



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

MINUTES

Board Meeting

Thursday 14 September 2017 at 8:00 PM

At

The Sailing Club – 1 Jenkins Road Port Adelaide

1 OPEN MEETING – 8:02 PM

Agreed that John Holland would Chair this meeting.

PRESENT: Vi Duong, Chris Kelley, Maria Darby, Christine Wood, Jennifer Bould, Sharon Knights
Carol Hammond and John Holland (EO)

2 APOLOGIES: Tanya Mitchell

3 CODE OF CONDUCT – BOARD

A review of Policy #19 – Directors Code of Conduct was undertaken and then duly ratified by the Board.

Agreed to include an agenda item in future for any declarations of conflicts of interest with any agenda item to be declared. **Action: Marie (#1000)**

4 BOARD ELECTIONS

The following elections were carried out:

President:	Chris Kelley	Moved: Chris Wood and Seconded: Vi Duong
VP – Male:	Vi Duong	Moved: Chris Wood and Seconded: Carol Hammond
VP – Female:	Chris Wood	Moved: Maria Darby and Seconded: Jennifer Bould
Secretary:	Sharon Knights	Moved: Sharon Knights and Seconded: Vi Duong
Treasurer:	Jennifer Bould	Moved: Chris Kelley and Seconded: Chris Wood

5 COMMITTEE PORTFOLIO ALLOCATIONS

The following portfolios were assigned:

P&D:	Chris Wood, Carol Hammond and Tanya Mitchell
Maintenance:	Chris Kelley
Racing Committee:	Maria Darby and John Holland
Website:	Sharon Knights and Chris Wood
Sweeps:	Chris Kelley and John Holland
High Performance:	Vi Duong, Chris Wood and Chris Kelley

6 CLUB CONTACT ALLOCATION

The allocation of Clubs was then undertaken and re-assigned as follows:

Sharon Knights:	Copper Coast, Subsonix, Phoenix
Chris Kelley:	ASD, Water Warriors
Christine Wood:	PBs, SADA
Carol Hammond:	ACDC, KIDS
Jennifer Bould:	ASA, Blade Runners
Vi Duong:	Black Dragons, Waiwilta
Tanya Mitchell:	Coorong Dragons, Vicki's Pride
Maria Darby:	Blue Water Raiders, DAPL
John Holland:	Victor Dragons, DA Adelaide

Website to be updated accordingly and Clubs advised. **Action: Marie (#1001)**

7 MINUTES OF PREVIOUS MEETING 9 AUGUST 2017 ACCEPTED AS A TRUE AND CORRECT RECORD.

Moved: Chris Kelley **Seconded:** Chris Wood

Carried

8 ACTION ITEMS/BUSINESS ARISING

NO	ACTION
978	Actioned. Sign EO contract.
979	Actioned. Advise Sharon of date set for the Volunteers training in September so that she can write up an Advertisement for the Council. <ul style="list-style-type: none"> ▪ Noted advertisement sent to Council resulting in one expression of interest received along with one from the FB post.
980	Actioned. Contact Raymond re invoice for SmartSpace to remove cost for Clubs to access as only DBSA needs it.
981	Actioned. Review DBSA committees as part of Strategic Plan review.
982	Actioned. Follow up MA Holt for invited guests's names for Opening ceremony on the Torrens so they can be promoted on FB. <ul style="list-style-type: none"> ▪ Noted venue relocated to Aquatic due to dredging works on the Torrens. ▪ VIPs attending: both Mayors, Jan Sutherland. ▪ Chris Kelley, Maria Darby and Vi Duong to be participate with VIPS and monks in the "Dotting of the Eyes" ceremony.
983	Ongoing. Contact OzAsia organisers and advise of disappointment about not being included in this year's event and ask to be kept in mind for 2018.
984	Actioned. Send details of Port Pirie invitation to Sharon to circulate to Clubs ASAP. <ul style="list-style-type: none"> ▪ A vote of thanks was extended to: Subsonix, ACDC and Copper Coast for participating in this event with confirmation email to be sent. Action: Sharon (#1002)
985	Actioned. Speak to Marion Bennett at PF advising that the request form VDs for a disability discount would be placed on hold by the Board until John attends the NDIS briefing and that apart from that there was not much that the Board could do. <ul style="list-style-type: none"> ▪ JH advised that he missed the NDIS briefing however was advised there was noting pertinent to DBSA given it is not a service provider.
986	Actioned. Follow up urgently with Revolutionise on ability for Clubs to be able to produce the Team Entry spreadsheet. <ul style="list-style-type: none"> ▪ Noted is only available at the DBSA level. Clubs will need to print and laminate their own team sheets.
987	Actioned. Familiarise yourselves with Revolutionise and its capabilities especially in relation to racing, team entries, team sheets etc. <ul style="list-style-type: none"> ▪ Advice to be sent to Clubs that they should now consider looking at using the finance capabilities of the database rather than waiting until next season as it may be of benefit to them. Action: John (#1003)
988	Actioned. Print the Annual Report and circulate to Clubs.
999	Actioned. Place on next Agenda discussion item for meeting dates and times.
NO.	ACTION
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.
971	Actioned. Follow up with Bryan B if Auroras need any equipment or testing tools and also for a status report. <ul style="list-style-type: none"> ▪ The report submitted by Bryan Buttery was favourably received. Agreed to post to website. Action: Chris W (#1004) ▪ Photos of Aurora's team to be taken during the Worlds' event. Action: Vi (#1005)
972	Ongoing. Take photos of paddles/PDFs/cox mate (John) for uploading to a new web page to be set up "Equipment for Sale" and scan in CoxMate brochure for uploading. <ul style="list-style-type: none"> ▪ Noted only a few paddles left at Aquatic.

