



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

# MINUTES

## Board Meeting

Wednesday 7 February 2018 at 8PM

At

The Sailing Club – 1 Jenkins Road Port Adelaide

### 1 OPEN MEETING – 8:03 PM

Acknowledgement of traditional Owners of the Land we meet on.

**PRESENT:** Chris Kelley, Maria Darby, Christine Wood, Jennifer Bould, Sharon Knights, Vi Duong  
**INVITED:** John Holland

**APOLOGIES:** Tanya Mitchell

### 2 DECLARATIONS OF INTEREST

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

### 3 MINUTES OF PREVIOUS MEETING

MOVED: Chris Wood and SECONDED: Vi Duong  
THAT the Minutes of the meeting held 11 January 2018 be accepted as a true and accurate record.  
CARRIED.

### 4 ACTION ITEMS/BUSINESS ARISING

#### ACTION ITEMS – MEETING 11/1/18

NO.	ACTION
1099	Actioned. Discuss sending out of EOI for BSM or EO position.
1100	Ongoing. Circulate one page governance review document. <ul style="list-style-type: none"><li>Input to be provided from those Board members who have not yet done so.</li></ul>
1101	Withdrawn. Arrange a meeting with Julie Clinch to raise awareness of appropriate behaviour for officials.
1102	Actioned. Send out log in details again to MyRecSport website.
1103	Ongoing. Review John's updated Stakeholder Feedback Action Plan in my RecSport and advise John when done via email and provide any feedback.
1104	Actioned. Purchase laptop and software for Finish Tent.
1105	Actioned. Follow up with Sharon to ensure Log Books are being given to all volunteers. <ul style="list-style-type: none"><li>Noted they are available in the trailer and will start from next race day.</li></ul>
1106	Ongoing. Ask Phil Gibson to produce a DBSA state logo using tri-colours based on those used by other AusDBF members and to also do the current DBSA logo in various formats. <ul style="list-style-type: none"><li>Waiting on DBSA logo only to be reproduced.</li></ul>
1107	Actioned. Send photos of boat weights being placed incorrectly in boat shed for email to be sent out to Clubs as a reminder. <b>Action: Sharon (#1120)</b> <ul style="list-style-type: none"><li>John Holland tabled another sign that he will be placing titled: "Care of DBSA Dragon Boats" which was reviewed and approved.</li></ul>
1108	Actioned. Arrange for finish line hook to be attached to concrete bollard on west side of the course.

