



MINUTES

Board Meeting

Thursday 15 September 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, Chris Kelley, Mick Cahill, Carol Hammond, Sharon Knights. Invited guest: Damian Leonard (ORS)

APOLOGIES: Nil

3 **OR&S UPDATE**

Damian Leonard attended the meeting to provide an update on the status of the 360Degree Review survey results and OR&S activities as follows:

- Active Club grants at the lower level are open with the Facilities grant to be available from January. Clubs encouraged to keep applying if not successful in a particular cycle.
- Kylie Taylor has been appointed as the new General Manger to replace Paul Anderson who resigned. Strategic plan for 2016-2020 will be released at year end with stakeholder feedback welcomed.
- The brochure outlining OR&S resources and programmes was tabled with copies available upon request.
- New funding agreement for DBSA for \$17,500 for 2016/17 is in place. Brief discussion held on the various reporting requirements for this and their status.
- The summary report from the survey was discussed with the actual survey results presented separately. Main report to be uploaded to the website. **Action: Marie (#796)**
- DBSA to now prioritise the main issues of note from the survey feedback and produce an action plan which will be reviewed by OR&S. **Action: John (#797)**
- Mick has suggested that we need to better understand social media and he has a contact who could be of assistance. DBSA needs to come up with a strategy to best manage IT. At this point of the meeting Damian Leonard departed.

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

Moved: Chris Kelley

Seconded: Chris Wood

Carried

5 **DIRECTORS' CODE OF CONDUCT**

Policy #019 was acknowledged by the incoming Board.

6 **ELECT OFFICE BEARERS/ALLOCATE PORTFOLIOS**

The following Office Bearer positions were ratified:

- President: John Holland
- Vice-President Female: Christine Wood
- Vice-President Male: Chris Kelley
- Secretary: Sharon Knights
- Treasurer: Jennifer Bould
- Board members: Mick Cahill, Carol Hammond

Noted that the Constitution allowed for the option to appoint two Board elected members at any stage.

The following Portfolios were allocated:

- Volunteers: Sharon Knights

- Funding & Admin: John Holland
- Website: Mick Cahill
- Development: Christine Wood
- Maintenance: Mick Cahill, Chris Kelley
- High Performance: Christine Wood
- AusDBF Athletes Pathway: Chris Kelley, Christine Wood

Action: Marie (#798)

Noted that the website portfolio would encompass social media and that the emphasis should be on the social media referring traffic back to the website as the main portal for DBSA information. Much work needed to be done on this.

The allocation of Board members to various Clubs as the main point of contact for raising any issues to/from the Board would be held at the next meeting.

OR&S are trialling a workshop for Club Treasurers on Wednesday 21 September from 6-8pm with a couple of vacancies remaining. If successful it will be rolled out to all sports.

