues that they would like input from IDBF are to advise John prior to his departure to China on Thursday.

A number of venues for the launch and after parties are being considered in town with Adelaide Oval being the preferred, subject to affordability.

Sponsorship opportunities being followed by from contact from Budget met at the AMG breakfast.

## 14 HIGH PERFORMANCE

Coaches to set training commencement dates.

## 15 PUBLICITY

Sports Star magazine issue #2 has been circulated. Article from PBs received for Issue #3 with ASD offering to submit an article also.

**Action: Chris (#628)**

## 16 CLUB ISSUES

Nil.

## 17 NEW BUSINESS

### 17.1 Clearance applications

The following clearance applications were ratified:

- Rick French, Julie French, Lorraine Frisby – Adelaide Sea Dragons to SADA

**Action: Marie (#629)**

## 17.2 Policy Reviews

The following policies were reviewed and ratified accordingly.

10	Heat policy – ratified
11	Starts & Starting procedure - to be updated to include details on the Lynx system when purchased and also the grab rails now on the pontoons. <b>Action: Jennifer (#630)</b>
12	Protocol for Race Day Disputes – ratified
13	Appeals process – withdrawn as is included in Policy #035

**Action: Marie (#631)**

## 17.3 OR&S Staff Matrix - review

Agreed that the Participant Registration fee recommendation at the AGM should be for an overall CPI increase of 2.2%.

**Action: Marie (#632)**

## 18 ANY OTHER BUSINESS

- Noted Corporate paddle teams could commence training at any time and there would be no cost for their training sessions.
- Agreed to follow up with MA Holt to arrange season opening ceremony for 13/9.15.  
**Action: Sam (#633)**
- Whilst in China agreed to investigate and possibly purchase 20 super-sized life jackets for training program.  
**Action: John (#634)**
- Renewal SA are looking into storage for 40 boats and a container and will be offered the opportunity to become a sponsor of DDU event.
- Discussion held on insurance coverage and arrangement for one policy with V Group which was not fruitful and advised to AusDBF. Agreed to follow up with Marsh if nothing is heard back.
- The cash raised during the quiz night on Saturday would be retained by Jennifer Bould for banking. Chris Wood offered to bring along her eftpos machine. Noted not all bookings had been made online yet.  
**Action: Chris (#635)**

## 19 NEXT MEETING

The next Board meeting is scheduled for 8pm Thursday 12 August 2015 at The Sailing Club.

## 20 CLOSE OF MEETING – 11pm.

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

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