



DragonBoat SA
GPO Box 684
ADELAIDE SA 5001
ABN 40 579 674 377

MINUTES

Board Meeting

Wednesday 14 June 2017 at 8 PM

At

The Sailing Club – 1 Jenkins Road Port Adelaide

1 OPEN MEETING – 8:12 PM

2 PRESENT: John Holland, Christine Wood, Chris Kelley, Carol Hammond, Jennifer Bould and Vi Duong (Black Dragons)

3 APOLOGIES: Sharon Knights

4 MINUTES OF PREVIOUS MEETING 12 APRIL 2017 ACCEPTED AS A TRUE AND CORRECT RECORD.

Moved: Chris Kelley

Seconded: Chris Wood

Carried

5 ACTION ITEMS/BUSINESS ARISING

NO	ACTION
931	Done. Upload Maintenance defect forms to website.
932	Withdrawn. Order stickers from supplier of Volunteers pins for (5, 10, 15 years).
933	Ongoing. Revalue major assets (trailers/boats) at replacement cost to include as a Schedule to the accounts so that their actual replacement value worth is noted.
934	Done. Update Debtors list to raise at PF.
935	Done. Advise at PF dates for 2018 Masters Games in Murray Bridge.
936	Done. Remind at PF of Issues paper availability on website.
937	Done. Arrange for Jen Le Ray to grant admin access to Sharon & Marie to Dragonmites FB page. <ul style="list-style-type: none">Noted it was important for privacy reasons that the Facebook page should be changed from Community to a closed Forum. Action: Sharon (#945)
938	Done. Write Dragonmites spiel for Juniors website page and look into updating promotional brochure.
939	Done. Seek feedback from Clubs about the Commonwealth Games Festival proposal at PF. <ul style="list-style-type: none">Noted there was no interest locally and nothing heard from AusDBF.
940	Ongoing. Make a replacement part for the broken sweep oar.
941	Ongoing. Set guidelines of what is to be expected for State coaches along with KPIs and check if they will take on second year of their appointment. <ul style="list-style-type: none">Plan to be set for the Coaches to include:<ul style="list-style-type: none">Plan for before/after xmas and then four weeks before eventLess training sessions and maybe a 6-weekly training campWhat benchmarking is being set besides ergosPaddler recruitment planTeam manager to be appointed from the start

942	Done. Write to Copper Coast objecting strongly to DBSA and the sport being brought into disrepute over this issue.
943	Clubs to provide contact details for Revolutionise of the Club and main contact person as part of initial set up.
944	Done. Advise Clubs that the AusDBF rego fee will be increased by 5% and forms updated.
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. Visit with Goolwa Council contact and venue to organise Amazing Race type event. Revisit Oct 17 for Sept 18.
835	On hold. Schedule in a regatta at Mawson Lakes.
851	Ongoing. Look into Normanville Lions Club request for an event on Australia Day 2018.
860	Ongoing. Level 1 Officials course in August to be arranged once dates are provided by John. <ul style="list-style-type: none"> ▪ 29/8/17 – First Aid course date to be set/confirmed: Action: John/Chris (#946)
864	Done. DBSA policy (#005 - Conditions of Entry to Races (Eligibility, Fixtures & Team Composition) to be changed from <u>1/7/17</u> to reflect “the age on the day of the event” for participant eligibility.
897	Done. Advise Carol that as part of grant application for \$5k to Grants SA for purchase of vendor’s caravan that a budget should be submitted rather than a quote for costs for van. <ul style="list-style-type: none"> ▪ The draft version of the grant being applied for was tabled. Feedback welcomed.
898	Done. Work out who is to receive Volunteer recognition pins for lunch on Sun 28/5/17.
899	Done. Arrange banner with Council for June to promote 4/11/17 Corporate Challenge Event on Port Road and take sign to Signarama for updating.
907	Ongoing. Arrange for a cinema ad targeting Juniors up to 18 years of age using DDU footage.
910	Ongoing. Look into damage to boat at The Sailing Club. <ul style="list-style-type: none"> ▪ John advised he would place a fibreglass patch on it. (John checked boats and found no damage)
916	Ongoing. Organise DBSA Awards Presentation dinner on Sat 24/6/17 at Kent Town Hotel. Follow up on corkage for 1 bottle of DBSA wine per table. <ul style="list-style-type: none"> ▪ Disappointment expressed about low number of registrations received from the Clubs so may not be held in future.
923	Done. Search for vendor’s caravan, take photos if suitable and pay a deposit. <ul style="list-style-type: none"> ▪ Caravan purchased and is located at The Sailing Club. ▪ Plan to be prepared for the fit out. Action: (Chris K #947) ▪ An email will be sent out to maintenance delegates with any club expertise to assist.
924	Ongoing. Level 1 AusDBF Coaches course scheduled for weekend of 2 nd 3 rd September, form to be posted to website and email sent to Clubs. <ul style="list-style-type: none"> ▪ Send out reminder email again as no registrations received to date.
925	Ongoing. Write to Council (Vanessa Shepherd) seeking volunteers to assist on race day that will be trained up/accredited.
926	Ongoing. Schedule First Aid Training course for July. <ul style="list-style-type: none"> ▪ Scheduled now for 29/8/17.
929	Ongoing. Contact Jono to arrange for a calendar of events/meetings etc for the website. <ul style="list-style-type: none"> ▪ Noted Google account needs to be set up first.
930	Done. Advise AusDBF that Chris K & Chris W are the DBSA reps on the Pathways committee. Insert Risk Level Matrix into Risk Assessments and find out what is happening with their Judging awards.

