



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

MINUTES

Board Meeting

Thursday 11 January 2018 at 8PM

At

The Sailing Club – 1 Jenkins Road Port Adelaide

1 OPEN MEETING – 8:03 PM

PRESENT: Chris Kelley, Maria Darby, Christine Wood, Jennifer Bould, Tanya Mitchell (phone) and John Holland (EO)

APOLOGIES: Sharon Knights and Vi Duong

2 DECLARATIONS OF INTEREST

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

3 MINUTES OF PREVIOUS MEETING

MOVED: Maria Darby and SECONDED: Chris Wood
THAT the Minutes of the meeting held 13 December 2017 be accepted as a true and accurate record.
CARRIED.

4 ACTION ITEMS/BUSINESS ARISING

ACTION ITEMS – MEETING 13/12/17	
NO.	ACTION
1086	Ongoing. Send letter of appreciation to Carol Hammond for her tenure on the Board.
1087	Actioned. Advise KIDS/ACDC of their new Board contacts and update website.
1088	Actioned. Advise Clubs at RC meeting that paddlers volunteering for corporate events would also be paid \$20.
1089	Actioned. Defer to beginning of next season discussion item from Chris Wood re why approval was given to transfer paddlers from ACDC to DBSA as it was not considered necessary.
1090	Send out an EOI for EO position. <ul style="list-style-type: none">Noted AusDBF has changed the title of Executive Officer to Business Services Manager as they feel it is more reflective of the position. DBSA could follow (or use some words similar such as Business Services Officer) to ensure that applicants are aware of the scope of the role and the requirement to be completely “hands on”Follow up to be had with Sharon Knights about sending out the EOI. Action: Chris K/Sharon (#1099)John Holland advised that could take on a position of management consultant in the interim undertaking specific tasks only.
1091	Actioned. Post copy of Hat Regatta flyer to Facebook.

1092	Ongoing. Look into repair of some of the Drummers' seats and securing the drums better. <ul style="list-style-type: none"> Question was asked how to arrange for new skins and whether or not the drums were interchangeable. John advised that he would raise this with Peisheng.
1093	Ongoing. Schedule meeting with HP coaches mid-Jan for HP.
1094	Ongoing. Speak to those Clubs competing at the Nationals to encourage them to join the State team.
1095	Actioned. Advise Clubs to update Revolutionise with new fees as of 1 st Jan.
1096	Actioned. Follow up registration status of BRs paddlers.
1097	Ongoing. Compile list of discussion points for a review of the Board's strategic and operational focus. <ul style="list-style-type: none"> Tanya Mitchell advised that she had prepared a one page governance review document which would be circulated for feedback. Action: Tanya (#1100) Noted that the Board had last undertaken a review with the OR&S in January 2017 and it was time for another one however not necessarily on the same scale.
1098	Ongoing. Review the Code of Conduct to address unacceptable behaviour of the Starter on race day of 10 th December. Hold a face-to-face meeting with the Starter to address the issue with an accompanying female Board member. <ul style="list-style-type: none"> Agreed that Maria Darby and Sharon Knights would endeavour to arrange a meeting in the first instance. Action: Maria/Sharon (#1101)
ACTION ITEMS – ONGOING	
NO.	ACTION
764	Ongoing. Undertake internet research first 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. <ul style="list-style-type: none"> Noted planning meeting to be held on site on 10 February.
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. <ul style="list-style-type: none"> Noted firm was not contactable during this holiday period currently.
1009	Actioned. Follow up quotes for NBN with Pat's help, <ul style="list-style-type: none"> Noted would be arranged when NBN was available.
1017	Ongoing. Write a policy for use of DBSA assets.
1033	Actioned. Send photos of rusty chains being placed on the floor of boats and the rust stains on the boat and send out to Clubs.
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 painting would be done after the inside work was complete and that there were tins of dark blue paint already available.
1035	Actioned. 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. <ul style="list-style-type: none"> Noted not all log ins were working so would be sent out again. Action: John (#1102)

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.
1048	Follow up with Reg Stone (BDs) re rebating of Drummers seats located at The Sailing Club. <ul style="list-style-type: none"> Noted this would be looked at this Sunday to see what was required.
1063	Ongoing Source copy of CH44 interview (Tommy/Steve) and provide YouTube footage to Sharon for uploading to Facebook when available.
1065	Ongoing. Speak to Pat about producing a MYOB Cash Flow Analysis report. <ul style="list-style-type: none"> Noted current program does not allow this. Suggested look into an online MYOB software program that will allow this and so finances can be accessed at any time.
1071	Actioned. Source SA Weekend magazine article written by ACDC paddler for uploading to website.
1080	Ongoing. Send out details of next Member Protection course when date is known.
1081	Ongoing. Update Race Day Volunteers manual and include FinishLynx detail.
1082	Actioned. Advise Clubs that those participating in Corporate events as Sweep/Drummer would be reimbursed directly by 31st May each year and collect their bank details.
1095	Ongoing. Provide copy of Maria's Blood in Sport policy to Marie first for formatting and then circulation to the Board.

