



# MINUTES

## Board Meeting

Wednesday 9 November 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 12 OCTOBER 2016 ACCEPTED AS A TRUE AND CORRECT RECORD.**  
**Moved:** Carol Hammond                      **Seconded:** Mick Cahill                      **Carried**
- 5 **ACTION ITEMS/BUSINESS ARISING**

NO	ACTION
813	Ongoing. Follow up with Rachel Warnes (ASD) to see if is any opportunity for the school system to make up a TK1s mobile boat rack otherwise go to a business to get made. ▪ Quote being sourced from local business instead by John.
814	Ongoing. Quote to be obtained for cost to place fibreglass resin on buoys and paint them.
815	Actioned. Check with Damian Jennings for start time for OR&S workshop on 19 <sup>th</sup> October.
816	Ongoing. Circulate Squash SA's Life Membership criteria as an example.
817	Ongoing. Follow up Maggie Guy (Ballarat) for payment of outstanding monies for cox mate purchase.
818	Ongoing. Coordinate Sweeps' committee meeting and set course dates. ▪ Meeting to be arranged ASAP to elect Chair and set training dates. Noted Dave Gillies (DAPL) would attend training so that he can learn to become an assessor. ▪ The vision taken by the drone during the last event could be shown during training sessions to highlight some start line issues by sweeps.
819	Ongoing. Follow up with Pat Doogue if he is now qualified to deliver the AusDBF Level 1 Officials course and if so for a schedule of proposed course dates to be provided.
820	Actioned. Advise Vicki's Pride that approval has been given to transfer membership fees over from injured paddlers as requested.
821	Actioned. Give 100% refund to Powerblades for injured paddler.
822	Actioned. Process approval for Carol & Trevor Hammond from KIDS to DBSA.
823	Actioned. Advise Blade Runners of approval to compete in the Around the Island race (not for points) subject to boat availability.
824	Actioned. Advise BWR of the Board position with respect to their letter about regional team participation via combined teams and setting up in SmartSpace etc.
825	Actioned. Good Sports – congratulatory letter on attaining Level 2 accreditation with certificate received also. Details and logo to be posted to website.
826	Ongoing. Remove superfluous mats from Aquatic to The Sailing Club.
827	Actioned. Send clarifying email around state team selection based on the Auroras model.

