



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

# MINUTES

## Board Meeting

Wednesday 11 October 2017 at 8:00 PM

At

The Sailing Club – 1 Jenkins Road Port Adelaide

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### 1 OPEN MEETING – 8:02 PM

**PRESENT:** Chris Kelley, Maria Darby, Christine Wood, Jennifer Bould (part meeting)  
Carol Hammond, Tanya Mitchell and John Holland (EO)

### 2 APOLOGIES: Sharon Knights, Vi Duong

### 11 FINANCIAL REPORT – SEPTEMBER 2017 (B/F)

Agreed to follow up if Cox Mate invoice for approx. \$2,600 has been paid as a matter of priority.

**Action: Jennifer (#1028)**

MOVED: C. WOOD and SECONDED: C. KELLEY TO accept financial reports and pay accounts on Account 1. CARRIED.
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### 3 DECLARATIONS OF INTEREST

Noted that Carol Hammond, John Holland and Chris Wood have a conflict of interest with the following Agenda items and at this point of the meeting departed. An “in camera” discussion was then held with the departed guests returning to the meeting to hear the outcome.

#### Issues Paper – ASD

DBSA notes the issue raised by ASD and the written and verbal response given from ACDC and thanks ASD for bringing this to the Board’s attention. It was agreed, given there is no written Policy or Procedure in place in regard to the process for approving uniforms, that DBSA is not in a position to make any decision in light of the design of ACDC’s uniform previously being approved by the Board. It was recommended that both Clubs have the option to seek resolution through Sport SA’s Dispute Centre should they wish to take this further.

The Board will write to both Clubs. **Action: Marie (#1029)**

#### Issues Paper – SADA

DBSA decision is to stand by the DBSA policy in that “participants must be a minimum age of 12 unless an exemption is granted”.

The Board will write to both Clubs. **Action: Marie (#1030)**

### 4 MINUTES OF PREVIOUS MEETING 16 AUGUST 2017 ACCEPTED AS A TRUE AND CORRECT RECORD.

MOVED: C. HAMMOND and C. WOOD THAT subject to the omission of action item for Maria Darby to review Policy #025 for a minimum corporate paddle fee to be set. CARRIED.
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## 5 ACTION ITEMS/BUSINESS ARISING