1109	Actioned. Send email to BRs advising of requirement to have all paddlers registered by 31 <sup>st</sup> January.
1110	Actioned. Circulate what is being worked on in the Memorandum of Understanding document by AusDBF for Board review. <ul style="list-style-type: none"> <li>▪ Noted some feedback received. Will be brought up at AusDBF nationals meeting. It is hoped that all members will agree to allow AusDBF access to Revolutionise however not to communicate directly with paddlers – communication channel is to remain via the State/Territory member.</li> </ul>
1111	Actioned. Upload policies: #032, 034, 035
1112	Ongoing. Review AusDBF and IDBF website for policies for infringements for race day time penalties prior to the next meeting as part of reviewing Policy #033. <ul style="list-style-type: none"> <li>▪ Suggestion from Tanya that DBSA align with IDBF for all policies and query as to the volume of DBSA policies if part of a national/international sport.</li> </ul>
1113	Actioned. Update the Conflict of Interest draft policy.
1114	Work out a cost recovery for a participant's registration fee as part of further discussion re a registration fee for Life members. <ul style="list-style-type: none"> <li>▪ This was done and circulated noting the registration fee covered: <ul style="list-style-type: none"> <li>○ Insurance, admin, rent, development, maintenance included</li> <li>○ Excluded was: meeting expense, race expenses, power boat fuel and performance.</li> </ul> </li> <li>▪ Discussion held and agreed that Life members will pay their respective registration fee but if a membership fee is introduced they will be exempt.</li> </ul>
1115	Actioned. Advise Clubs of need for those holding a Prescribed position to undertake the online Play by the Rules courses: Child Protection and Harassment and Discrimination: and to send certificate to Marie for record keeping.
1116	Ongoing. Remove outdated exemption for the wearing of life jackets at Aquatic. Follow up DPTI to see if exemption is still in place given new regulations. Locate copy of previous exemption <ul style="list-style-type: none"> <li>▪ Follow up had with DPTI (Marilyn Hood) who agreed to look into providing an updated exemption.</li> </ul>
1117	Actioned. Circulate link to story of dead fish at Aquatic.
1118	Actioned. Advise Clubs of requirement for all paddlers during States to have an ID card.
1119	Withdrawn. Look into sending condolences from DBSA on death of Bryan Hartley.
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 during meeting on Sat 10 Feb.
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 – progressing and in the final stages of development.
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"> <li>▪ This has been done with form to be completed and given to John Holland.</li> </ul>
983	Ongoing. Contact Moon Lantern Festival 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"> <li>▪ Noted urgency for at least one trailer to be maintained asap and is being followed up.</li> </ul>
1017	Ongoing. Write a policy for use of DBSA assets.
1034	Ongoing. Follow up with Darcy to arrange to have caravan painted once inside works have been completed. <ul style="list-style-type: none"> <li>▪ Noted will need volunteers one day to remove all of the silicon, old stickers</li> <li>▪ JH to follow up with Hey Cuz to use their painter.</li> </ul>
1035	Actioned. Arrange to purchase a new supply of paddles for sale. <ul style="list-style-type: none"> <li>▪ Post details to website and send email to Clubs. <b>Action: Sharon (1121)</b></li> </ul>

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"> <li>▪ Questions from Tanya: <ul style="list-style-type: none"> <li>○ Is the selection of policies provided on this site a requirement from OR&amp;S?</li> <li>○ Why only these?</li> </ul> </li> <li>▪ Noted the website details the required policies to be uploaded and that they were up to date policies however the date on them just needed to be adjusted.</li> </ul>
1042	Actioned. Follow up with Pat for a copy of the Sweeps database for uploading to the website. <ul style="list-style-type: none"> <li>▪ Noted AusDBF requirement for each member to appoint a Sweeps coordinator with meeting to be held at the nationals.</li> <li>▪ Agreed that Chris Kelley would be this person for SA and attend the respective AusDBF meetings during the nationals.</li> </ul>
1043	Ongoing. Advise Sweeps' committee of new process to maintain and update database of Sweeps. <ul style="list-style-type: none"> <li>▪ John Holland advised he would circulate the AusDBF policy for the Sweeps committee for DBSA to appoint a representative.</li> </ul>
1048	Ongoing. Follow up with Reg Stone (BDs) re rebating of Drummers seats located at The Sailing Club. <ul style="list-style-type: none"> <li>▪ Noted this needed to be done as soon as possible as spares would be required.</li> </ul>
1063	Ongoing. Source copy of CH44 interview (Tommy/Steve) and provide YouTube footage to Sharon for uploading to Facebook. <ul style="list-style-type: none"> <li>▪ Noted still not available.</li> </ul>
1065	Actioned. Speak to Pat about producing a MYOB Cash Flow Analysis report and use of an online MYOB software program for this. <ul style="list-style-type: none"> <li>▪ Noted cost of \$92 p/m for AccountRight live version or \$92 (x24 months) for laptop version.</li> <li>▪ Agreed to place on hold for now however to find out if Pat Doogue is familiar with Xero program as that is compatible with Revolutionise and seems to be the program used in dragon boating.</li> </ul>
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.
1085	Actioned. Provide copy of Maria's Blood in Sport policy to Marie first for formatting and then circulation to the Board.
1086	Ongoing. Send letter of appreciation to Carol Hammond for her tenure on the Board.
1092	Actioned. Look into repair of some of the Drummers' seats and securing the drums better. <ul style="list-style-type: none"> <li>▪ Noted new clips have been placed to secure the drums on all boats except #1-3.</li> </ul>
1093	Actioned. Schedule meeting with HP coaches mid-Jan for HP.
1094	Actioned. Speak to those Clubs competing at the Nationals to encourage them to join the State team.