973	Ongoing. Email follow up with the Kent Town hotel advising of disappointment over timing of food at season launch event and issues raised.
671	Withdrawn. Hold meeting with Abbey - Blind Welfare Association contact after NDIS session on 28 th August. <ul style="list-style-type: none"> ▪ Agreed to withdraw this given it is too difficult to put in place and that there may be other opportunities coming up requiring a heavy time commitment (ie Scouts) however it could be included on list of future opportunities. Action: John (#1006)
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. <ul style="list-style-type: none"> ▪ Agreed Sharon to follow up with Pat.
766	Ongoing. Follow up with Tanya Mitchell re setting up of an Amazing Race type event at Goolwa. <ul style="list-style-type: none"> ▪ Noted best time to schedule is weekend of 15&16 Feb '19
835	Withdrawn. Schedule in a regatta at Mawson Lakes. <ul style="list-style-type: none"> ▪ To be placed on future list.
851	Withdrawn. Look into Normanville Lions Club request for an event on Australia Day 2018. <ul style="list-style-type: none"> ▪ Organiser has taken a sabbatical for six months.
860	Actioned. Schedule Level 1 Officials and Volunteers training course for Sat 23 or Sun 24-Sept and ensure manual is ready in time – Jennifer/Pat <ul style="list-style-type: none"> ▪ Noted booked for Saturday 23-Sept with two people registered only. To be promoted again. Action: Sharon (#1007)
907	Ongoing. Arrange for a cinema ad targeting Juniors up to 18 years of age using DDU footage.
924	Actioned. Raise at PF the Level 1 AusDBF Coaches course scheduled for weekend of 26&27 August. <ul style="list-style-type: none"> ▪ Noted course held on 2&3 Sept with four participants.
938	Ongoing. Look into updating / producing promotional brochure for Dragonmites. <ul style="list-style-type: none"> ▪ The draft flyer was tabled with amendments put forward. ▪ Draft tabled and amendments suggested.
945	Withdrawn. Look at changing Dragonmites FB page to a closed status rather than 'community'.
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. <ul style="list-style-type: none"> ▪ General consensus was there was no real benefit for either side to any arrangement.
954	Actioned. Follow up with Lube Mobile to see if they will service the three trailers. <ul style="list-style-type: none"> ▪ Noted quotes obtained however Clubs to be contacted to seek a volunteer to tow the trailers back/forth for the overnight service. Action: Chris K (#1008)

9 CORRESPONDENCE

Nil.

10 EXECUTIVE OFFICER'S REPORT

Agreed that John Holland in his new role as Executive Officer could submit a verbal report with the following activity update given:

1. Survey and sports plan submitted to Port Adelaide Enfield Council highlighting DBSA activity and providing advice on what the Council can do to assist. The need to be included in any local sporting hub created for water sports, providing the same sort of facilities and equipment at this venue should it be closed.
2. Revolutionise – a lot of time is being spent on this database.
3. 2018 Masters Games at Murray Bridge – noted paperwork being submitted and processed (ie Council approvals, entry forms, risk assessment). Letter of support provided to Port Pirie (Genevieve) who are keen to tender for the 2019 regional games.
4. Scouts Jamboree – Jan '19. Meeting held with Scouts SA as there will be a huge event with over 11,000 in attendance at Tailem Bend. They are seeking an event from 5-11 January with 10 boats being sought. Noted only six (4 from the Torrens and 2 from The Sailing Club) could be provided with volunteers required for that length of time. Aim will be to train up some of their Scout leaders to become sweeps and coaches. A Scout badge for Dragon boating p boats could be readily relocated to the Scouts shed at the Patawalonga for training.

