



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

MINUTES

Board Meeting

Thursday 13 December 2017 at 6:30 PM

At

The Sailing Club – 1 Jenkins Road Port Adelaide

1 OPEN MEETING – 6:35 PM

PRESENT: Chris Kelley, Maria Darby, Christine Wood, Jennifer Bould, Tanya Mitchell
Vi Duong and John Holland (EO – part meeting)

APOLOGIES: Sharon Knights

2 DECLARATIONS OF INTEREST

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

3 BOARD RESIGNATION – CAROL HAMMOND

The resignation received from Carol Hammond was noted. Agreed to send a letter of appreciation for her tenure on the Board. **Action: Sharon (#1086)**

3.1 Allocation of Clubs: KIDS/ACDC

These Clubs previously allocated to Carol Hammond were reallocated as follows:

- KIDS Chris Wood
- ACDC Chris Kelley

Action: Marie (#1087)

4 MINUTES OF PREVIOUS MEETING

MOVED: Maria Darby and SECONDED: Tanya Mitchell THAT the Minutes of the meeting held 8 November 2017 be accepted as a true and accurate record. CARRIED.
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5 ACTION ITEMS/BUSINESS ARISING

1059	Done. Contact allocated Clubs to find out if they will be participating on weekend of 7&8 April at the Robe event or FloatFest event. <ul style="list-style-type: none">▪ Noted general Club consensus was to compete at the Robe event.
1060	Done. Advise FloatFest organisers if DBSA will participate on 7&8 April weekend once feedback has been received from Clubs re their preference. <ul style="list-style-type: none">▪ Organisers advised unlikely that there will be an DBSA participation due to the Robe event.
1061	Done. Follow up with Pat for him to set a date for Sweeps' course in Dec/Jan. <ul style="list-style-type: none">▪ Scheduled for 13 January 2018.
1062	Done. Update Task List to include Event Cancellation and to notify the caterer also.

1062A	Ongoing. Assist JH with Survey Monkey or Google survey to Clubs seek their members feedback on the current season program and preference going forward from January. <ul style="list-style-type: none"> Noted survey did not get sent as decision could not be made on which program to send it out via. It was subsequently discussed at the following RC meeting with a decision to be made at the meeting. Follow up required as survey still needs to be sent with report to be sent to clubs
1063	Ongoing. Source copy of CH44 interview (Tommy/Steve) and provide YouTube footage to Sharon for uploading to Facebook.
1064	Done. Pay AusDBF membership fee of \$550.
1065	Ongoing. Speak to Pat about producing a MYOB Cash Flow Analysis report.
1066	Done. Provide updated list of boat locations to Marie for website.
1067	Done. Provide list of maintenance tasks required and timeline so that help can be sought from Clubs.
1068	Done. Advise DAA of acknowledgement of incident report and action taken by the Club.
1069	Done. Raise issue of Boatshed being left open recently, paddles out and gate in between not locked on occasion.
1070	Done. Advise Clubs of requirement when participating in Corporate/schools' event of requirement for everyone to wear a life jacket.
1071	Ongoing. Source SA Weekend magazine article written by ACDC paddler for uploading to website.
1072	Done. Advise Waiwilita that request for clearances in future for new members wishing to transfer and be a Sports paddler would have to be submitted seeking special circumstances for judging on their own merits.
1073	Done. Amend Policy #05 as noted. <ul style="list-style-type: none"> Noted Sharon Knights was going to send advice out to Clubs as to what had actually changed in the policy as often they may not know otherwise. Suggested to bring up at the RC meeting.
1074	Done. Place on next Agenda discussion re Mixed crews (issues paper).
1075	Done. Raise at PF for Clubs information to come back to next RC meeting on the recommendation that: ineligible teams can compete however not for prizes however could have their times recorded as DNQ. <ul style="list-style-type: none"> Noted was discussed during the RC meeting instead.
1076	Done. Update Committee lists on website to be only in one location.
1077	Done. Upload policies #25, 28-30, 37, 38 and send #38 to MA Holt for review.
1078	Done. Process clearances for Kate Moore, and ACDC paddlers to DBSA (x5).
1079	Done. Send email to ACDC seeking return of DBSA keys from Vivian Akkermans and advise Marie when returned so clearance can be processed.
1080	Ongoing. Search for Member Protection Information Officer accreditation paperwork. <ul style="list-style-type: none"> Maria Darby advised she will send out the course information when the next course is due and that she advised Pat Doogue that she would not be able to take on the role until she undertakes the course.
1081	Ongoing. Update Race Day Volunteers manual and include FinishLynx detail.
1082	Done. Advise Clubs that those participating in Corporate events as Sweep/Drummer would be reimbursed directly by 31 st May each year and collect their bank details. <ul style="list-style-type: none"> Noted this payment would also be made to paddlers. Advice to be given at next RC meeting. Action: Chris W (#1088)
1083	Done. Review AusDBF Board nominations and advise Chris K of your preferred nominations
1084	Ongoing. Submit issues paper on Blood in Sport policy. <ul style="list-style-type: none"> Noted draft has been written and is to be circulated to the Board.
1085	Done. Advise WWs of approved reimbursement of membership fee for Marissa Anstey and arrange refund and update Revolutionise.
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.
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 tow two trailers to/from Premier Trailers for service.
1009	Ongoing. Follow up quotes for NBN with Pat's help.
1017	Ongoing. Write a policy for use of DBSA assets
1033	Ongoing. Send photos of rusty chains being placed on the floor of boats and the rust stains on the boat and send out to Clubs. <ul style="list-style-type: none"> ▪ Noted photos still required to be sent out with another email as it was noted that the email had not made any difference.
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.
1035	Ongoing. Arrange to purchase a new supply of paddles for sale.
1037	Ongoing. Look in to sourcing an electronic notice board for the Boatshed to promote Volunteers required for various upcoming events.
1038	Ongoing. Log into MyRecSport website to ensure all relevant DBSA documents are included.
1042	Ongoing. Follow up with Pat for a copy of the Sweeps database for uploading to the website.
1043	Ongoing. Advise Sweeps' committee of new process to maintain and update database of Sweeps to be advised to Clubs that this will now be the process for the next season. <ul style="list-style-type: none"> ▪ Noted this had been discussed at the RC meeting however agreed now to change the action item to bring this into place next season to allow sufficient notice.
1048	Ongoing Follow up with Reg Stone (BDs) re rebating of Drummers seats located at TSC. <ul style="list-style-type: none"> ▪ Changed to Vi Duong to follow up..
1056	Withdrawn. 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.