6 FINANCIAL REPORT – MAY 2017

Email will be sent to Clubs to ascertain if anyone knows the whereabouts of \$418 placed into a sports bag by mistake during training one Saturday as it belongs to DBSA for payment for the purchase of state tops. **Action: Chris (#948)**

MOVED: J. BOULD and SECONDED: C. WOOD
TO accept financial reports and pay accounts on Account 1.
CARRIED.

7 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"> ▪ Noted training day being scheduled for August, manual is a work in progress and to be ready by training course.
5.2 Sourcing volunteers	Internal from Clubs Identify external sources – i.e. Sport SA / Volunteer SA
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"> ▪ Noted uniform supply is in place.
5.4 Volunteer acknowledgement	Annual Volunteer acknowledgement function / Volunteer Service Pins <ul style="list-style-type: none"> ▪ Event just held.
5.5 Volunteer/Officials training	Maintain Log Book for recording qualifications of all race day volunteers <ul style="list-style-type: none"> ▪ Ongoing.

8 REVERSE REVIEW ACTION PLAN

3. SERVICES AND SUPPORT

3.4 Guidance on how to recruit and retain volunteers	Provide training for volunteers – both regatta and administration <ul style="list-style-type: none"> ▪ Discussed earlier.
3.8 DBSA has an effective system to identify talented athletes	High Performance Committee to formulate a system to identify Talented Athletes <ul style="list-style-type: none"> ▪ Noted still waiting on AusDBF.
3.9 Elite pathways, training and competitions are well coordinated in members' areas	Competitions to be held in Regional Areas – 2 per Season Regional Areas are: <ol style="list-style-type: none"> 1. Wallaroo, South-East (Robe), Port Lincoln, Goolwa, Murray Bridge <ul style="list-style-type: none"> ▪ Events held in Wallaroo and Robe this year. ▪ In 2018 events will be held at Murray Bridge Masters and Robe.

9 JUNIOR DEVELOPMENT REPORT

Discussions being held with ASD to encourage their four junior paddlers to transfer to ACDC so that they can train with other young paddlers.

10 AusDBF REPORT

The email from Joseph Gomory titled "IDBF proposal to delete Senior C age class from rules of racing" was discussed. Agreed to wait with interest as to how this unfolds and abide by the decision.

John Holland advised he was on the AusDBF Championships Committee and that they are seeking Terms of Reference first from AusDBF before they proceed.

11 SECRETARY'S REPORT

Letter received from Flight Centre (St Clare) offering a 1% incentive rebate for any bookings made through them. Visit to be paid to follow up and see if they will pay \$100 for it to be posted to our website in return for the 1% incentive. **Action: John (#949)**

Letter received from the OR&S advising that DBSA has been formally recognised by the department which means that we have been identified as an organisation that R&S will work with to achieve strategic objectives. Noted this was wonderful recognition of the sport and approval was given to sign the Agreement. **Action: John (#950)**

Correspondence received for Life Membership for: Julie and Steve Clinch, Chris Wood and John Holland.

The email from Peter Mitchell requesting special consideration be given to payment of his registration fees due to his medical condition was discussed. Agreed that he should pay ¼ of the fee (\$49) up front only at this stage. **Action: Chris W (#951)**

Promotional brochure received from N&V Catering.

12 SAFETY

Nil.

13 EQUIPMENT

Noted the buoys are being painted (x12) with 12 being painted in coming weeks. The others will come in with a decision made as to how long they will need to dry before painted and kept as spares.

Follow up to be had with Paint Supplies (Gary Johansen) about re-establishing our sponsorship account with them. **Action: John (#952)**

Suggested that the caravan be painted professionally however the boat trailers could be hand painted.

There is a new supply of rubber mats at The Sailing Club and the number required to be transferred to the Boatshed is to be advised. **Action: Chris K (#953)**

Follow up to be had with Lube Mobile to see if they will service the three trailers.

Action: Chris K (#954)

14 EVENTS

14.1 Volunteers lunch wrap up

Event went well, new caterers were good. RC committee to be invited next year.

14.2 Club of the Year Awards

The applications were received and the winners determined and to be announced at the Season Launch dinner.