5. Sports SA – involvement in a promotional video on what it was like to win the award. Noted invitations will be sent out soon for the 2017 awards night.
6. Optus – mix up with advice received of disconnection of the broadband as there was no sign up to the NBN however a letter of apology was eventually received. Quote to be sought to sign up to the NBN. **Action: John (#1009)**
7. ABN – agreed to change street address to The Sailing Club. **Action: John (#1010)**
8. Sport SA membership – agreed to renew and continue also with arrangement for access to State Dispute Centre. **Action: (John #1011)**

Torrens Licence – resubmitted. Noted is worthless currently as cannot use the venue due to dredging with a letter to be sent to them suggesting that an area offered for lease should be fit for use. **Action: John (#1012)**

Noted Charles Sturt Council were very helpful in processing the permit for relocation to Aquatic Reserve this weekend.

9. Coaching database – has been updated to include all those who successfully completed it and those that need to be followed up. Noted there were more that did not finish the course than completed it.

11 FINANCIAL REPORT – AUGUST 2017

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

11.1 Cheque Signatories

MOVED: J. BOULD and SECONDED: C. WOOD
THAT the cheque signatories for both Bank SA accounts would be changed to any two of the following: John Holland, Sharon Knights, Chris Kelley and Jennifer Bould.
CARRIED.

12 STRATEGIC PLAN REVIEW

2. PROMOTION & MARKETING

OBJECTIVE	ACTION(S)
2.1 Continually update our website to portray the sport as a vibrant and exciting activity for people of all ages	Website committee to ensure content is always current and relevant and easy to access. <ul style="list-style-type: none"> ▪ This is occurring.
2.2 Regular Press and radio coverage with particular focus on online media	Send items of interest about race days to local media both Print & Broadcast. <ul style="list-style-type: none"> ▪ Agreed to follow up with Ch 44 to arrange a school holiday slot interview and that Tanya and Chris W would follow up with Tommy (ACDC) to be part of this for a more younger paddler emphasis. Action: John/Chris/Tanya (#1013)
2.3 Television exposure	Promote Corporate Challenge and other events of interest through the “Sports Show” on channel 44
2.4 Promote Schools and Junior Events	Actively seek opportunities to engage school groups and promote the establishment and development of the “Dragonmites” <ul style="list-style-type: none"> ▪ Noted a few events are scheduled already with the Secondary School Sports Western Zone day scheduled requiring six boats. ▪ Noted ACDC is currently the only Club with a junior team. Feedback to be sought from all Clubs if they would like to be listed on the new Dragonmites brochure for follow up by potential junior paddlers. Action: Sharon (#1014)

2.5 Cinema Advertising	Develop a cinema advertisement promoting the sport and website <ul style="list-style-type: none"> Ongoing.
2.6 Banners and Billboards	Identify sites and opportunities to promote the sport utilising banners or billboards <ul style="list-style-type: none"> Noted banner is in place on Port Road.
2.7 Alternate Race Venues	Plan a minimum of 1 race meeting per season in a different venue to showcase our sport <ul style="list-style-type: none"> This is occurring with Robe possibly to be held again 2018 as was a popular event.
2.8 Promote corporate paddle opportunities	Promote to businesses to expand the number of services. <ul style="list-style-type: none"> Noted there was an issue with some Clubs arranging Corporate Paddles and setting a price lower than what DBSA charges for this (\$30 per paddler) and discussion was held on how best to deal with this. Noted the income gained by DBSA from Corporate Paddles goes towards the costs to run the sport and keeps registration fees low. Policy #25 covers Come N Try Paddles and Corporate Paddles and the arrangement in place whereby Clubs have to reimburse 50% of their income received for Corporate Paddles. Agreed to send out to Clubs as a reminder given there are many new committee incumbents. Action: Sharon (#1015) Noted some Clubs are arranging these activities without booking boats first through DBSA, or out of courtesy, advising DBSA of this activity. Noted those Clubs with their own boats and equipment are not required to do this. Agreed to post DBSA prices on the website for corporate events. Action: Sharon (#1016) Agreed to write a policy around use of DBSA assets. Action: Sharon (#1017)

