



MINUTES

Board Meeting

Thursday 12 April 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:** Leonie Mouthaan
 - 4 **MINUTES OF PREVIOUS MEETING 9 MARCH 2017 ACCEPTED AS A TRUE AND CORRECT RECORD.**
Moved: Chris Wood **Seconded:** Sharon Knights **Carried**
 - 5 **ACTION ITEMS/BUSINESS ARISING**

NO	ACTION
896	Actioned. Circulate the Board Evaluation Report to Clubs.
897	Ongoing. Submit grant application for \$5k to Grants SA for purchase of vendor's caravan.
898	Ongoing. Work out who is to receive Volunteer recognition pins for lunch on Sun 28/5/17. <ul style="list-style-type: none">▪ A sample of the pins were circulated and noted that the number of years being recognised would need to be engraved on to them.
899	Ongoing. Arrange banner with Council for June to promote 4/11/17 Corporate Challenge Event on Port Road. <ul style="list-style-type: none">▪ Noted application is ready to be submitted once the sign has been taken by John Holland to Signarama for updating.
900	Actioned. Set up Twitter account.
901	Actioned. Send email to Clubs seeking feedback on what they want for the State selection criteria.
902	Actioned. Circulate Awards criteria now feedback has been received.
903	Ongoing. Prepare a list of 'preferred providers' for Board to review and authorise automatic payments. <ul style="list-style-type: none">▪ This was tabled and suggested that individual volunteers and clubs be excluded.▪ List to be reviewed by Sharon Knights for culling purposes.
904	Ongoing. Find out from Auditor if dragon boats purchased should be listed on books at their 'replacement' value rather than the "at actual cost" value. <ul style="list-style-type: none">▪ Sharon Knights offered to follow up for internal advice from accountant on this.
905	Actioned. Follow up with Leonie Mouthaan for availability to attend TV interview with JH at Ch44 at 4:3pm on 22/3/17.
906	Actioned. Seek volunteers for Woodville High event on 22/3/17 at 9:30am-10:30am. 3 x sweeps/drummers.
907	Ongoing. Arrange for a cinema ad targeting Juniors up to 18 years of age using DDU footage.
908	Ongoing. Provide artwork to Judy Sweatman for DDU SADA sign and details of company that printed them.
909	Actioned. Advise Clubs that Sweep oar bracket for the 10s boat is to be at the back of the shed and for 20s boats at the front.

910	Ongoing. Follow up with Geoff Gray re damage to a dragon boat head at Aquatic and separately look into damage to boat at The Sailing Club. <ul style="list-style-type: none"> Noted head has been repaired.
911	Actioned. Produce a form to report any damage/incident to a boat or equipment. <ul style="list-style-type: none"> Sample form to be redesigned to be more simplified.
912	Actioned. Advise John if available to drive the Umpire's Boat on 25 th Mar for Masters Games. <ul style="list-style-type: none"> Event went well with 12 races held.
913	Actioned. 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 join a team. <ul style="list-style-type: none"> Noted Tracey Young was no longer available to coordinate the names with Sharon Knights offering to assist with this. Email to be sent to Clubs/Presidents requesting completion of online entries in SmartSpace and to advise if they have any paddlers wanting to paddle in a composite team at this event. Copy of Tracey's list to be sourced. Action: John (#921) Truck will arrive on 3/5/17 to load up the boats at Aquatic with the trailer only to be taken to course. A wine sponsor has been chosen for the races and will be awarding wine and trophies.
914	Actioned. Seek volunteers for 25/3/17 @ 4pm(?) to assist with moving the pontoon otherwise reschedule.
915	Actioned. Seek volunteers for boat marshalls for States separate to normal Club volunteers.
916	Ongoing. Check Henley SLCS for suitability/availability for DBSA Awards Presentation dinner on Sat 24/6/17. <ul style="list-style-type: none"> Noted venue is unsuitable. Kent Town hotel to now be reviewed.
917	Actioned. Advise StraliaSports that cannot fill a 1 x hour slot however ¼ hour slot is preferred and will contribute to quarterly editions.
918	Actioned. Advise John on the racing numbers of red life jackets to be borrowed by the state team for the nationals. <ul style="list-style-type: none"> List to be made up for those to list their details who are borrowing the life jackets. Action: Chris (#922)
919	Actioned. Invite Ashley Hopkins and Leonie Mouthaan to a Board meeting.
920	Actioned. 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 31st March, then it will be assumed that they are in favour. <ul style="list-style-type: none"> Noted Clubs were all in favour of this change and that it would proceed.
ACTION ITEMS – ONGOING	
655	Ongoing. Follow up at AusDBF Nationals meeting: <ol style="list-style-type: none"> Circulate flowchart for pathways to international participation for sweeps, paddlers and volunteers to committee for comment. 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. Set date for Amazing Race type event with Goolwa Council and Coorong Dragons In lieu of Copper Coast Challenge.
771	Actioned. Spreadsheet of Corporate events is to be updated and posted to the website.
801	Actioned. Sit down with Rick and work through his Board exit responses. <ul style="list-style-type: none"> The report of this interview was circulated prior to the meeting with some of the responses discussed.
804	Actioned. Place the order for the 2 x promotional banners/flags.
835	Ongoing. Schedule in a regatta at Mawson Lakes.
837	Ongoing. Advise BBC & Kent Town Hotel of no interest in a Loyalty plan.
846	Actioned. Produce list of items requiring regular maintenance.

