



MINUTES

Board Meeting

WEDNESDAY 13 JANUARY 2016 at 8PM
At
The Sailing Club – 1 Jenkins Road Port Adelaide

1 OPEN MEETING – 8PM

2 PRESENT: John Holland, Christine Wood, Jennifer Bould, Rick French, Pat Doogue and Chris Kelley

APOLOGIES: Jennifer Le Ray

3 MINUTES OF PREVIOUS MEETING 12 DECEMBER 2015 ACCEPTED AS A TRUE AND CORRECT RECORD.

Moved: Pat Doogue

Seconded: Chris Kelley

Carried

4 ACTION ITEMS/BUSINESS ARISING

NO.	ACTION
680	Actioned. Advise Arafura that they would need to submit in writing their reasons for applying for membership of DBSA and an application form for the Board's consideration.
681	Ongoing. Obtain from Evright Trophies sample pins to be given to volunteers.
682	Ongoing. Extend invitation to next race day to Broadcaster EOI person. ▪ Noted no reply from Greg Ward to emails.
683	Actioned. Post to website details on Volunteers pathway to the international level and send to Marie for inclusion in next Sports Star.
684	Ongoing. Book CYC for Sat 4 th June (or following Saturdays) for end of year function.
685	Actioned. Advise Martin (AusDBF) of article published in recent Kaleidoscope magazine on DDU event.
686	Actioned. Amend and upload policies as ratified: #31, 32, 34, 35, 39, 43.
687	Ongoing. Submit Sporting Governance Checklist.
688	Actioned. Set meeting dates for 2016.
689	Actioned. Produce an "interstate visitor" paddling policy as noted. Draft Policy #044 was amended and ratified. Action: Marie (#690)
476	Ongoing. #11 – Produce form for Volunteers to sign off electronically acknowledging that they are aware of Policies #022 & #035.
519	Ongoing. Circulate brief for Cinema advertising campaign for Juniors and one for Corporate Challenge event after meeting on 17/11/15. ▪ Agreed to wait to see if approval if given by AusDBF for professional company to film part of the DDU event to arrange for footage to be on sold to IDBF. As part of this a 30 second or 2 minute extract could be paid for by DBSA to locally to promote the sport. ▪ As an aside noted SA Life have been put in contact with Alison Burgess (Subsonix) for a potential article on DDU event.
609	Ongoing. Follow up with BWR (Raelene Sutton) re availability of a new Cox Mate unit and the Motion Master app for them to arrange whichever suits.
620	Ongoing. Raise need for volunteers and Sweeps/Drummers for Life Be In It scheduled for Feb – mid March 2016.

622A	Ongoing. Purchase a TK1.
628	Ongoing. Follow up with ASD country teams for articles for Sports Star magazine.
630	Ongoing. Produce new document for details on how to use the Finish Lynx system.
634	Ongoing. Follow up with Canoe Works & Anaconda to check suitability of their bariatric jackets. Measure girth for comparison. <ul style="list-style-type: none"> A sample life jacket from China was tabled and noted that 120 have been ordered to supplement DBSA stock. General consensus was that that were of good stock.
637	Ongoing. Express concern over cleaning costs at Boatshed and request that it be put out to tender and to seek feedback if they are keen for DBSA to manage it.
640	Ongoing. Follow up with AusDBF (Maggie) for a copy of the HP plan so can be aligned locally.
642	Ongoing. Follow up discussions with CSC on possible building upgrade of the Boatshed for possible joint submission to Council. <ul style="list-style-type: none"> Noted Mayor and President of West Lakes Canoe Club interested in submitting a joint submission for the complex to be upgraded.
643A	Ongoing. Circulate list of what needs updating on website and ask Corey if he would be willing to check it weekly for updating.
649	Ongoing. Schedule induction training session for volunteers. <ul style="list-style-type: none"> Noted approximately 80 volunteers at present with tasks able to be allocated now. Follow up to be made with Sport SA for available volunteers. Action: Rick (#691) Noted Drummers toggle line available for use on the pontoons.
655	Ongoing. Circulate flowchart for pathways to international participation for sweeps, paddlers and volunteers to committee for comment.
657	Ongoing. Seek additional designs for state top logo/design and follow up with Robyn Ellis. <ul style="list-style-type: none"> A range of sample tops were tabled and would be on display at Sunday's race day for feedback from participants on their preference. Once male and female top has been chosen then the design/logo can be supplied.
671	Ongoing. Follow up to be made with Blind Welfare association to discuss possibility of participation in the sport by their members.
674	Ongoing. Place link to Short Breaks Australia book. <ul style="list-style-type: none"> Will be included in the next DDU Bulletin. Noted 6,000 "What's on in Adelaide" books have been ordered.
675	Ongoing. Seek support for Murray Bridge Masters Games in 2016 at PF and post event details on Facebook. <ul style="list-style-type: none"> Noted at least four Clubs have expressed interest to date. Enquiry received from Murray Bridge crew as to how they can help organise this event and were advised that the preference would be for them to form a Club and register with DBSA.
676	Ongoing. Follow up with CSC re community involvement in boat painting (schools/libraries) and with Graffiti Artist as to how it would work. <ul style="list-style-type: none"> Status of project not known. Noted dragon boat collected from Port Pirie needs to be collected from Ron Ottway. Action: John / Pat (#692) Noted head and drum of yellow boat are missing.

