



MINUTES

Board Meeting

Wednesday 18 January 2017 at 8PM

At

The Sailing Club – 1 Jenkins Road Port Adelaide

- 1 **OPEN MEETING** – 8:12PM
- 2 **PRESENT:** John Holland, Christine Wood, Jennifer Bould, Chris Kelle, Sharon Knights and Carol Hammond
- 3 **APOLOGIES:** Nil
- 4 **MINUTES OF PREVIOUS MEETING 20 DECEMBER 2016 ACCEPTED AS A TRUE AND CORRECT RECORD.**
Moved: Jennifer Bould **Seconded:** Chris Wood **Carried**
- 5 **ACTION ITEMS/BUSINESS ARISING**

NO	ACTION
853	Actioned. Let Clubs know of Revolutionise training on Mon 30 th Jan & Thu 2 nd Feb.
854	Actioned. Review Policy #001 at next meeting. <ul style="list-style-type: none">▪ Policy was reviewed at this meeting with minor amendment made about State tops and then ratified. Action: Marie (#869)
855	Actioned. Coordinate Maintenance Delegates meeting for 11:30am Sat 14 th Jan for one hour. To show how to set up start/finish lines.
856	Ongoing. Send list of maintenance items regional Clubs should be aware of after meeting on 14/1/17. <ul style="list-style-type: none">▪ Preference changed to contacting the regional Clubs and ask them to provide details on the maintenance they undertake.▪ Minutes of meeting to be produced and circulated to all Clubs. Action: Chris (#870)
857	Actioned. Circulate new DBSA vector version of logo to all.
858	Actioned. Place on Maintenance task list for someone to go to Canoeworks for more permanent solution to TK1 cabling issue. <ul style="list-style-type: none">▪ Noted JH looked into this and there was a different steering set up.
859	Actioned. Update Asset Schedule with suggestions provided by John to remove low value ticket items onto a separate spreadsheet.
860	Ongoing. Advise Pat to set date for Level 1 Officials course asap. <ul style="list-style-type: none">▪ Noted Pat was hoping to schedule on a Saturday in Feb/Mar.▪ After the issues at the race day on 15 January it was suggested that the RC delegates be required to attend a training session on how to set up a race day. To be raised at RC meeting. Action: Marie (#871)
861	Actioned. Payment to be made to AusDBF accordingly of \$37,735 with the adjustment of - \$2,000 for the payment already made to Westfield to be advised to them for DDU reconciliation.
862	Actioned. Follow up to be had with insurer for invoice for ACDC and Victor Dragons trailers.
863	Ongoing. Source water proof jackets (small) for Volunteer packs.
864	Ongoing. DBSA policy (#005 - Conditions of Entry to Races (Eligibility, Fixtures & Team Composition) to be changed from 1/7/17 to reflect “the age on the day of the event” for participant eligibility.
865	Actioned. Circulate details of Paddle for Prostate fundraising event in January. <ul style="list-style-type: none">▪ Noted four Clubs would be participating: Subsonix, SADA, PBs and ACDC.

