



# MINUTES

## Board Meeting

Wednesday 12 October 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 and Carol Hammond  
  
**APOLOGIES:** Sharon Knights
- 4 **MINUTES OF PREVIOUS MEETING 15 AUGUST 2016 ACCEPTED AS A TRUE AND CORRECT RECORD.**  
**Moved:** Chris Kelley                      **Seconded:** Carol Hammond    **Carried**
- 5 **ACTION ITEMS/BUSINESS ARISING**

NO	ACTION
796	Actioned. Upload SurveyMonkey 360Degree survey report to website.
797	Ongoing. Produce Strategic Plan from OR&S 360Degree survey report extrapolating a number of core issues to follow up.
798	Actioned. Update website with new Board position/portfolio holders.
799	Actioned. Take paddles and life jackets to Taillem Bend Come N Try.
800	Actioned. Send email to those paddlers who have outstanding fees reminding them to pay pronto.
801	Ongoing. Sit down with Pat and work through his Board exit responses (CK/SN) and then with Rick (CK/JH).
802	Ongoing. Arrange for new cheque signatories with Bank SA to be Sharon, John and Jennifer.
803	Ongoing. Follow up with Mount Carmel School if available for a paddle during the week to coincide with Totally Wild filming another session and let John know date.
804	Ongoing. Arrange for some more promotional banners/flags to be made "dragonboat racing today" on the banner.
805	Ongoing. Forward feedback to AusDBF's proposal to change the team entry pricing for the nationals.
806	Actioned. Advise John if attending Sport SA awards breakfast/dinner on Fri 14 <sup>th</sup> October / Thursday 17 <sup>th</sup> November.
807	Ongoing. Check status of pulley system at the Boatshed. <ul style="list-style-type: none"> <li>▪ Waiting for another strap.</li> <li>▪ Follow up with Rachel Warnes (ASD) to see if any opportunity for the school system to make up a TK1s mobile boat rack otherwise go to a business to get made.</li> </ul> <b>Action: Chris/Mick (#813)</b>
808	Actioned. Arrange a meeting ASAP with Bladerunners and BDs reps to discuss issues/status of 6 x clearance applications.
809	Actioned. Provide previous wording for Clearance policy to include advice that DBSA can approve under special circumstances.
810	Actioned. Upload policies: <ul style="list-style-type: none"> <li>▪ #18 – State Team Selection Process policy</li> <li>▪ #27 – Race Day Organisation &amp; Draws</li> </ul>

811	Actioned. Reimburse WWs 75% of the race fee paid by Teresa Arthur due to special circumstances.
812	Actioned. Advise Clubs that: <ul style="list-style-type: none"> <li>▪ Access to Pinky Flat next race day (26<sup>th</sup> Sep) will be limited due to SANFL Grand Final being held</li> <li>▪ Power Boat association will be holding an event also at the west side of the bridge so teams would not to pull up before the bridge and reverse back in.</li> <li>▪ Noted there were some issues on the race day which were discussed at the RC meeting with regard to lane changes on the day, Rescue Boat being too close and some Clubs not having to back in as originally advised</li> </ul>
<b>ACTION ITEMS – ONGOING</b>	
476	<ul style="list-style-type: none"> <li>▪ #11 – Produce form for Volunteers to sign off electronically acknowledging that they are aware of Policies #022 &amp; #035.</li> <li>▪ Familiarise yourself with the Volunteer portfolio first 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.</li> </ul>
655	Ongoing. Circulate flowchart for pathways to international participation for sweeps, paddlers and volunteers to committee for comment.
671	Actioned. Send contact details of BWA contact (Abbey) to P&D to follow up.
681	Ongoing. Follow up quote for pins for Volunteers recognition from Chinese contact details provided from John.
702	Actioned. Review service provided by Off Tapas at next meeting. <ul style="list-style-type: none"> <li>▪ Some feedback received indicated only sliders were being provided however a call was made to the vendor and he advised that 100 sausages were also sold. Requested to provide bacon and egg rolls also and coffee.</li> <li>▪ Noted EOI received from a pizza vendor which would be declined as preference was to support above vendor initially.</li> </ul>
731	Ongoing. Follow up with NSW for copy of the guidelines they use to judge their various awards as needs to be finalised in November for promotion in 2017.
737	Actioned. Send details out re new 2-day Level 1 Coaching Course for 29&30 October. <ul style="list-style-type: none"> <li>▪ Have 7 or 8 registrations at the moment however no presentation received from AusDBF yet.</li> </ul>
738	<ul style="list-style-type: none"> <li>▪ Send reminder re First Aid course scheduled for Sat 8/10/16 and advise of 50% subsidy. Include reminder of need to have this qualification if undertaking Coaches course.</li> <li>▪ Follow up other provider (\$60 each) once details provided by John to find out how they operate for future courses if needed.</li> </ul>
739	Ongoing. Follow up with Pat re status of his mentoring local Officials to Level 3 DBSA Official and to establish a qualified trainer in Sao 18/9/16.
758	Follow up with Paul Sullivan on status of repair of TK1 canoe. <ul style="list-style-type: none"> <li>▪ Quote to be obtained for cost to place fibreglass resin on buoys and paint them.</li> </ul> <b>Action: CK (#814)</b>
764	Pat to undertake research first on the internet to obtain examples of similar documentation from the dragon boat fraternity to update the New Team Manual.
766	Meet with Goolwa Council and Coorong Dragons to plan Amazing Race type event for next year. <ul style="list-style-type: none"> <li>▪ Council has agreed to hold over funds until next year with the application to be resubmitted.</li> <li>▪ A Council bid is being put in for the Masters Regional games for Murray Bridge in 2018. Noted they are keen for another event.</li> </ul>
768	Attend OR&S workshop on Wed 19th Oct to go through Board Review. <ul style="list-style-type: none"> <li>▪ JH to check with Damian Jennings on commencement time. <b>Action: JH (#815)</b></li> </ul>
771	Spreadsheet of Corporate events is to be updated and posted to the website: <ul style="list-style-type: none"> <li>▪ Late Oct/Nov – Mount Carmel College</li> <li>▪ 29/10/16 – Juniors Come N Try</li> <li>▪ 06/11/16 – Corporate Challenge</li> <li>▪ 22/11/16 – MGA x 120</li> <li>▪ 25/11/16 – Unity Housing x 50</li> <li>▪ 26/11/16 – EFM x 120</li> </ul>
775	Ongoing. Circulate Melbourne Flames' booking system/policy for TK1s.
777	Merge with #655. At next AusDBF Pathways meeting ask the question what is happening with their Judging awards.
779	Review Asset Schedule to remove low value ticket items onto a separate spreadsheet.
780	Actioned. Follow up Jo Grant (AusDBF) for invoice with GST to be included for Martin (AusDBF) and subsequent payment.
781	Actioned. Send list of those that need to be invoiced for State tops to JB.
783	Ongoing. Review Revolutionise online database and advise.