851	Ongoing. Look into Normanville Lions Club request for an event on Australia Day 2018. ▪ Visit will be paid when the next meeting is held.
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. ▪ August is being considered.
863	Actioned. Source water proof jackets (small) for Volunteer packs from Marino Monogram.
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.
875	Ongoing. Keep an eye out for an ex-vendor's caravan which could be converted into the Judge's tent. Budget \$10k total. ▪ Chris Kelley advised he would be looking at a caravan for sale on Gum Tree on Saturday for about \$1,800 which will require fitting out inside. Darcy Knights to be invited along to assess it. ▪ Suggested if suitable that photos be taken and a deposit be paid in the first instance. Action: Chris K (#923)
891	Actioned. 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. -
895	Ongoing. Schedule Volunteers' Lunch for Sun 28/5/17.

Noted that the incident with a paddler receiving a rash from working on the fibreglass on a dragon boat and the subsequent claim to the insurance broker was resubmitted after being rejected and has now been accepted by the insurance company.

6 FINANCIAL REPORT – MARCH 2017

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

7 STRATEGIC PLAN REVIEW

3. COACHING & OFFICIATING

OBJECTIVE	ACTION(S)
3.1 National AusDBF Dragonboat Coaches Course	Continue to promote involvement to members and offer regular courses ▪ To be scheduled in August. Action: John (#924) ▪ Noted only two students from the last course have completed their paperwork.
3.2 National AusDBF Dragonboat Sweep Program	Continue to conduct the Sweeps accreditation program. ▪ Noted DBSA holds its own program. ▪ Committee meeting is long overdue.
3.3 DragonBoat SA Dragonboat Officials Course	AusDBF Level 3 Officials to Mentor local Officials to accredit to level 3 DBSA Official ▪ Follow up with Vanessa Shepherd (WWs) for volunteer sourcing as she works at the City of Charles Sturt Council in volunteer area. Action: Sharon (#925)
3.4 National AusDBF Dragonboat Officials Course	Establish a qualified trainer in South Australia ▪ Sharon Knights said she would be happy to see what this role entails.
3.5 Senior First Aid Course	Arrange Senior First Aid Training Course ▪ To be scheduled in July. Action: Chris W (#926) ▪ Noted DBSA will only subsidise course attendance for this DBSA Course.

8 REVERSE REVIEW ACTION PLAN

1. Leadership

1.3 DBSA is open and transparent in Decision Making	Introduce "issues papers" for Board Meetings and ensure minutes reflect reasons for decisions and publish "Issues Papers" if practical. <ul style="list-style-type: none">▪ Noted nil issues currently.
1.4 DBSA gives members opportunity for input in the development of the sport	Give Race Committee greater input into the development of Racing Policies. <ul style="list-style-type: none">▪ This is being done.