828	Actioned. Send Policy #047 – Alcohol Management to Clubs.
829	Actioned. Advise Clubs of Board member allocation for any issues to be raised and post to website also.
830	Actioned. Post list of boat locations to website.
<b>ACTION ITEMS – ONGOING STATUS</b>	
476	Ongoing: <ol style="list-style-type: none"> <li>1. #11 – Produce form for Volunteers to sign off electronically acknowledging that they are aware of Policies #022 &amp; #035.</li> <li>2. 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> </ol>
655	Ongoing: <ol style="list-style-type: none"> <li>1. Circulate flowchart for pathways to international participation for sweeps, paddlers and volunteers to committee for comment.</li> <li>2. At next AusDBF Pathways meeting ask the question what is happening with their Judging awards.</li> </ol>
671	Ongoing. Follow up with Blind Welfare Association contact (Abbey).
681	Ongoing. Follow up quote for pins for Volunteers recognition from Chinese contact which has been provided by John. <ul style="list-style-type: none"> <li>▪ Contact details to be sent to CK to follow up.</li> </ul>
731	Ongoing. Follow up with NSW for copy of their guidelines they use to judge their various awards as needs to be finalised in November for promotion in 2017.
738	Ongoing. Follow up other First Aid provider (\$60 each) once details provided by John to find out how they operate for future courses if needed. <ul style="list-style-type: none"> <li>▪ John sent another email around to Clubs to remind them.</li> </ul>
739	Withdrawn. Follow up with Pat re status of his mentoring local Officials to Level 3 DBSA Official and to establish a qualified trainer in SA. <ul style="list-style-type: none"> <li>▪ Pat Doogue and Chris Wood are registered to do the OR&amp;S Mentoring course on 13 November from 9am-5pm.</li> </ul>
758	Ongoing. Follow up with Paul Sullivan on status of repair of TK1 canoe. <ul style="list-style-type: none"> <li>▪ Text complaint from Subsonix paddler re fault issue with TK1 to be sent to Chris Kelley to follow up.</li> </ul>
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. <ul style="list-style-type: none"> <li>▪ Pat is busy until December so is on hold until then.</li> </ul>
766	Ongoing. Reapply in 2017 with Goolwa Council and Coorong Dragons to plan Amazing Race type event.
768	Actioned. Attend OR&S workshop on Wed 19th Oct to go through Board Review.
771	Ongoing. Spreadsheet of Corporate events is to be updated and posted to the website.
775	Ongoing. Circulate Melbourne Flames' booking system/policy for TK1s.
777	Withdrawn. At next AusDBF Pathways meeting ask the question what is happening with their Judging awards.
779	Ongoing. Review Asset Schedule to remove low value ticket items onto a separate spreadsheet.
783	Actioned. Review Revolutionise online database and advise. <ul style="list-style-type: none"> <li>▪ Marie Cunningham gave a brief run down on the status of her online review of this system with Alex from Revolutionise. The overall impression was it is very impressive and would cater for any current requirement from DBSA or a Club. It is capable of providing more functionality than SmartSpace currently provides. It handles membership, finances, websites, race programs/results, clearances, committee lists etc. It enables a large range of statistical information to be collated (ie member breakdown, year by year comparisons), it links to MYOB/Xero and allows for online bookings for courses to be easily monitored/tracked and follow up invoices readily tracked. In comparison to SmartSpace the impression was that it was far superior.</li> <li>▪ The Board then considered the cost to set up this new program and although the annual fee would be around that of SmartSpace's there were other additional costs to be considered for both Clubs and DBSA if they wished additional functionality (ie website, online payments).</li> <li>▪ John Holland noted that Phil Egel was upgrading the current finishing system software and looking into the viability of the "Lynx Pad" which could be an alternative regatta management system along with Borsoft.</li> <li>▪ Agreed to form a sub-committee of Presidents from the various Clubs so that they too could be introduced to the online program to enable them to form a considered opinion of the viability of revolutionise. <b>Action: Marie (#831)</b></li> </ul>

786	Actioned. 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. Otherwise is option of relocating to a kindergarten in Maclaren Vale who are keen for an old boat.</li> </ul>
795	Withdrawn. Circulate criteria for guidelines for Life Membership and obtain a quote for a Life Membership Honour Board.
797	Ongoing. Produce Strategic Plan from OR&S 360Degree survey report extrapolating a number of core issues to follow up.
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. <ul style="list-style-type: none"> <li>Scheduled for 18 November.</li> </ul>
804	Ongoing. Arrange for 2 promotional banners/flags to be made "dragon boat racing today" on the banner. <ul style="list-style-type: none"> <li>Went to one company which was quite expensive and then went to one at port adelaide and he is giving us a quote.</li> </ul>
805	Actioned. Forward feedback to AusDBF's proposal to change the team entry pricing for the nationals.
807	Actioned. Check status of pulley system at the Boatshed.

## 8 FINANCIAL REPORT – OCTOBER 2016

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

John Holland advised that when he delivered the dragon boat to Tailern Bend in Chris Wood's car that there was an incident when reversing when he hit a pole. There is a \$400 excess which he was seeking the Board to consider paying as he had to claim this under his own insurance policy as it was not covered under the AusDBF policy for this type of incident.

The Board considered this and felt that it should be reimbursed.

Motion to reimburse John Holland the amount of \$400 for the excess insurance payment.  
Moved: Chris Kelley                      Seconded: Carol Hammond                      Carried

Noted that John Holland and Chris Wood abstained. **Action: Jennifer (#832)**

Upon checking the insurance coverage in place, it was noted that the dragon boats were only covered in inland waters which was not adequate for some of the regional Clubs that paddle in the ocean. This has subsequently been changed to within 10 nautical miles of the shoreline.