## 6 FINANCIAL REPORT – JANUARY 2018

<p>MOVED: J. BOULD and SECONDED: S. KNIGHTS  TO accept financial reports as tabled and pay accounts on Account 1. CARRIED.</p>
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## 7 EXECUTIVE OFFICER'S REPORT

John Holland advised that:

- He had undertaken a round of maintenance on the boats: bolts lubricated, clips replaced, cox mates all updated. Boats #1&2 to be done as they were not able to be accessed.

- New maintenance storage cupboard placed in the hallway which includes cleaning equipment and suggested that Clubs each be allocated one boat to maintain. Noted ACDC had taken out boat #10 and scrubbed it right down.
- Trolley wheel bearings at The Sailing Club have all been replaced and Aquatic ones checked and noted as being okay.
- Attended Regional Masters Games meeting in Murray Bridge the previous week. The ambassadors were all announced with Mark Davis interested in competing in dragon boating which might bring some good publicity.
- Promotional brochures would be taken to Wallaroo to encourage regional clubs to participate at the Games. Board members also encouraged to promote the Games.
- Approval given to John to be refunded petrol to attend the Masters Games meeting in Port Pirie on 16 February. Exact location yet to be determined.
- Noted met with Canoe SA to allow them access to test the smoke alarm at Aquatic. During this visit, advice was received from Canoe SA that they would be putting in application to extend the building size so they could have more room for their extra groups (ie SASI, Canoe polo, disabled). A joint meeting had been suggested as part of the Council walk through of Aquatic with details to be advised to John when scheduled.

## 8 STRATEGIC PLAN REVIEW

### 6. HIGH PERFORMANCE

OBJECTIVE	ACTION(S)
6.1 State Team Culture	Provide support for all State Crew Divisions <ul style="list-style-type: none"> <li>▪ Noted culture was reasonably good.</li> </ul>
6.2 Open Age State Crew Development	Develop a competitive Open Age crew <ul style="list-style-type: none"> <li>▪ Work in progress.</li> </ul>
6.3 Support the development and growth of the National Team	Provide the necessary equipment and testing tools for DBSA paddlers to compete for National Team positions <ul style="list-style-type: none"> <li>▪ Noted kettle bells were required for fitness testing and to be kept at The Sailing Club. <b>Action: Vi (#1122)</b></li> </ul>
6.4 DBSA paddlers remain competitive both Nationally and Internationally	Provide quality up to date equipment and training aids <ul style="list-style-type: none"> <li>▪ Noted being done.</li> </ul>

## 9 REVERSE REVIEW ACTION PLAN

### 3. SERVICES & 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>▪ provided</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 to set in place an annual schedule to target Coaches with an ongoing plan to identify potential talented paddlers.</li> </ul>
3.9 Elite pathways, training and competitions are well coordinated in members' areas	Competitions to be held in Regional Areas – 2 per Season. Regional Areas are: Wallaroo, South-East (Robe), Port Lincoln, Goolwa, Murray Bridge <ul style="list-style-type: none"> <li>▪ Noted being done.</li> </ul>

## 10 JUNIOR DEVELOPMENT REPORT

Noted Dragonmites promotional brochure is being produced. Training schedule has been circulated.

As part of training scheduled for up to 16 sweeps for the Scouts Jamboree event in 2019, it was hoped to attract a number of juniors to the sport.