NO	ACTION
1000	Actioned. Include on future agendas an item of "declarations of interest".
1001	Actioned. Advise Clubs and update website with new committee positions, portfolio Chairs and Club contacts
1002	Actioned. Send email vote of thanks to Subsonix, ACDC and Copper Coast for participating in Port Pirie event.
1003	Actioned. Advise Clubs of recommendation to now use the finance capabilities of Revolutionise rather than waiting to next season as previously agreed as they may find it beneficial.
1004	Ongoing. Post Bryan Buttery's report to the website.
1005	Actioned. Take photos of Aurora's team for report/website.
1006	Actioned. Include Blind Welfare on list of future opportunities. <ul style="list-style-type: none"> <li>Noted a link has been posted to the website to a group called "Eye Believe" which helps vision impaired people and they will have a come &amp; try later in the year when it has progressed further.</li> </ul>
1007	Actioned. Promote Level 1 Officials & Volunteers course for Sat 23-September.
1008	Ongoing. Seek volunteer to tow to/from trailers for service at Premier Trailers. <ul style="list-style-type: none"> <li>Noted Chris Wood had volunteered to do this.</li> </ul>
1009	Ongoing. Follow up quotes for NBN. <ul style="list-style-type: none"> <li>Has one quote from Optus so seeking another one.</li> </ul>
1010	Ongoing. Change street address for ABN records to The Sailing Club. <ul style="list-style-type: none"> <li>Noted requirement for a copy of the Minutes approving John Holland to arrange this.</li> </ul> <p>MOVED: C. WOOD and SECONDED: M. DARBY            THAT John Holland is an authorised representative of DBSA to arrange to change the street address for ABN records to The Sailing Club.            CARRIED.</p>
1011	Actioned. Arrange to renew membership with Sport SA for 17/18 and for agreement for access to State Dispute Centre.
1012	Actioned. Write to ACC suggesting that an area offered for lease should be 'fit for use'.
1013	Actioned. Arrange interview slot for school holidays with Ch44 SA Sport Show and arrange for Tommy (ACDC) be part of this. Tanya not available as she is away. <ul style="list-style-type: none"> <li>Follow up to be made with Jacky Smith (WWs) for her availability.</li> </ul>
1014	Actioned. Follow up with Clubs if they are committed to having junior paddlers and would like to be listed on the new Dragonmites brochure to be contacted by junior paddlers. <ul style="list-style-type: none"> <li>Noted interested Clubs are: ACDC Dragon Fire, ACDC Desert Dragons, Black Dragons, Coorong Dragons, Kangaroo Island Dragons, Subsonix and Water Warriors.</li> </ul>
1015	Ongoing. Send out Policy #025 to Maria to update before sending it out to Clubs as a reminder re minimum prices to be charged for Corporate paddles.
1016	Ongoing. Upload photos and price of paddles available for purchase.
1017	Ongoing. Write a policy for use of DBSA assets.
1018	Ongoing. Set up an Instagram account.
1019	Actioned. Send email to Clubs advising their members to advise their Maintenance Officer if they take the last 1-2 items from the First Aid Box so that it can be replenished.
1020	Actioned. Ask Susan Stephens to replenish First Aid box. <ul style="list-style-type: none"> <li>Email of thanks to be sent to Susan for replenishing the First Aid box. <b>Action: Sharon (#1031)</b></li> <li>Noted supplier of defibrillator phoned to advise they would be sending new pads.</li> </ul>
1021	Actioned. Relocate paddles from the Torrens to Aquatic office and send email to Clubs reminding them that they are for Corporate paddle use only.
1022	Actioned. Advise CDs of approval given for their regrade to B-grade.
1023	Actioned. Update Policies #017 – 024 on the website.

1024	Actioned. Process clearances for: <ul style="list-style-type: none"> <li>▪ Robyne Jarvis &amp; Erika Tuner – ASA to Black Dragons</li> </ul>
1025	Actioned. Follow up with details to Chris K of diver to assist with the buoys in future. <ul style="list-style-type: none"> <li>▪ Follow up to be had with Sharon Knights for any payment required to be made to divers assisting this Saturday.</li> <li>▪ Noted Jerry Sanders (CDs) had advised that he is a qualified diver and would be willing to assist in future.</li> </ul>
1026	Actioned. Advise Clubs to tell their members to not place the rusty chain on to the floor or of the boats as it is leaving rust marks. <ul style="list-style-type: none"> <li>▪ Noted was still an issue and examples would be photographed and sent to Clubs. <b>Action: John (#1033)</b></li> <li>▪ Chris Kelley advised he would be arranging a maintenance day in November.</li> </ul>
1027	Actioned. Transfer \$500 to Sailing Club account and send email to PAAF to transfer \$500 also. <ul style="list-style-type: none"> <li>▪ Noted payment has been made by PAAF as well.</li> </ul>
<b>ACTION ITEMS – ONGOING</b>	
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. Follow up with Tanya Mitchell re setting up of an Amazing Race type event at Goolwa for 15&16 Feb '19. <ul style="list-style-type: none"> <li>▪ Date will be revisited as conflicts with the sailing season schedule.</li> </ul>
907	Ongoing. Arrange for a cinema ad targeting Juniors up to 18 years of age using DDU footage. <ul style="list-style-type: none"> <li>▪ Noted appointment scheduled for Monday to plan this would need to be rescheduled.</li> </ul>
938	Ongoing. Look into updating / producing promotional brochure for Dragonmites. <ul style="list-style-type: none"> <li>▪ Agreed to proceed and update with Clubs listed in #1014.</li> </ul>
952	Changed. Advise Gary Johansen (Paint Supplies) of no real benefit for either side with respect to a sponsorship arrangement. <ul style="list-style-type: none"> <li>▪ Noted in the interim Gary contacted John and advised that he had the dark blue paint available for the trailer and 2-pack paint for the caravan so he was advised that DBSA was still interested.</li> <li>▪ Agreed for Chris K to liaise with Darcy Knights to get the caravan sprayed using this paint (to go through a sprayer) with the company located across the road from the Sub Corp. <b>Action: Chris K (#1034)</b></li> </ul>
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.
972	Withdrawn. Take photos of paddles for uploading to a new web page to be set up "Equipment for Sale". <ul style="list-style-type: none"> <li>▪ Noted no need as there were not many paddles left. Question was asked should more be purchased and sold at cost. Agreed. <b>Action: John (#1035)</b></li> </ul>
973	Actioned. Email follow up with the Kent Town hotel advising of disappointment over timing of food at season launch event and issues raised.
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.

