



# MINUTES

## Board Meeting

Wednesday 7 February 2017 at 8PM  
At  
The Sailing Club – 1 Jenkins Road Port Adelaide

- 1 **OPEN MEETING** – 8:05PM
- 2 **PRESENT:** John Holland, Christine Wood, Chris Kelley, Sharon Knights and Carol Hammond
- 3 **APOLOGIES:** Jennifer Bould
- 4 **MINUTES OF PREVIOUS MEETING 18 JANUARY 2017 ACCEPTED AS A TRUE AND CORRECT RECORD.**  
**Moved:** Sharon Knights                      **Seconded:** Chris Kelley                      **Carried**
- 5 **ACTION ITEMS/BUSINESS ARISING**

NO	ACTION
869	Actioned. Upload revised Policy #001.
870	Actioned. Produce minutes of Maintenance meeting held 14 <sup>th</sup> Jan.
871	Actioned. Raise at RC meeting 19 <sup>th</sup> Jan issue of RC delegates attending a training session to set up a race day.
872	Ongoing. Modify DBNSW Awards Criteria to reflect 'Club of the Year' and Individual of the Year awards only and set up criteria for regional Clubs also. <ul style="list-style-type: none"><li>▪ Agreed to table at PF for feedback first.</li></ul>
873	Merge #671. Put the blind person who enquired about paddling in touch with Abbey from the Blind Welfare Association as part of discussions with her.
874	Actioned. At RC meeting advise of the following with respect to state titles medal presentations. Agreed as in previous years to only present medals as follows: <ul style="list-style-type: none"><li>• 4+ x boats – gold, silver, bronze, 3 x boats – gold, silver, 2 x boats – gold</li><li>▪ The proposed categories for the State Championships were forwarded to RC delegates for discussion at the RC meeting on Thursday.</li></ul>
875	Ongoing. Keep an eye out for an ex-vendor's caravan which could be converted into the Judge's tent. <ul style="list-style-type: none"><li>▪ Budget set at \$10k to include fit out.</li><li>▪ Search to be made on any available grants. <b>Action: Carol (#884)</b></li></ul>
876	Ongoing. Follow up with auditor (Terry Caldow) on requirement to authorise bank transfers after they have occurred.
877	Ongoing. Maintenance committee to determine where best to store the new 60 x paddles from Merlin. <ul style="list-style-type: none"><li>▪ To be relocated 50/50 to the Torrens and Aquatic. <b>Action: John (#885)</b></li><li>▪ As an aside noted need to relocate DBSA office to Aquatic.</li></ul>
878	Actioned. Raise new AusDBF Double Rostering rules for Nationals at RC meeting.
879	Actioned. Ask ASD if they would support their Juniors competing in a State Juniors team at the next race day. <ul style="list-style-type: none"><li>▪ Chris Kelley advised that they were in favour as long as it did not interfere with their Open Age crews.</li></ul>
880	Actioned. Respond to email from Jen Le Ray about fundraising paddle for Prostate for Cancer at year end and seek some promotional material from her that could be promoted at the next race day.

881	Actioned. Follow up issues with FinishLynx at last race day with Wendy. <ul style="list-style-type: none"> <li>▪ Noted one minor command was fixed which unfortunately could not be sorted out by phone.</li> </ul>
882	Actioned. Send email to KIDS recognising their recent endeavours with a gala day Come N Try session and recruitment endeavours.
883	Actioned. Update Policy #044 – Interstate visitor.
655	On hold: <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. Hold meeting with Abbey - Blind Welfare Association contact.
681	Actioned. Provide quantities for Volunteers' recognition pins to John to place order with state medals. <ul style="list-style-type: none"> <li>▪ Noted can be presented at the Volunteers' lunch annually.</li> </ul>
738	Withdrawn. Follow up other provider (\$60 each) once details provided by John to find out how they operate for future courses if needed.
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. <ul style="list-style-type: none"> <li>▪ P&amp;D to organise.</li> </ul>
771	Ongoing. Spreadsheet of Corporate events is to be updated and posted to the website.
775	Withdrawn. Circulate Melbourne Flames' booking system/policy for TK1s.
779	Ongoing. Review Asset Schedule to remove low value ticket items onto a separate spreadsheet.
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 Rick and work through his Board exit responses.
804	Ongoing. Choose final design for the 2 x promotional banners/flags and place the order.
818	Actioned. Coordinate Sweeps' committee meeting for Tue 24 <sup>th</sup> Jan. Set course dates and committee composition. <ul style="list-style-type: none"> <li>▪ Meeting held but no Minutes yet.</li> </ul>
835	Ongoing. Schedule in a regatta at Mawson Lakes.
836	Actioned. 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. <ul style="list-style-type: none"> <li>▪ To be raised at PF meeting.</li> </ul>
846	Ongoing. Produce list of items requiring regular maintenance. <ul style="list-style-type: none"> <li>▪ Issue of some paddlers using wax on their paddles whilst in the boat is leaving remnants of wax on the gunnels, seats, floors and clothing.</li> <li>▪ Noted that the New Participant Manual actually prohibits this use and Clubs would be advised at PF to let their paddlers know that it will be phased out at season end.</li> </ul> <b>Action: Marie (#886)</b>
851	Ongoing. Look into Normanville Lions Club request for an event on Australia Day 2018.
856	Ongoing. Contact regional Clubs for them to provide a list of maintenance tasks that they undertake.
860	Ongoing. Advise Pat to set date for Level 1 Officials course asap.
863	Ongoing. Source water proof jackets (small) for Volunteer packs. <ul style="list-style-type: none"> <li>▪ To be sourced from Marino Monograms.</li> </ul>
864	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"> <li>▪ Noted Rowing SA and Canoe SA are keen for the December combined event to be held at the same time this year. Next time the boats would be paddled to the venue and placed on the trailer for return so that paddlers can stay and join the frivolities. Feedback to be sought at the PF on support level of interest. <b>Action: Marie (#887)</b></li> </ul>