866	Actioned. Process clearances in SmartSpace: <ul style="list-style-type: none"> ▪ Carol & Trevor Hammond – DBSA to ACDC and Pat Doogue – DBSA to SADA. 												
867	Actioned. Upload policies with amendments as follows: <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 5%; text-align: center;">26</td> <td>Allocation system for new people to the sport of dragon boating – ratified</td> </tr> <tr> <td style="text-align: center;">31</td> <td>Race Fee Payments – ratified with amendments</td> </tr> <tr> <td style="text-align: center;">32</td> <td>Board Secondment – ratified with amendments</td> </tr> <tr> <td style="text-align: center;">35</td> <td>Social media – ratified with amendments</td> </tr> <tr> <td style="text-align: center;">39</td> <td>Disability policy - ratified with amendments</td> </tr> <tr> <td style="text-align: center;">43</td> <td>AusDBF Anti Doping - ratified with amendments</td> </tr> </table>	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
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868	Actioned. Set meeting dates in Outlook for 2017.												
NO.	ACTION												
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.												
839	Actioned. 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	Actioned. 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.												
842	Actioned. Follow up with Phil Gibson for x2000 Club promotional brochures.												
843	Actioned. Respond to Subsonix request re out of state paddler that there is no AusDBF ruling allowing a paddler to race with more than one Club in a season.												
846	Duplicated. Produce list of items requiring regular maintenance.												
851	Ongoing. Look into Normanville Lions Club request for an event on Australia Day 2018.												
476	Ongoing. Sharon Knights advised since taking over this role that she was looking into ways to improve the record keeping of volunteers' duties and their overall management. The log books were then all handed over to her. Noted that volunteers were required for all of the tasks on the Task lists but were seldom provided. Agreed to remove actions below as they would be followed up outside of the meeting. <ol style="list-style-type: none"> 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	Ongoing. Tabled DBNSW Awards Criteria and reviewed. <ul style="list-style-type: none"> ▪ This document was reviewed and agreed to look at initially only introducing an 'Individual of the Year' and 'Club of the Year' award. ▪ Agreed to modify the criteria separately for regional Clubs. Action: Chris W (#872) <ol style="list-style-type: none"> 1. Circulate flowchart for pathways to international participation for sweeps, paddlers and volunteers to committee for comment. 2. At next AusDBF Pathways meeting ask the question what is happening with their Judging awards. 												
671	Ongoing. Hold meeting with Abbey - Blind Welfare Association contact. <ul style="list-style-type: none"> ▪ An enquiry was received recently from a blind person who was keen to paddle on the Torrens but not able to do so at West Lakes so will put her in touch with Abbey. Action: John (#873)												
681	Ongoing. Provide sample design of Volunteers' recognition pins once ready and place Medal order (to be provided by John). <ul style="list-style-type: none"> ▪ Sample design was tabled and quantities to be provided to John Holland to order with state medals. ▪ Agreed as in previous years to only present medals as follows and to advise RC delegates: <ul style="list-style-type: none"> ○ 4+ x boats – gold, silver, bronze ○ 3 x boats – gold, silver ○ 2 x boats – gold Action: John (#874)												
731	Actioned – above. 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) once details provided by John to find out how they operate for future courses if needed.												

6.2 Open Age State Crew Development	Develop a competitive Open Age crew. <ul style="list-style-type: none"> ▪ Noted this was not so easily done as it depended on a number of factors. ▪ With respect to the new AusDBF rules for double rostering at the Nationals they were discussed and noted there was some confusion still with the intent and agreed to discuss at the RC meeting so that Clubs could be aware. Action (#878) ▪ Noted HP coaches needed to be fully aware of the above new rules.
6.3 Support the development and growth of the National Team	Provide the necessary equipment and testing tools for DBSA paddlers to compete for National Team positions <ul style="list-style-type: none"> ▪ Noted are now 2 x TK-1s available. ▪ Noted Auroras paddlers need to be represented in the State team.
6.4 DBSA paddlers remain competitive both Nationally and Internationally	Provide quality up to date equipment and training aids <ul style="list-style-type: none"> ▪ Being done.

10 JUNIOR DEVELOPMENT REPORT

Noted difficulty in having enough junior paddlers attend training sessions from the squad of twenty. Forming a team at the Nationals would be difficult as a number of paddlers are also Scouts and would be attending a jamboree being held at the same time. There are five girls from ASD attending the Nationals so five boys would be needed to form a Mixed crew.

A bus could be hired to drive the Junior team over and back with accommodation provided for 1-2 nights.

Suggested that they be encouraged to race as a team at one of the remaining race days with approach to be made to ASD to see if they would support a Junior team doing this. **Action: Chris W (#879)**

11 AusDBF REPORT

Nil report.

12 SECRETARY'S REPORT

Correspondence inwards:

- Email from Subsonix re payment of Coaching fees for Tony Morbidelli

This was considered and agreed that once his Level 1 Coaches accreditation was attained then reimbursement for two nights' accommodation for day of, and day after Nationals state team racing would be reimbursed. (This would apply to all State Team Coaches)

- Email from Jen Leray re fundraising for prostate cancer nurse

Agreed to circulate the email received to Clubs and seek promotional material to be publicised at the next race day advising that DBSA would contribute \$100 as a start. **Action: Sharon (#880)**

- Correspondence received from Tim Whetstone MP and Leon Bignell MP congratulating DBSA and John Holland on winning recent Sport SA awards.

13 SAFETY

Noted the boat ramp at The Sailing Club was somewhat slippery and that there was a high pressure hose unit available for anyone to utilise. Clubs were advised at Maintenance meeting of their requirement to contribute to addressing maintenance issues.

14 EQUIPMENT

Noted there were some issues with the FinishLynx system at the last race day and these would be followed up with Wendy Campbell. **Action: John (#881)**

Noted that there were no perceived safety issues with any volunteer working on painting the DBSA trailer if they were not a tradesman as it only requires painting – any maintenance on brakes etc should be performed by a trained person.