7 ACTION ITEMS/BUSINESS ARISING

NO.	ACTION – NEW
775	Ongoing. Circulate Melbourne Flames' booking system/policy for TK1s.
776	Actioned. Follow up with DDU race broadcaster (Paul Richards) if he will accept \$250 per event.
777	Ongoing. At next AusDBF Pathways meeting ask the question what is happening with their Judging awards.
778	Actioned. Contact Tailem Bend Rowing Association to see if they want a Torrens boat left there during Come N Try on 18z/9/16 event. <ul style="list-style-type: none"> ▪ Noted a dragon boat was taken to Tailem Bend yesterday for the forthcoming event. ▪ Life jackets and paddles to be taken. Action: Christine (#799)
779	Ongoing. Review Asset Schedule to remove low value ticket items onto a separate spreadsheet.
780	Ongoing. Follow up Jo Grant (AusDBF) for specific invoice with GST to be included for Martin (AusDBF) and payment.
781	Ongoing. Send list of those that need to be invoiced for State tops to JB. <ul style="list-style-type: none"> ▪ Email to be sent out to those participants that have outstanding fees to remind them that they must be paid forthwith. Action: Marie (#800)
782	Actioned. Allocate new Board portfolios after AGM.
783	Ongoing. Review Revolutionise online database and advise.
784	Actioned. Advise MA Holt that opening ceremony can be held at West Lakes.
785	Ongoing. Update website to include page for Juniors.
786	Ongoing. Arrange to relocate DDU boat from Woodville to Bower cottages and other relocations/ turning over. <ul style="list-style-type: none"> ▪ Scheduled for Saturday 17 September 2016 to start with.
787	Actioned. Ensure Play by the Rules link is on website.
788	Actioned. Advise ASA of refund for Dianne Bosisto's registration fee.
789	Actioned. Invite Ch 44 to Opening Ceremony.
790	Actioned. Process Clearance applications: <ul style="list-style-type: none"> ▪ Maxine Timbs – SADA to Victor Dragons – yes ▪ Leonie Mouthaan – Subsonix to Water Warriors – yes
791	Actioned. Upload policies to website: <ul style="list-style-type: none"> ▪ #010 – Heat Policy ▪ #046 – Safe Transport ▪ #016 – Breast Cancer Challenge races ▪ #007 – Participant Clearance Procedure
792	Ongoing. Advise Off Tapas Catering can sell food/drinks only on Torrens on trial and if works out can do food/drinks/coffee at West Lakes. Cafe2U to be offered coffee only on the Torrens. <ul style="list-style-type: none"> ▪ To be reviewed next meeting.
793	Actioned. Submit application to Adelaide City Council for Torrens racing.
794	Actioned. Send SurveyMonkey exit interview to Rick, Pat and Jen.

	<ul style="list-style-type: none"> ▪ Agreed that Chris Kelley and Sharon Knights would work through Pat's responses with him next weekend and then Chris Kelley and John would sit down with Rick accordingly. ▪ Noted Jennifer Le Ray has advised that she will do the survey shortly. <p>Action: Marie (#801)</p>
795	Ongoing. Develop some criteria for guidelines for Life Membership and obtain a quote for a Life Membership Honour Board.
NO.	ACTION
476	Ongoing. #11 – Produce form for Volunteers to sign off electronically acknowledging that they are aware of Policies #022 & #035. <ul style="list-style-type: none"> ▪ Familiarise yourself with the Volunteer portfolio and requirements/activities available for volunteers and the pathway to volunteer at World events. Then send an introductory email to Clubs and inform them of this option, seek their feedback etc. Action: Sharon
622A	Actioned. Purchase TK1s (x1).
655	On hold. 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 (BWA) to discuss possibility of participation in the sport by their members. <ul style="list-style-type: none"> ▪ Noted JH met with Abbey from the BWA and would forward her contact details on to P&D to follow up. Action: John/P&D
681	Ongoing. Follow up online design sample for pins for Volunteers recognition. <ul style="list-style-type: none"> ▪ An update on the status of the sample pins was given and noted that to get some samples made would cost in the order of \$1100+ so no further action was taken until consultation with the Board could occur. ▪ Contact details for overseas supplier (China) to be provided to Chris to follow up for a quote and noted they could be supplied with the DBSA medal order. ▪ Logo in other formats to be provided.
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).
731	Ongoing. Follow up with NSW for copy of their guidelines they use to judge their various awards as needs to be finalised by November for promotion early in the new year.
733	Actioned. Follow up with Jo Benson when we can submit funding grant to Council for Dragonmites clothing etc. <ul style="list-style-type: none"> ▪ Noted unusual that grant was rejected on the grounds that Jo did not leave in the Council area which was not correct.
737	Send details out re new 2-day Level 1 Coaching Course planned now for August/Sept when known. <ul style="list-style-type: none"> ▪ AusDBF provided the documentation for this course to be delivered last week and it was promoted at the last RC meeting with Clubs to get back to John with potential numbers. Tentative date of 22&23 put forward at that time however changed now to 29&30 October. Consecutive days on a weekend would allow for regional attendance more readily.
738	Ongoing. Schedule First Aid course for Sat 8/10/16 and advise of 50% subsidy. Minimum of 10. <ul style="list-style-type: none"> ▪ Reminder to be sent again advising that anyone undertaking the Coaches course would need to have a current first aid certificate. ▪ Follow up other provider (\$60 each) once details provided by John to find out how they operate for future courses if needed.
739	Ongoing. Arrange to mentor local Officials to Level 3 DBSA Official and to establish a qualified trainer in SA 18/9/16. <ul style="list-style-type: none"> ▪ Agreed that Sharon would follow this up with Pat as to the status.

