



MINUTES

Board Meeting

Thursday 11 August 2016 at 8PM

At

The Sailing Club – 1 Jenkins Road Port Adelaide

1 **OPEN MEETING** – 8:05PM

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

APOLOGIES: Rick French and Jennifer Le Ray

3 **MINUTES OF PREVIOUS MEETING 13 JULY 2016 ACCEPTED AS A TRUE AND CORRECT RECORD.**

Moved: Pat Doogue

Seconded: Chris Wood

Carried

4 **ACTION ITEMS/BUSINESS ARISING**

NO.	ACTION – NEW
768	Ongoing. Attend OR&S workshop on Wed 19 th Oct to go through Board Review.
769	Actioned. Circulate OR&S survey report and produce a Review plan. <ul style="list-style-type: none"> As part of new agreement is a requirement to meet with Damian (OR&S) to develop a plan together.
770	Actioned. Boat road trailers will not be covered under new DBSA Marine Hull policy and they need to go under a Vehicle policy and include the registration details of those owned by the Clubs.
771	Ongoing. Spreadsheet of Corporate events is to be updated and posted to the website.
772	Actioned. Realign the Strategic Plan with AusDBF's.
773	Actioned. Process clearance applications: <ul style="list-style-type: none"> John Holland, Chris Wood, Marissa Atree, Julie Kouba and Sandy Wortmeyer
774	Actioned. upload policies: <ul style="list-style-type: none"> #10 – Heat Policy – ratified #46 – Safe Transport – ratified
NO.	ACTION
476	Ongoing. #11 – Produce form for Volunteers to sign off electronically acknowledging that they are aware of Policies #022 & #035.
622A	Ongoing. PurchaseTK1s (x1). <ul style="list-style-type: none"> Noted none appear to be available anywhere with a number of contacts assisting. Noted DBSA trailer needs to be relocated from the Boatshed to the Sailing Club which would allow the TK1 and OC1 to be placed against the wall and the 2 x 10s boats to be placed in there also. AusDBF will provide DBSA with 2 x 10s boats. Trailer also needs some parts repainted as sand bags are being placed on top of the mud guards and are rusting. As an aside Chris Wood noted that Melbourne Flames have an online booking system for their TK1 and a strict policy which will be circulated before seeking if SmartSpace can be set up similarly. Action: CW (#775)
655	On hold for AusDBF. 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. <ul style="list-style-type: none"> Online search now being undertaken with agreement reached to come back with suitable design to the next meeting.
682	Actioned. Follow up with DDU race broadcaster (Paul Richards) to see if he is willing to broadcast the race season for up to \$200 per day. <ul style="list-style-type: none"> Pleasing news received that he is available from 9am-1pm however cannot do 25/9/16 and Wallaroo event. Agreed to offer increased fee of \$250 per event. Action: John (#776)
699	Actioned. Place the 200 x DBSA promotional brochures at the Boatshed and Clubs to be advised to take only 10-20 in the interim.
728	Actioned. 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"> The submission was tabled.
731	Ongoing. Follow up with NSW for copy of their guidelines they use to judge their various awards. <ul style="list-style-type: none"> Noted would be important to know what categories AusDBF was looking to introduce.- perhaps the question could be asked at the next pathways meeting. (C.W. & C.K.) Action: CW/CK (#777)
733	Ongoing. Follow up when Jo Benson when we can submit funding grant to Council for Dragonmites clothing etc.
734	Actioned. Follow up with Ashley Tippins on status of the submission she is compiling for Event of the Year. – refer #728
736	Actioned. Circulate Event Reimbursement Policy (#45) and claim form.
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"> Noted John has been appointed to run the course here however AusDBF want him to do the 6-day Level 2 course in Melbourne and agreement was given to fund this. A fee of \$500 will have to be paid to AusDBF for the Level 1 course plus \$125 (plus GST) per participant so approx. \$300 will be charged by DBSA.
738	Ongoing. Schedule First Aid course once new dates for Coaching course are set (tentative dates of: 28th Aug, 3&4 Sep) <ul style="list-style-type: none"> Saturday 10 September is preferred over the 3 September date proposed. Email to be sent out when date set advising of subsidy of 50%. Minimum of 10 required.
739	Ongoing. Arrange to schedule to mentor local Officials to Level 3 DBSA Official and to establish a qualified trainer in SA. <ul style="list-style-type: none"> Scheduled for Sunday 18 September. Noted this was the same date that the Taillem Bend Rowing Association wanted DBSA to coordinate a Come N Try event. Would require vehicle to be hired to tow for the one day. Suggested contact them first to see if they would like a Torrens boat left there. Action: Christine (#778)
748A	Duplicated. Arrange for OR&S to coordinate Board Review for Oct - refer item 768 - 19 th October.
751A	Actioned. Query with the Balance sheet carry over funds was noted as being due to funds being allocated to asset purchases however Balance sheet does not include Assets. To be amended to reflect this and include all assets (ie boats).
752	Ongoing. Follow up whether JLR wishes to apply for the Junior Manager's position and circulate advertisement for the Junior Coach position separately (to include KPIs).
754	Follow up with Naracoorte on the boat type that they want. Boats for Murray Bridge can be relocated from Victor and Goolwa. Heather coming down on the 18 th so will chat with her then.
756A	Actioned. Update Clearance policy to reflect steps to transfer to DBSA.
758	Ongoing. Follow up with Paul Sullivan on repair of TK1 canoe.
760	Ongoing. Send out ad for Coaches positions
763	Ongoing. AGM Portfolio reports due by COB Friday 15th 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.
766	Ongoing. Meet with Goolwa Council and Coorong Dragons to plan Amazing Race type event for their 29&30 October weekend event. <ul style="list-style-type: none"> Follow up to be had with Tanya upon her return from overseas.