## 10 EXECUTIVE OFFICER'S REPORT

John Holland advised:

- Board opinion was being sought on paying the volunteers that assist with Corporate events as it was proving difficult to get new volunteers to assist and there was an increasing number of events being held. Noted that \$40 has paid for Sweeps and \$20 for Drummers/paddlers for some events in the past.

Agreed that a position paper should be put forward to the Board for consideration first.

**Action: John (#1036)**

Suggested that an electronic signboard be sourced for the Boatshed to promote upcoming corporate type events and seek volunteers **Action: Chris W (#1037)**

- Come Try event held for Relationships Australia (adopted children) – was successful and they are keen to run more events.
- Noted KPMG and Pinnacle Drinks events are proceeding.

- MyRecSport access – log in details to be circulated again. **Action: John (#1038)**
- Revolutionise regatta invoicing – noted invoices for regatta fees were now being sent via Revolutionise the day after each regatta.
- Revolutionise reports – noted a report is now available however it does not include the Club Name and date of event so this would be followed up to arrange. Noted second report provided is superfluous. **Action: Marie (#1039)**
- The Sailing Club break in – noted that the wire on the gate was cut. Noted Security company advised that a sensor be placed on the back section to cover the boats however this would pick up any movement outside of the gates. Noted what was stolen was John Holland's gear (walkie talkie, lapwatch, GPS) along with the gurney which has since been replaced. An insurance claim will not be made.
- Office proposal – from Jeff Dry was received for available office space however he was advised that DBSA currently has two offices.
- Sporting Community registration and setup – DBSA has been registered for this at a discount of 50% and position description templates are now available to be downloaded for the various Board positions.
- Clare Masters Games 2019 – expression of interest submitted.
- FloatFest – are keen to know if DBSA is interested and are willing to find places to store the boats the week prior. Noted however this is the same date as the Robe event. John to follow up. **Action: John (#1040)**

## 12 STRATEGIC PLAN REVIEW

### 3. COACHING AND OFFICIATING

OBJECTIVE	ACTION(S)
3.1 National AusDBF Dragonboat Coaches Course	Continue to promote involvement to members and offer regular courses <ul style="list-style-type: none"> <li>▪ Noted that there has been a large number of paddlers undertake the course but not complete the paperwork.</li> <li>▪ Aim is for next course for all of them to do so.</li> <li>▪ Coaches list to be re-circulated. <b>Action: John (#1041)</b></li> </ul>
3.2 National AusDBF Dragonboat Sweep Program	Continue to conduct the Sweeps accreditation program. <ul style="list-style-type: none"> <li>▪ Agreed Sweeps' database needed to be maintained in a timely fashion and would be held by Marie Cunningham with updates to be sent to her for uploading to the register to be placed on the website. <b>Action: Marie (#1042)</b></li> <li>▪ Noted this process would need to be advised to the Sweeps' Committee. <b>Action: Chris K (#1043)</b></li> </ul>
3.3 DragonBoat SA Dragonboat Officials Course	AusDBF Level 3 Officials to Mentor local Officials to accredit to level 3 DBSA Official <ul style="list-style-type: none"> <li>▪ Noted Agenda item for further discussion at next meeting. <b>Action: Marie (#1044)</b></li> </ul>
3.4 National AusDBF Dragonboat Officials Course	Establish a qualified trainer in South Australia <ul style="list-style-type: none"> <li>▪ Noted Pat Doogue is this trainer.</li> </ul>
3.5 Senior First Aid Course	Arrange Senior First Aid Training Course <ul style="list-style-type: none"> <li>▪ Noted conducted annually.</li> </ul>

