



## MINUTES

### Board Meeting

Tuesday 20 December 2016 at 6PM

At

The Sailing Club – 1 Jenkins Road Port Adelaide

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- 1 **OPEN MEETING** – 6:14PM
  - 2 **PRESENT:** John Holland, Christine Wood, Jennifer Bould, Chris Kelley and Carol Hammond
  - 3 **APOLOGIES:** Sharon Knights
  - 4 **MINUTES OF PREVIOUS MEETING 9 NOVEMBER 2016 ACCEPTED AS A TRUE AND CORRECT RECORD.**  
**Moved:** Jennifer Bould                      **Seconded:** Chris Kelley                      **Carried**
  - 5 **ACTION ITEMS/BUSINESS ARISING**

NO	ACTION
831	Actioned. Raise at PF the prospect of using Revolutionise in lieu of SmartSpace and offer an introduction to the online program for their feedback. <ul style="list-style-type: none"><li>▪ Clubs to be advised of dates for webinars of Monday 30/1/17 and Thursday 2/2/17 and access details. <b>Action: Marie (#853)</b></li></ul>
832	Actioned. Reimburse John Holland \$400 insurance excess payment.
833	Actioned. Follow up to be had with Charles Sturt Council to sort out different costs in invoice and statement received.
834	Actioned. Provide additional comparative reporting: P&L against budget and against previous year.
835	Ongoing. Schedule in a regatta at Mawson Lakes.
836	Ongoing. Arrange to set up ACDC in SmartSpace and on website, committee lists – touch base as required.
837	Ongoing. Follow up with BBC on proposed loyalty plan and whether Kent Town Hotel could also be included.
838	Actioned. Bring up issue of lack of communication being a concern at the December AGM.
839	Ongoing. Respond to request from Greg Penny and Larry Tomes for reconsideration of a transfer to Blade Runners that it has been rejected due to insufficient extenuating circumstances.
840	Ongoing. Respond to Jack Salagaras that his request for a refund for return of state top was denied and that he always had the option to wear a rashie underneath.
841	Ongoing. Ensure there is written/verbal advice about sun safe options for state tops and advise that rashies can always be worn. <ul style="list-style-type: none"><li>▪ Policy #001 to be reviewed at next meeting. <b>Action: Marie (#854)</b></li></ul>
842	Actioned. Follow up with Phil Gibson for another supply of Club promotional brochures and for them to include the ACDC Club. <ul style="list-style-type: none"><li>▪ Noted 2000 have been ordered.</li></ul>
843	Actioned. Respond to Subsonix request re out of state paddler that a copy of the NSW ruling allowing a paddler to race with more than one Club in a season is to be provided for consideration. <ul style="list-style-type: none"><li>▪ Followed up with AusDBF who advise there is no such ruling.</li><li>▪ Discussion held on possibly setting up a liquorice allsorts type team in the future.</li></ul>

