



MINUTES

Board Meeting

TUESDAY 6 OCTOBER 2015 at 8PM

At

The Sailing Club – 1 Jenkins Road Port Adelaide

1 OPEN MEETING – 8:20PM

2 PRESENT: John Holland, Christine Wood, Jennifer Bould, Rick French, Chris Kelley and Jennifer Le Ray

3 BOARD RESIGNATION – SAM KELSH

The resignation received from Sam Kelsh was accepted with a vote of thanks recorded.

APOLOGIES: Pat Doogue

4 MINUTES OF PREVIOUS MEETING 10 SEPTEMBER 2015 ACCEPTED AS A TRUE AND CORRECT RECORD.

Moved: Christine Wood

Seconded: Chris Kelley

Carried

5 ACTION ITEMS/BUSINESS ARISING

NO.	ACTION			
642	Follow up discussions with CSC on possible building upgrade of the Boatshed.	11/11/15	John	Ongoing
643	Follow up with ASD country teams for articles for Sports Star magazine.	11/11/15	Christine	Ongoing
644	Update Policy #018 to website.	11/11/15	Marie	Done
645	Follow up if permit submitted to ACCC for OzAsia event and if pontoon will be placed in middle of river.	11/9/15	Christine	Done
646	If venue for OzAsia event needs to be relocated to either the Riverside Rowing Club or Aquatic Reserve let Sam and MA know so that VIPs and monks can be advised of new venue.	11/9/15	Christine	Done
647	Provide Sean Carey with details of where Club tents can be placed for Sunday's event.	11/9/15	Christine	Done
648	Follow up with Mel Cantwell and AusDBF for examples of how volunteers can follow the pathway to participate at the international level.	11/11/15	Pat	Ongoing
649	Schedule training session for volunteers.	11/11/15	Pat	Ongoing
650	Seek Volunteers to assist with: <ul style="list-style-type: none"> ▪ 3/12/15 – Western Zone School Days. ▪ Oct – ASD and CSC holidays event (Mon/Tue) 	18/9/15	Christine	Ongoing Done
651	Schedule Dragonmites training sessions 1-2 weeks after above events (#650) to allow kids opportunity to paddle again within short timeframe. Reschedule the current one planned for school holidays. <ul style="list-style-type: none"> ▪ Scheduled for 18/11/15 at 11am. Follow up to be had with Chris Payne. ▪ Noted Dragonmites Facebook page is up and running. 	18/9/15	Jen Le Ray	
652	Update Policies #021-024 & #027.	11/11/15	Marie	Done
653	Write to Sandy Jansen (DAPL) advising that if she wishes to make herself available for election to the Board, she should nominate at the next AGM – note that it is a non-representative Board.	11/11/15	John	Done

