



MINUTES

Board Meeting

WEDNESDAY 13 APRIL 2016 at 8PM

At

The Sailing Club – 1 Jenkins Road Port Adelaide

- 1 **OPEN MEETING – 8:30PM**
- 2 **PRESENT:** John Holland, Christine Wood, Jennifer Bould, Rick French, Pat Doogue
Chris Kelley and Damian Leonard (OR&S)

APOLOGIES: Jennifer Le Ray
- 3 **MINUTES OF PREVIOUS MEETING 10 MARCH 2016 ACCEPTED AS A TRUE AND CORRECT RECORD.**
Moved: Rick French **Seconded:** Chris Wood **Carried**
- 4 **ACTION ITEMS/BUSINESS ARISING**

NO.	ACTION – NEW
702	Actioned. Send email to OR&S (Damian) for contact details of Kevin McCormack as he is involved in pathways for 6+ designated sports and may be able to assist on National HP Steering Group. <ul style="list-style-type: none">▪ AusDBF holding tele-conference on Mon 18th April with Chris Kelly and Chris Wood to be the reps to attend. Noted not known if Jennifer Le Ray is available or if she has responded to invitation from Maggie to participate.
703	Take photos of DDU event and upload to website. Learn what needs to be done.
704	Ongoing. Register DBSA for GST from 1 st July.
705	Ongoing. Sweeps' committee to set down some operational guidelines. <ul style="list-style-type: none">▪ Committee to meet on Wed 4/5/16 @ 7pm.
706	Ongoing. Set up a Maintenance issue register and noticeboard.
707	Withdrawn. Provide Jen Le Ray with SmartSpace access so she can familiarise herself with it.
708	Withdrawn. Provide John with contact list for parents of Dragonmites.
709	Actioned. Once the sand had been replenished at DDU venue determine whether there is a requirement to relocate the mats to protect the boats and purchase any more if required. <ul style="list-style-type: none">▪ Noted mats were extremely useful and to be relocated from Ramsay to Aquatic. Action: Pat (#714)
710	Actioned. Circulate DDU poster to Clubs, post to website and Facebook
711	Actioned. Follow up with ASA if Steve Speake is paddling with the Mannum team as they will need to be registered etc. <ul style="list-style-type: none">▪ Noted Mannum team will come under the umbrella of ASA until they are able to incorporate their own Club and would need to all be registered. This would create a potential problem down the track when they all submit clearances to transfer from ASA to the Mannum Club as only 3 are allowed to be transferred from the one Club.▪ MOVED: C. WOOD and SECONDED: R. FRENCH THAT in principle agreement be given now to any paddler registered with ASA who submits a clearance application to the newly formed Mannum Club once it is incorporated and up and running. CARRIED. Action: Marie (#715)