The 2015/16 Auditor’s report was duly signed.

As part of the audit the Asset Schedule will be upgraded to remove those items which are of low value and incorporated on a separate spreadsheet. **Action: (#779)**

Follow up to be had with Martin Hastings (AusDBF) issue of GST on a specific invoice.
Action: Jennifer (#780)

List of outstanding debtors for state tops to be provided to Jennifer Bould for invoicing.
Action: Christine (#781)

6 STRATEGIC PLAN REVIEW

The DBSA Strategic Plan will be aligned with the AusDBF Strategic Plan.

1. ADMINISTRATION

OBJECTIVE	ACTION(S)
1.1 Employ an Executive Officer and/or Office Staff	Job and person specifications developed. Job responsibilities developed Start with Part-time. <ul style="list-style-type: none"> ▪ Noted the J&P specification was being worked on with aim to be part of a 3-year plan.
1.2 Review Governance	Conduct Annual Governance Review <ul style="list-style-type: none"> ▪ Scheduled for October.
1.3 Review and further develop and maintain Committee structure	Development Committee Maintenance Committee Racing Committee Website Committee Sweeps Committee High Performance Committee Additional Committees as identified <ul style="list-style-type: none"> ▪ RC is working well. ▪ Portfolios to be assigned after next Board meeting. Action: All (#782)
1.4 Review Administration outsourcing	Investigate options and the relevance of current practice <ul style="list-style-type: none"> ▪ Admin Focus secretarial services to be maintained currently. ▪ Sport SA contract to be negotiated next time for a slight reduction given that they no longer produce the newsletter
1.5 Data Base	Investigate, implement and maintain a database which provides the Association with the functionality to administer and develop the sport in South Australia <ul style="list-style-type: none"> ▪ Noted NSW & Victoria are using a new online program called Revolutionise which provides additional services such as online payments, incident reports and will link into IDBF system. ▪ Marie to look in to this and report back on program. Any change to be made before next season. Action: Marie (#783)
1.6 Promote the cultural values and traditions of Dragon Boat racing	Allocate a Cultural Portfolio to a Member. Foster the Cultural Traditions of our sport <ul style="list-style-type: none"> ▪ Noted MA Holt is happy to manage this Portfolio. ▪ Agreed to advise her that the Opening ceremony can be relocated to West Lakes to allow local dignitaries to be invited. Action: John (#784)

8 JUNIOR DEVELOPMENT REPORT

Noted John Holland continues to assist with the training of the Dragonmites team when Jennifer Le Ray is unavailable and he commented that training was going well and would help out until a new coach was appointed.