752	<p>Actioned. Follow up whether JLR wishes to apply for the position and circulate advertisement for the Junior Coach position separately (to include KPIs).</p> <ul style="list-style-type: none"> The various Coaching positions were advertised to Clubs and some applications received which were discussed. At this point of the meeting John Holland left the room whilst the Junior State Coach position was discussed. <p>MOVED: C. KELLEY and SECONDED: S. KNIGHTS THAT John Holland be elected as the Junior State Coach. CARRIED.</p> <p>John Holland was then invited back and advised of his appointment with the remaining positions discussed.</p> <p>MOVED: J. BOULD and SECONDED: C. WOOD</p> <ul style="list-style-type: none"> THAT Julie Lister and Julie Hyland be appointed as the Senior B&C coaches. THAT Tony Morbidelli be appointed Coach for the Senior A and Premiers team and would be assisted by Tracey Young. <p>CARRIED.</p> <p>The Board consensus was that:</p> <ul style="list-style-type: none"> <i>there was commitment to follow the AusDBF model that the Auroras team is promoting whereby paddlers compete in their own age bracket unless in an Open Age team.</i> <i>All categories would be supported with Coaches not to make any announcements of crew selection until consultation has occurred with the high performance committee.</i> <p>Noted no applications received for the Regional coach position.</p>
754	Actioned. Follow up with Naracoorte on the boat type that they want. Boats for Murray Bridge can be relocated from Victor and Goolwa.
758	Ongoing. Follow up with Paul Sullivan for repair of TK1 canoe.
760	Actioned. Send out ad for Coaches positions.
763	Actioned. AGM Portfolio reports due by COB Friday 15th July.
764	Ongoing. Reminder to be sent to Pat Doogue to follow up on updating the New Team Manual.
766	On hold. 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"> Event is on hold for 6-12 months.
768	Ongoing. Attend OR&S workshop on Wed 19th Oct to go through Board Review.
769	Actioned. Meet with Damian (OR&S) to develop a plan together.
771	Ongoing. Spreadsheet of Corporate events is to be updated and posted to the website. <ul style="list-style-type: none"> Noted new website page has been set up for this.

8 FINANCIAL REPORT – AUGUST 2016

Motion to accept financial reports and pay accounts on Account 1
Moved: Jennifer Bould Seconded: Chris Kelley Carried

MOVED: C. WOOD and SECONDED: C. HAMMOND
THAT the cheque signatories for DBSA bank accounts (with Bank SA) be Sharon Knights, Jennifer Bould and John Holland. CARRIED.

Action: Jennifer (#802)

9 STRATEGIC PLAN REVIEW

2. PROMOTION & MARKETING

OBJECTIVE	ACTION(S)
2.1 Continually update our 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"> Discussed earlier.
2.2 Regular Press and radio coverage with particular focus on online media	Send items of interest about race days to local media both Print & Broadcast. <ul style="list-style-type: none"> Noted this was occurring but little interest in return.

2.3 Television exposure	Promote Corporate Challenge and other events of interest through the "Sports Show" on channel 44. <ul style="list-style-type: none"> This has occurred with John Holland being interviewed and the footage available on YouTube. Follow up contact to be had as part of the invitation to Channel 44 to attend the eye dotting ceremony.
2.4 Promote Schools and Junior Events	Actively seek opportunities to engage school groups. Promote the establishment and development of the "Dragonmites" <ul style="list-style-type: none"> Totally Wild have again expressed interest in another show to be filmed during the week so Mount Carmel school to be followed up to possibly arrange at the same time. Action: Christine (#803)
2.5 Cinema Advertising	Develop a cinema advertisement promoting the sport and website <ul style="list-style-type: none"> On hold until DDU footage is available so a snippet can be used for the ad.
2.6 Banners and Billboards	Identify sites and opportunities to promote the sport utilising banners or billboards <ul style="list-style-type: none"> Agreed to have some more promotional banners/flags made up. Action: John (#804)
2.7 Alternate Race Venues	Plan a minimum of 1 race meeting per season in a different venue to showcase our sport <ul style="list-style-type: none"> Events being held in Port Vincent and Wallaroo with Murray Bridge keen.
2.8 Promote corporate paddle opportunities	Promote to businesses to expand the number of services. <ul style="list-style-type: none"> Being done.

