



MINUTES

Board Meeting

Wednesday 13 July 2016 at 8PM

At

The Sailing Club – 1 Jenkins Road Port Adelaide

1 **OPEN MEETING – 8:10PM**

2 **PRESENT:** John Holland, Christine Wood, Jennifer Bould, Rick French, Chris Kelley, Jennifer Bould and invited guests: Julie Lister and Sharon Knights

APOLOGIES: Pat Doogue

3 **MINUTES OF PREVIOUS MEETING 16 JUNE 2016 ACCEPTED AS A TRUE AND CORRECT RECORD.**

Moved: Christine Wood

Seconded: Rick French

Carried

4 **ACTION ITEMS/BUSINESS ARISING**

NO.	ACTION – NEW
748A	Ongoing. Arrange for OR&S to coordinate Board Review for October. <ul style="list-style-type: none">Board to attend OR&S workshop on 19th October at OR&S. Action: Board (#768)
749	Actioned. Send email out to Clubs asking them to support Season Launch event and attach list of attendees.
750	Actioned. Circulate Martin's DDU report.
751A	Ongoing. Noted that there is a query with the Balance sheet as the funds carried over from 2014/15 were approx. K\$50 and surplus YTD is K\$34 – Jennifer and Pat will address it and respond to the Board. <ul style="list-style-type: none">Noted if money was expended on assets then the Balance Sheet should reflect this and include them along with all assets.
751	Actioned. Aquatic Reserve task lists to be updated to reflect Council advice of exclusion zone for parking
752	Ongoing. Follow up with JLR for Juniors portfolio report for AGM and to check whether she wishes to remain as the Chair or just be involved with the Juniors. <ul style="list-style-type: none">Portfolio report received.Follow up whether JLR wishes to apply for the position and circulate advertisement for the Junior Coach position (to include KPIs).
753	Actioned. Assist Vicki's Pride with their membership (ie SmartSpace, website etc.).
754	Ongoing. Relocate 2 x Geelong boats to Murray Bridge. <ul style="list-style-type: none">Noted one is at Victor and one at Goolwa and will be relocated I the near future. Check the required boat type required by Naracoorte.
755	Actioned. Process clearances: <ul style="list-style-type: none">Merridy Jagger and Meredith Hedges – VDs to Coorong Dragons – ratified.Patrick Doogue – Subsonix to DBSA
756	Actioned. Set up SmartSpace to allow paddlers to be registered with DBSA.
756A	Ongoing. Update Clearance Policy #005 to reflect transferring to/from DBSA.
757	Actioned. Advise Damian OR&S of interest in Good Governance – Board evaluation program after October.