9 JUNIOR DEVELOPMENT REPORT

The Dragonmites participated at the State Championships and were chuffed that they beat two B Grade crews.

The aim will be to build the numbers up during the school holiday program commencing on Tuesday with participation from them hopefully. There are currently 23 registered.

10 AusDBF REPORT

Noted that little notice was given on the Coaching Trainers meeting scheduled on Wednesday before the Nationals.

The DBSA camera is being hired to AusDBF for the Auschamps \$4,400. Wendy Campbell will be the operator.

11 SECRETARY'S REPORT

Correspondence as noted throughout the various Agenda items.

Noted a Boat Lifting Equipment email had been circulated to the Board and the system is in operation in Victoria at their boating Hub in Docklands. Would be useful to us if we ever get our current facility expanded

The exemption application from James Economos from State Selection for the Nationals was noted.

12 SAFETY

12.1 Incident Report - Powerblades

The report was tabled and reviewed by the Board.

The Board response is that their concern has been noted and the issue has been resolved as there is an action item on the Task List. Extra care to be taken. **Action: Sharon (#927)**

12.2 Other

Two photos have been take at the Boatshed of the way the boats have been put back to show how not to put them away.

13 EQUIPMENT

Noted that the trolley for the TK1s is being worked upon.

14 EVENTS

Registration has been submitted for the Regional Masters Games in Murray Bridge in 2018.

15 HIGH PERFORMANCE

The status of the various teams was discussed with best wishes for a successful campaign extended.

16 PUBLICITY

John Holland Leonie Mouthaan were on the Ch 44 sports show to publicise the sport and State Championships. It has aired and should be available for downloading from their Facebook page.

Robbie Popplestone from CH44 subsequently attended and was the celebratory race caller. He queried why there were only two boats racing on occasion.

John Holland advised that the Robe event would have only Open Age and Seniors events. At the next RC meeting he will bring up the idea whether the same could apply to the DBSA program and follow up

on Club feedback on whether those Clubs that enter every race day can be given the option to select the categories it would like to compete in at the State Championships.

17 CLUB ISSUES

17.1 ASA new season regos – early bird discount

The below request from ASA was approved:

The majority of ASA's members will be out of the country from the end of May through till mid-July participating in an event in Venice.

Because we will be away when DBSA renewal fees are due, we are requesting ASA be given until the 30th July to pay our fees (with the reduce rate for early bird discount, if it still applies).

We hope you will look favourably on our request in this instance.

17.2 Powerblades

Raised that there may be an issue with boat allocation availability next season.

Clubs will be contacted earlier this season for their training requirements. **Action: Chris (#928)**

18 WEBSITE

A calendar is to be included on the website. **Action: Marie (#929)**

19 NEW BUSINESS

19.1 Clearance applications – nil.

19.2 Policy review

Policy #040 – Volunteer Management would be reviewed by Sharon Knights. Noted process is hard currently to get from Level 1 to 3.

Action: Sharon (#930)

19.3 State Championships – overview

Event went well with one race jury held. Minor rain on the Sunday. The 2km race went well. Timing was good. Catering not so good.

20 ANY OTHER BUSINESS

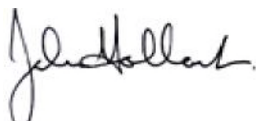
- Noted 3rd Quarter BAS paperwork is being completed with approximately \$440 owing.
- Consideration was given to introducing an award for the “most valuable participant” on the day for each category in the state team at the Nationals however was dropped as considered to be possibly to contentious and selection in the state team was already an acknowledgement.
- The Risk Level Matrix provided by Jennifer Bould is to be inserted into the various Risk Assessments. **Action: Marie (#930)**
- Opportunity to sell Cox mate as the sole dragon boat supplier was discussed. Could all be managed via the website with a 25% profit made on each unit.

21 NEXT MEETING

The next Board meeting is scheduled for 8:00pm Wednesday 10 May 2017 at The Sailing Club. Carol will be an apology.

22 CLOSE OF MEETING – 11:00pm.

Signed: _____



Date: 10 / 05 / 17 Chairperson