785	Ongoing. Update content page for Juniors.
786	Ongoing. Arrange to relocate DDU boat from Woodville to Bower cottages. <ul style="list-style-type: none"> <li>▪ Follow up with Cheryle Gray for WWs to arrange if Council still keen for relocation.</li> <li>▪ Otherwise is option of relocating to a kindergarten in Maclaren Vale who are keen for an old boat.</li> </ul>
789	Actioned. Follow up invitation to Ch 44 to Opening Ceremony. <ul style="list-style-type: none"> <li>▪ Will be followed up time permitting as no response received to various contact to them.</li> </ul>
795	Ongoing. Produce and circulate criteria for guidelines for Life Membership and obtain a quote for a Life Membership Honour Board. <ul style="list-style-type: none"> <li>▪ John to circulate Squash SA example criteria.</li> </ul> <b>Action: JH (#816)</b>

## 8 FINANCIAL REPORT – SEPTEMBER 2016

Motion to accept financial reports and pay accounts on Account 1 Moved: Christine Wood                      Seconded: Chris Kelley                      Carried
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Noted credit applications have been completed with Officeworks and Geeks2U as they no longer accept cheque payments. Reminder given to Board members not to complete any guarantee forms for companies on behalf of DBSA

Follow up to be had with Maggie Guy (Ballarat) for payment of outstanding monies for cox mate purchase. **Action: CW (#817)**

## 9 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"> <li>▪ Happening.</li> </ul>
3.2 National AusDBF Dragonboat Sweep Program	Continue to conduct the Sweeps accreditation program. <ul style="list-style-type: none"> <li>▪ Held in september.</li> <li>▪ Sweeps' meeting to be scheduled to program course dates for remainder of season.</li> </ul> <b>Action: CK (#818)</b>
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"> <li>▪ Happening.</li> </ul>
3.4 National AusDBF Dragonboat Officials Course	Establish a qualified trainer in South Australia <ul style="list-style-type: none"> <li>▪ Follow up to be had with Pat Doogue if he is now qualified to deliver the AusDBF Level 1 Officials course and if so for a schedule of course dates to be provided.</li> </ul> <b>Action: Marie (#819)</b>
3.5 Senior First Aid Course	Arrange Senior First Aid Training Course – 2016 course ran on October 8th

## 10 JUNIOR DEVELOPMENT REPORT

Noted a meeting was held on Sunday with the training times and frequency set to weekly alternating on Saturday mornings at 10am or Sundays at 1pm. Team **Snap** will be used for registering for training etc.

Juniors are checking their eligibility for a sports voucher for \$50 membership fee discount.

Uncertainty over nationals' participation in 2017 due to some juniors being away or overseas. Aim will be to have them race occasionally through the season.

