



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

MINUTES

Board Meeting

Wednesday 8 NOVEMBER 2017 at 8:00 PM

At

The Sailing Club – 1 Jenkins Road Port Adelaide

1 OPEN MEETING – 8:02 PM

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

APOLOGIES: Carol Hammond

2 DECLARATIONS OF INTEREST

Agreed to declare any conflicts of interest with each issue as required.

3 MINUTES OF PREVIOUS MEETING 16 AUGUST 2017 ACCEPTED AS A TRUE AND CORRECT RECORD

Moved: Chris Wood

Seconded: Maria Darby

Carried

4 ACTION ITEMS/BUSINESS ARISING

NO	ACTION
1028	Actioned. Follow up if Cox Mate invoice for \$2,600 has been paid.
1029	Actioned. Write to ACDC and ASD advising of outcome of ACDC's issue paper re their issue with ACDC's uniform. <ul style="list-style-type: none">Noted meeting is being held with ASD prior to the Presidents' Forum to clarify some issues.
1030	Actioned. Write to SADA and ACDC of decision made re Pat Doogue's Issues paper re minimum age of paddlers.
1031	Actioned. Send email thanking Susan Stephens for replenishing the First Aid box.
1032	Actioned. Follow up with Sharon the payment agreed for divers she recommended to work this Saturday.
1033	Ongoing. Take photos of issue with rusty chains being placed on the floor of boats and send out to Clubs. <ul style="list-style-type: none">Noted photos taken but email yet to be sent.As an aside noted that gloves for this exercise were also being covered in rust but it appears that there are plenty of additional gloves available for use.
1034	Ongoing. Follow up with Darcy to arrange to have caravan painted with paint supplied from Paint Supplies (by company across the road from Sub Corp). <ul style="list-style-type: none">Noted a lot of work was done on the weekend by Darcy Knights and Chris Kelley.
1035	Ongoing. Arrange to purchase a new supply of paddles for sale.
1036	Withdrawn. Submit a Position paper to the Board on payment of volunteers for Corporate events to encourage more. <ul style="list-style-type: none">Noted included in review of Policy #025.
1037	Ongoing. Look in to sourcing an electronic notice board for the Boatshed to promote Volunteers required for various upcoming events.

1038	Ongoing. Circulate log in details for MyRecSport website again. <ul style="list-style-type: none"> Reminder given for Board members to check this website to ensure all relevant documents have been included as is part of the Grants' funding application for the next three years.
1039	Actioned. Follow up Revolutionise to arrange for latest report of paddlers entered into a regatta to include Club Name and date of regatta.
1040	Actioned. Follow up re date for FloatFest event and offer to store boats for DBSA the week prior as it conflicts with Robe event on 7-8 April. <ul style="list-style-type: none"> Noted is scheduled for the same weekend. Board members to contact their assigned Clubs to ascertain which event they will participate in on this weekend so that John can advise the FloatFest organiser and arrange boat relocation accordingly. Action: All/John (#1059/1060)
1041	Actioned. Re-circulate list of Coaches.
1042	Ongoing. Upload Sweeps' database on website. <ul style="list-style-type: none"> Follow up with Pat Doogue for a copy.
1043	Ongoing. Advise Sweeps' committee of new process to maintain and update database of Sweeps. <ul style="list-style-type: none"> Noted new date for Sweeps course to be set for Dec/Jan by Pat rather than seeking feedback from Clubs of their preferred date. Action: Chris K (#1061)
1044	Actioned. Place on next Agenda discussion point #3.3 from Strategic Plan (Coaching and Officiating) re mentoring local Officials to accredit to level # DBSA Official.
1045	Actioned. Conduct own research to come back to next meeting with a position on the Juniors program and eligibility requirements etc.
1046	Actioned. Draft Motions to be put to AusDBF re proposed Constitutional changes and nomination of John to the AusDBF Board.
1047	Actioned. Place on next Agenda for discussion Sharon's feedback from recent RC meeting attended.
1048	Ongoing. Follow up with Darcy re rebating of Drummers seats located at TSC. <ul style="list-style-type: none"> Question was asked if Darcy should do this or a wood machinery shop with no decision made. Noted later in meeting that Reg Stone (BDs) is a carpenter and would be followed up.
1049	Actioned. Purchase appropriate sling size (Bunnings) for the pulley system at Aquatic and review Policy #034.
1050	Actioned. Advise Clubs urgently that unless 10 teams are registered as a minimum that the Corporate Challenge event would be cancelled. Teams could be offered to race in a social category on a race day.
1051	Actioned. Cancel RC meeting scheduled prior to Corporate Challenge event as not needed. <ul style="list-style-type: none"> Noted regrettably the caterer was not advised of the cancellation and that it should be included on the Task list when vent is cancelled to contact them also. Action: Marie (#1062)
1052	Ongoing. Liaise with Revolutionise for financial side of Revolutionise to be set up for DBSA.
1053	Actioned. Amend Policy #047 with amendments noted.
1054	Actioned. Once amended Policy #047 has been provide upload to website along with #02.
1055	Actioned. Process clearance application for Leslie Crawford from Waiwilta to ASA and note in advice that: <i>"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.</i>
1056	Send an email out seeking EOIs from Clubs for one rep to be part of a Working group to review the revised race format and plan the format going forward. <ul style="list-style-type: none"> The Board had agreed that feedback was to be sought from Clubs via SurveyMonkey however there were only 10 questions allowed for free unless a licence was obtained and John needed some help in coordinating this. Suggested that GoogleSurvey be looked into as it was felt that this may be a better option with pricing for SurveyMonkey software plans to be accessed. Action: Tanya (#1062A)
1057	Actioned. Send questions to John for inclusion in SurveyMonkey to be sent to Clubs seeking feedback on the current revised race format, their preferences etc.