712	Actioned. Process clearances for: <ul style="list-style-type: none"> • Steve Speake – BDs to ASA • John Gibson / Jeff Bright – ASD to Subsonix
713	Upload Policy #004 after making minor changes re Slip Lane wording.
ONGOING ACTION ITEMS	
476	Ongoing. #11 – Produce form for Volunteers to sign off electronically acknowledging that they are aware of Policies #022 & #035.
622A	Ongoing. Purchase TK1s (x1).
634	Actioned. 4 x bariatric jackets purchased with 6 on order.
643A	Actioned. Take photos and promote DDU event / upload to website
649	Actioned. Schedule training session for DDU volunteers.
655	Ongoing. Circulate flowchart for pathways to international participation for sweeps, paddlers and volunteers to committee for comment.
671	Ongoing. Follow up to be made with Blind Welfare association to discuss possibility of participation in the sport by their members
675	Actioned. Seek support from Clubs for Murray Bridge Masters Games in and post event details on Facebook. <ul style="list-style-type: none"> ▪ Noted 8-0 clubs participating. Agreed finish line system would not be used on this occasion with manual timer to be used instead.
676	Actioned. Follow up status of CSC community involvement in boat painting for DDU. <ul style="list-style-type: none"> ▪ Email to be sent to Jennifer Le Ray to follow up status of the boat. Action: Christine (#716)
681	Ongoing. Coordinate sample pins for Volunteers recognition. <ul style="list-style-type: none"> ▪ Noted Volunteers' recognition function would be much larger this year and would be scheduled on Sunday 29 May. Action: Christine (#717) ▪ Adelaide Shores kindly donated two vouchers for a night's accommodation in a luxury cabin which would be given away at this function. One as a door prize and one placed underneath a chair. Action: Rick/John (#718) ▪ Arrangements in place to present those Volunteers present with a DDU gold medal to thank them for their volunteering services. Those not present would have their medal posted. Action: Rick (#719) ▪ Follow up to be made with Maggie (AusDBF) for sticky label inserts for the medals. Action: John (#720) ▪ The End of Season dinner is now scheduled for Saturday 25 June and will be a Season Launch dinner. Action: Christine (#721)
682	Ongoing. Extend invitation to next race day to Broadcaster EOI person (Jason) for next season.
687	Ongoing. Review Sporting Governance Checklist feedback.
695	Actioned. Relocate Tk1 to The Boatshed.
699	Actioned. Arrange to print x200 DBSA promotional brochures. <ul style="list-style-type: none"> ▪ Noted brochure required updating before printing. Quote to be sourced from Phil Gibson and advice to be given to him to expect email Action: Marie/John (#722)

5 FINANCIAL REPORT – MARCH 2016

Motion to accept financial reports and pay accounts on Account 1

Moved: Pat Doogue

Seconded: Chris Kelley

Carried

Noted there was a considerable amount of stock left over from the DDU merchandise supplier with the intent being to hold a surplus stock sale on Saturday 23 April at The Sailing Club with all items reduced substantially in order to offload them. Promotional advertising to be done on Gumtree, Facebook and to Clubs once photos of some of the items had been taken by Chris Kelley.

Action: Marie/Chris/Pat (#723)

On Friday 22 April help is needed to set up the trade stalls for the sale from 5:30pm and again on the Saturday to assist with the sale. **Action: ALL (#724)**

Quote to be obtained for Dragonmites top so that funding application can be submitted by Jo Benson to Port Adelaide Enfield Council's Junior Sports grant. Latest audited accounts to be provided.

Action: Christine (#725)

6 STRATEGIC PLAN REVIEW

2. Strategic Plan

OBJECTIVE	ACTION(S)
2.1 Continually update 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"> Email to be sent to Clubs seeking someone to take on the role of updating the website. Action: Christine (#726)
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 press and radio coverage through recent DDU event. The footage from the DDU event will be available for use by DBSA/AusDBF. Media package will be available for use from the television company engaged for the DDU event. Hoped to run ½ hour promotional footage during Volunteers luncheon. Live streaming footage is also available.
2.4 Television exposure	Promote Corporate Challenge through adverts on Channel 44 Regular exposure on Channel 44 <ul style="list-style-type: none"> Withdrawn.
2.5 Promote Schools and Junior Events	Retain a Junior Development Consultant. Work with Schools Zone Days. <ul style="list-style-type: none"> Volunteers to be sought for School Holiday program on 19th April. Action: Christine (#727)
2.6 Cinema Advertising	Develop a cinema advertisement promoting the sport and website <ul style="list-style-type: none"> Ongoing.
2.7 Banners and Billboards	Identify sites and opportunities to promote the sport utilising banners or billboards <ul style="list-style-type: none"> Undertaken to promote DDU on Port Road.
2.8 Alternate Race Venues	Plan a minimum of 1 race meeting per season in a different venue <ul style="list-style-type: none"> This is occurring.
2.9 Promote corporate paddle opportunities	Promote to businesses to expand the number of services. <ul style="list-style-type: none"> This is occurring.