Chris Wood queried why agreement was given at the previous meeting for the clearances of ACDC paddlers to DBSA as she said it was not necessary. Agreed to discuss prior to next season.

Action: Marie (#1089)

6 FINANCIAL REPORT – NOVEMBER 2017

MOVED: J. BOULD and SECONDED: T. MITCHELL
TO accept financial reports as tabled and pay accounts on Account 1.
CARRIED.

Jennifer Bould advised of possible impending changes to the processing of payments electronically by Bank SA noting that there may be a requirement to change the account to a Business one and for a token to be issued to cheque signatories to authorise payments online.

7 EXECUTIVE OFFICER'S REPORT

John Holland advised that:

- he had tabled a copy of the "OR&S Reconciliation Action Plan (RAP) – Sport SA's Terms of Reference RAP" document as it had been brought to his attention by OR&S that DBSA should consider implementing one. He noted that DBSA could consider producing its own version or possibly sign up as a signatory to the one produced by Sport SA.

Samples of other similar plans were from other sporting bodies were also tabled.

Noted that the process to produce such a plan was a lengthy one and suggested that perhaps those indigenous members located in the country could be recruited on to a sub-committee to progress this.

- Grant funding application has been submitted and our reporting obligations are due to be submitted prior to year-end.

8 STRATEGIC PLAN REVIEW

Review of this Agenda item was placed on hold until the next meeting in January.

5. VOLUNTEER MANAGEMENT

OBJECTIVE	ACTION(S)
5.1 Train Race Day Volunteers	Provide an instruction manual for our race day volunteers and provide mentors
5.2 Sourcing Volunteers.	Internal from Clubs / Identify external sources i.e. Sport SA Volunteer SA
5.3 Volunteer kit	Maintain and continually review the Volunteer Packs which include: polo shirt, cap, and water proof jacket.
5.4 Volunteer Acknowledgement	Annual Volunteer acknowledgement function Volunteer Service Pins
5.5 Volunteer/Officials training	Maintain Log Book for recording qualifications of all race day volunteers

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 was now being used by Clubs and participants.
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"> ▪ Noted this was being done with the RC and their role outlined to them and input given by them at RC meetings.