1058	Actioned. Place on Agenda discussion point re 'minimum of 5 boats in a state championship final' for state Champion status it to be held and medals awarded as is done in IDBF World championships.
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 Feb/Mar 2019.
907	Ongoing. Arrange for a cinema ad targeting Juniors up to 18 years of age using DDU footage.
938	Ongoing. Look into updating / producing promotional brochure for Dragonmites.
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. <ul style="list-style-type: none"> Noted forms have been given to Bryan to complete and tht he was the Auroras Captain.
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.
1004	Ongoing. Post Bryan Buttery's report to the website.
1008	Ongoing. Arrange to two trailers to/from Premier Trailers for service. <ul style="list-style-type: none"> Noted Christine's car is unavailable for use currently for this.
1009	Ongoing. Follow up quotes for NBN. <ul style="list-style-type: none"> Noted requires Pat Doogue to assist as the account is under his name.
1010	Actioned. Change street address for ABN records to The Sailing Club.
1013	Actioned. Check availability of Jacky Smith to accompany Tommy (ACDC) to Ch 44 interview on Tuesday. <ul style="list-style-type: none"> Noted both Tommy (ACDC) and Steve Brant (ASD) participated in this interview and that the YouTube video will be sourced and provided to Sharon for uploading to FB. Action: John/Sharon (#1063)
1015	Actioned. Send Policy #025 to Maria to update to include a minimum fee to be charged to that of DBSA fee charged for corporate paddle.
1016	Actioned. Upload DBSA price/details for Corporate paddles as a reminder re corporate paddles and come n trys.
1017	Ongoing. Write a policy for use of DBSA assets
1018	Actioned. Set up an Instagram account.
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.
1027	Actioned. Transfer \$500 to Sailing Club account and send email to PAAF to transfer \$500.

5 FINANCIAL REPORT – OCTOBER 2017

Noted that the AusDBF levy was paid for 469 paddlers and 2 x juniors at the 16/17 rate. AusDBF yet to advise of the 17/18 levy or membership fee. Agreed to pay the 16/17 amount of \$550 anyway to be covered by the AGM. **Action: Jen (#1064)**

Cash flow analysis report to be produced monthly. **Action: Jen (#1065)**

Agreed that expenditure from Darcy Knights for maintenance on the caravan would be allocated to the caravan budget.

<p>MOVED: J. BOULD and SECONDED: V. DUONG TO accept financial reports and pay accounts on Account 1. CARRIED.</p>

6 EXECUTIVE OFFICER'S REPORT

John Holland advised:

- Submitted an issues paper around Mixed Crews and noted IDBF will go for a 5/5 split for 10s boats.
- Noted dragon boat from Mannum is now in Barmera. Location list to be updated and provided to Marie for updating website. **Action: John (#1066)**
- Port Pirie Masters Games will be held in 2019.
- Time spent on Juniors issues.
- Assisted Victor Dragons in situ with repairing holes in their boat from fibreglass tape being used instead of real fibreglass on the bottom of the boat.
- NDIS grants.- not viable for us at this stage
- Boatshed was a mess after last race day and the wrong toggle line used with half a day taken to rectify. Suggested that perhaps another training day be arranged for RC delegates in the Boatshed.
- SRSP grants
- Holly Barnes has taken a bit of time – has a registered letter this time from her lawyer -want to sue us over an accident at the Worlds – spending time with our insurers explaining what the issue was.
- Regatta invoicing done via Revolutionise.
- Attended OR&S Grants workshop. Given payment to Admin Focus and John Holland now this may increase the amount of grant able to be applied for along with the increase in membership numbers.