## 13 REVERSE REVIEW ACTION PLAN

### 3. SERVICES AND SUPPORT

BUSINESS AREA	ACTION(S)
3.4 Guidance on how to recruit and retain Volunteers	Provide training for volunteers – both regatta and administration <ul style="list-style-type: none"> <li>▪ Noted that there had been a notable increase in the number of volunteers thus far.</li> <li>▪ Noted access to the race programs was given to Mr Rosevear who offered to improve the layout etc.</li> </ul>
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"> <li>▪ Agreed State coaches would approach individual paddlers direct and Club coaches for them to nominate suitable paddlers.</li> </ul>

## 14 JUNIOR DEVELOPMENT REPORT

John Holland advised:

- That day two of Come N Try event for Charles Sturt Council had been held today and there was a lot of interest expressed to attend further training sessions. There were over 68 juniors paddling over both days.

Noted that some of the paddlers are under the age of 12 with John advising that he felt this was the ideal age to capture their interest in the sport before they were introduced to other sporting opportunities.

Noted those Clubs who have expressed interest in having Juniors involvement should be involved in future Dragonmite training sessions. They are held on a Saturday morning one week and a Sunday the alternate week.

Agreed that further discussion was required and prior to the next meeting Board members would conduct their own research into Juniors programs so that this could be discussed at the next meeting. Noted OR&S position was one avenue for sourcing information. **Action: Board**

- Noted the 'Going for Gold' event the week prior was not so successful with minimal attendees.

## 15 AusDBF REPORT

Noted AusDBF are putting forward Constitutional changes at forthcoming AGM to address the shortfall of committee nominees given the time constraints placed on Board terms. John Holland noted he would be nominating as was eligible.

MOVED: C. WOOD and SECONDED: M. DARBY  
 THAT the Board supports the motion to change the AusDBF Constitution – Clause #1.3 – Eligibility from “official position” to Office bearers”.  
 CARRIED.

Moved: M. DARBY and Seconded: C. HAMMOND  
 THAT the Board nominates John Holland's to the AusDBF Board.  
 CARRIED.

Agreed that Chris Wood would prepare the Motion to be put to AusDBF . **Action: Chris W**

## 16 SECRETARY'S REPORT

The following correspondence was noted:

1. Response From AC/DC regarding uniform issue
2. Issues paper received from SADA re age limits
3. Request from Waiwilita to change training times on

Agreed the issues put forward for discussion by Sharon Knight from the RC meeting attended would be held over to the next meeting given she was not present to speak to them. **Action: Marie (#1047)**

## 17 SAFETY

Nil issues.

## 18 EQUIPMENT

Noted some of the Drummers' seats no longer tighten as the threads are stripped and that there were some spare seats at The Sailing Club however they needed rebating. Follow up to be had with Darcy Knights. **Action: Chris K (#1048)**

Noted that most paddlers do not know how to loop the chain properly on the pulley system and this could lead to the boat dropping to the floor. John advised that he would be obtaining the appropriate size sling which would help the situation. Agreed to review Policy #034 – SOP – Boat Lifting Equipment to ensure it is up to date.

**Action: John (#1049)**

The Board acknowledges the generosity of Rick French in once again repairing a broken Sweeps oar, of his own volition, and that this was the second occurrence.

