



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

# MINUTES

## Board Meeting

Tuesday 13 March 2018 at 8PM

At

The Sailing Club – 1 Jenkins Road Port Adelaide

### Dragonboat SA

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#### 1 OPEN MEETING – 8:03 PM

Acknowledgement of traditional Owners of the Land we meet on was given.

**PRESENT:** Chris Kelley, Christine Wood, Jennifer Bould, Vi Duong, Tanya Mitchell

**INVITED:** John Holland

**APOLOGIES:** Maria Darby, Sharon Knight

#### 2 DECLARATIONS OF INTEREST

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

#### 3 MINUTES OF PREVIOUS MEETING

MOVED: Vi Duong and SECONDED: Chris Wood THAT the Minutes of the meeting held 7 February 2018 be accepted as a true and accurate record. CARRIED.
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#### 4 ACTION ITEMS/BUSINESS ARISING

ACTION ITEMS – MEETING 7/2/18	
NO.	ACTION
1121	Ongoing. Circulated details to Clubs of paddles available for purchase.
1122	Ongoing. Arrange to purchase kettle bells for fitness testing for AusDBF national team.
1123	Actioned. Advise AusDBF will be attending as DBSA President at AusDBF meetings during the nationals.
1124	Ongoing. Relocate mat from The Sailing Club to Aquatic.
1125	Ongoing. Follow up further details re offer to access TV studio to film footage or radio show. <ul style="list-style-type: none"><li>Noted there is now a requirement to take and pay for a package.</li><li>Noted Paul Richards is keen to be the front man for this and can interview paddlers as required.</li><li>Follow up to be had for details to be provided in writing which can then be presented at the next PF.</li></ul>
1126	Ongoing. Produce a Blood policy.
1127	Done. Update Policy #27 – Race Day Organisation & Draws.
1128	Ongoing. Update Policy #33 – Race Day Time Penalties
1129	Ongoing. Update Policy #39 – Disability.
1130	Actioned. Upload policies #15, 26, 42, 43, 44.

1131	Ongoing. Update Sweeps' register to include expiry date by splitting group into three and assigning a different year. <ul style="list-style-type: none"> <li>Sweeps committee meeting to be coordinated by JH. <b>Action: John (#1132)</b></li> </ul>
<b>NO.</b>	<b>ACTION</b>
764	Ongoing. Undertake internet research 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. <ul style="list-style-type: none"> <li>Another date to be set.</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>Meeting scheduled for next week.</li> </ul>
938	Ongoing. Look into updating / producing promotional brochure for Dragonmites.
968	Ongoing. Send details of Bryan Buttery's sporting / paddling history to John for consideration for submission into the SA Sports Museum Hall of Fame. <ul style="list-style-type: none"> <li>Noted needs to be typed up before handing over to JH.</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	Arrange to tow two trailers to/from Premier Trailers for service. <ul style="list-style-type: none"> <li>Noted one has been done with date awaited for the other one next week.</li> </ul>
1017	Ongoing. Write a policy for use of DBSA assets.
1034	Follow up with Darcy to arrange to have caravan painted once inside works have been completed. JH to follow up Hey Cuz to access their painter.
1037	Ongoing. Look in to sourcing an electronic notice board for the Boatshed to promote Volunteers required for various upcoming events. <ul style="list-style-type: none"> <li>Noted vast difference in cost and type and agreed to pursue and provide some comparisons.</li> </ul>
1038	Ongoing. Log into MyRecSport website to ensure all relevant DBSA documents are included. <ul style="list-style-type: none"> <li>Noted the uploaded versions are current.</li> </ul>
1043	Ongoing. Circulate AusDBF's Sweeps' committee policy for DBSA to enact their own. <ul style="list-style-type: none"> <li>Agreed is need to align with AusDBF and for sub-committee policies (ie Sweeps, Maintenance, RC, High Performance) to be listed on the website separately. Terms of Reference for each to be available. <b>Action: John (#1133)</b></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 he will take them home to repair.</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 they are not always uploaded online. Follow up to be had.</li> </ul>
1065	Ongoing. Speak to Pat about whether he is familiar with Xero accounting program. <ul style="list-style-type: none"> <li>Noted Xero is totally cloud based whereas MYOB offers both options.</li> <li>Noted Xero is compatible with Revolutionise.</li> <li>Costings for each to be provided.</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.
1086	Actioned. 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>New straps have ben ordered and seats repaired with some of the even older spare seats being looked at.</li> </ul>
1093	Actioned. Schedule meeting with HP coaches mid-Jan for HP.
1100	Ongoing. Complete the Governance document/checklist circulated by Tanya if not yet done. <ul style="list-style-type: none"> <li>Noted Vi and Jen yet to complete.</li> </ul>
1103	Actioned. Review John's updated Stakeholder Feedback Action Plan and advise John when done via email and provide any feedback.