Request put to John Holland to provide more detail on invoice around any maintenance issue and noted that was not actually part of his position description. Agreed to produce a list of required maintenance and a timeline so that Clubs can be tasked to assist. **Action: John (#1067)**

7 STRATEGIC PLAN REVIEW

4. PARTICIPATION

OBJECTIVE	ACTION(S)
4.1 Establish a Boat Storage facility at Mawson Lakes	Seek information about potential facility storage opportunities <ul style="list-style-type: none"> ▪ Ongoing
4.2 DBSA Members are all Star Clubs	Actively promote accreditation to the Star Club program to all of the DBSA member clubs <ul style="list-style-type: none"> ▪ Noted all Clubs are registered as is requirement to apply for Active Club grant.
4.3 Assist the establishment of new Member Clubs	Provide relevant information including a Manual for Clubs Provide assistance as required, including the provision of boats <ul style="list-style-type: none"> ▪ Barmera possibility with boat recently relocated from Mannum.
4.4 Participate in the South Australian Masters Games	Ensure that Dragon Boating is included all Masters Games in South Australia <ul style="list-style-type: none"> ▪ Noted Murray Bridge is next event in 2018.& Port Pirie in 2019
4.5 Race Day Broadcasting	Provide a broadcast on race days recognising sponsors and provide information <ul style="list-style-type: none"> ▪ New arrangement is working well.
4.6 Annual Social Function	A function in May/June of each year where seasons achievements will be recognised <ul style="list-style-type: none"> ▪ Scheduled for Saturday 28 April 2018 at CYCSA

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"> ▪ Actioned.

9 JUNIOR DEVELOPMENT REPORT

John Holland advised:

- That they are training with the State team.
- Secondary Schools event scheduled for 17 November.
- Mt Carmel – three week course recently held on Wed & Fri went well. Noted one paddler training with SADA for a Come N Try was advised that they did not have to wear a life jacket as they could swim 50 metres which is not correct. All Juniors to wear life jackets.
- Secondary schools on 17th November.

10 AusDBF REPORT

AGM scheduled for Saturday 19 November 2017.

11 SECRETARY'S REPORT

Routine correspondence received and included on the Agenda.

12 SAFETY

12.1 Incident Report - DAA

The report was reviewed and noted the incident acknowledged and the Board was pleased to see the action taken by the Club. **Action: Sharon (#1068)**

Suggested that trolley placement should be directly under seat #5 otherwise the boat will tip in either direction.

13 EQUIPMENT

Noted Boatshed has recently been left unlocked on a couple of occasions, paddles left out the front and the gate in between often not locked. To be raised at Presidents' Forum. **Action: Chris K (#1069)**

14 EVENTS

The following event is scheduled:

- EFM on Saturday 25 November. Possible shortage of boats for training.

Clubs to be advised that when participating in Corporate/Schools' events that everyone is required to wear a life jacket. **Action: Chris K (#1070)**

- Copper Coast Hat Regatta 17 February – need three boats as 8 x regional teams are competing along with DBSA help to set up Start/Finish line. Official opening of their boat shed will be held with invite for DBSA to attend received.

15 HIGH PERFORMANCE

Recent training sessions being well attended.

16 PUBLICITY

Recent CH44 publicity with juniors representing DBSA as noted earlier.

Article written by ACDC Come & Try paddler in the SA Weekend magazine of 14&15 October. Copy to be provided for uploading to Facebook/website. **Action: Tanya/Sharon (#1071)**

17 CLUB ISSUES

17.1 Waiwilta email 13/10/17 re future clearance requests

The follow up email from Waiwilta seeking clarity on future clearance requests from their members wishing to transfer and be a Sports paddler was discussed.

Noted that the status quo remained and that a clearance application would need to be sought under special circumstances on each occasion for judging on its own merits. **Action: Sharon (#1072)**

17.2 JH – Juniors age reduction

The Issues paper submitted by John Holland on this was discussed with varying viewpoints put forward.

