



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

MINUTES

Board Meeting

Thursday 13 July 2017 at 8:00 PM

At

The Sailing Club – 1 Jenkins Road Port Adelaide

1 OPEN MEETING – 8:12 PM

Agreed invitation to be extended to Vi Duong (Black Dragons) to accept an appointment to the Board.

Action: John (#967)

2 PRESENT: John Holland, Christine Wood, Chris Kelley, Jennifer Bould and Sharon Knights and invited Leonie Mouthaan (Water Warriors)

3 APOLOGIES: Carol Hammond

4 MINUTES OF PREVIOUS MEETING 14 JUNE 2017 ACCEPTED AS A TRUE AND CORRECT RECORD.

Moved: Chris Kelley

Seconded: Jennifer Bould

Carried

5 ACTION ITEMS/BUSINESS ARISING

NO	ACTION
945	Ongoing. Look into changing Dragonmites FB page to a closed status rather than 'community'.
946	Ongoing. Set date of Sat 29/8/17 for First Aid course at venue and send out to Clubs. <ul style="list-style-type: none"> Invitation will be sent out again tomorrow.
947	Ongoing. Prepare a plan for the caravan fit out. <ul style="list-style-type: none"> Budget to be drafted and circulated for approval.
948	Done. Email to 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
949	Withdrawn. Visit Flight Centre at St Clare to follow up their letter of offer and see if they will pay \$100 for it to be posted to DBSA website and 1% incentive rebate also. <ul style="list-style-type: none"> Agreed to no longer follow up as most Clubs would do their own online bookings and the arrangement is too prohibitive.
950	Actioned. Sign and return Agreement from the OR&S.
951	Actioned. Call Peter Mitchell and advise confirmation email to be sent advising that his request was considered and he is to pay ¼ of his registration fee being \$49.
952	Ongoing. Follow up with Gary Johansen (Paint Supplies) in regard to re- establishing our sponsorship account. <ul style="list-style-type: none"> Agreed to offer signage sponsorship of the four boats at The Sailing Club in return for whatever amount of agreed paint to be supplied.
953	Withdrawn. Advise John of the number of rubber mats to be transferred to Aquatic.
954	Ongoing. Follow up with Lube Mobile to see if they will service the three trailers.
955	Actioned. Purchase trophies for Club of the Year recipients.
956	Actioned. Respond to those emails about the change to the race program categories (b4 Xmas) to contact their RC delegate first.
957	Actioned. Upload policies #05-09.

958	Actioned. up with Revolutionise on having separate Membership for Volunteers.
959	Actioned. Advise DAA that their membership application has been approved subject to their including in their constitution that they need to become a member of their respective state association, at their next AGM.
960	Actioned. Process clearances for: DAA, Aniita Cameron and Brenda Penny
961	Actioned. Send email from SA Sports Museum seeking donations to Clubs. <ul style="list-style-type: none"> ▪ JH advised that he met to follow this up and information was provided on the Sport Hall of Fame and noted that there are a number of inductees waiting. Discussion was held at this meeting on possible candidates with sporting details of one Aurora paddler to be followed up. Action: Sharon (#968) ▪ Noted there are other membership/sponsorship options (ie Supporters Club, access to the Get Active Touch Suite program, temporary exhibitions).
962	Ongoing. Submit report for AGM papers.
963	Actioned. Present the Board with a position description to take on the role of Executive Officer for DBSA as a contracted paid position.
964	Actioned. Put Life membership nominations on the AGM Agenda and include in papers
965	Actioned. Circulate details of Canoe SA's West Lakes Classic event on 27/8/17.
966	Actioned. Details of Kent Town Hotel's vouchers being available to Clubs to be posted to website.
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.
835	Ongoing. Schedule in a regatta at Mawson Lakes.
851	Ongoing. Look into Normanville Lions Club request for an event on Australia Day 2018.
860	Ongoing. Dates to be set for Level 1 Officials course in August and manual to be ready in time (Sat 9am-12).
907	Ongoing. Arrange for a cinema ad targeting Juniors up to 18 years of age using DDU footage.
910	Actioned. Look into damage to boat at The Sailing Club.
916	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.
924	Ongoing. Send out reminder email re Level 1 AusDBF Coaches course scheduled for weekend of 2 & 3 September. <ul style="list-style-type: none"> ▪ Noted there are three registered with more needed.
925	Ongoing. Write to Council (Vanessa Shepherd) seeking volunteers to assist on race day that will be trained up/accredited.
926	Actioned. Send details out re First Aid Training on Sat 29/8/17.
929	Actioned. Set up Google account so that Calendar can be linked back to DBSA website.
933	Actioned. 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.
938	Ongoing. Look into updating / producing promotional brochure for Dragonmites. <ul style="list-style-type: none"> ▪ Website has been updated with brochure to be reviewed next.
940	Actioned. Make a replacement part for the broken sweep oar.
941	Actioned. Set guidelines of what is to be expected for State coaches along with KPIs.

MOVED: J. BOULD and SECONDED: C. KELLEY
 THAT the clearance applications be ratified for ASD junior paddlers: Thomas Gordon, Scott Hobson, George Swan and Cassidy Burns to ACDC.
 CARRIED.