## 19 EVENTS

The following events are scheduled:

- 17/11/17 KPMG
- 25/11/17 EFM

With respect to the Corporate Challenge event on 5 November the number of team entries at this stage was quite worrying. Discussion held on minimum requirement needed before event would proceed as being 10. Agreed to advise Clubs of this and that the event may be cancelled however there would be an opportunity for these teams to compete as a social crew on a given race day instead.

**Action: Chris (#1050)**

Noted that there was no requirement for a RC meeting to be held prior to this event regardless of whether it proceeds and would be cancelled. **Action: Marie (#1051)**

## 20 HIGH PERFORMANCE

Noted meeting was held on 9 October. Objective is for the two State coaches to prepare an email to Clubs proposing some training dates which should give an idea on the numbers willing to participate in the State team.

Given there were only a few Clubs participating at the Nationals it was felt that the State team could prepare for this event and also for the 2019 Nationals.

## 21 PUBLICITY

Noted Ch 44 interview scheduled for Tuesday as discussed previously.

## 22 CLUB ISSUES

### 22.1 Issues Paper - ASD

Discussed earlier.

## 23 REVOLUTIONISE DATABASE

The Board was asked if they would now consider running the finances through Revolutionise as it would simplify the process for both DBSA and the Clubs as membership fees could be processed along with race fees. It would also alleviate the workload of the Treasurer and make reconciliation simpler for both registrations and race fees.

It was noted there was a fee for this however the overall benefit would outweigh the cost. Agreed for John Holland to liaise with Revolutionise for this. **Action: John (#1052)**

Agreed to run with it as payments all go through the portal, clubs pay through revolutionise.

## 24 WEBSITE

Nil discussion.

## 25 NEW BUSINESS

### 25.1 Policy review

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

47	Alcohol Management – ratified subject to agreed changes (Carol)
02	Smoke Free Policy - ratified

**Action: Carol/Marie (#1053/1054)**

### 25.2 Clearances

The following clearance application received under special circumstances was ratified after lengthy discussion:

- Leslie Crawford – Waiwilta to ASA – ratified

Noted advice to be given in notification that “when Waiwilta signs up a new member that they need to make it perfectly clear that they are only a training club” so that there are no applications submitted for clearances under extenuating circumstances in future. **Action: Marie (#1024)**

## 26 ANY OTHER BUSINESS

- Noted WCCCs are scheduled for 17-22 July.
- Tanya Mitchell noted there were proposed changes to life jacket regulations and asked if the Board should discuss this. Noted that DBSA has an exemption already at West Lakes so there was no need.
- John Holland advised that at the Boatshed he has relocated the large storage cupboard from the office into the passageway which will now store the paint and supplies and have the same generic lock for access by all.
- Discussion held on how best DBSA and Clubs could be involved in reviewing the current changed race program (up until December) as to whether it should continue in the new year.

Agreed to set up a working group with one person to be nominated from each Club and they would need to really understand racing and have approval from their Club to make decisions on their behalf.

An email would be sent seeking nominations with the Terms of Reference being to:

- a) review the trial;
- b) identify what worked or did not work; and
- c) make a recommendation to maintain the format or put forward an alternative format

**Action: John (#1056)**

It was noted that this was an emotive discussion for all and that as part of this process, it was important to capture the feedback from all participants on the new race format. SurveyMonkey was suggested as the simplest and quickest method with questions to be provided to John for inclusion on the feedback to be sought. **Action: Board (#1057)**



- Noted further discussion required on the concept of introducing, for the State Championships, the requirement for there to be five boats minimum in a race to qualify as State Champions as is done for IDBF World championships – less than 5 boats is just Regatta Champion. This notion was not agreed on by all Board members so agreed to discuss further.

**Action: Marie (#1058)**

**22 NEXT MEETING**

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

**23 CLOSE OF MEETING – 12:05am.**

Signed: \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Chairperson