



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

MINUTES

Board Meeting

Wednesday 9 August 2017 at 8:00 PM

At

The Sailing Club – 1 Jenkins Road Port Adelaide

1 OPEN MEETING – 8:12 PM

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

3 APOLOGIES: Chris Kelley

4 MINUTES OF PREVIOUS MEETING 13 JULY 2017 ACCEPTED AS A TRUE AND CORRECT RECORD.

Moved: Chris Wood

Seconded: Sharon Knights

Carried

5 ACTION ITEMS/BUSINESS ARISING

NO	ACTION
967	Actioned. Invite Vi Duong to accept an appointment to the Board. <ul style="list-style-type: none">Noted he has accepted the appointment.
968	Ongoing. Follow up with Bryan Buttery for details of his sporting/paddling history as part of consideration for SA Sports Museum Hall of Fame.
969	Actioned. Process clearances for: Thomas Gordon, Scott Hobson, George Swan and Cassidy Burns.
970	Actioned. Send copy of GST registration certificate to John to give to OR&S.
971	Ongoing. Follow up with Bryan B if Auroras need any equipment or testing tools and also for a status report.
972	Ongoing. Take photos of paddles/PDFs/cox mate (John) for uploading to a new web page to be set up "Equipment for Sale". <ul style="list-style-type: none">The brochure from CoxMate is to be scanned in and uploaded also.
973	Ongoing. Follow up with the Kent Town hotel advising of disappointment over timing of food at season launch event and see what they will offer next time. <ul style="list-style-type: none">Email to be sent advising of the various issues experienced by a number of people.
974	Ongoing. Advise if happy with word of EO contract and appointment of John into this position as of 1 st August. <ul style="list-style-type: none">To be signed at meeting after the AGM. Action: Board (#978)
975	Actioned. Upload policies: <ul style="list-style-type: none">#045 – Reimbursement#046 – Safe Transport
976	Actioned. Update PRF and Revolutionise to remove access to Clubs and participants to update the: IDBF/AusDBF level, Coaching level and Sweep level.
977	Actioned. Process clearance applications to Water Warriors from: <ul style="list-style-type: none">Julie Lister (SADA) and Tanya Mitchell (Coorong Dragons)
671	Ongoing. Hold meeting with Abbey - Blind Welfare Association contact. <ul style="list-style-type: none">John noted he has registered to attend a Disability sports meeting on "diversity sporting" on 28th August where details of the NDIS will be advised.
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. <ul style="list-style-type: none">Will liaise now with Tanya Mitchell once she is on the Board.

835	Ongoing. Schedule regatta at Mawson Lakes.
851	Ongoing. Look into Normanville Lions Club request for an event on Australia Day 2018. Going to visit later this month 26/27 august
860	Actioned. Advise dates for Level 1 Officials course and Volunteers in August (Sat) - John Ensure manual is ready in time – Jennifer/Pat <ul style="list-style-type: none"> ▪ To be scheduled for either Sat 23 or Sun 24 September. ▪ Noted there was a good turnout for the FinishLynx training conducted by Wendy Campbell and Jennifer Bould.
907	Ongoing. Arrange for a cinema ad targeting Juniors up to 18 years of age using DDU footage. <ul style="list-style-type: none"> ▪ Noted Steve is on holiday and will provide a quote upon his return. In the meantime, a collection of DBSA promotional material is being compiled.
924	Actioned. Send out reminder email re Level 1 AusDBF Coaches course scheduled for weekend of 26&27 August. <ul style="list-style-type: none"> ▪ Noted only two registered thus far which is disappointing and that there are only 14 accredited coaches in the state with some Clubs having more than one. To be raised at the PF.
925	Actioned. Write to Council (Vanessa Shepherd) seeking volunteers to assist on race day that will be trained up/accredited. <ul style="list-style-type: none"> ▪ Details of the Volunteers training day to be provide to Sharon Knights so she can contact the Council to let them know and to write up an advertisement. Action: Jen/Sharon (#979)
926	Actioned. Send details out again re First Aid Training on Sat 29/8/17.
938	Ongoing. Look into updating / producing promotional brochure for Dragonmites. <ul style="list-style-type: none"> ▪ Being designed by a Subsonix paddler.
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. <ul style="list-style-type: none"> ▪ Noted criteria has been set.
945	Ongoing. Look into changing Dragonmites FB page to a closed status rather than 'community'. <ul style="list-style-type: none"> ▪ Noted this cannot be done and would have to be shut down entirely and a new page set up. ▪ As the paddlers are using TeamSnap App agreed that the page could remain just to promote the Dragonmites team.
946	Duplicated. Arrange First Aid course for Sat 29/8/17.
947	Actioned. Prepare a plan for the caravan fit out and send out a draft budget for approval. <ul style="list-style-type: none"> ▪ Noted floor has been put in.
952	Ongoing. Follow up with Gary Johansen (Paint Supplies) in regard to re- establishing a sponsorship arrangement for signage (4 x boats) in return for paint.
954	Ongoing. Follow up with Lube Mobile to see if they will service the three trailers.
962	Actioned. Submit report for AGM papers.