Follow up to be had with Charles Sturt Council to sort out different costs in invoice and statement received.  
**Action: Jennifer (#833)**

Agreed to provide additional comparative reporting in future for the P&L against the Budget and previous year's figures. **Action: Jennifer (#834)**

## 9 STRATEGIC PLAN REVIEW

### 4. PARTICIPATION

OBJECTIVE	ACTION(S)
4.1 Establish a Boat Storage facility at Mawson Lakes	Seek information about potential facility storage opportunities <ul style="list-style-type: none"> <li>P&amp;D to action this. <b>Action: P&amp;D (#835)</b></li> </ul>
4.2 DBSA Members are all Star Clubs	Actively promote accreditation to the Star Club program to all of the DBSA member clubs <ul style="list-style-type: none"> <li>All Clubs are registered.</li> </ul>

4.3 Assist the establishment of new Member Clubs	Provide relevant information including a Manual for Clubs and provide assistance as required, including the provision of boats <ul style="list-style-type: none"> <li>▪ Noted this was being done with a new club membership application and respective paperwork submitted.</li> </ul>
	Motion that the membership application received from Adelaide Combined Dragonboat Club, t/a ACDC be ratified. Moved: J. Bould and Seconded: M. Cahill Carried. <b>Action: Marie (#836)</b>
4.4 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"> <li>▪ Noted that this would not be possible at the Clare event given there was no venue available.</li> <li>▪ DBSA has supported the bid from Murray Bridge for 2018.</li> </ul>
4.5 Race Day Broadcasting	Provide a broadcast on race days recognising sponsors and provide information <ul style="list-style-type: none"> <li>▪ Noted Paul Richards was doing an excellent job and made the recent Corporate Day event a success.</li> <li>▪ An invitation has been sent to him to attend the Awards evening.</li> </ul>
4.6 Annual Social Function	A function in May/June of each year where season's achievements will be recognised. <ul style="list-style-type: none"> <li>▪ Discussion held on changing the venue from the CYC to a more central location with the Bombay Bicycle Club keen to set up a loyalty type program at their venue.</li> <li>▪ Agreed to explore this option further and to ask if the Kent Town Hotel could also be included.</li> </ul> <b>Action: Christine (#837)</b>

## 10 JUNIOR DEVELOPMENT REPORT

Noted that a couple of training sessions had been held with some of the previous season's paddlers training with their Club but not yet with the Dragonmites. The TeamSnap app is being used and some of the mothers are being very helpful and cooked the last sausage sizzle.

It appears that two paddlers from last season will not be re-joining however there were at least five new juniors which was promising. It was hoped to attract some more after the Mount Carmel school Come N Trys.

## 11 AusDBF REPORT

### 11.1 General

Noted that the AGM has been changed to December now. The issue of there being a lack of communication from AusDBF is to be raised. **Action: John (#838)**

AusDBF contacted John Holland for feedback on notion to change the categories of the Peter Bristow trophy to just the Senior B category. AusDBF would be contacting Peter's family to see if they had any issue with it being changed.

The DBSA Board was not in favour of this proposed change as the Peter Bristow trophy had always been awarded for the State V State competition.

## 12 SECRETARY'S REPORT

Correspondence inwards:

- Email from Greg Penny and Larry Tomes requesting reconsideration of clearance from DBSA to Blade Runners.

The Board consensus was to deny this request due there being no extenuating circumstances.

