



MINUTES

Board Meeting

WEDNESDAY 11 May 2016 at 8PM

At

The Sailing Club – 1 Jenkins Road Port Adelaide

1 OPEN MEETING – 8:00PM

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

APOLOGIES: Jennifer Le Ray

3 MINUTES OF PREVIOUS MEETING 12 APRIL 2016 ACCEPTED AS A TRUE AND CORRECT RECORD.

Moved: Chris Kelley

Seconded: Pat Doogue

Carried

Noted that due to the recent King tide that the entire Sailing Club was flooded. John Holland attempted to open those lockers owned by the Clubs that he had a key or lock password to move any gear from the floor to avoid water damage however some of them did not work unfortunately or were not held.

4 ACTION ITEMS/BUSINESS ARISING

NO.	ACTION – NEW
713	Actioned. Participate in AusDBF's tele-conference on Mon 18 th April to discuss HP on the Steering Group. <ul style="list-style-type: none">A summary of the meeting was circulated to the Board and lengthy discussion held on some of the issues requiring feedback. In particular, on the high performance policy and direction of coaching. Agreed that the Board maintain the High Performance portfolios as they are.The recognition for athletes/volunteers/officials would be revisited by Chris Wood. Action: CW (#731)
714	Actioned. Relocate mats that are not required at Aquatic to The Sailing Club.
715	Actioned. Advise ASA of the following: <ul style="list-style-type: none"><i>THAT in principle agreement be given now to any paddler registered with ASA who submits a clearance application to the newly formed so - Mannum Club once it is incorporated and up and running. CARRIED.</i>
716	Actioned. Send email to Jennifer Le Ray to follow up status of the boat.
717	Ongoing. Coordinate Volunteers' luncheon on Sun 29.5.16.
718	Ongoing. Arrange for Adelaide Shores vouchers to be given out at the Volunteers' luncheon.
719	Ongoing. Arrange to present DDU medals to Volunteers at luncheon and post remainder. <ul style="list-style-type: none">Sample medal tabled and approved. Agreed would be handed out to all Volunteers.Noted Nile Street warehouse is to be cleared out by 12/5/16. Action: Pat/Rick (#732)
720	Actioned. Follow up with Maggie to inserts for DDU medals for volunteers.
721	Ongoing. Arrange Season Launch on Saturday 25 th June.
722	Actioned. Seek quote from Phil Gibson to upgrade DBSA promotional brochure.
722	Actioned. Take photos of sample DDU merchandise to be on sale on Sat 23 rd April. Advertise via Gumtree, Facebook and Clubs.
723	Actioned. Assist with setting up for merchandise sale (Fri night 22 nd Apr) and again on Sat 23 rd April.

724	Actioned. Assist with DDU merchandise sale on 23 rd April.
725	Actioned. Obtain quote for Dragonmites top for Jo Benson to submit funding grant to Council. <ul style="list-style-type: none"> ▪ Funding application was submitted after the deadline. Follow up to be had when it can be submitted again. Action: Jennifer (#733)
726	Ongoing. Send email out to Clubs seeking someone to take on role of updating website / coordinator.
726	Actioned. Send reminder seeking volunteers for Tue 19 th April school holiday program. <ul style="list-style-type: none"> ▪ Noted worthwhile event with some new members joining.
727	Actioned. Write to Dragonmites thanking them for their involvement in the DDU event and representing SA.
728	Ongoing. Prepare portfolio report for Event of the Year submission on the DDU event (include photos, details of what went well, focus on SA produce/benefits). <ul style="list-style-type: none"> ▪ Agreed to engage the services of Ashley Tippins to produce the award submission. Action: CW (#734)
729	Actioned. Upload Policy #040 – Volunteer Recognition.
730	Ongoing. Arrange to purchase replacement DBSA printer from AbNote's quote (\$3,582-plus GST) from 1 st July. <ul style="list-style-type: none"> ▪ Follow up with Martin for payment of outstanding invoices from AbNote for consumables. Action: John (#735)
731	Actioned. Advise Clubs that DBSA is registering for GST from 1 st July and that this will affect the registration fee for next season.
732	Actioned. 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 in the key cupboard behind the Office door in the upstairs meeting room and to write their Club name on the key tag.
NO.	ACTION – ONGOING
476	Ongoing. #11 – Produce form for Volunteers to sign off electronically acknowledging that they are aware of Policies #022 & #035.
622A	Ongoing. PurchaseTK1s (x1).
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.
681	Ongoing. Coordinate sample pins for Volunteers recognition next season. <ul style="list-style-type: none"> ▪ Preference was for 5 and 10 year recognition pins.
682	Ongoing. Extend invitation to next race day to Broadcaster EOI person.
687	Ongoing. Review Sporting Governance Checklist feedback.
699	Ongoing. Arrange to print x200 DBSA promotional brochures.
704	Actioned. Register DBSA for GST from 1st July.
705	Actioned. Sweeps' committee to set down some operational guidelines at meeting on Wed 4/5/16 @ 7pm.
706	Actioned. Set up a Maintenance issue register and on the noticeboard.
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.
711	Actioned. Follow up with ASA if Steve Speake is paddling with the Mannum team as they will need to be registered etc.