6 EXECUTIVE OFFICER'S REPORT

Noted that the contract has yet to be signed appointing John Holland.

7 FINANCIAL REPORT – JULY 2017

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

Agreed to hold off on paying the SmartSpace invoice until Raymond Strachan has been advised that the Clubs will no longer need access to it and only DBSA would so a new invoice is to be issued.

Action: John (#980)

8 STRATEGIC PLAN REVIEW

1. ADMINISTRATION

OBJECTIVE	ACTION(S)
1.1 Employ an Executive Officer and/or Office Staff	Job and person specifications developed. Job responsibilities developed Start with Part-time. <ul style="list-style-type: none"> Actioned.
1.2 Review Governance	Conduct Annual Governance Review <ul style="list-style-type: none"> Own internal review to be conducted.
1.3 Review and further develop and maintain Committee structure	Development Committee Maintenance Committee Racing Committee Website Committee Sweeps Committee High Performance Committee Additional Committees as identified <ul style="list-style-type: none"> Agreed to review them all at the next Board meeting. Action: Board (#981)
1.4 Review Administration outsourcing	Investigate options and the relevance of current practice <ul style="list-style-type: none"> Noted this refers to Admin Focus and Sport SA.
1.5 Data Base	Investigate, implement and maintain a database which provides the Association with the functionality to administer and develop the sport in South Australia <ul style="list-style-type: none"> Noted transferred over to Revolutionise database.
1.6 Promote the cultural values and traditions of Dragon Boat racing	Allocate a Cultural Portfolio to a Member. Foster the Cultural Traditions of our sport <ul style="list-style-type: none"> The opening ceremony will be held on the Torrens from the Pinky Flat side. Follow up to be had for guest names for posting to FB to promote the event beforehand. Action: Sharon (#982) OzAsia to be contacted advising of disappointment that not included in this year's event and to be kept in mind for 2018. Action: Chris (#983)

9 REVERSE REVIEW ACTION PLAN

1. LEADERSHIP

BUSINESS AREA	ACTION(S)
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 this option is available for Clubs however rarely utilised.
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 has been done.

10 JUNIOR DEVELOPMENT REPORT

Facebook page is being revamped. Training recommences on weekend of 2&3 September.

11 AusDBF REPORT

Noted there have been a few Board changes and the majority of them are in France to support the Auroras team.

Noted DDU will keep going as a company and should generate some income through the sale of dragon boats.

12 SECRETARY'S REPORT

The following correspondence was received:

- Congratulatory letter and certificate from OR&S for meeting the online requirements for Star Club.
- Flyer from OR&S promoting upcoming courses.

13 SAFETY

Nil report.

14 EQUIPMENT

Noted ongoing issue of life jackets not being put away or being bundled up in their respective size.

15 EVENTS

Invitation has been extended to participate at the Italian festival being held in Port Pirie on Saturday 9 September. The cost to hire a vehicle and the fuel to tow a couple of boats would be covered by the organisers.

This would be the weekend before the first race day and considered opportune for Clubs to do some training and have some fun from about 10am-3pm. Emails to be provided for circulation to Clubs.

Action: John/Sharon (#984)

16 HIGH PERFORMANCE

Next meeting is scheduled for mid-September with a view to commence training in October.

Noted no response to EOI for coaches – vacancies to be promoted at the L1 Coach course on 2nd & 3rd September.

17 PUBLICITY

Discussed earlier re Facebook and cinema advertisement.

18 CLUB ISSUES

18.1 Letter from Victor Dragons – re disability discount

This request was considered. Agreed for further discussion to be held with Marion Bennett at the Presidents' Forum to advise her that it would be placed on hold until John attended the NDIS briefing session in August and that apart from that the Board felt there was not much that could be done. **Action: John (#985)**

19 WEBSITE

Nil.

20 NEW BUSINESS

20.1 Policy review

Nil.

20.2 Revolutionise

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

- Club Committee lists – waiting until Mid august for Revolutionise to consider
- Sweeps recording – has been set up now after request by DBSA
- Race entries – noted is an issue with Clubs not having access to the section within the database that will produce the team entry summary whereas this was able to be readily accessed in SmartSpace. Follow up with DBNSW and DBQ noted that they do not use the database for this function. Urgent follow up to be had with Revolutionise. **Action: John (#986)**

Marie Cunningham asked the Board if they could assist with attaining an understanding of Revolutionise and how it works given that it is a brand new database and that she felt the onus should not be placed entirely on her to learn it. **Action: Chris/John (#987)**

20.3 Clearances

The below clearance application was duly ratified as it had been circulated by email outside of this meeting:

- Julie Hyland – SADA to WWs

20.4 AGM – reports etc.

Noted all provided and report to be printed at Office Works and circulated to Clubs via email.

Action: Marie (#988)

21 ANY OTHER BUSINESS

Meeting dates to be set at the next meeting given there are new Board members not available on specific dates. **Action: Marie (#999)**

22 NEXT MEETING

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

23 CLOSE OF MEETING – 9:37pm

Signed: _____

Date: ____/____/____ Chairperson