Motion to accept financial reports and pay accounts on Account 1 Moved: Sharon Knight                      Seconded: Christine Wood                      Carried
---

## 7 STRATEGIC PLAN REVIEW

## 1. ADMINISTRATION

OBJECTIVE	ACTION(S)
1.1 Employ an Executive Officer and/or Office Staff	<p>DBSA Board</p> <ul style="list-style-type: none"> <li>▪ Noted John Holland will prepare a proposal to fill this role. He was prepared to look into the requirements to setting it up and document the tasks required for a position description.</li> <li>▪ Noted that Revolutionise could simplify a lot of the secretarial activities undertaken.</li> </ul>
1.2 Review Governance	<p>Conduct Annual Governance Review</p> <ul style="list-style-type: none"> <li>▪ Noted OR&amp;S (Damian) would be invited to the next meeting.</li> </ul>
1.3 Review and further develop and maintain Committee structure	<p>Development Committee – meetings being held Maintenance Committee – meeting held Racing Committee – meetings being held Website Committee – in place Sweeps Committee – meeting held High Performance Committee – meetings held Additional Committees as identified</p> <p>Facebook – follow up with Pat to set up access to update for DBSA. <b>Action: Sharon (#888)</b></p>
1.4 Review Administration outsourcing	<p>Investigate options and the relevance of current practice</p> <ul style="list-style-type: none"> <li>▪ Noted Admin Focus continues to maintain the secretariat.</li> </ul>
1.5 Data Base	<p>Investigate, implement and maintain a database which provides the Association with the functionality to administer and develop the sport in South Australia.</p> <ul style="list-style-type: none"> <li>▪ Smart Space currently satisfies this requirement but we are looking at Revolutionise as an alternative which is currently being used by a number of other state bodies.</li> </ul>
1.6 Promote the cultural values and traditions of dragon boat racing	<p>Allocate a Cultural Portfolio to a Member. Foster the Cultural Traditions of our sport</p> <ul style="list-style-type: none"> <li>▪ Mary-Ann Holt is looking after this portfolio.</li> </ul>

## 8 JUNIOR DEVELOPMENT REPORT

The Dragonmites team is still training however two of the original girls have left the sport due to their parents' concerns with the technique required by their Club. It is uncertain if a team can be formed for the Nationals as several of the boys have a scouting commitment at the same time. We will try to gauge the level of support from the other members over the next week.

Aim at forthcoming schools event in April is to recruit some more juniors.

## 9 AusDBF REPORT

Follow up was had with AusDBF as to the requirements for Auroras paddlers around making themselves available for state selection.

With respect to the AusDBF email seeking support for either the IDBF or AusDBF ruling on the number of Junior categories the consensus was in favour of only two Junior categories (U18 and U16).

**Action: John (#889)**

## 10 SECRETARY'S REPORT

Correspondence inwards:

- Email from SADA seeking approval to hold a sausage sizzle on some race days as a fundraiser.

This was considered and agreed that a proposal should be received from interested Clubs at the beginning of each season so as not to impact on the current arrangements in place with any caterer. **Action: Sharon (#890)**

- Invoices were sent in from Copper Coast for reimbursement to the vendor that supplied the volunteers lunches during the Copper Coast Challenge.

It was agreed to pay them on this occasion however they are to be advised to seek more detailed invoices in future as there was only a total price listed. Vouchers would be used in future. Suggested that the Club should consider actually charge a vendor fee. **Action: Sharon (#891)**

## 11 SAFETY

Ramp at The Sailing Club will be blasted this week.

## 12 EQUIPMENT

Noted all small boats were now operational: TK-1 x 2, OC-1, OC-2.

## 13 EVENTS

Copper Coast to be contacted to ascertain if they would assist with coordinating the Regional Masters Games as the dragon boat component will be held there. Boats and equipment will need to be taken up there.

Robe event – registration form required for DBVIC (Bendigo, Ballarat, Ararat) clubs to register as they cannot access Smartspace. **Action: John (#892)**

## 14 HIGH PERFORMANCE

An update on the status of the State teams was given by Chris Wood.

## 15 PUBLICITY

Noted that the DBSA promotional brochures were now available and would be distributed at the Presidents' Forum.

## 16 CLUB ISSUES

Noted that KIDS would not be participating in the Regional Games.

Victor Dragons held a "Residents Night" and invited all of the residents around Endeavour Lakes for a paddle followed by a barbeque which was a successful night.

## 17 WEBSITE

Nil report.

## 18 NEW BUSINESS

### 18.1 Clearance applications

Nil.

### 18.2 Policy review:

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

42	Medical clearance
27	Race Day Organisation & Draws - endorse

**Action: Marie (#893)**

### 18.3 Allocation of Mick Cahill's Clubs

Clubs were reallocated as follows:

- Copper Coast – John Holland
- Power Blades – Christine Wood
- Black Dragons – Sharon Knights

**Action: Marie (#894)**

## 19 ANY OTHER BUSINESS

- Agreed to keep the Volunteers lunch and End of Season / Season Launch dinner separate. **Action: Christine (#895)**
- Clubs seeking exemptions for nationals should submit their request to Chris Wood in the first instance and then the Board will ratify before sending to AusDBF.

**20 NEXT MEETING**

The next Board meeting is scheduled for 8:00pm Thursday 9 March 2017 at The Sailing Club

**21 CLOSE OF MEETING – 10:45pm.**

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

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