



MINUTES

Board Meeting

WEDNESDAY 11 NOVEMBER 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, Pat Doogue, Chris Kelley and Jennifer Le Ray

APOLOGIES: Nil

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

Moved: Pat Doogue

Seconded: Chris Kelley

Carried

4 **ACTION ITEMS/BUSINESS ARISING**

NO.	ACTION
654	Actioned. Check why PBs and ASD website links from Clubs page not working.
655	Ongoing. Produce flowchart for pathways to international participation for sweeps, paddlers and volunteers.
656	Actioned. Agreed at RC meeting that Pt Vincent Challenge should proceed given hectic DDU schedule.
657	Ongoing. Seek additional designs for state top logo/design and follow up with Robyn Ellis.
658	Actioned. Respond to SADA's Issues Paper re potential safety issue with boat return on trolley and recommend training session and raise at RC meeting also.
659	Ongoing. Follow up with Marsh if timing system will be covered for theft whilst stored at the Boatshed. § Resolved to insure for full value.
660	Actioned. Email to be sent advising volunteers to sign on at Judge's tent by 8:30am on Thursday and 7:30am Friday/Saturday.
661	Actioned. Advise 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.
662	Actioned. Send email to Clubs/volunteers if anyone interested in billeting interstate/overseas participants during DDU event.
663	Actioned. Process clearances: <ul style="list-style-type: none"> • Claus Klever, Margaret Heywood – WWs to SADA • Trish Hartwright – Blade Runners to SADA
664	Actioned. Jo Dinunzio – Black Dragons was advised that clearance to Powerblades has been rejected due to insufficient grounds and she can appeal and will leave until next season.
665	Actioned. Advise Clubs of Board member assigned to them for liaison in the first instance.
NO.	ONGOING
476	Ongoing. Change policies: <ul style="list-style-type: none"> #11 – Produce form for Volunteers to sign off acknowledging that they have read the Member Protection Policy and Policy #022 – WH&S (as part of OR&S requirements). § Given document is so lengthy agreed to provide a copy of the Volunteer Induction manual and update new form to state "that they are aware of Policy #22 & #35. #15 – state that "DBSA Board elects its own office bearers". – done.
519	Ongoing. Circulate brief for Cinema advertising campaign for Juniors and one for Corporate Challenge event.

532	Withdrawn. Link to be able to post photos of AMG is to be provided to Chris. § As an aside noted details of contact for local photographer who took photos of Wallaroo event would be forwarded to Christine for uploading to website if suitable. Action: Jennifer (#666)
592	Merged. Follow up with Robyn Ellis for a design of state top once logo has been resolved.
606	Actioned. Put forward preferred option and minor amendment to DDU logo.
609	Ongoing. Send to BWR website link for details of the new Cox Mate unit and the Motion Master app for them to arrange whichever suits so that they can acquit their grant. § Order to be placed for 2 x units with GPS for Black Dragons Action: John (#667)
620	Ongoing. Raise need for volunteers and Sweeps/Drummers for Life Be In It scheduled for Feb – mid March 2016.
622A	Ongoing. Purchase TK1s (x2) and TK2 (x1) urgently.
626A	Actioned. Reschedule Sweeps' Committee meeting from 30/9/15.
627	Ongoing. 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). § Sample pin to be provided at next meeting.
628	Ongoing. Submit article for Sports Star magazine (ASD). § To be followed up at PF meeting for content.
630	Ongoing. Produce new document for details on how to use the Finish Lynx system. John was told that the system did not work over the weekend. § Noted timing system did not work fully during last event and will be followed up with Phil on 13/11/15. § Noted AusDBF would be meeting with Phil also on Friday to discuss the system prior to AGM being held on Sunday 15/11/15 and WCCC briefing on 14/11/15.
634	Ongoing. Follow up with Canoe Works to ascertain what size bariatric jackets they would recommend before following up quote from China. § Noted available locally at Anaconda (\$60 each or discount of 30% if 5 or more purchased) and at Canoe Works for approx. \$160 ea. § To be followed up to assess suitability.
637	Ongoing. Circulate advice from Canoe SA of rent increase due to increase in Council charges. Perhaps pass to Alison/Cheryle for their opinion. § Agreed to pay new rent and to express concern over cleaning cost and request that it be put out to tender and to seek feedback if they are keen for DBSA to manage the Boatshed.
639	Ongoing. Promote on Facebook seeking race day broadcaster and to follow up contact to perhaps source a student studying media studies.
640	Ongoing. Follow up with AusDBF (Maggie) for a copy of the HP plan so can be aligned locally this weekend.
642	Ongoing. Long term plan is to follow up discussions with CSC on possible building upgrade of the Boatshed.
643	Marry up with #628. Follow up with ASD country teams for articles for Sports Star magazine.
643A	Ongoing. Circulate list of what needs updating on website.
648	Ongoing. Follow up with Mel Cantwell (IDBF) and AusDBF for examples of how volunteers can follow the pathway to participate at the international level.
649	Ongoing. Schedule training session for volunteers. TBC.
650	Ongoing. Raise at PF volunteers required for: § 3/12/15 – Western Zone School Days
651	Actioned. Schedule Dragonmites training sessions for 18/10/15 at 11am and BBQ sizzle. § First session was held with next session scheduled for 15/11/15 at 9am.