10 JUNIOR DEVELOPMENT REPORT

The Dragonmite team is keen to continue to train with discussion to be held with the parents about level of interest in participating at the Nationals in Albury Wodonga. A bus could be hired to transport them.

They have been asked to help promote the team during the upcoming school holiday program.

11 AusDBF REPORT

Little activity due to majority of the Board being away. The feedback received from Clubs re the proposed AusDBF change to pricing for Nationals is to be forwarded to Ange. **Action: Christine (#805)**

12 SECRETARY'S REPORT

Correspondence inwards:

- Correspondence received from Coorong Dragons (Annie Beach) re a member protection issue with another member and as far as he is concerned the issue is finished.
- DBSA is a finalist in the Sport SA sport of the year and also volunteer of the year. A breakfast is scheduled for Friday 14/10/16 at Rydges South Terrace at 7:30am when the finalists will be announced. The awards dinner will be held on Thursday 17/11/16 at Adelaide Oval with a table to be booked for DBSA Board members and partners however only 10 places would be available in total. **Action: All (#806)**

13 SAFETY

Nil issues of note.

14 EQUIPMENT

The Finish line equipment will be tested with Phil by Wendy prior to the next race day.

Discussion held on requirement to test the pulley system with an assessment on its status to be made this Saturday. **Action: Chris/Mick (#807)**

15 EVENTS

Nil.

16 HIGH PERFORMANCE

Discussed earlier.

17 PUBLICITY

Noted some recent health issues with the staff of Sports Star magazine along with some sports not being in a position to provide regular updates has led to a reduction in the number of editions being published. There is some interest from some sports for quarterly issues in future rather than bi-monthly.

A focus will be placed on setting up a radio station in 2017 which would operate 12 hours a day whereby sports could pay \$38 for one hour to promote their activities.

18 CLUB ISSUES

Nil.

19 NEW BUSINESS

19.1 Clearance applications

- Ratify – Nick Smith – Black Dragons to Powerblades
- Ratify – Peter Alchin – Subsonix to DBSA
- Ratify – Paul O’Sullivan – Subsonix to DBSA
- Ratify – Heather Ford – ASD to Waiwilita
- Ratify – Robert Brown – Adelaide Sea Dragons to Adelaide Phoenix

- Discuss – BDs x 6 to Bladerunners

A lengthy discussion was held on the ramifications of these clearance applications as it went against the DBSA clearance policy to have more than three participants leave from one Club to join another. Agreed to arrange a meeting asap with representatives from both Clubs to ascertain what Bladerunners intentions are and if Black Dragons/DBSA has any issues with them.

Action: John & Chris (#808)

Noted the clearance policy has some previous content missing whereby DBSA was authorised to allow clearances under special exemption. Copy of previous wording to be provided to Marie.

Action: Christine (#809)

19.2 Policy reviews:

The following policies were reviewed and ratified:

- #18 – State Team Selection Process policy
- #27 – Race Day Organisation & Draws

Action: Marie (#810)

19.3 Email from Water Warriors re refund for exceptional circumstances

The email request for a refund of her participant registration fee to be paid to Teresa Arthur under exceptional circumstances was received and considered. Agreed to reimburse 75% of the early-bird fee paid to the Club and it was up to them if they chose to pass it on.

Action: Jennifer (#811)

20 ANY OTHER BUSINESS

Noted the race day on the Torrens (26th Sep) is the same day as the SANFL grand final which meant access to Memorial Drive from Montefiore hill would be limited however they have been advised that access to Pinky Flat would be needed. Model power boat association is also holding an event on the weir end of the river with Clubs to be advised to pull up before the bridge and reverse back in.

Action: Christine (#812)

21 NEXT MEETING

The next Board meeting is scheduled for 8pm Wednesday 12 October 2016 at The Sailing Club.

22 CLOSE OF MEETING – 12:05am.

Signed: _____
Chairperson

Date: ____/____/____