758	Ongoing. Repair TK11 canoe. <ul style="list-style-type: none"> Paul O'Sullivan has offered to take it home and repair it.
759	Actioned. Advise RC Delegates and update task list with details of new coffee supplier.
760	Ongoing. Send out advertisement for Coaches positions.
761	Actioned. Process clearances: <ul style="list-style-type: none"> Eva Quinn – Water Warriors to SADA Meegan Ballantyne – SADA to Water
762	Actioned. Update policies: #41, 05-09.
763	Ongoing. AGM Portfolio reports due by COB Friday 15 th July.
764	Ongoing. Undertake research first on the internet to obtain examples of similar documentation from the dragon boat fraternity to update the New Team Manual.
765	Actioned. Advise ASD/Clubs and update rego forms to reflect new 50% of Full Adult metro fee for Juniors from now on.
766	Ongoing. Provide details of November Goolwa festival for inclusion on race program. <ul style="list-style-type: none"> Noted an EOI email would be circulating seeking interested parties to work on this event which may be in the style of an 'amazing Race' type event. Visit to be planned with Goolwa Council and Coorong Dragons to discuss and plan the event for 29&30 October.
767	Actioned. Write back to Robyn Little about transfer options.
NO.	ONGOING
476	Ongoing. #11 – Produce form for Volunteers to sign off electronically acknowledging that they are aware of Policies #022 & #035.
622A	Ongoing. Purchase TK1 (x1) as a matter of priority. <ul style="list-style-type: none"> Noted need to be able to fit more 10s boats into the shed. AusDBF will ask Clubs to submit a bid for how many small boats they would like with the only cost being to ship them to the nationals for the next few years.
655	Ongoing. Circulate flowchart for pathways to international participation for sweeps, paddlers and volunteers to committee for comment. <ul style="list-style-type: none"> On hold until AusDBF's NAP Plan is finalised.
671	Ongoing. Follow up to be made with Blind Welfare association to discuss possibility of participation in the sport by their members. <ul style="list-style-type: none"> P&D Portfolio to take on this.
681	Ongoing. Coordinate sample pins for Volunteers' recognition. <ul style="list-style-type: none"> Chris Kelley will follow up whilst on holiday in Asia to source cheaper supply.
682	Ongoing. Extend one last invitation to next race day to Broadcaster EOI person. <ul style="list-style-type: none"> Nil response received so approach will be made to Paul Richards who did this for the DDU event and works at a local radio station. Agreed to offer up to \$200 per race day. As an aside suggested that PA system should be relocated closer to those Clubs near the carpark on a race day.
687	Withdrawn. Review Sporting Governance Checklist feedback.
699	Ongoing. Arrange to print x200 DBSA promotional brochures. <ul style="list-style-type: none"> To be relocated to the Boatshed with Clubs advised to take only 20 in the interim until revised brochure is produced once new Club details are formalised.
721	Actioned. Arrange Season Launch on Saturday 25 th June. <ul style="list-style-type: none"> Function was held with just over 90 in attendance and some Clubs not represented. Aim next year will to hold at a more central location (Suggested the Kent Town Hotel) to hopefully increase attendance.
726	Actioned. Follow up with Cory his interest in the role of updating website / coordinator. <ul style="list-style-type: none"> Noted he is willing to assist in this role.
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"> Noted Ashley Tippins has agreed to compile this report.
731	Ongoing. Revisit introducing state awards for athletes/officials/volunteers once examples of interstate awards are received. <ul style="list-style-type: none"> The sample awards program held in NSW was circulated prior to the meeting and agreed to follow up for the details of how they judge the various categories against the measurements in place. At the recent AusDBF meeting there was universal support of state awards being put to a national award annually. Categories of: coach, athlete, official, governance and Club of the year being considered. Criteria to be developed by them.
733	Ongoing. Follow up with Jo Benson when we can submit funding grant to Council for Dragonmites clothing etc. <ul style="list-style-type: none"> Email sent to today only seeking response.
734	Actioned. Follow up with Ashley Tippins to produce Event of the Year submission and how she wants to move forward with it. Delete – included in item 728

736	Ongoing. Produce an Event Reimbursement Policy (#45) and claim form. <ul style="list-style-type: none"> Marie to circulate.
737	Ongoing. Send details out re new 2-day level 1 Coaching Course planned now for August/Sept when known. <ul style="list-style-type: none"> Once AusDBF (Maggie) has provided details of the new Level 1 course this will be scheduled and delivered by John Holland who has been reappointed to present this course JH will be completing the Level 2 course.
738	Ongoing. Schedule First Aid course once new dates for Coaching course are set. <ul style="list-style-type: none"> Dates tentatively put forward for: 28th Aug, 3&4 Sep so awaiting response.
739	Ongoing. Arrange to schedule to mentor local Officials to Level 3 DBSA Official and to establish a qualified trainer in SA.
740	Actioned. Attend OR&S 360Degree Review results presentation at Grange Golf Club on 22 June. <ul style="list-style-type: none"> DBSA once again won the prize for the most responses and collected \$550. Results were tabled and discussed and will be circulated. There was a noticeable improvement in response from last year's results. Aim now will be to produce a Review Plan. Action: John (#769)
742	Actioned. 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. <ul style="list-style-type: none"> DBSA has changed insurance broker from Marsh to that provided by AusDBF to obtain an overall reduced price and better coverage. Boat road trailers previously insured under the marine hull policy will have to be included now in a vehicle policy - details of registration numbers to be provided to the insurers Action: John (#770)
747	Actioned. Invitation to be extended to Julie Lister and Sharon Knights to attend the next Board meetings for familiarisation.
748	Actioned. Promote Come N Try events – 16/7/16 - PAFC on the Torrens. <ul style="list-style-type: none"> Event was successful.

Agreed spreadsheet of Corporate events is to be updated and posted to the website.