NO.	ACTION	REQUIRE D BY	ACTION PERSON/S	STATUS
476	Do one final check of Star Club website to familiarise yourself with Questions #11, 12 15 – as they are to be actioned – come up with suggestions. <ul style="list-style-type: none"> #11 – form to be produced for volunteers to sign to acknowledge that they have familiarised themselves with the Member Protection Policy and Policy #022 – WH&S. #15 – to include that “the Board itself elects it office bearers”. 	11/11/15	Rick	Ongoing
519	Circulate brief for Cinema advertising campaign for Juniors and one for Corporate Challenge event.	11/11/15	Christine	Ongoing
532	Publicise regular AMG updates on Facebook and website. <ul style="list-style-type: none"> Link to be able to post photos is to be provided to Chris. 	8/10/15	John	New
592	Follow up with Robyn Tansell for a design of state top once logo has been resolved.	11/11/15	Christine	Ongoing
606	Follow up with Nathan Kane for him to do changes to the DDU logo as requested by AusDBF and with Martin for his approval. <ul style="list-style-type: none"> Suggestions put forward for preferred logo subject to minor amendment 	Urgent	Christine	Ongoing
609	Send to BWR website link for details of the new Cox Mate unit and the Motion Master app for them to arrange whichever suits.	11/11/15	Christine	Ongoing
620	Raise need for volunteers and Sweeps/Drummers for Life Be In It scheduled for Feb – mid March 2016. <ul style="list-style-type: none"> Noted there are about 12 volunteers thus far. 	11/11/15	Christine	Ongoing
621	Follow up with Peter Egel (Finishlynx) re his availability on Sunday during race day to set up system if required.	11/9/15	Pat	Done
622	Register as a DBSA volunteer on the AMG website.	11/11/15	Chris	Done
622A	Purchase TK1s (x2) and TK2 (x1).	When available	Pat	Ongoing
623A	Coordinate Moon Lantern Festival event with Ben and provide details to John so that ASD can coordinate in due course.	11/11/15	Sam	Done - relocated
624A	Produce policy on #11 from Star Club follow up.	11/11/15	Rick / Chris	Duplicated
626A	Arrange meeting of Sweeps' Committee to discuss ongoing functioning of the Committee. <ul style="list-style-type: none"> Meeting scheduled for 30th Sept to rescheduled. 	11/11/15	Pat / Chris	Ongoing
627	Based on DBNSW Award for Volunteer of the Year consider suggestions for the criteria prior to next meeting. <ul style="list-style-type: none"> Further thought to be given to introducing a recognition of years volunteered (ie 5, 10, 15 years) and what should be presented (ie cap, voucher, vest). 	11/11/15	Board	Ongoing
628	Submit article for Sports Star magazine (ASD).	11/11/15	Christine	Withdrawn
630	Update policy #11 to include how new Finish Lynx system will be operated and other minor changes as discussed. <ul style="list-style-type: none"> Separate manual to be produced with Wendy on the new system for use. 	31/12/15	Jennifer & Wendy	New
633	Liaise with MA Holt for season launch opening as part of Oz Asia festival event.	11/11/15	Sam	Done
634	See if any grants available to purchase 20 bariatric life jackets locally. <ul style="list-style-type: none"> Contact Canoe Works to ascertain what size bariatric jackets they would recommend before following up quote from China. 	11/11/15	Jen Le Ray	New
637	Still waiting to circulate advice from Canoe SA of rent increase due to increase in Council charges. Perhaps pass to Alison/Cheryle for their opinion.	11/11/15	John	Ongoing
639	Promote on Facebook seeking race day broadcaster and to follow up contact to perhaps source a student studying media studies. (Christine to follow up Life FM and Coast FM).	11/11/15	Pat	Ongoing
640	Follow up with AusDBF (Maggie) for a copy of the HP plan so can be aligned locally.	11/11/15	Christine	Ongoing
643	Circulate list of what needs updating on website.	11/11/15	Christine	Ongoing

6 FINANCIAL REPORT – SEPTEMBER 2015

Motion to accept financial reports and pay accounts on Account 1

Moved: Jennifer Bould

Seconded: Rick French

Carried

Noted paddler fee is due to AusDBF each October with 495 adults and 7 juniors currently registered.

7 STRATEGIC PLAN REVIEW

2. Promotion & Marketing

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 PBs and ASD website links from DBSA Clubs page not working. Action: Christine (#654)
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"> Noted recent press coverage for Steve Holt (ASA) and also John Holland and Sue Bockmann (ASD) in the Messenger re forthcoming lease expiry of The Sailing Club and possible requirement to relocate.
2.4 Television exposure	Promote Corporate Challenge through adverts on Channel 44 and regular exposure on Channel 44. <ul style="list-style-type: none"> Noted Channel 44 is no longer in operation. Minor coverage received during AMGs and hoped again for WCCCs, Life Be in It events.
2.5 Promote Schools and Junior Events	Retain a Junior Development Consultant. Work with Schools Zone Days. <ul style="list-style-type: none"> Mount Carmel day is being scheduled by ASD. Suggested DBSA hats be available to hand out.
2.6 Cinema Advertising	Develop a cinema advertisement promoting the sport and website <ul style="list-style-type: none"> Campaign to focus now on recruiting Juniors in lieu of corporate challenge teams.
2.7 Banners and Billboards	Identify sites and opportunities to promote the sport utilising banners or billboards <ul style="list-style-type: none"> Sign to be collected from Council for Port Road placement.
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"> Port Vincent Challenge has been held recently and discussion to be had at next RC meeting whether to proceed given hectic schedule. Action: John (#655)
2.9 Promote corporate paddle opportunities	Promote to businesses to expand the number of services. <ul style="list-style-type: none"> Ongoing.