Suggested the website be upgraded to include a page for Juniors which would include photos, training program etc. **Action: Christine (#785)**

The advertisement for the Coaches position is now to include the Junior coach with follow up to be had with Jennifer Le Ray if she is interested in the position of Team Manager. Suggested offer could be given to cover the cost for any potential Coach to do the Level 1 Coaching course.

9 AusDBF REPORT

AusDBF has been asked to clarify the mixed crew compositions as the IDBF rules have been changed and what will AusDBF adopt - will they remain with their current ruling or adopt the IDBF rules. We need to make a decision on which rulings we adopt and we also need to allow SA teams sufficient time to train with any new compositions

10 SECRETARY'S REPORT

Correspondence inwards:

- Noted Council request to relocate the DDU painted dragon boat to the Bower Cottages rather quickly. Discussion ensued on need at the same time to relocate various boats and turn some over, and clean some with this all to be coordinated by Chris Kelley. **Action: Chris (#786)**
- Grant notification for \$17,500 with some changed conditions noted (ie develop stakeholder feedback survey plan, maintain record of Play by the Rules training). **Action: Marie (#787)**
- Approval given for registration fee to be refunded to ASA paddler (Dianne Bosisto). **Action: Marie (#788)**

11 SAFETY

Pat Doogue advised that he would be happy to continue to oversee the defibrillator.

12 EQUIPMENT

Nil discussion.

13 EVENTS

13.1 DDU event – update

Noted application for Event of the Year being submitted.

14 HIGH PERFORMANCE

Nil discussion.

15 PUBLICITY

Noted John Holland did a promotional interview recently with Channel 44 which was circulated via YouTube. They were keen to attend an event and would be invited to the Opening Ceremony and offered further coverage. **Action: John (#789)**

16 CLUB ISSUES

Nil of note.

17 NEW BUSINESS

17.1 Clearance applications

- Ratify – Maxine Timbs – SADA to Victor Dragons – yes
- Ratify – Leonie Mouthan – Subsonix to Water Warriors - yes

Action: Marie (#790)

17.2 Policy reviews:

The following policies were ratified:

- #010 – Heat Policy
- #046 – Safe Transport
- #016 – Breast Cancer Challenge races
- #007 – Participant Clearance Procedure

Action: Marie (#791)

17.3 AGM 17/8/16

Nil discussion.

17.4 Presidents' Forum – 17/8/16 – planning

Nil discussion.

17.5 Black Dragons BBQ

Noted Black Dragons would no longer provide the BBQ on race days.

Agreed to trial Off Tapas catering on the River Torrens for the first two events to provide food and soft drinks - Cafe2U can do coffee there. If Off Tapas Catering works well offer will be extended to provide food/drinks/coffee at West Lakes events. **Action: John (#792)**

Application to be submitted to Council for Torrens racing. **Action: Christine (#793)**

18 ANY OTHER BUSINESS

- Noted P&D committee currently comprises: Christine Wood, Raelene Fuller, Mary-Alice Swan and Carol Hammond.
- The sample race tops designs for Adelaide Phoenix were approved. Noted Clubs should submit these as a matter of courtesy.
- Pat Doogue stated he would like it minuted that he was very pleased with his time on the Board, thanked John Holland for the mentoring provided and would be happy to continue to help out into the future.
- Survey Monkey exit interview to be sent to Rick French, Pat Doogue and Jennifer Le Ray. **Action: Marie (#794)**
- Discussion was held on Life Membership and developing some guidelines to allow Clubs to feel comfortable in how to approach nominating a candidate. Agreed to set up some criteria and a list of those who may be eligible which would be updated annually prior to the AGM. Quote for Honour board to be obtained. **Action: Christine (#795)**

19 NEXT MEETING

The next Board meeting is scheduled for 8pm Thursday 15 September 2016 at The Sailing Club.

20 CLOSE OF MEETING – 11:20pm.

Signed: _____
Chairperson

Date: ____/____/____