5 FINANCIAL REPORT – DECEMBER 2016

Motion to accept financial reports and pay accounts on Account 1
Moved: Pat Doogue Seconded: Rick French Carried

Noted term deposit account would not be renewed as funds would be required for upcoming events.

As an aside noted that a Canadian Club will be training at The Sailing Club for a 3-day camp.

6 STRATEGIC PLAN REVIEW

5. Volunteer Management

OBJECTIVE	ACTION(S)
5.1 Train Race Day Volunteers	Actioned. Produce an instruction manual for our race day volunteers and provide mentors
5.2 Sourcing Volunteers.	Actioned. Internal from Clubs Identify external sources (i.e. Sport SA, Volunteer SA)
5.3 Volunteer kit	Actioned. Investigate the development and issuing of Volunteer Packs that would include; T shirt, cap, and water proof jacket.

5.4 Volunteer Acknowledgement	Actioned. Annual Volunteer acknowledgement function.
5.5 Volunteer/Officials training	Actioned. Establish a Log Book for recording qualifications of all race day volunteers.

7 ORS 360Degree – Action Plan Review

2. Communications & Relationships

Business Area	Action
2.1 Provided with information to perform role	Actioned. Provide training in all roles
2.2 Website contains resources that are useful	Ongoing. Website Sub-Committee activated
2.3 DBSA uses social media to keep me informed of current news and events	Actioned. Website Committee to keep Facebook page relevant and up to date.
2.4 DBSA listens to my point of view	Actioned. Refer 1.3.

8 JUNIOR DEVELOPMENT REPORT

Nil.

9 AusDBF REPORT

AGM scheduled for 22/3/16 at The Lakes Resort.

Noted there were a number of changes being proposed to the draft Constitution to bring it into line with the Australian Sports Commission requirements for national bodies which would impact heavily on DBSA operations and activities. Board members to review and advise of any concerns of note.

Action: Board (#693)

10 SECRETARY'S REPORT

Nil.

11 SAFETY

The incident report received from Yvonne Watkinson was reviewed. Recommendation in response was:

- use caution and have only one person with safety glasses to attach all of the straps.

Action: John (#694)

12 EQUIPMENT

Noted Clubs advised via RC delegates of support required when the dragon boats arrive in February to unload them along with the uniforms, bottles, medals etc into the warehouse on Nile Street, Port Adelaide.

TK1 to be relocated to The Boatshed. **Action: Pat / Chris (#695)**

Suggested skip be hired when cleaning out The Boatshed and mezzanine level.

13 EVENTS

13.1 WCCCs 2016 – update

- Arrangements proceeding.

14 HIGH PERFORMANCE

Status of the various team numbers was discussed.

15 PUBLICITY

Article being submitted in Sports Star from Victor Dragons on their recent event with SADA. Promotional TV opportunity for DDU discussed earlier.

16 CLUB ISSUES

Chris Kelley raised issue of a qualification period being in place for the Nationals and Worlds without AusDBF/IDBF providing Clubs with the parameters for the qualifications with respect to crews with a Small boat Open and Women in a category having to enter a Mixed 20s crew instead of a Mixed 10

In response it was noted that Clubs in future would not be able to race a Mixed 10 crew if racing an Open and Women's 10s crew in a category: note that the racing of 10s crews at the National level had only been in place for about three years and the proposed rules are still evolving

17 NEW BUSINESS

17.1 Clearance applications

The following clearance applications were ratified:

- Jennifer Cook – Black Dragons to Adelaide Sea Dragons.
- Gail Richardson – BWR to BDs. To be noted that an exemption would be required if paddling at the Nationals or Worlds.

Action: Marie (#696)

17.2 Policy Reviews

Policy #044 ratified earlier in meeting.

17.3 Board Hours summary

To be commenced after DDU event.

18 ANY OTHER BUSINESS

Nil.

19 NEXT MEETING

The next Board meeting is scheduled for 8pm Wednesday 10 February 2016 at The Sailing Club.

20 CLOSE OF MEETING –11:10pm.

Signed: _____
Chairperson

Date: ____/____/____