



# MINUTES

## Board Meeting

Thursday 9 March 2017 at 8PM

At

The Sailing Club – 1 Jenkins Road Port Adelaide

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1 **OPEN MEETING – 8:08PM**

2 **PRESENT:** John Holland, Christine Wood, Chris Kelley, Sharon Knights, Jennifer Bould and Carol Hammond

3 **APOLOGIES:** Nil

4 **OR&S – DAMIEN JENNINGS**

The Board Evaluation Report produced by OR&S after the close off on the evaluation program of the Board, held in October, was reviewed. It was agreed to share the report with the members.

**Action:** Sharon (#896)

5 **MINUTES OF PREVIOUS MEETING 7 FEBRUARY 2017 ACCEPTED AS A TRUE AND CORRECT RECORD.**

**Moved:** Chris Kelley

**Seconded:** Carol Hammond

**Carried**

6 **ACTION ITEMS/BUSINESS ARISING**

NO	ACTION
884	Ongoing. Research any available grants to purchase vendor's caravan. <ul style="list-style-type: none"><li>Grant application for \$5,000 to be submitted to Grants SA. <b>Action: (#897)</b></li></ul>
885	Actioned. Relocate half of the Merlin paddles at the Torrens and half at Aquatic. <ul style="list-style-type: none"><li>Noted all the paddles are currently at the Torrens.</li></ul>
886	Actioned. Raise at PF and RC meeting issue of wax in the boat.
887	Actioned. Seek level of interest at PF and RC to participate again in combined paddling event with Rowing SA and Canoe SA.
888	Actioned. Follow up Pat Doogue on how to bring back the DBSA Facebook page to DBSA.
889	Actioned. Advise AusDBF that preference is for 2 x junior categories only.
890	Actioned. Advise SADA that their request to provide a sausage sizzle for remainder of season has been denied. Propositions for this are to be submitted at the beginning of the season and would be subject to the arrangement with any current vendor for this service.
891	Ongoing. Advise Copper Coast to seek more detailed invoice from vendors providing volunteers lunches/drinks for Copper Coast Challenge event and encourage them to charge a site fee.
892	Actioned. Produce a registration form for DBVIC to participate in the Robe event.
893	Actioned. Update to website the following policies: <ul style="list-style-type: none"><li>#27 – Race Day Organisation &amp; Draws and #42 – Medical Clearance</li></ul>
894	Actioned. Update website to reflect change of DBSA Club Liaison contact: <ul style="list-style-type: none"><li>Copper Coast – John Holland, Powerblades – Christine Wood, BDs – Sharon Knights</li></ul>
895	Schedule Volunteers' Lunch. Sun 28 <sup>th</sup> May – venue here. Original caterers. <ul style="list-style-type: none"><li>Work out who is to receive their Volunteers Recognition pin. <b>Action: Sharon (#898)</b></li></ul>

655	Follow up at AusDBF Nationals meeting: 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.
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>▪ Agreed to schedule this event in lieu of Copper Coast Challenge event.</li> <li>▪ Noted SADA had regrettably withdrawn from the Robe event.</li> <li>▪ Corporate Challenge event will be 4/11/17. Banner to be arranged with Council on Port Road for June. <b>Action: Chris (#899)</b></li> </ul>
771	Ongoing. Spreadsheet of Corporate events is to be updated and posted to the website.
797	Actioned. Produce Strategic Plan from OR&S 360Degree survey report extrapolating a number of core issues to follow up. <ul style="list-style-type: none"> <li>▪ This document was produced as part of the conditions for OR&amp;S grant funding. Each designated action was reviewed.</li> <li>▪ Agreed to set up Twitter account. <b>Action: Sharon (#900)</b></li> <li>▪ Suggested that more Volunteer training days be held as the last one was successful.</li> <li>▪ Noted Jacky Smith has volunteered for the High Performance Chair position.</li> <li>▪ Noted the Open Age event for Nationals in 2018 will most likely be held separately on the Gold Coast in the lead up to the Commonwealth Games.</li> <li>▪ Email to be sent to Clubs seeking feedback on what they want for the State selection criteria. <b>Action: Christine (#901)</b></li> </ul>
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. <ul style="list-style-type: none"> <li>▪ Sample tabled and agreed to pursue.</li> </ul>
835	Ongoing. Schedule in a regatta at Mawson Lakes into the future.
837	Actioned. Raise at PF if they would support the Bombay Bicycle Club's proposed loyalty plan and whether Kent Town Hotel could also be included. <ul style="list-style-type: none"> <li>▪ Advise that there is no support for this arrangement.</li> </ul>
846	Ongoing. Produce list of items requiring regular maintenance.
851	Ongoing. Look into Normanville Lions Club request for an event on Australia Day 2018. <ul style="list-style-type: none"> <li>▪ To be held on 27/01/17 as a fun type corporate paddle event.</li> </ul>
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. <ul style="list-style-type: none"> <li>▪ August is the preferred timing and email to be sent to John to set the date.</li> </ul>
863	Ongoing. Source water proof jackets (small) for Volunteer packs from Marino Monogram.
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.
872	Actioned. Table modified DBNSW awards criteria for 'Club of the Year' and 'Individual of the Year' for feedback at the PF. <ul style="list-style-type: none"> <li>▪ Email to be sent to Clubs thanking them for their feedback and to circulate the criteria. <b>Action: Christine (#902)</b></li> </ul>
875	Ongoing. Keep an eye out for an ex-vendor's caravan which could be converted into the Judge's tent. Budget \$10k total.
876	Follow up with auditor (Terry Caldwell) on requirement to authorise bank transfers after they have occurred. <ul style="list-style-type: none"> <li>▪ Feedback was that approvals should be given beforehand for any payments made by the Treasurer.</li> <li>▪ Agreed to set up a Preferred Providers list which the Board would review and authorise that payments can be made automatically those listed. Any payees not on the list are to have approval sought by email and if no response is received from the Board within two days the Treasurer can authorise their payment. <b>Action: Jennifer (#903)</b></li> </ul>