6 FINANCIAL REPORT – DECEMBER 2017

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

7 EXECUTIVE OFFICER'S REPORT

John Holland advised that:

- As part of OR&S grant acquittal the Stakeholder Feedback Action Plan document was updated and circulated to the Board for information and change at any stage. Board to review and send back acknowledgement that it has been read and provide feedback. **Action: Board (#1103)**
- Regatta invoicing – noted that this has been done via Revolutionise and working well. There were a number of invoices to be cleared from the system by Jennifer.
- Charles Sturt Council – meeting held to discuss their plan for use of the paths and to widen them to allow bicycle access. The location of the Finish line was mentioned and the Council will look into including a loop around the power box.
- Scouts – meeting held to discuss plans for 2019 Jamboree and requirements for dragon boating during period 4-12 January. 8 x boats would be required along with 160 paddles. A grant was being submitted by them for 750 PFDs as they were doing a variety of water sports with 1200 participating daily. Paddles would need to be purchase from income received from the boat hire. Plan is to train up their own sweeps so a course would be held for them for about 20. It was hoped as a result of these sessions that more people will become involved in the sport. The 8 x boats could be sourced from the Torrens and regional Clubs. Noted the Scouts coordinator has a copy of the Coaching and Sweeps' manual in order to familiarise himself.
- Issues paper – below extract was put forward at the RC meeting for discussion and feedback and consensus given that it should be brought before the Board:

At the start of the current racing season it was resolved to trial a two category system – Open Age and Seniors. This was to be reviewed in December which occurred at a Race Committee meeting where a vote narrowly resolved to remain with the two categories for the remainder of the year.
There was a suggestion of trying Three Categories – Open Age, Over 40yrs and over 55yrs.
This combination has never been trialed.

PROPOSAL:
For the remaining 10s event for this season we trial the three category system to enable us to make an informed decision for the next racing year
SUPPORTING DATA / EVIDENCE:
It is difficult to make a decision on something that has not been trialed as we do not know what the effect will be on the competition.

The Board endorsed the proposal.

Noted medals would be ordered based on the teams currently entered so should they change and there are more entries then there may not be enough medals for the three placings.

Suggested Board consider situation should a Club wish to enter two crews into a category so that it could be run during the State Championships as it had been raised at the RC meeting with the consensus being not in favour of this occurring.

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. <ul style="list-style-type: none"> Noted the manual was being updated. Finish line tent is operating well. Approval given to John Holland to purchase another laptop as current one has outdated software. Action: John (#1104)
5.2 Sourcing Volunteers.	Internal from Clubs / Identify external sources i.e. Sport SA and Volunteer SA <ul style="list-style-type: none"> Ongoing with a couple of new volunteers sourced.
5.3 Volunteer kit	Maintain and continually review the Volunteer Packs which include: polo shirt, cap, and water proof jacket. <ul style="list-style-type: none"> Packs are in place.
5.4 Volunteer Acknowledgement	Annual Volunteer acknowledgement function Volunteer Service Pins <ul style="list-style-type: none"> Function is being held and pins are available.
5.5 Volunteer/Officials training	Maintain Log Book for recording qualifications of all race day volunteers <ul style="list-style-type: none"> Follow up to be had on ensuring log books are given to volunteers and recorded. Action: Jen (#1105)

9 REVERSE REVIEW ACTION PLAN

2. COMMUNICATIONS AND RELATIONSHIPS

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"> Noted is happening.
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"> Noted this is happening.

10 JUNIOR DEVELOPMENT REPORT

Going well.

11 AusDBF REPORT

John Holland gave an update on the status of the new Board and advised that he had not been given a portfolio but would be assigned specific tasks. A face-to-face meeting had been held with a tele-conference scheduled for Monday.

The Pathways sub-committee will be up and running this year.

Noted an email had been sent by DBNSW President seeking for admin representatives from each state to be part of a quarterly phone hook up.

Advice received that the Paddler Levy for 2018/19 would be increased significantly. The planned increase for 2017/18 was held off due to late advice received.

Agreed to look at producing a design for the state logo similar to that used by the other AusDBF members for us as required and to include the state colours and to also reproduce the DBSA logo in various formats (ie .jpg/tif). **Action: Chris W (#1106)**

12 SECRETARY'S REPORT

Nil report.