Action: Marie (#969)

6 FINANCIAL REPORT – JUNE 2017

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

Copy of GST registration to be sent to John Holland to provide to OR&S so that funding allocation can include GST. **Action: Jennifer (#970)**

7 STRATEGIC PLAN REVIEW

6. HIGH PERFORMANCE

OBJECTIVE	ACTION(S)
6.1 State Team Culture	Provide support for all State Crew Divisions <ul style="list-style-type: none">▪ Being done.
6.2 Open Age State Crew Development	Develop a competitive Open Age crew <ul style="list-style-type: none">▪ Endeavouring to do so.
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 nothing else to be provided at this stage however Bryan Buttery to be contacted to see if the Auroras need anything. Status report also to be provided. Action: Sharon (#971)
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.

8 REVERSE REVIEW ACTION PLAN

4. POLICIES

BUSINESS AREA	ACTION(S)
4.2 There are clear policies regarding representative team selection	Review and reformat current policy with Club Presidents at Presidents' Forum <ul style="list-style-type: none">▪ Ongoing.

9 JUNIOR DEVELOPMENT REPORT

Noted Dragonmites paddlers are on holiday until 2nd September. There have been about six training on a regular basis and they are keen to compete in Queensland.

Clubs are encouraged to urge young paddlers to come out on race days.

10 AusDBF REPORT

John Holland advised he had followed up in writing with AusDBF on the issues of (1) club crew eligibility and (2) nationals programming. A follow up call had been received from AusDBF (Vic) with a written response requested to be provided to this Board.

11 SECRETARY'S REPORT

The following correspondence was received:

- Email received from Phong Tran seeking a Camp Quality event on the 12th March 2018 long weekend which would be scheduled.
- Advice from OR&S that they will extend the grant and are awaiting GST registration.

Noted there is an insurance claim from one of the vendors from the DDU Event with a lawyer contacting John Holland and the details of this contact have been forwarded to our insurance company.

12 SAFETY

Noted there are no issues with the boat ramp at The Sailing Club and the ramp has been recently cleaned.

13 EQUIPMENT

Noted the new paddles are located at the Torrens still and can be brought back and would be kept in the office at Aquatic along with the life jackets.

Agreed to take a photo of the paddles/PDFs/cox mate for uploading to a new page on the website "Equipment for Sale". **Action: John/Sharon (#972)**

14 EVENTS

14.1 Club of the Year Awards and Dinner

The feedback was that the attendance numbers were disappointing and the timing of the food as well. Follow up to be had with venue advising them of this to see if they would offer a better arrangement next time. **Action: Chris W (#973)**

Agreed to schedule the event in advance for 2018 for 28th April and encourage Clubs throughout the year to support it.

The following were the winners:

- Coorong Dragons – regional
- Water Warriors - metro

15 HIGH PERFORMANCE

Discussed.

16 PUBLICITY

Nil.

17 CLUB ISSUES

Nil of note.

18 EXECUTIVE OFFICER

The draft contract and position description for the Executive Officer position, prepared by John Holland were circulated prior to the meeting for review. The amendments put forward by Carol Hammond were also considered.

Agreed that the Board is to review the contract and advise if they are happy with it and for John's subsequent appointment as of 1st August if all is in order. **Action: Board (#974)**

19 WEBSITE

Nil.

20 NEW BUSINESS

20.1 Policy review

The following policies were ratified:

- #045 – Reimbursement
- #046 – Safe Transport

Action: Marie (#975)

20.2 Revolutionise

An update was given on the status of Revolutionise and a few of the issues that are being sorted:

- Committee lists
- Sweeps recording
- Race entries

Agreed to update the registration forms and Revolutionise to remove any reference to accreditation levels for the following: IDBF level, AusDBF level, Coaching level, Sweeps level as this should only be maintained by DBSA. **Action: Marie (#976)**

20.3 Clearances

The below clearance applications were reviewed in accordance with policy and ratified:

- Julie Lister – SADA to Water Warriors
- Tania Mitchell – Coorong Dragons to Water Warriors

Action: Marie (#977)

20.4 AGM – reports etc.

Deadline reminder of 14 August 2017 advised. Maintenance Portfolio report received.

20.5 Participant Registration Fees 2018/19

Agreed to recommend at the AGM that the fees be increased by 5% for both DBSA and AusDBF in 2018/19.

20.6 Member Subscriptions 2018/19

Agreed to recommend at the AGM that “a Member subscription NOT be introduced for 2018/19”.

20.7 Race Fees

Agreed to advise at the AGM that the Race fees for 2018/19 will be set at \$10 (plus GST) per day for race days and state championships.

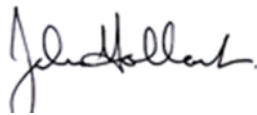
21 ANY OTHER BUSINESS

Nil.

21 NEXT MEETING

The next Board meeting is scheduled for 8:00pm Wednesday 9 August 2017 at The Sailing Club.

22 CLOSE OF MEETING – 11:15pm.



Signed: _____

Date: 9th August 2017 Chairperson