844	Withdrawn. Follow up request to participate in Australia Day Parade.
845	Actioned. Use the gurney on the boat ramp to remove the slipperiness.
846	Ongoing. Produce list of items requiring regular maintenance. <ul style="list-style-type: none"> <li>▪ Agreed to schedule a Maintenance delegates meeting on Sat 14/1/17 at 11:30am (1 x hour) and to collate a list of maintenance items to be done. <b>Action: Marie (#855)</b></li> <li>▪ At this meeting show them how to set up the start/finish lines.</li> <li>▪ Once list has been compiled send advice to regional Clubs of what maintenance issues they need to be aware of. <b>Action: Chris (#856)</b></li> </ul>
847	Ongoing. Arrange to set up mark on the other side of the Finish line as new wall is in place. Use equipment provided by John to ensure correct placement. <ul style="list-style-type: none"> <li>▪ As noted above to be shown to Maintenance Delegates in January.</li> </ul>
848	Actioned. Advise Life Be in It of preference to offer 1 day with 3 x sessions at: 11:30am – 12:30pm and 1:00pm and also at Aquatic in the evening for one session.
849	Actioned. Upload revised policies: 17, 28, 29, 30, 37, 38 and hold over #26.
850	Actioned. Raise Agenda item of life jackets and equipment at PF.
851	Ongoing. Look into Normanville Lions Club request for an event on Australia Day 2018.
852	Actioned. Schedule Christmas Dinner at Portabellos on Thu 15 <sup>th</sup> Dec.
<b>NO</b>	<b>ACTION ITEMS – ONGOING</b>
476	1. #11 – Produce form for Volunteers to sign off electronically acknowledging that they are aware of Policies #022 & #035. 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.
655	1. Circulate flowchart for pathways to international participation for sweeps, paddlers and volunteers to committee for comment. <ul style="list-style-type: none"> <li>○ Noted AusDBF are working on linking all courses together and sorting out the coaching program. Level 3 Coaching program not yet ready.</li> <li>○ The Aurora Selections Streamlined Approach paper was circulated prior to the meeting. There was in principle support at the AusDBF meeting.</li> </ul> 2. At next AusDBF Pathways meeting ask the question what is happening with their Judging awards.
671	Ongoing. Follow up with Blind Welfare Association contact (Abbey). <ul style="list-style-type: none"> <li>▪ Meeting scheduled for end of January which sounds promising.</li> </ul>
681	Ongoing. Provide quote / sample from Chinese supplier for Volunteers' recognition pins. <ul style="list-style-type: none"> <li>▪ New DBSA Vector version of the logo is to be provided to Chris to attain another sample along with medal order for placement. <b>Action: John (#857)</b></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 provider (\$60 each on Groupon) once details provided by John to find out how they operate for future courses if needed.
758	Actioned. Send text complaint form Subsonix paddlers to Chris Kelley to follow up any faults with the TK1. <ul style="list-style-type: none"> <li>▪ Chris Kelley advised he fixed the cabling on the TK1 and advised the paddler to contact him again if need be and showed her how to fix it herself.</li> <li>▪ To be added to Maintenance list for someone to go to Canoe Works for a more permanent solution. <b>Action: Chris (#858)</b></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.
766	Ongoing. Reapply in 2017 with Goolwa Council and Coorong Dragons to plan Amazing Race type event.
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. <ul style="list-style-type: none"> <li>▪ Noted the Revolutionise system is currently not working for this.</li> </ul>
777	Ongoing. At next AusDBF Pathways meeting ask the question what is happening with their Judging awards.
779	Actioned. Review Asset Schedule to remove low value ticket items onto a separate spreadsheet. <ul style="list-style-type: none"> <li>▪ John Holland noted that he had made notes on the list after a review and provided some suggestions for Jennifer Bould to action before 30/6/17. <b>Action: Jennifer (#859)</b></li> </ul>
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	Actioned. Arrange for new cheque signatories with Bank SA to be Sharon, John and Jennifer. <ul style="list-style-type: none"> <li>As a result of this process with the bank agreed signed copy of the Minutes would be uploaded.</li> </ul>
803	Actioned. 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 2 promotional banners/flags to be made "dragon boat racing today" on the banner. <ul style="list-style-type: none"> <li>Sample banner design was tabled with alternate suggestion provided with final decision to be made by John.</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. <ul style="list-style-type: none"> <li>Noted in future will source 2 x replacements each time and tag them.</li> </ul>
813	Actioned. Obtain quote for a TK1 mobile boat rack.
814	Amended. Quote to be obtained for cost to place fibreglass resin on buoys and paint them. <ul style="list-style-type: none"> <li>No need for a quote as will now be undertaken by Chris Kelley and Jeff.</li> </ul>
816	Ongoing. Circulate Squash SA's Life Membership criteria as an example.
817	Ongoing. Follow up to be had with Maggie Guy (Ballarat) for payment of outstanding monies for cox mate purchase. <ul style="list-style-type: none"> <li>Bank details to be provided for EFT payment.</li> </ul>
818	Ongoing. Coordinate Sweeps' committee meeting and set course dates.
819	Actioned. 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. <ul style="list-style-type: none"> <li>Noted Pat is qualified and should just set the date for the course and promote it to Clubs.</li> </ul> <b>Action: Jennifer (#860)</b>
826	Ongoing. Remove superfluous mats from Aquatic to The Sailing Club. <ul style="list-style-type: none"> <li>Noted some of the mats belong to Canoe SA otherwise is proving difficult to access them all when the boats are stacked in the shed.</li> </ul>

## 8 FINANCIAL REPORT – NOVEMBER 2016

Motion to accept financial reports and pay accounts on Account 1 Moved: Jennifer Bould                      Seconded: Christine Wood                      Carried
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The Dragons Down Under financial report was distributed to attendees. Payment to be made to AusDBF accordingly of \$35,735 which is the balance owing for the 18 standard dragon boats. This includes the adjustment of \$2,000 for the sponsorship deal from Westfield which has already been passed on to DDU. **Action: Jennifer (#861)**

Follow up to be had with insurer for invoice for ACDC and Victor Dragons trailers. **Action: John (#862)**

## 9 STRATEGIC PLAN REVIEW

### 5. VOLUNTEER MANAGEMENT

OBJECTIVE	ACTION(S)
5.1 Train Race Day Volunteers	Provide an instruction manual for our race day volunteers and provide mentors <ul style="list-style-type: none"> <li>Being arranged.</li> </ul>
5.2 Sourcing Volunteers	Internal from Clubs Identify external sources i.e. Sport SA / Volunteer SA <ul style="list-style-type: none"> <li>Happening.</li> </ul>
5.3 Volunteer kit	Maintain and continually review the Volunteer Packs which include: polo shirt, cap, and water proof jacket. <ul style="list-style-type: none"> <li>Noted small water proof jackets to be sourced.</li> </ul> <b>Action: John (#863)</b>
5.4 Volunteer Acknowledgement	Annual Volunteer acknowledgement function Volunteer Service Pins <ul style="list-style-type: none"> <li>In hand</li> </ul>

5.5 Volunteer/Officials training	Maintain Log Book for recording qualifications of all race day volunteers
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## 10 JUNIOR DEVELOPMENT REPORT

Last training session for the year has been held and will recommence on 9 January 2017.