13 SAFETY

Noted issue of bag weights used in the boats being left on the pathway in front of the paddles instead of underneath which is a potential tripping hazard. Photos have been taken and to be sent out to Clubs as a reminder. **Action: John/Sharon (#1107)**

14 EQUIPMENT

Report received during RC meeting that two of the cox mate speaker cables were not working. John Holland advised he had already taken out two for repair and will locate these ones also and source more **Velcro tabs** to secure the cables.

Finish line hook to be attached to concrete bollard on western side. **Action: John (#1108)**

15 EVENTS

Noted Blade Runners held a Come n Try paddle recently with seven new paddlers in attendance.

16 HIGH PERFORMANCE

Discussed briefly beforehand.

Noted a draft design has been circulated for a new State top.

17 PUBLICITY

Nil.

18 CLUB ISSUES

18.1 Blade Runners – registration email

Agreed to send email advice that all paddlers are to be registered by 31st January.

Action: Marie (#1109)

19 ISSUES PAPERS

Discussed previously.

20 REVOLUTIONISE DATABASE

Noted Ronnie Lane was liaising with Revolutionise for the Crew Matrix report to be upgraded.

ACT is the only state body not yet using Revolutionise. AusDBF is keen to develop a Rules of Engagement for its use around access to be given to them by members as they require access to some of the data.

This was discussed and noted more information was required from AusDBF of what they required and that DBSA participants would need to be advised in due course if approved that their contact details would be made available to AusDBF. Agreed to circulate what was being currently worked on by AusDBF. **Action: John (#1110)**

21 WEBSITE

Nil discussion.

22 NEW BUSINESS

22.1 Policy review

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

31	Race Fee Payments - withdrawn
32	Board Secondment – endorsed
33	Race Day Time Penalties – held over
34	Safe Operating Procedure - Lifting Equipment - ratified
35	Social media - ratified

Action: Marie (#1111)

Noted Policy #26 “Allocation system for new people to the sport of dragon boating” which was due for review at the next meeting was introduced when a person was contracted specifically to set up school programs and attract members and was considered to be no longer relevant.

Policy #33 – discussion was held over until next meeting as some Board members differed on whether the RC should be imposing infringements or if AusDBF or IDBF rules should be followed instead. Agreed to review both governing bodies policies before next meeting. **Action: Board (#1112)**

22.2 Clearances

Nil.

22.3 Draft Policy – Conflict of Interest

Agreed needed to be converted to plain English and updated accordingly.

Action: Maria (#1113)

22.4 Discussion – held over on Strategic Plan (#3.3) re mentoring local officials to DBSA Level 3

Held over.

22.5 Discussion – held over Mixed Crews

Deferred until April.

22.6 Life membership – registration fees?

Noted Life members are only exempt from an annual subscription fee but not the DBSA registration fee.

Some Board members felt that this should be reconsidered and it was agreed that before a position was reached on this that a cost recovery for a membership should be determined.

Action: Jennifer (#1114)

22 ANY OTHER BUSINESS

- Agreed that the action item from the RC meeting to relocate the 6-seater boat to The Sailing Club and OCs would not be carried out as there was insufficient room for ready access for the boat to the water.
- Agreed that there was no requirement for the Starter during the State Championships to be accredited as once trained in that role they were considered competent.
- As part of our OR&S grant funding agreement there is a requirement for all of those within a Club holding a prescribed position need to undertake the online Child Protection and Harassment and Discrimination courses. A copy of the certificate is then to be sent to Marie Cunningham for recording.

Clubs are to be given until 28 February to complete this task. **Action: Marie (#1115)**

- Noted expected refund of \$1,862.00 for the December BAS statement.
- Brief discussion held on the function of the RC meetings and noted that the Terms of Reference would need to be reviewed as part of the governance review.
- Agreed to remove the outdated exemption for the wearing of life jackets at Aquatic Reserve. Follow up to be had with DPTI if there is an exemption still in place given the new regulations in place. Copy of previous exemption documentation to be located. **Action: Chris K/Marie/John (#1116)**
- Noted that there was an issue of dead fish being found at Aquatic. Link to be circulated. **Action: Tanya (#1117)**
- Noted requirement for all participants in the State Championships to have an ID card. **Action: Marie (#1118)**
- Noted Council is looking into parking at Aquatic and would be irrigating Scullers Reserve and putting in new paths.
- Noted there is no need to look into RC action item of sourcing a better quality Starter's tent for Aquatic.
- Condolences to be given from DBSA upon the death of Bryan Hartley. **Action: Secretary/President (#1119)**

23 NEXT MEETING

The next Board meeting is scheduled for 8pm Wednesday 7 February 2018 at The Sailing Club.

24 CLOSE OF MEETING – 11:05pm.

Signed: _____

Date: ____/____/____ Chairperson