10 JUNIOR DEVELOPMENT REPORT

Discussion deferred until next meeting.

11 AusDBF REPORT

Noted AusDBF has not met since the AGM with an email sent out advising of the Board appointments.

Noted a decision would need to be made about the Executive Officer position given that John Holland was elected to the AusDBF Board and would no longer be able to hold this position. Suggested that an EOI be sent out early in the new year. **Action: Sharon (#1090)**

12 SECRETARY'S REPORT

Nil report.

12.1 Correspondence

Correspondence received from Copper Coast promoting their Regional Hat Regatta on 17 February and including an invitation to their official opening and dinner was tabled during the meeting. Agreed to post a copy of the flyer to Facebook. **Action: Marie (#1091)**

13 SAFETY

13.1 Incident Report – Subsonix/Powerblades

Noted that it had been handled by the Board Liaison officer.

14 EQUIPMENT

Noted some of the Drummers' seats needed repair and that an alternate option to secure the drums was needed as some of them only had one hook instead of two. **Action: Chris K (#1092)**

15 EVENTS

Noted no corporate or school events are scheduled until 2018.

16 HIGH PERFORMANCE

Noted only one more session prior to the holiday period. Meeting to be scheduled early January with Coach to plan ahead. **Action: Chris W (#1093)**

Vi Duong offered to follow up with those Clubs participating at the Nationals to encourage them to join the State team. **Action: Vi (#1094)**

17 PUBLICITY

Nil report.

18 CLUB ISSUES

Noted the email from Black Dragons re Scullers Reserve had been discussed at the RC meeting and that the remaining event scheduled there for 21st January has been relocated to Aquatic Reserve. The RC delegates would set the race venues prior to the next race season as part of the planning at that time.

19 REVOLUTIONISE DATABASE

Agreed that Clubs would be advised to set up the new reduced membership fees in place as at 1st January. Any paddler renewing from the previous season after this date would need to pay the full fee. **Action: Marie (#1095)**

Follow up with Blade Runners to ensure that all their paddlers are registered as it was noted that there were a number of them out paddling but not currently registered. **Action: Marie (#1096)**

20 WEBSITE

Nil discussion.

21 NEW BUSINESS

21.1 Policy review

The review of the following policies was placed on hold until the next meeting:

26	Allocation system for new people to the sport of dragon boating
31	Race Fee Payments
32	Board Secondment
33	Race Day Time Penalties
34	Safe Operating Procedure - Lifting Equipment
35	Social media

21.2 Clearances

Nil received.

21.3 Discussion – Strategic Plan (#3.3) re mentoring local officials to DBSA Level

Held over until next meeting.

22 ANY OTHER BUSINESS

- Tanya Mitchell advised that as a recent newcomer to the Board that she would like some time to be devoted to reviewing the strategic and operational focus in 2018. Agreed a list of items for discussion would be compiled. **Action: Tanya (#1097)**
- Maria Darby suggested that a software program (ie Board Pack) could be looked into to store online the Agenda papers to streamline the process.
- Noted SADA were requested to write to the Board with details of a Rotary BBQ that they would like to be held on a regular basis throughout the season.

- Discussion held on the behaviour and feedback received on the Starter's behaviour during the race day of 10 December. Agreed that the Code of Conduct would be looked into to see what sections were breached and then a face-to-face meeting should be held first (with an accompanying female Board member) as part of the discipline process.

Action: Tanya/Sharon/Chris K (#1098)

- Noted a small number of participants were complaining about the lengthy time it took for the DBSA Minutes to be released so that they could be kept up to date. Noted that the current process in place whereby Minutes are ratified at the next meeting was good governance and would continue.
- John Holland sought clarification on whether children under the age of 10, during a Come N Try session, could sit in the boat with their parent/s because for some of them it was not possible to leave them alone on the shore.

This was discussed and agreed that they could be in the boat seated next to their parent at the back of the boat only and not be allowed to paddle.

23 NEXT MEETING

The next Board meeting is scheduled for 8pm Thursday 11 January 2018 at The Sailing Club.

24 CLOSE OF MEETING – 8pm.

Signed: _____

Date: ____/____/____ Chairperson