Action: Chris (#771)

5 FINANCIAL REPORT – JUNE 2016

Motion to accept financial reports and pay accounts on Account 1

Moved: Chris Kelley

Seconded: Chris Wood

Carried

6 STRATEGIC PLAN REVIEW

The DBSA Strategic Plan will be aligned with the AusDBF Strategic Plan. **Action: John (#772)**

5. Volunteer Management

OBJECTIVE	ACTION(S)
5.1 Train Race Day Volunteers	Produce an instruction manual for our race day volunteers and provide mentors <ul style="list-style-type: none"> Being developed by Pat Doogue.
5.2 Sourcing Volunteers.	Internal from Clubs & Identify external sources (Sport SA /Volunteer SA) <ul style="list-style-type: none"> Noted difficult sourcing unless a major event.
5.3 Volunteer kit	Investigate the development and issuing of Volunteer Packs that would include; T shirt, cap, and water proof jacket. <ul style="list-style-type: none"> This has been done.
5.4 Volunteer Acknowledgement	Annual Volunteer acknowledgement function <ul style="list-style-type: none"> Annual function held and recognition pins being sourced overseas.
5.5 Volunteer/Officials training	Establish a Log Book for recording qualifications of all race day volunteers <ul style="list-style-type: none"> Log Book system is in place.

7 ORS 360Degree – Action Plan Review

As discussed earlier a new Plan will need to be produced based on the survey responses.

8 JUNIOR DEVELOPMENT REPORT

Dragonmites are currently training fortnightly. Noted would be nice to have a training plan in place with expectations outlined and a coach appointed for the new season.

9 AusDBF REPORT

John Holland attended the recent AusDBF national meeting in Canberra the previous Saturday. The revised Constitution was adopted at the meeting last weekend.

The revised Member Protection Policy was adopted with AusDBF requesting members to also adopt it. Noted that the appeal process within differs from the DBSA process which goes to the State Dispute Centre whereas in the AusDBF policy, they are the final arbitrator. Agreed is important to adopt AusDBF policies however the DBSA policy would remain in place and the AusDBF would take precedence. Members were encouraged to review it.

AusChamps 2017 – IDBF registration system will be used. Proposal is being discussed for a new fee structure of a price per boat rather than an individual registration fee to be charged. (An example of \$530 for a 20s boat and \$280 for a 10s boat was presented – this is an example only and price is subject to confirmation). After considering this it was felt that the individual could be financially better off under the new arrangement.

At this point of the meeting Julie Lister departed.

The Queensland proposal for 10s/20s team selections was also discussed.

10 SECRETARY'S REPORT

Correspondence inwards:

- Email received from Tailem Bend Rowing Club who are seeking to hold a Come N Try event on Sunday 4 September and at the same time christen their new rowing boat.
- Letter from Charles Sturt Council advising of changes to the Council's grant programs.
- Mildura had expressed interest in purchasing some dragon boats and will be offered two of SADA's boats at \$500 each – JH to follow up
- Grant acquittal to be submitted for next OR&S installment.
- A number of registrations were received from new and registered paddlers registering with DBSA along with respective clearance forms. These paddlers are all waiting to join a new Club which is yet to form and would like to paddle in the interim and be covered for insurance whilst doing so. This was discussed and agreed that the clearance process was satisfactory.
- Clearance applications from:
 - John Holland, Chris Wood, Marissa Altree, Julie Kouba and Sandy Wortmeyer – ratified.
Action: Marie (#773)

11 SAFETY

Noted mats were still not being used on all occasions.

12 EQUIPMENT

Nil discussion.

13 EVENTS

13.1 DDU event – update

Jennifer Bould advised that she wrote an article for the Tai Chi association on the event.

John Holland noted he would finish production on the event video on Thursday.

14 HIGH PERFORMANCE

Noted it would be ideal for a sub-committee to be formed to bounce ideas around and it would report to the Board with objectives set for it.

Noted advertisement for Coach positions for new season has been circulated.

15 PUBLICITY

Mention in the Advertiser of Dragon Boats on the Torrens for the Port Power Multi-Cultural round – Port Power also publicised that we were going to be there.

16 CLUB ISSUES

Nil of note.

17 NEW BUSINESS

17.1 Policy reviews:

#10 – Heat Policy – ratified

#46 – Safe Transport – ratified

Action: Marie (#774)

17.2 AGM 17/8/16

Noted nil nominations received to date. Rick French submitted his apology.

17.3 AGM Recommendation – 2017/18 fees

The rationale behind recommending at the AGM that the standard 5% registration fee increase not be imposed was that it was expected that as DBSA will be registered for GST we will be able to claim input credits back and be in a better financial position as a result.

The recommendation would also be for no fee to be charged for Club membership.

18 ANY OTHER BUSINESS

- Nil.

19 NEXT MEETING

The next Board meeting is scheduled for 8pm Thursday 11 August 2016 at The Sailing Club.

20 CLOSE OF MEETING – 11:20pm.

Signed: _____
Chairperson

Date: ____/____/____