It was noted that Blade Runners Club delegates had met with DBSA Board members at a specially convened meeting to discuss all the clearance applications from Black Dragons to Blade Runners. At that time, they made the decision on the specific paddlers that they wanted transferred and were more than happy with the agreed arrangements. **Action: Sharon (#839)**

- Email from Jack Salagaras seeking refund for State Top

Response to be sent acknowledging his sentiments however his request has been denied and there was always the option for him to wear a rashie underneath. **Action: Sharon (#840)**

Noted that there was no advice given to state team paddlers of the uniform options that they could wear and this would be addressed and that the SunSmart policy was for Clubs include sleeves on all paddling tops. **Action: Christine (#841)**

- Email from Mannum Paddle Steamers requesting DBSA leaflets

Agreed to arrange with Phil Gibson to produce another supply of brochures and to include new Club "ACDC". **Action: John (#842)**

- Request from Subsonix re out of state paddler

This was considered and response to be given that before it could be considered further that the NSW ruling allowing a paddler to race with more than one Club in a season is to be provided. **Action: Sharon (#843)**

- Australia Day Parade

Request received to participate in this event on 26 January 2017 would be handled by the P&D committee. **Action: Christine (#844)**

### 13 SAFETY

Noted boat ramp at The Sailing Club was slippery and Mick Cahill offered to fix this on Friday. **Action: Mick (#845)**

### 14 EQUIPMENT

List to be produced of items that require regular maintenance and to include:

- the two boat trailers need painting as are starting to rust in places
- DBSA trailer is rusted on the side where the weights have been placed on the mud guard
- Trailers need servicing and checked for safety for towing
- Buoys

**Action: Mick (#846)**

Noted that the Umpire's boat now has proper load ramps in place.

Mark to be painted on the other side of the Finish line as a new wall has been put up. John Holland offered to provide the specific equipment to be used to ensure that the line is positioned correctly.

**Action: John/Chris/Mick (#847)**

### 15 EVENTS

Life Be In it have advised of preference to hold the event over two days rather than the one. Noted this was not ideal as would double the cost. Agreed to offer three sessions in the one day at: 11:30am, 12:30pm and 1:00pm and also an evening one at Aquatic Reserve. **Action: John (#848)**

### 16 HIGH PERFORMANCE

An update on the status of the teams was given along with current paddler numbers for each category. Noted numbers were down on this time last year.

### 17 PUBLICITY

Noted Sports Start magazine is on hold.

### 18 CLUB ISSUES

Christine Wood was appointed as the DBSA liaison person ACDC.

Carol Hammond advised that the cost of family membership for some regional members was proving to be cost prohibitive and sought advice on how the cost was determined or could be explained to any potential new member.

In was noted that Junior paddlers registration is free in the first year however this has not been published as it would result in too many issues with paddlers seeking refunds. It was noted as being one of the cheapest sports around and that the fee covers the AusDBF component and also helps to fund the sport.

**19 NEW BUSINESS**

**19.1 Clearance applications**

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

- Nil

**19.2 Policy review:**

The following policies were reviewed:

17 Sweeps Accreditation Scheme – ratified

26 Allocation system for new people to the sport of dragon boating – held over

28 State Championships - Qualifying Regulation – ratified

29 Appointment of delegates to AusDBF – ratified

30 Dragon boat training protocol - West Lakes & Port River – ratified

37 Procedure for the Formation and the Functions of the Website Committee – ratified

38 Procedure for the Formation and the Functions of the Cultural and Publicity... - ratified

**Action: Marie (#849)**

**20 ANY OTHER BUSINESS**

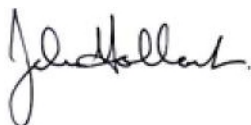
- Issue of life jackets and equipment to be raised at PF. **Action: Marie (#850)**
- Request received from Normanville Lions Club for a Come N Try event or race day to be scheduled on Friday 26 January 2018 to celebrate Australia Day. **Action: P&D (#851)**

**21 NEXT MEETING**

The next Board meeting is scheduled for 6:00pm Thursday 15 December 2016 at The Sailing Club and to be followed by the Christmas dinner at Portabellas, partners included.

**Action: Christine (#852)**

**22 CLOSE OF MEETING – 11:00pm.**



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

Date: 20 / 12/ 16 Chairperson