



MINUTES

Board Meeting

Thursday 16 June 2016 at 8PM

At

The Sailing Club – 1 Jenkins Road Port Adelaide

1 **OPEN MEETING – 8:26PM**

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

APOLOGIES: Jennifer Le Ray and Jennifer Bould

3 **MINUTES OF PREVIOUS MEETING 11 MAY 2016 ACCEPTED AS A TRUE AND CORRECT RECORD.**

Moved: Pat Doogue

Seconded: Rick French

Carried

4 **ACTION ITEMS/BUSINESS ARISING**

NO.	ACTION – NEW
731	Ongoing. Revisit introducing state awards for athletes/officials/volunteers. ▪ Sample copies of what is being awarded interstate are being sourced first. NSW received.
732	Actioned. Clear surplus medals from Nile Street warehouse.
733	Ongoing. Follow up with Jo Benson when we can submit funding grant to Council for Dragonmites clothing etc.
734	Ongoing. Follow up ASAP with Ashley Tippens to see if she can assist with producing Event of the Year submission.
735	Actioned. Follow up with Martin for payment of AbNote Printer/supplies invoices.
736	Ongoing. Produce an Event Reimbursement Policy (#45) and claim form.
737	Ongoing. Send details out re next Coaching Course. ▪ Waiting on new course details from AusDBF as it is changing to a 2-day course. May have to be rescheduled in July/August.
738	Ongoing. Schedule First Aid course for similar timing (prior to 17 th July or after 26 th July). ▪ To be rescheduled once dates for Coaching course are set.
739	Ongoing. Arrange to schedule to mentor local Officials to Level 3 DBSA Official and to establish a qualified trainer in SA.
740	Ongoing. Attend OR&S 360Degree Review results presentation at Grange Golf Club on 22 June.
741	Actioned. Send details of BDs, Phoenix and ASD to mother with 2 x sons keen to paddle with Juniors.
742	Ongoing. Local insurance quotes to be sought to compare with that being offered by AusDBF. Insurers to be notified of any claims made by DBSA or Clubs by 30 June. ▪ Waiting on some Clubs still to provide paperwork.
743	Actioned. List of equipment recently purchased and disposed of to be provided to Jennifer Bould for stocktake register to be updated.
744	Actioned. Process clearances for John & Sigrid Thompson once endorsed by ASA.
745	Actioned. Policy #000 – Regulation & Event Organisation to be uploaded.
746	Actioned. Circulate draft 16/17 program.
747	Ongoing. Invitation to be extended to Julie Lister and Sharon Knights to attend the next Board meetings for familiarisation.

	<ul style="list-style-type: none"> Noted all Clubs are registered.
4.3 Assist the establishment of new Member Clubs	Provide relevant information including a Manual for Clubs Provide assistance as required, including the provision of boats <ul style="list-style-type: none"> Application just received for a new member in Murray Bridge. Almost receiving one application annually.
4.4 Mildura Masters Dragon Boat event	Work with Mildura Council to ensure that Dragon Boating is included in Mildura Masters Games every 2 years. <ul style="list-style-type: none"> Will participate again when next held.
4.5 Participate in the South Australian Masters Games	Ensure that Dragon Boating is included all Masters Games in South Australia <ul style="list-style-type: none"> Happening except for 2017 due to no water venue.
4.6 DBSA paddlers remain competitive both Nationally and Internationally	Provide quality up to date equipment and training aids <ul style="list-style-type: none"> Being provided.
4.7 Race Day Broadcasting	Provide a broadcast on race days recognising sponsors and provide information <ul style="list-style-type: none"> Being followed up.
4.8 Annual Social Function	A function in May of each year where seasons achievements will be recognised <ul style="list-style-type: none"> Scheduled for June as a season launch.

Approval given to John Holland to attend the AusDBF meeting in July with travel costs and accommodation to be covered. At this meeting the revised Constitution will be put to the vote however noted that the final version has not yet been circulated. The Strategic Plan will also be put for adoption.

7 ORS 360Degree – Action Plan Review

Briefing is scheduled for 22nd June.

8 JUNIOR DEVELOPMENT REPORT

Noted resignation received from Jennifer Le Ray for her Board position at forthcoming AGM.

Request made to Jen Le Ray to still prepare her portfolio report for the AGM paperwork and to produce a training scheduled for the next three months. Noted she was keen to remain involved with the Juniors however it was not certain in what capacity. **Action: Chris (#752)**

Agreed that this role needs to be handled professionally with a defined structure in place along with a set training program. Photos should also be uploaded on a regular basis.

9 AusDBF REPORT

Reported earlier in meeting.