Policy #5 – Conditions of Entry to Races – Eligibility Fixtures was reviewed and amended.

MOVED: S. KNIGHTS and SECONDED: M. DARBY
THAT Policy #5 be amended as noted and reviewed again in March 2018 before season commencement with one amendment of note being all paddlers to be a minimum of ten years of age and 12 or older to be a Drummer.
CARRIED.

Action: Marie (#1072)

Agreed to notify Clubs of significant changes made to Policies rather than just posting them to the website as some may not be so computer savvy. **Action: Sharon (#1073)**

17.3 JH – Mixed crews

Noted was provided as a discussion point for future consideration at next meeting. Of note is requirement under AusDBF constitution for members to abide by the policies of AusDBF.

Action: Marie (#1074)

17.4 Email from Jacky Smith (Water Warriors)

Email received re the make up of Crews composition and request for the finish time to be recorded of those teams not qualifying in a race.

Noted difficulty this season for some Clubs struggling to form a full 20s team and suggested perhaps reintroduce back into 10s race days.

This was discussed and agreed to recommend to Racing Committee after discussion at Presidents' Forum:

- Decision by the RC at earlier meeting stands whereby only eligible teams can compete for the race day prize however these teams could have their time recorded as "Did not Qualify" (DNQ).

Action: Marie (#1075)

18 REVOLUTIONISE DATABASE

Nil discussion.

19 WEBSITE

Noted committee lists are in two different locations and to be amended. **Action: Marie (#1076)**

20 NEW BUSINESS

20.1 Policy review

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

25	Paddler Event policy
28	State Championships – Qualifying Regulation
29	Appointment of delegates to AusDBF
30	Dragon boat training protocol - West Lakes & Port River
37	Procedure for the Formation and the Functions of the Website Committee
38	Procedure for the Formation and the Functions of the Cultural and Publicity Portfolio

Action: Marie (#1077)

20.2 Discussion – held over on 'minimum of 5 boats in a state championship

Held over.

20.3 Clearances

The following clearance application received under special circumstances were ratified:

- Kate Moore – Coorong Dragons to Water Warriors (subject to Clubs sign off)
- ACDC to DBSA – Vivian and Andrew Akkermans, Joseph Principe, Johanna Kruis and Tommy Karamatic

Action: Marie (#1078)

Email to be sent to ACDC to follow up return of DBSA keys. **Action: Sharon (#1079)**

20.4 Discussion – held over from Sharon’s report at last meeting re RC meeting conduct

Agreed all participants at DBSA meetings should be encouraged to put their viewpoints forward and treated with the utmost respect.

20.5 Discussion – held over on Strategic Plan (#3.3) re mentoring local officials to DBSA Level

Held over until next meeting.

Noted Member Protection Information Officers training is being scheduled by OR&S with no interest advised back to John Holland by Board members. Maria Darby said she would look into this as she felt she had done this previously and would look for her accreditation documentation. **Action: Marie (#1080)**

20.6 Race Day Volunteers manual - update

Noted needs to be updated and for FinishLynx information to be included. **Action: Sharon/Jen (#1081)**

21 ANY OTHER BUSINESS

- Agreed that rather than reimbursing the Club for any of their members participating as a Sweep or Drummer in a Corporate event, that a record would be maintained by the Treasurer for annual reimbursement direct to them by 31st May. Christine Wood advised she would collect bank details. **Action: Jen / Chris W (#1082)**
- Discussion held on voting rights at AusDBF AGM. Nominations to be reviewed with feedback given to Chris Kelley on preferred nominees for the Board positions. **Action: Board (#1083)**
- Issues paper on Blood in Sport policy to be submitted. **Action: Maria (#1084)**
- Email from Vanessa Shepperd (Water Warriors) seeking reimbursement for registration fee paid by Marissa Anstey under special circumstances was reviewed and approved. **Action: Jen/Sharon/Marie (#1085)**
- Meeting date changed from Thursday 14 June to Wednesday 13 June due to AFL game scheduling conflicting.

22 NEXT MEETING

The next Board meeting is scheduled for 6:30pm Wednesday 13 December 2017 at The Sailing Club followed by a Christmas dinner with partners invited also.

23 CLOSE OF MEETING – 12:30am



Signed: _____

Date: 13/12/17

Chris Kelly – President