Agreed to allocate \$240 per trophy. **Action: Chris K/Carol (#955)**

15 HIGH PERFORMANCE

Discussed.

16 PUBLICITY

Nil

17 CLUB ISSUES

Response to be given to those enquiring about the recent change to the program before Christmas to an Open and Seniors category races being held, is to follow this up with their RC delegate.

Action: Chris W (#956)

18 WEBSITE

Nil.

19 NEW BUSINESS

19.1 Policy review

The following policies were ratified:

05	Conditions of Entry to Races (Eligibility, Fixtures & Team Composition)
06	Procedure for the Formation and the Functions of the Racing Committee -
07	Participant Clearance Procedure
08	Equity & Inclusive policy
09	Role of the Dragon Boat Drummer

Action: Marie (#957)

19.2 Revolutionise

Marie Cunningham reported that the transition to Revolutionise has not been as smooth as expected. There has not been a lot of follow up from Revolutionise to check that all is working well and the videos provided do not necessarily cover fully the setting up for Clubs and DBSA.

It appears that most Clubs have chosen to have the one person process the registrations rather than setting up their own Club page and placing a link to RENEW or REGISTER and sending this out. They prefer to just get up and running first given the timing constraints with the new season approaching and Early-Bird deadline expiring on 30 June.

Noted that there is no opportunity for volunteers to be entered separately as they need to be a member. This means that the reporting extracted will not be reflected correctly resulting in incorrect AusDBF Levy fee payments being made unless reconciled beforehand. If this could be set up then DBSA would be prepared to cover the cost.

The ability to enter Volunteers separately was considered to be important and would be followed up with Revolutionise. **Action: Marie (#958)**

19.3 ID Card status

The new ID card was tabled and disappointment expressed that there was no opportunity for the DBSA logo to be included and commented that it was very banal looking. The gender would be removed and AusDBF Coaches level to be included.

19.4 New Club membership application – Dragons Abreast Adelaide (DAA)

MOVED: C. HAMMOND and SECONDED: C. WOOD
THAT the membership application from Dragons Abreast Adelaide be accepted subject to a change in their Constitution at their next AGM to reflect that they will be a member of their respective state association.
CARRIED.

Action: Marie (#959)

19.5 Clearances – DAA

The following paddlers from Water Warriors were approved to transfer under special circumstances to Dragons Abreast Adelaide:

- Jan Bowes, Vina Brailsford, Merylyn Brown, Morna Coats, Debra Elfenbein, Lyn Foong, Francesca French, Fran Garland, Jo Hamlyn, Anne Morris, Carol Pascoe, Violetta Peev, Oanh Ha, Uyen Ha, Jill Taylor, Ina Ramsay, Ruth Rounsevell, Sally Russell, Elizabeth Savill, Vicki Toovey, Joanne Walkley, Jo Wells, Jacque Eadie and Cherie Furniss

The following clearances were approved:

- Aniiita Cameron – from ASD to Powerblades
- Brenda Penny – from Bladerunners to Powerblades

Action: Marie (#961)

19.6 SA Sports Museum Email – donations to Sports Museum

The email from the SA Sports Museum seeking donations was noted and would be circulated to Clubs to follow up of their own volition. **Action: Chris W (#961)**

19.7 Expression of Interest – Eastern Parade Reserve

This proposal was reviewed and agreed to not follow up any further at this stage.

19.8 AGM – reports etc.

Noted reports are due in by 14 July 2017. **Action: All (#962)**

The Strategic Plan has an action to employ an Executive Officer however to date the timing has not been suitable nor has there been sufficient funding available.

John Holland advised and as noted at previous meetings, that he would not be renominating for the Board and instead he would like to set up and develop a casual paid position whereby he undertakes a number of activities for the Board to develop and manage the sport.

Approval was given for John Holland to present a position description at the next meeting with the aim being to implement an initial 12 month contract if all was in order. The aim would be to set this up to take effect after the AGM. **Action: John (#963)**

MOVED: J. BOULD and SECONDED: C. KELLEY

THAT the applications for Life membership received for Chris Wood, John Holland, Steve Clinch and Julie Clinch be put to the membership. CARRIED.

Action: Marie (#964)

Noted that Chris Wood and Jennifer Bould would be renominating and that there would be two vacant committee positions given that John Holland was not renominating.

20 ANY OTHER BUSINESS

Details of Canoe SA's West Lakes Classic event to be held on 27 August with 6km, 12km or 18km races to be circulated. **Action: Chris (#965)**


Noted Clubs were advised of the availability up until 31 October to receive discount vouchers to attend the Kent Town Hotel with Powerblades and ACDC already taking up the offer. There are 20 available each week. **Action: Marie (#966)**

21 NEXT MEETING

The next Board meeting is scheduled for 8:00pm Thursday 13 July 2017 at The Sailing Club.

22 CLOSE OF MEETING – 12:00pm.

Signed:



Date: 13/7/17 Chairperson