7 ORS 360Degree – Action Plan Review

1. Leadership

Business Area	Action
1.1 The overall direction, policies and pathways for dragon boating are consistently aligned at the National and state and local levels	Ensure the High Performance Pathway is clear and consistent with the NSO plan <ul style="list-style-type: none"> Ongoing.
1.3 Open and Transparent	Invite any registered paddlers to submit papers on any issues concerning them. <ul style="list-style-type: none"> Ongoing
1.5 Raise the profile of the sport	Initiate the Cultural and Publicity Portfolio. <ul style="list-style-type: none"> Actioned.
1.6 DBSA advocates for infrastructure and facilities to meet dragon boating into the future	Work with Renewal SA to maintain Sailing Club lease Work with AusDBF & IDBF on replacement of boat fleet <ul style="list-style-type: none"> Ongoing

8 JUNIOR DEVELOPMENT REPORT

Noted Dragonmites team thoroughly enjoyed their DDU participation. Letter to be sent to them thanking them for their involvement. Noted ASD has advised that they will continue to look after them.
Action: John (#728)

9 AusDBF REPORT

Noted AusDBF are planning a travelling roadshow to discuss their future direction document.

10 SECRETARY'S REPORT

Correspondence received on Women in Sport (flyer) and on being a hub for Womens' sport (email).

11 SAFETY

Noted loading procedure for small boats on trailers needs to be reviewed.
Number of incidents reported during the DDU event with the ambulance called.

12 EQUIPMENT

The stockpile of equipment (life jackets, paddles, drum paddles etc) is notably larger after the recent DDU event.

13 EVENTS

13.1 State Championships - update

Event went well with a few tip overs noted in small boats.

13.2 Nationals – update

Event went well with a few tip overs noted in small boats.

13.3 WCCCs 2016 – update

Event went very well.

13.4 DDU event – update

The overwhelming consensus on the DDU event was that everyone did a huge and fantastic job and expressly noted that the Minutes should reflect this.

Portfolio holders are to each prepare a report on the event for inclusion in the Event of the Year submission. Focus to be placed on SA produce, benefits, what worked well. **Action: All (#728)**

As a result of holding the event DBSA has been given 2 x 20s Peisheng boats at no cost. The remainder of the standard boats will be purchased to replace our current aged fleet. The old Champion and Geelong boats will be relocated to various locations: Wallaroo, Kangaroo Island, Goolwa to name a few.

The feedback from the After Parties was that they were all exceptional and so were the Opening Ceremonies.

14 HIGH PERFORMANCE

Results from the State team participation in the Nationals will be circulated once it has come to hand.

15 PUBLICITY

Noted increased publicity for the DDU event in Messenger, radio and Sports Star magazine.

16 CLUB ISSUES

Nil.

17 NEW BUSINESS

17.1 Clearance applications

Nil.

17.2 Policy Reviews

- #040 – Volunteer Recognition – ratified. **Action: Marie (#729)**

18 ANY OTHER BUSINESS

- Noted quote received to repair and service the DBSA printer at about \$1,000. A quote was sourced for a replacement printer which would work Windows 8/10 with one received from AbNote for the amount of \$3,532 (plus GST). Agreed to purchase the new printer however it would have to wait until 1st July so that the GST portion can be claimed. **Action: Marie (#730)**
- Clubs to be informed that from 1st July DBSA will be charging GST on all transactions and that this will impact on the Participant Registration Fees for 2016/17 season and in future. **Action: Marie (#731)**
- Noted that Rick French and Pat Doogue have both advised that they would not be re-nominating for the Board at the August AGM which would leave a couple of vacancies. Interest has been received from some potential new Board members. The position of Secretary remains vacant currently with the two appointed positions also vacant.

- Clubs to be advised that if they have a locker at The Sailing Club that they are to provide a key to the lock and place it on the key ring behind the locked door in the upstairs meeting room and to write their Club name on the key tag. **Action: Marie (#732)**

19 NEXT MEETING

The next Board meeting is scheduled for 8pm Wednesday 11 May 2016 at The Sailing Club.

20 CLOSE OF MEETING – 11:06pm.

Signed: _____
Chairperson

Date: ____/____/____