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FINANCIAL REPORT – APRIL 2016

Motion to accept financial reports and pay accounts on Account 1

Moved: Pat Doogue

Seconded: Chris Wood

Carried

Noted the last payment made for the AED (Defibrillator) resulted in the receipt of a new battery free of charge.

ASA submitted a request for DBSA to consider covering 50% of the cost for them to hire a vehicle to tow a boat down to participate at a paddling event with Victor Dragons during the Nationals. The amount of \$100 as a contribution would be made only. Agreed that an Events Reimbursement policy and claim form would need to be written to cover this type of situation to ensure that approval is sought beforehand.

Action: John (#736)

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 <ul style="list-style-type: none"> ▪ Noted Level 2 Coaching course is scheduled in Victoria only. ▪ Level 1 course is changing with EOIs sent out by AusDBF for those keen to present. ▪ Next DBSA Coaching course scheduled for 2/3 July. Action: John (#737) ▪ Tentative date set for First Aid course (Susan Stevens) for 18/19 or 25/26 June. DBSA to pay 50%. Action: CW (#738)
3.2 National AusDBF Dragonboat Sweep Program	Continue to conduct the Sweeps accreditation program.
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"> ▪ DBSA to schedule Action: Pat (#739)
3.4 National AusDBF Dragonboat Officials Course	Establish a qualified trainer in South Australia <ul style="list-style-type: none"> ▪ DBSA to schedule Action: Pat (#739)
3.5 Senior First Aid Course	Arrange Senior First Aid Training Course <ul style="list-style-type: none"> ▪ Being scheduled for June.

7 ORS 360Degree – Action Plan Review

Review of the below put on hold until results of latest OR&S 360Degree survey are received on 22 June at the Grange Golf Club presentation. Noted disappointment that not all survey recipients completed the survey. **Action: John/Pat (#740)**

8 JUNIOR DEVELOPMENT REPORT

Noted ASD has expressed the desire to look after and promote Junior participation.

The Charles Sturt Council's School Holiday program was held.

9 AusDBF REPORT

Both Pat Doogue and John Holland would represent DBSA at the AusDBF combined meeting with DBWA in Perth on Saturday 28 May 2016. **Action: Pat/John (#741)**

DBSA to provide the National Insurers with details on coverage required and local insurance quotes to be sought to compare with that being offered by AusDBF. Current Insurers to be notified of any pending claims from DBSA or Clubs by 30 June. **Action: John (#742)**

10 SECRETARY'S REPORT

Insurance correspondence received along with OR&S acquittal requirements with expenditure to be acquitted by 30 June. All other requirements from OR&S have been met.

11 SAFETY

The Incident report from John Holland during the DDU event was tabled. Noted there were 2 other incidents however no covering paperwork received. (This will probably remain with AusDBF)

12 EQUIPMENT

Motion to approve the purchase of 16 x standard Peishing boats with space to be sourced for 2 x small boats.

Moved: Pat Doogue

Seconded: Chris Kelley

Carried

Noted an application has been submitted to the Council to store on a short term basis at Aquatic Reserve.

Advice received from Council on restrictions in place (exclusion zone) for specific neighbour with ongoing long term complaints.

Noted the OC2 would be returned from Streaky Bay and stored at the Boatshed.

List of equipment recently purchased and disposed of to be provided to Jennifer Bould for stocktake register to be updated.

Action: John/Jennifer (#743)

13 EVENTS

13.1 DDU event – update

Financial situation yet to be finalised.

13.1 Port Vincent Challenge – update

Event was successful up until cancellation after the first round due to inclement weather.

Noted Murray Bridge were keen for DBSA to host an event there and enquired about the cost for this to occur.

14 HIGH PERFORMANCE

Discussed.

15 PUBLICITY

Promotional brochures are being arranged and recent issue of SportsStar included a number of photos from the recent DDU event.

16 CLUB ISSUES

Nil.

17 NEW BUSINESS

17.1 Clearance applications

John & Sigrid Thompson – Waiwilta to ASA – approved in principle subject to ASA endorsing the applications. Action: Marie (#744)

17.2 Policy Reviews

#000 – Regulation & Event Organisation– ratified. Action: Marie (#745)

17.3 New season planning

Draft season program to be circulated. Noted SARA has yet to agree to dates and based on the current dates for next year's Aus Champs, the State Championships need to be moved forward by a fortnight. Action: John (#746)

17.4 Presidents' Forum

Agenda items will be updated from this meeting.

17.5 AGM - 17/8/16

Nil discussion.

18 ANY OTHER BUSINESS

- Invitation to be extended to Julie Lister and Sharon Knights to attend the next Board meetings for familiarisation. Action: Christine (#747)
- Come N Try events – 16/7/16 - PAFC on the Torrens and 26/5/16 at Aquatic. Action: Christine (#748)

19 NEXT MEETING

The next Board meeting is scheduled for 8pm Wednesday 15 June 2016 at The Sailing Club.

20 CLOSE OF MEETING – 10:25pm.

Signed: _____
Chairperson

Date: ____/____/____