## 12 SAFETY

Noted that the 10s boats at the Boatshed are being put back with the Sweeps' bracket positioned towards the front of the shed which is not safe as the bracket on the right hand side protrudes enough to be a potential hazard.

Agreed that the Sweep oar for the 10s boat is to be at the back of the shed and for 20s boats at the front.

**Action: Marie (#909)**

## 13 EQUIPMENT

Status of damage to a dragon boat head is to be followed up with Geoff Gray and also damage to a boat at The Sailing Club just reported. **Action: Chris K (#910)**

Noted that often damage to a boat or equipment is not being reported. Agreed to produce a form for completion to report any damage/incident to equipment or a boat. **Action: Chris K (#911)**

A number of comments were received at the last race day re the black boat being really slow. Suggested that it be checked to see if it is full of water.

## 14 EVENTS

25/03/17 – Regional Masters Games in Clare/Wallaroo. Noted only 3 x DBSA Clubs participating which may end up costing the association money to hire cars to tow the boats. There would be no electronic timing set up. Mario & Lynette Ferrari (WWs) are helping to coordinate the event with further assistance from any volunteers welcomed. Chris Kelley to check if available to drive the Umpire's Boat.

**Action: Chris K (#912)**

Follow up to be had with Tracey Young (WWs) if she is happy to coordinate the composite team for the Robe event and if SADA has individual paddlers wanting to participate. **Action: Sharon (#913)**

Volunteers to be sought to move the pontoons on 25/03/17 for the State Championships. Noted John Holland would not be available and that there are a number of paddlers already familiar with the process who may be available. If not an alternate date may need to be set with Brett. **Action: Sharon (#914)**

Volunteers to be sought for the State Championships as boat marshalls from those that are not normal regular Club volunteers. **Action: Sharon (#915)**

24/06/17 – DBSA Awards Presentation Dinner. Henley SLSC to be checked for suitability.

**Action: Sharon/Chris W (#916)**

## 15 HIGH PERFORMANCE

Discussed earlier.

## 16 PUBLICITY

### 16.1 Proposal – Stralia Sports

The proposal was circulated prior to the meeting. Noted it would be difficult to fill an hour slot for their TV angle with 15 minutes preferred. Happy to continue to provide content for their new quarterly editions. **Action: Marie (#917)**

## 17 CLUB ISSUES

Noted Victor Dragons paddler received a rash from fibreglass whilst working on a boat which has caused her some major health issues. The insurance claim was rejected and she was advised to follow this up with the Ombudsman.

Copper Coast are querying whether they need to have insurance on their boats that they purchased from DBSA as they only paid \$1,000 each (replacement value is \$10,000 each which is what they are insured for) and would be discussing this at their committee meeting.

The email advice from Sandy Jansen on the successful running of the Port Lincoln Regional Regatta was noted both by the Board and the Racing Committee. Congratulations are extended to them. Noted that they were keen for another region to coordinate a similar type event.

## 18 WEBSITE

Discussed earlier.

**19 NEW BUSINESS**

**19.1 Clearance applications** – nil.

**19.2 Policy review** – nil.

**20 ANY OTHER BUSINESS**

- Noted that DBSA paddles (48") held at Aquatic are available to purchase at \$143 (GST incl.).
- Noted that the red life jackets are available for use by the State team paddlers for the Nationals with the remainder to be hired to AusDBF. Numbers to be taken are to be advised to John Holland so he can work out how many will be available for hire. **Action: Chris K (#918)**
- Invitation will be extended to Ashley Hopkins and Leonie Mouthaan to attend a Board meeting as they are keen to see what happens. **Action: Chris K (#919)**
- Email to be sent to Clubs advising that DBSA is going to implement the Revolutionise program providing they are all in support. If no response is received by 31<sup>st</sup> March, then it will be assumed that they are in favour. **Action: Marie (#920)**

It was suggested to Revolutionise that if DBSA is to proceed that it would be beneficial for them to provide a training session in Adelaide however their preference was to provide this by webinar.

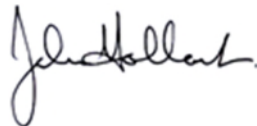
There is uncertainty if it will work with the Boresoft program and noted that the uploading of results was not automatic and will require someone to key them in and then to be accessed via a separate website. It has been working for Victoria to set up their regattas.

Agreed Clubs will have to pay their respective annual access fees.

**21 NEXT MEETING**

The next Board meeting is scheduled for 8:00pm Wednesday 12 April 2017 at The Sailing Club.

**22 CLOSE OF MEETING** – 11:17pm.



12/04/17

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

Date: \_\_\_\_, \_\_\_\_, \_\_\_\_ Chairperson