5 FINANCIAL REPORT – SEPTEMBER 2015

Motion to accept financial reports and pay accounts on Account 1

Moved: Jennifer Bould

Seconded: Pat Doogue

Carried

As an aside noted issue with wearing of life jackets during Corporate Challenge event as registered paddlers were not required to wear them however marshalls were not aware of this. Requirement was changed to all participants on the water needing to wear life jackets which was not informed to all.

In addition a number of the volunteer drummers and sweeps had conflicting races so more volunteers were sought.

Noted the RC committee agreed to endorse requirement for this event in future that it would commence at 8:30am to allow some training practice for corporate crews prior to race commencement at 10am.

The DBSA Board endorsed the requirement for life jackets to be worn by all participants in the Pub & Corporate Challenge event and for the commencement time to be changed to 8:30am to allow on-the-water training prior to commencement at 10am. The registration form would be updated accordingly.

Action: Christine (#668)

Appreciation was extended to Steve Holt, Pat Doogue, Chris Kelley in particular and all of the volunteers that assisted to make the event a success.

Noted majority of Clubs are not supporting this event by providing crews to participate which was unfortunate and would be discussed at the Presidents' Forum meeting.

Action: Christine (#669)

6 STRATEGIC PLAN REVIEW

3. Coaching & Officiating

OBJECTIVE	ACTION(S)
3.1 National AusDBF Dragonboat Coaches Course	Continue to promote involvement to members and offer regular courses § Being held.
3.2 National AusDBF Dragonboat Sweep Program	Continue to conduct the Sweeps accreditation program. § Own program developed.
3.3 DragonBoat SA Dragonboat Officials Course	AusDBF Level 3 Officials to Mentor local Officials to accredit to level 3 DBSA Official § To be coordinated by Pat Doogue.
3.4 National AusDBF Dragonboat Officials Course	Establish a qualified trainer in South Australia § Pat Doogue is now qualified.
3.5 Senior First Aid Course	Arrange Senior First Aid Training Course . Being held annually.

7 ORS 360Degree – Action Plan Review

4. Policies

Business Area	Action	Aligned to
4.2 Policies for State reps team § Being undertaken.	Refer 3.8, 3.9	3.8, 3.9 Elite pathways and Talent ID Reinvigorate the High Performance Portfolio DBSA and AusDBF policies
4.6 Appropriate codes of conduct	Publicise the current codes of conduct in ever newsletter	DBSA Policies § Links for Code of Conduct and with Member Protection Policy to be included in next Sports Star. Action: John (#670)
4.9 Disability action plan	Review plan – develop a plan to suit DBSA	DBSA Policies and Strategic Plan § Being considered by the Board.

§ Follow up to be made with Blind Welfare association to discuss possibility of their participation in the sport. **Action: Pat (#670)**

8 JUNIOR DEVELOPMENT REPORT

Training schedule to be submitted for planning purposes. **Action: Jen Le Ray (#671)**

Noted Aisha Lelic is working on a design for a team shirt/training top.

9 AusDBF REPORT

Noted that AusDBF representatives would be arriving on Friday evening. The race entry fees have not yet been set for the Nationals with focus to be placed on issuing #1 Bulletin.