Come and Try scheduled for 1pm on Sunday 30 October with a sausage sizzle to be held.

Clarification given that the rules are not being changed however flexibility will be given to those paddlers under 12 who would be suitable to paddle to be able to register.

The Mount Carmel schools will hopefully lead to some more junior paddlers.

## 11 AusDBF REPORT

### 11.1 General

John Holland advised that he had nominated to be on the allocation system for the National Championships. He gave some background into the intent behind introducing the requirement for all courses to be accredited and his reasoning as to why this should be maintained. The Board endorsed this stance and noted unless there was a specific reason for a bidding process by one state to be considered than it should be on a rotational basis.

### 11.2 AGM

Motion that John Holland will attend the AusDBF AGM.
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Moved: Christine Wood
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Seconded: Jennifer Bould
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Carried
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## 12 SECRETARY'S REPORT

Correspondence inwards:

- Vicki's Pride – seeking transfer of membership fees from two injured paddlers to new paddlers. Agreed. **Action: Marie (#820)**
- Powerblades – request for refund of registration fee for injured paddler. Agreed 100% refund would be given. Each case in future would be assessed on its merits. **Action: Jennifer (#821)**
- Clearances – Carol and Trevor Hammond from KIDS. Approved in principle under exceptional circumstances whilst waiting for ACDC Dragon Fire to form. **Action: Marie (#822)**
- Blade Runners – request to participate in the Around the Island race (not for points). Approved subject to boat availability. **Action: Marie (#823)**

Noted need to readdress scheduling of the around the island race that perhaps it should be scheduled earlier in the paddling season when clubs are doing aerobic training.

- Blue Water Raiders – seeking to set up a regional team in SmartSpace to register combined teams. This was discussed in depth and agreed that DBSA's role is to promote the sport and club development/participation and the building of a regional team should not be at the detriment of the Clubs. 20s racing for the regional Team was preferred over 10s. The aim is for regional Clubs to support DBSA events.

A combined team registration could not be done via SmartSpace however there are Apps available to meet this need. To be discussed further at an informal meeting the following night.

**Action: Chris/Carol (#824)**

- Sports SA – breakfast awards scheduled for 17 November with nominations in for Event of the Year and Volunteer of the Year. DBSA Board members will be in attendance.
- Good Sports – congratulatory letter on attaining Level 2 accreditation with certificate received also. Details and logo to be posted to website. **Action: Marie (#825)**

## 13 SAFETY

Clubs reminded:

1. To be aware if there are not ten boats in the shed then they are to leave the trolleys on the beach.
2. Make sure mats are put away in the boats.

Superfluous mats to be removed and stored at The Sailing Club. **Action: Chris/Mick (#826)**

## 14 EQUIPMENT

Noted the outrigger for the TK1 has not yet arrived however there was a six week delivery time.

## 15 EVENTS

Noted 'Life Be in It' will start earlier in March 2017.

**16 HIGH PERFORMANCE**

First meeting held with the State coaches last week. The Auroras model would be followed with paddlers training/selected in their age bracket with the exception of Open age. Clarifying email to be sent.

Action: CW (#827)

**17 PUBLICITY**

Nil.

**18 CLUB ISSUES**

Nil.

**19 NEW BUSINESS**

**19.1 Clearance applications**

Following clearance applications approved outside of the meeting by email were ratified:

- Paul O’Sullivan – DBSA to Powerblades
- Steve Clinch, Scott Clinch, Bianca Kozic, Lisa Pearson, Brenda Penny, Robyn Elmslie – Black Dragons to Blade Runners
- Larry Tomes, Greg Penny – Black Dragons to DBSA

**19.2 Policy review:**

The following policy was ratified:

- #47 – Alcohol Management

Clubs to be advised that this policy is in place and now it has been enforced that DBSA can apply for Level 3 Good Sports accreditation.

Action: Marie (#828)

**19.3 Club allocation:**

Board members were assigned the following Clubs to be their point of contact with any issues to be raised with DBSA:

Sharon Knight:	Subsonix, Adelaide Phoenix
Chris Kelley:	Water Warriors, Adelaide Sea Dragons, Waiwilta
Mick Cahill:	Powerblades, Black Dragons, Copper Coast
Christine Wood:	SADA, DAPL
Carol Hammond:	KIDS, BWRs
Jennifer Bould:	ASA, Blade Runners
John Holland:	Vicki’s Pride, Victor Dragons, Coorong Dragons

Action: Marie (#829)

**20 ANY OTHER BUSINESS**

- The list of boat locations is to be posted to the website. Action: Marie (#830)
- Agreed to continue the MOU agreement with Sport SA.

**21 NEXT MEETING**

The next Board meeting is scheduled for 8pm Wednesday 9 November 2016 at The Sailing Club

**22 CLOSE OF MEETING – 11:25pm.**

Signed: \_\_\_\_\_  
Chairperson

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_