8 ORS 360Degree – Action Plan Review

3. Services & Support

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"> Noted no requirement to address this any further.
3.4 Guidance on recruiting, training and retaining Volunteer	Refer 2.1 <ul style="list-style-type: none"> Being followed up as part of volunteer induction.
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"> Noted a number of those undertaking Coaches course and not completing their accreditation.
3.8, 3.9 Elite pathways and Talent ID	Reinvigorate the High Performance Portfolio <ul style="list-style-type: none"> Flow chart to be produced for various streams to follow to international participation (sweeps, paddlers, volunteers). Action: Chris (#656)

9 JUNIOR DEVELOPMENT REPORT

Training session for Dragonmites scheduled for 18/11/15 and to be followed by a BBQ sizzle.

With respect to the design of the state top/Dragonmites top noted agreement not yet reached on new logo. Aisha Lelic's previous designs were reviewed and agreed further proposals to be sought before decision is made. **Action: Christine (#657)**

10 AusDBF REPORT

Noted AusDBF decision finally is for Asians event as part of DDU event in 2016 to continue.

11 SECRETARY'S REPORT

The issues paper submitted by SADA on potential safety issue when loading boat from water onto trolley for return to the Boatshed was tabled. Options were discussed and recommendation is to be to offer a training session for Clubs wishing to learn the safest and best way to undertake this rather than replacing the wheel size. To be raised at RC meeting also. **Action: Rick/Marie (#658)**

Correspondence received from OR&S extending appreciation to those that provided feedback on the ORS360 Degree review.

River Torrens licence has been granted.

12 SAFETY & EQUIPMENT

Noted that insurance quote for the new Lynx Timing system for full coverage is \$1,700 per year however policy also available at \$380 per year to cover just for catastrophe etc. Agreed to follow up with Marsh to ascertain coverage will be in place for when stored at the Boatshed.
Action: John (#659)

13 EVENTS

13.1 Australian Masters Games (AMG) 2015 – update

- Various arrangements were discussed.
- Email to be sent advising volunteers to sign on at Judge's tent by 8:30am on Thursday and 7:30am Friday/Saturday. **Action: Rick (#660)**
- Team Managers' meeting scheduled for Thursday afternoon to be followed by Volunteers meeting.
- Mobile phones have been handed out to Jennifer Bould and Rick French by organiser.

13.2 WCCCs 2016 – update

- Noted Martin Hastings (AusDBF) would be in Adelaide for the next meeting and to meet with Events SA (and John Holland) to discuss plans in place.
- Advice to be given to Dana Freedman of Nowra Water Dragons, who is also a Level 3 official, to follow up with Melanie Cantwell for accommodation options for the event at The Lakes. **Action: John (#661)**
- Email to be sent to Clubs to see if there is any interest in billeting out interstate / overseas travellers to DDU. **Action: Rick (#662)**

14 HIGH PERFORMANCE

Premiers training commences Thursday with Masters and Seniors to commence shortly thereafter.

15 PUBLICITY

Nil.

16 CLUB ISSUES

Nil.

17 NEW BUSINESS

17.1 Clearance applications

- 17.1.1 Clause Klever – Water Warriors to SADA – ratified
- 17.1.2 Margaret Heywood – Water Warriors to SADA – ratified
- 17.1.3 Trish Hartwright – Blade Runners to SADA – ratified
Action: Marie (#663)
- 17.1.4 Jo Dinunzio – Black Dragons to Powerblades – rejected due insufficient extenuating circumstances. Appeal can be submitted.
Action: Rick (#664)

17.2 Policy Reviews

Nil.

17.3 Club allocation to committee – allocate

The following Clubs were assigned to Board members as the main point of contact on the Board:

BOARD MEMBER	CLUB	CLUB
Rick French	SADA	Blue Water Raiders
Chris Kelley	Water Warriors, Powerblades	Coorong Dragons
Pat Doogue	Subsonix	Black Dragons
John Holland	KIDS	Victor Dragons
Christine Wood	ASD	DAPL
Jennifer Bould	ASA	Copper Coast
Jen Le Ray	Adelaide Phoenix	Waiwilta

Action: Marie (#665)

18 ANY OTHER BUSINESS

List of results for previous events to be circulated to the Board. Chris Kelley offered to arrange to engrave trophies for the Clubs accordingly.

DBSA to pay \$63 fine from Council for parking of the boat trailer during the last event. Suggested boat trailer be placed in Boatshed during events in future.

19 NEXT MEETING

The next Board meeting is scheduled for 8pm Wednesday 11 November 2015 at The Sailing Club.

20 CLOSE OF MEETING – 11pm.

Signed: _____
Chairperson

Date: ____/____/____