13 REVERSE REVIEW ACTION PLAN

2. COMMUNICATIONS & RELATIONSHPS

BUSINESS AREA	ACTION(S)
2.3 DBSA effectively uses social media	Regular posts of interest on our Social Media sites <ul style="list-style-type: none"> This is occurring via FB and Twitter with an Instagram account to be set up to replace Twitter as it is more popular. Action: Sharon (#1018)
2.4 DBSA reps listen to members' point of view	Refer 1.3 - Publicise the existence of Issues Papers and encourage members to submit their ideas <ul style="list-style-type: none"> Clubs are continually advised of ability to submit issues via the Issues Paper form on the website.

14 JUNIOR DEVELOPMENT REPORT

Discussed earlier and noted Juniors team will be racing on Sunday.

15 AusDBF REPORT

Discussed. Noted a number of recent Board changes which is impacting heavily on AusDBF activity.

16 SECRETARY'S REPORT

Nil.

17 SAFETY

Noted that supplies in the First Aid box at Aquatic were depleted and disappointing that advice has not been received when the last 1-2 of any item are utilised. Email to be sent to Clubs advising them to contact their maintenance person accordingly and Susan Stevens requested to replenish.

Action: Sharon/Chris W (#1019/1020)

18 EQUIPMENT

Noted ongoing issue of mats not being returned and placed in each boat and trolleys not being returned or left on shore when boats are in or out accordingly.

Agreed to relocate the paddles up on the Torrens to Aquatic for forthcoming events. Clubs to be reminded that these paddles are not for their own use but for corporate paddles only as they are disappearing.

Action: Chris K (#1021)

19 EVENTS

Discussed.

20 HIGH PERFORMANCE

Meeting of State Coaches and High Performance committee will be scheduled. Noted numbers will most likely be down for the State team for 2018 due to fewer Clubs attending. Encouragement to be given to Clubs to still support this as some members may wish just to participate in this team.

21 PUBLICITY

Nil discussion.

22 CLUB ISSUES

22.1 Letter from Coorong Dragons re regrade to B-Grade

Approval was given for this re-grade. **Action: Tanya (#1022)**

23 REVOLUTIONISE DATABASE

Discussed earlier.

24 WEBSITE

Nil discussion.

20 NEW BUSINESS

20.1 Policy review

The following policies were review and ratified in principle according to any suggested amendments made:

17	Procedure for the Formation and the Functions of the Sweeps' Committee*
18	State Team Selection Process policy
19	Directors' Code of Conduct
20	Life Membership policy
21	Risk Management policy (+ attachment/s)
22	WH&S policy
23	Privacy policy
24	Environment policy

Action: Marie (#1023)

*Noted Sweeps' committee is considering implementing that Sweeps only be required to maintain their own log book of training and racing sessions which could be handed in every three years or they could choose to undertake the course again, in the similar vein as Level 1 Coaches have to do. The Board was in agreement of this revised process.

20.2 Clearances

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

- Robyne Jarvis & Erika Tuner – ASA to Black Dragons – ratify

Action: Marie (#1024)

20.3 Presidents' Forum – actions

The following action items were brought forward:

- Book CYC for Sat 28/4/18 – Season Launch / Club Awards – done
- Organise Maintenance day to clean boats – yet to be done

21 ANY OTHER BUSINESS

Sharon Knights advised that she had removed the folders from the Boatshed and would replenish the Come N Try forms. Agreed that anything over 12 months of age could be destroyed.

Follow up to be had with contacts for a new diver to assist with the buoys. **Action: Sharon (#1025)**

Advice to be sent to Clubs reminding them to tell their members to leave the rusty chain out of the boat as it is leaving rust marks on the boat floors. **Action: Sharon (#1026)**

Email to be Noted DBSA would transfer \$500 to the Sailing Club account to pay upcoming bills and email to be sent to PAAF to replenish the bank account to the tune of \$500. **Action: Jennifer (#1027)**

Board induction meeting will be held next week.

22 NEXT MEETING

The next Board meeting is scheduled for 8:00pm Wednesday 11 October 2017 at The Sailing Club.

23 CLOSE OF MEETING – 11:30pm

Signed: _____

Date: ____/____/____ Chairperson