## 11 AusDBF REPORT

Noted new Board elected at recent AGM.

The AusChamps Review subcommittee met and agreed that they would not support a bidding process for the national championships and that the rotational roster would remain as follows: 2017 – Albury, 2018 – NSW, 2019 – ACT, 2020 – Qld, 2021 – WA and 2022 – SA.

Decision made to change the age qualification for participant eligibility to be “the age on the day of the event”. DBSA policy (#005 - Conditions of Entry to Races (Eligibility, Fixtures & Team Composition) to be changed from 1/7/17. **Action: Marie (#864)**

Possible withdrawal of Senior C category as IDBF is no longer keen as there are only a small number of countries racing this category. Possible change as a result to Senior A - 40 to 54 and Senior B – 55+.

New AusDBF website has been launched and Bulletins for national championships will no longer be issued with all information posted to the website instead.

Consideration being given to doing 10s relay races on the States racing day, standard racing and 10s in 500s but relay races for 10s boats.

An alternate way of working out the overall champions in each category is being adopted – the fastest crews in Open, Women, & Mixed (regardless of age group) will be named champions. There will also be a Most Sportsman-like Club Award to be decided by the Chief Officials etc.

## 12 SECRETARY’S REPORT

Correspondence inwards:

- Email from Rick French re alcohol policy and noted response has been sent previously.
- Resignation from Mick Cahill. Accepted.

## 13 SAFETY

Nil discussion.

## 14 EQUIPMENT

Noted the new Merlin paddles ordered have been received and look great. The additional paddles and life jackets ordered will be available for sale from 1<sup>st</sup> January.

## 15 EVENTS

John Holland reported on the following from his recent visit to Robe to check out the location for suitability of this Chinese festival event over the weekend of 5-7 May 2017:

- Boat blessing will be held on the foreshore on the Friday.
- Racing to be held on the lake as ocean is unsuitable on the Saturday and Sunday.
- Considering Open Age Women and Mixed (Seniors maybe) racing would result in a minimum of 27 races over the two days.
- Boats will be freighted to and from by the organisers along with logistically moving them around the venue.
- Reasonable accommodation options should be available.
- Noted may be an annual event.
- Details to be sent out to Clubs to start planning. **Action: John (#865)**

Noted the Prostate Cancer Council and City of Charles Sturt are holding a “Paddle for Prostate” fundraising event on Sunday 22 January 2017 from 9:00am – 12:30pm. Details to be circulated with Clubs encouraged to book through DBSA for convenience. **Action: Christine (#866)**

**16 HIGH PERFORMANCE**

An update on the status of the teams was given. Noted numbers still low for Open and Senior As. Sub-committee meeting planned before year end.

**17 PUBLICITY**

Nil report.

**18 CLUB ISSUES**

Jennifer Bould has been liaising with ASA over registration paperwork.

**19 WEBSITE**

Nil report.

**20 NEW BUSINESS**

**20.1 Clearance applications**

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

- Carol & Trevor Hammond – DBSA to ACDC
- Pat Doogue – DBSA to SADA

**Action: Marie (#867)**

**20.2 Policy review:**

The following policies were reviewed and ratified subject to any amendments proposed:

26	Allocation system for new people to the sport of dragon boating – ratified
31	Race Fee Payments – ratified with amendments
32	Board Secondment – ratified with amendments
35	Social media – ratified with amendments
39	Disability policy - ratified with amendments
43	AusDBF Anti Doping - ratified with amendments

**Action: Marie (#868)**

**20.3 Meeting Dates 2017**

The below proposed meeting dates were agreed subject to change as the year progresses:

Wed 11-Jan	Board meeting
Tue 07-Feb	Board meeting
Wed 08-Feb	PF meeting
Thu 09-Mar	Board meeting
Wed 12-Apr	Board meeting
Wed 10-May	Board meeting
Thu 11-May	PF meeting
Wed 14-Jun	Board meeting
Thu 13-Jul	Board meeting
Wed 09-Aug	Board meeting
Wed 16-Aug	AGM & PF meeting
Wed 13-Sep	Board meeting
Wed 11-Oct	Board meeting
Wed 08-Nov	Board meeting
Thu 09-Nov	PF meeting
Wed 13-Dec	Board meeting

**Action: Marie (#869)**

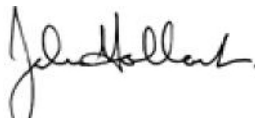
**21 ANY OTHER BUSINESS**

- The various logos for ACDC teams were tabled.

**22 NEXT MEETING**

The next Board meeting is scheduled for 8:00pm Wednesday 18 January 2017 at The Sailing Club

**23 CLOSE OF MEETING – 8:05pm.**



Signed:  
Chairperson

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Date: 18/01/17