10 SECRETARY'S REPORT

The following correspondence inwards was noted:

- § Dennis Wright (Water Warriors) listing extenuating circumstances for clearance to Black Dragons. (*Discussed later in meeting*).
- § KIDS – positive feedback re AMG's event.
- § KIDS – wanting to be host Club for two of the current DBSA dragon boats once the new boats arrive for the WCCCs event. This was considered and agreed with possible paddle across event as a promotional opportunity to be considered. **Action: John (#672)**
- § Australia Day Council – seeking interest in participating in Australia Day Parade on 26th January 2016. Consensus was not in favour due to logistics and being considered to be too dangerous to manoeuvre a dragon boat.
- § Events SA – could provide Short Breaks Australia books which could be included in the kit bags for Clubs competing in DDU event. Electronic link to be included in next Bulletin.
Action: John (#673)

11 SAFETY & EQUIPMENT

Enquiry was received from Black Dragons if there had been any incidents previously of paddlers suffering an anaphylactic shock after paddling at Aquatic Reserve as one of their members did so after returning home from training on 3/11/15. Noted that he does suffer from them already. The consensus was that it was not possible to ascertain the cause however it was not believed to be due to the water quality.

Agreed to purchase 3 x Cox Mates GPS units as part of the order being placed for Black Dragons.

12 EVENTS

12.1 Australian Masters Games (AMG) 2015 – update

- § Event was financially successful.
- § Focus to be placed on Regional Games at Murray Bridge in 2016 at PF meeting and on Facebook. **Action: John/Pat (#674)**

12.2 WCCCs 2016 – update

- § Julie Ister has prepared promotional PPT presentation to be delivered to AusDBF delegates at meeting on 14/11/15.
- § With respect to painting of dragon boats for community involvement it was noted that there has been interest expressed through the Council (schools/libraries) and the Graffiti Artists.

Discussion was being held with the Adelaide Airport to locate a boat there on the front concourse and one possibly in the city as part of the Opening festival. Noted DBSA could donate some funds towards paint. Follow up to be had with Council.

Action: Jen Le Ray (#675)

13 HIGH PERFORMANCE

Premiers training calendar has been circulated with Senior Bs&Cs to be circulated 12/11/15.

Noted only two camps being planned for Senior A with training being held every second Saturday from 11am with two boats required.

Feedback required before AusDBF meeting on the race composition for the Nationals as noted that DBSA may not have enough numbers for all the categories. **Action: Christine (#676)**

14 PUBLICITY

Nil.

15 CLUB ISSUES

Nil.

16 NEW BUSINESS

16.1 Clearance applications

§ Cherie Scannell (nee Southern) – WWs to BDs – ratified.

§ *Dennis Wright + Carli Geerlings – WWs to BDs – ratified

Action: Marie (#677)

*Noted the correspondence received from Dennis Wright outlining extenuating circumstances was reviewed and discussed.

16.2 Policy Reviews

The following policies were reviewed.

17	Sweeps Accreditation Scheme - ratified.
25	Paddler Event policy – amend as follows: § “Clubs to be compensated \$40 per sweep and \$20 per paddler/drummer provided.
26	Allocation system for new people to the sport of dragon boating – ratified.
28	State Championships - Qualifying Regulation – ratified.
29	Appointment of delegates to AusDBF – ratified.
30	Dragon boat training protocol - West Lakes & Port River – ratified
37	Procedure for the Formation and the Functions of the Website Committee – ratified
38	Procedure for the Formation and the Functions of the Cultural and Publicity Portfolio – ratified.

Action: Marie (#678)

16.3 Sporting Bodies Governance Checklist

Waiting on some Board members to complete.

16.4 AusDBF Rules of Racing

Noted there is no requirement set by AusDBF for date of birth to be included on cards however consensus was for DBSA to continue this.

17 ANY OTHER BUSINESS

Noted Sweeps were required for EFM session on Sat 28/11/15 and would be raised at the PF meeting.

Action: Christine (#679)

18 NEXT MEETING

The next Board meeting is scheduled for 6pm Wednesday 9 December 2015 at The Sailing Club and to be followed by dinner at Portobellos Food and Kitchen Bar – Newport Quays.

19 CLOSE OF MEETING – 11:33pm.

Signed: _____
Chairperson

Date: ____/____/____