10 SECRETARY'S REPORT

Correspondence inwards:

- Membership application – Vicki's Pride (Murray Bridge)
Motion to accept membership application from Vicki's Pride.
Moved: Pat Doogue Seconded: Chris Wood Carried
Action: Marie (#753)

Noted that Vicki's Pride are unable to race in their boat and only able to train in it so a couple of the old Geelong type boats will be relocated there. **Action: John (#754)**

- Insurance renewal paperwork from Marsh. Provided to AusDBF for their comparison purposes. Cover note taken out on the 18 x small dragon boats. Equipment list being insured was tabled.
- Rowing SA – support given for funding grant as part of their recent 10 year feasibility study.
- Incident report – Sandy Mayhew of Victor Dragons during States. Noted.
- Clearance applications:
 - Meridy Jagger and Meredith Hedges – VDs to Coorong Dragons – ratified.
 - Patrick Doogue – Subsonix to DBSA – ratified.
Action: Marie (#755)

Discussion held on how the clearance process would work for those paddlers cleared to DBSA when they eventually transfer to another Club. Agreed incoming Club is to advise DBSA of this impending registration so that an ID card can be issued and the registration processed in SmartSpace. The Clearance Policy (#07) would be updated accordingly. **Action: Marie (#756)**

- OR&S Good Governance – Board evaluation flyer – circulated and agreed that we would proceed with it in October to allow incoming Board members time to settle in to new roles. Pat Doogue offered to be part of this process. **Action: John (#757)**
- Email received from Wayne Letts seeking to return his and a number of ASD team members' state race shirts which he would collect in order to return. Noted that these shirts still have to be paid for. The arrangement in place was for DBSA to cover the state race fees and the state team paddlers to pay for their tops.

11 SAFETY

The issue of mats being left on the floor was again brought up at the RC meeting.

12 EQUIPMENT

Noted that the TK1 canoe has a leak which will be repaired by Chris Kelley. **Action: Chris K (#758)**

The red 200m buoy was found by Rick French with discussion ensuing on the cause of its breakaway.

13 EVENTS

13.1 DDU event – update

Final reconciliation is being undertaken.

As an aside the question was asked as to thoughts on the Cafe2U caterers as there were a number of other coffee suppliers expressing interest in providing this service. It was noted that they had breached some of the site set up rules during this event by using excess power supplies and catering for more than just coffee.

Agreed to allow newcomers to provide this service. Task list to be updated and RC delegates to be advised. **Action: Marie (#759)**

14 HIGH PERFORMANCE

Advertisements for the various Coaches position to be circulated with option for 2 year appointment. **Action: Christine (#760)**

With respect to the state top design it was felt that it was better to make a dramatic change to the colour to make it more vibrant at the one time rather than gradual colour increments.

Follow up being had with AusDBF as to clarify some of the changes to the testing for those trialling out for the Auroras team. Noted some paddlers would not be available at the scheduled time for selection trials so were seeking alternate arrangements.

15 PUBLICITY

Sports Star magazine is now being released bi-monthly instead of monthly issues.

16 CLUB ISSUES

Nil of note.

17 NEW BUSINESS

17.1 Clearance applications

- Eva Quinn – Water Warriors to SADA – ratify only
- Meegan Ballantyne – SADA to Water Warriors – ratify only

Action: Marie (#761)

17.2 Policy reviews:

41	Maintenance – amended and ratified.
05	Conditions of Entry to Races (Eligibility, Fixtures & Team Composition) – amended and ratified.
06	Procedure for the Formation and the Functions of the Racing Committee amended and ratified.
07	Participant Clearance Procedure amended and ratified.
08	Equity & Inclusive policy – ratified.
09	Role of the Dragon Boat Drummer – ratified.

Action: Marie (#762)

17.3 AGM - 17/8/16

Noted that Patrick Doogue and Rick French would not be renominating. Jennifer Le Ray would be standing down half way through her term and there remained a casual vacancy position for that of the former Secretary position for a 12-month period.

Given recent changes to the constitution elections would only be held for the vacant committee positions in general with the incoming Board members to elect amongst themselves into the various office bearer positions.

Nomination form to be sent out promptly to allow minimum 28 days' notice back from any new nominee.

Portfolio reports due by Friday 15 July 2016. **Action: All (#763)**

17.4 Sporting Governance Checklist feedback

Withdrawn.

17.5 DBSA Brochure & quote

On hold.

17.6 Team manual – draft

Discussion ensued on the need to give the draft version a major overhaul as much of the information was outdated, could be referred to Policies and did not really assist those new members who do not have 12+ members ready to join. It was important to encourage them.

Suggested that some research first be undertaken on the internet to obtain examples of similar documentation from the dragon boat fraternity. **Action: Pat (#764)**

17.7 Junior Registration Fee

Following receipt of an email from Adelaide Sea Dragons enquiring if the Junior registration fee would be waived as was done before the Nationals a discussion ensued with various viewpoints first put forward. In addition, an easier formula was sought to apply to their fee.

Motion to amend the Junior Participant Registration Fee to be 50% of the Full Metro Adult registration fee.

*Moved: Pat Doogue Seconded: Rick French Carried
Action: Marie (#765)*

18 ANY OTHER BUSINESS

- The draft 2016/17 season program was tabled for comment after being endorsed by the RC. Minor change to be made to include Goolwa festival event in November with details to be provided. **Action: Christine (#766)**
- The email from Robyn Little was tabled and noted appropriate advice to be sent back about her being able to transfer to DBSA if desired. **Action: Marie (#766)**

19 NEXT MEETING

The next Board meeting is scheduled for 8pm Wednesday 13 July 2016 at The Sailing Club.

20 CLOSE OF MEETING – 11:25pm.

Signed: _____
Chairperson

Date: ____/____/____