## 11 AusDBF REPORT

John Holland advised:

- Allocation of new sub-committees to look at future AusChamp events.
- Awaiting approval of Aurora's selection process from the Sports Commission.
- MOU – discussed previously.
- Small boats will be used for future AusChamp events with need perhaps to transfer 2 x DBSA boats to the next two events.
- Juniors – can paddle in any category as long as they turn 10 by 31<sup>st</sup> December in that year.
- Advertised for an admin/finance person to undertake the bookkeeping requirements.
- DBSA has about five accredited coaches whose accreditation is due to expire so another coaching course will be held in May.
- Agreed Chris Kelley would represent DBSA as President at the AGM. **Action: Chris K (#1123)**

## 12 SECRETARY'S REPORT

Letter received from BWRs with Play by the Rules certificates.

## 13 SAFETY

Nil.

## 14 EQUIPMENT

Noted mat to be relocated to Aquatic. **Action: Chris K (#1124)**

Noted hoist slings are still not being placed on to the boats properly. Suggested each Club to have a training session on the trolley/boat placement system.

## 15 EVENTS

Life be in It event commences on Tuesday. Enquiry received from Henley Football Club and EFM booked in for annual November event.

## 16 HIGH PERFORMANCE

Discussed.

## 17 PUBLICITY

Approval given to John Holland to follow up on offer received to access a TV studio for ½ hour slots to film promotional television or radio program at a reduced price. **Action: John (#1125)**

Noted Dragonmites brochure is almost ready.

## 18 CLUB ISSUES

Noted ASA requested change to account name for one invoice to Mannum Paddle Steamers which was done.

Details of a possible clearance application that would require special circumstances were discussed and noted that an application needed to be submitted first before Board consideration.

## 19 ISSUES PAPERS

The Issues paper submitted by Maria Darby proposing that "DBSA considers the development of an appropriate Infectious Disease Policy as per Sports Medicine Australia and or raise issue at ADBF for their consideration of a national policy approach."

Agreed that a policy would be written for DBSA first and then put to AusDBF. **Action: Maria (#1126)**

## 20 REVOLUTIONISE DATABASE

Noted a large number of registrations were being processed prior to the State championships.

## 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:

15	Conflict of Interest - ratified
26	Allocation system for new people to the sport of dragon boating - ratified
27	Race day organisation and draws – <a href="#">John to revamp (#1127)</a>
33	Race day time penalties – next meeting – <a href="#">Chris K to revamp (#1128)</a>
39	Disability – <a href="#">Maria to reword –(#1129)</a>
42	Medical – ratified
43	AusDBF Anti-Doping – ratified
44	Interstate visiting paddler – ratified

**Action: Marie (#1130)**

### 22.2 Clearances

- Trish Hartwright – SADA to Blade Runners – ratified
- Stephen White – Adelaide Phoenix to Subsonix – ratified

### 22.3 Board governance review

Noted that only two responses had been received to date and that future proofing the association requires all Board input.

### 22.4 PF Agenda item

- SADA - Clarification of the process to be adopted when voting is held to determine future race categories.

Discussed and agreed that a secret ballot would be held in future.

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

Held over.

### 22.6 Sweeps' Register – Renewal date / website access

Noted register would need to be updated to include an expiry date for each sweep's accreditation. Suggested list be split into three and a different year assigned.

**Action: Sweeps' committee (#1131)**

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

Held over.

## 22 ANY OTHER BUSINESS

- Noted email circulate to clubs for nominations for the Club of the Year awards.
- Noted air conditioner is broken again and needs new parts. Agreed to look at getting a quote to both repair or to replace as it was currently about 10 years' old.
- Noted Vince Richter had advised that the lease for the Sailing Club was being renewed for a further two years.

## 23 NEXT MEETING

The next Board meeting is scheduled for 8pm Tuesday 13 March 2018 at The Sailing Club.

## 24 CLOSE OF MEETING – 11:10pm.



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

Date: 13/3/18 Chairperson