1106	Ongoing. Ask Phil Gibson to reproduce the current DBSA logo in various formats – has been done. <ul style="list-style-type: none"> <li>▪ Chris to circulate.</li> </ul>
1112	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>▪ Chris did that and sent out his recommendation.</li> </ul>
1113	Ongoing. Update the Conflict of Interest draft policy.
1114	Actioned. 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>▪ Noted discussed at last meeting.</li> </ul>
1115	Ongoing. 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. <ul style="list-style-type: none"> <li>▪ Noted large number of responses received to date and cut-off date set by PBTR is actually end of March.</li> </ul>
1116	Ongoing. Follow up with DPTI (Marilyn Hood) for updated life jacket exemption permit. <ul style="list-style-type: none"> <li>▪ To be followed up after the State Championships.</li> </ul>
1117	Withdrawn. Circulate link to story of dead fish at Aquatic.
1118	Ongoing. Advise Clubs of requirement for all paddlers during States to have an ID card. <ul style="list-style-type: none"> <li>▪ Noted is not to check if the paddler is registered as they cannot be on the team sheet if not but to check it is the right person in the boat according to their photo.</li> </ul>
1119	Withdrawn. Look into sending condolences from DBSA on death of Bryan Hartley.

## 6 FINANCIAL REPORT – FEBRUARY 2018

<p>MOVED: C. WOOD and SECONDED: V. DUONG  TO accept financial reports as tabled and pay accounts on Account 1. CARRIED.</p>
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Jennifer Bould advised that the bank notified her to say that from 18<sup>th</sup> April there was only one signatory required. Noted this was contrary to what the constitution required with two out of three signatories needed. Agreed to look into option of setting up an online business account instead.

**Action: Jen (#1135)**

## 7 EXECUTIVE OFFICER'S REPORT

John Holland advised that:

- Attended an OR&S Diverse and Inclusion workshop today where it was advised that a number of resources are being set up for this.
- Meeting scheduled for 14 March with Charles Sturt Council as they are looking at revamping the facilities at Aquatic Reserve and the previous plans.
- Security would cost \$501.60 for the Saturday night of the State Championships and agreed to arrange.
- Noted only five volunteers to move the pontoon on 17<sup>th</sup> March which was disappointing. Will be raised at RC meeting.

As an aside noted that there had been three applications received for the ESO position which were each acknowledged. Agreed to follow up with Sport SA to see if they will assist with the interview process. **Action: John (#1136)**

Invitation to be extended to Maria Darby and Sharon Knights to review the applications to ensure they meet the set criteria and to prepare some interview questions. **Action: Tanya (#1137)**

Aim is for a 10-day turn around with email to be sent to candidates informing them of the process to be put in place. **Action: Sharon (#1138)**

## 8 STRATEGIC PLAN REVIEW

### 1. ADMINISTRATION

OBJECTIVE	ACTION(S)
1.1 Employ an Executive Officer and/or Office Staff	Job and person specifications developed. Job responsibilities developed Start with Part-time <ul style="list-style-type: none"> <li>▪ Noted being arranged.</li> </ul>
1.2 Review Governance	Conduct Annual Governance Review <ul style="list-style-type: none"> <li>▪ Being undertaken</li> </ul>
1.3 Review and further develop and maintain Committee structure	Development Committee / Maintenance Committee / Racing Committee / Website Committee / Sweeps Committee / High Performance Committee / Additional Committees as identified <ul style="list-style-type: none"> <li>▪ Being reviewed.</li> </ul>
1.4 Review Administration outsourcing	Investigate options and the relevance of current practice <ul style="list-style-type: none"> <li>▪ Being done by Admin Focus.</li> </ul>
1.5 Data Base	Investigate, implement and maintain a database which provides the Association with the functionality to administer and develop the sport in South Australia <ul style="list-style-type: none"> <li>▪ Revolutionise database being used.</li> </ul>
1.6 Promote the cultural values and traditions of Dragon Boat racing	Allocate a Cultural Portfolio to a Member. Foster the Cultural Traditions of our sport <ul style="list-style-type: none"> <li>▪ Policy to be reviewed and if endorsed to be sent out to Clubs for EOIs for the position.</li> </ul>

## 9 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"> <li>▪ Clubs to be reminded of the policy in place for selection prior to next PF. <b>Action: Marie (#1139)</b></li> </ul>

## 10 JUNIOR DEVELOPMENT REPORT

Noted junior team will be racing at the State Championships with individuals racing in other categories.

Involvement with the forthcoming Scout Venturers will provide an opportunity to hopefully attract some more juniors.

## 11 AusDBF REPORT

John Holland and Chris Kelley advised:

- Age eligibility has been changed to 31<sup>st</sup> December in any given year to bring it into line with IDBF. The ramifications of this were discussed by the Board. Noted if DBSA adopts the AusDBF policies that a number of the DBSA policies can then be streamlined or discontinued.
- Nationals will be held annually in April regardless of Easter dates with intention being to set dates and venues in advance.
- All members bar Tasmania and ACT are on Revolutionise with ACT to come on line in June. MOU is being sent to all members advising them of the information required for AusDBF from Revolutionise.
- 128 Joeys participated at the Nationals.
- Discussion held around small boats at national championships as to whether 10s would be raced in 10s or 20s boats. Small boats will be used in the Eastern States Noting due to cost of getting boats across to WA that they would race in 20s.
- All juniors will now be required to wear PDFs nationally.
- Discussion held around the number of Level 1 officials who need to be mentored and brought up to Level 2 or 3.
- The State Vs State event will return to the middle of the event.

- The issue of the National Pathways Committee being re-established was brought up at an AusDBF meeting with the response being that it had remained still active with further progress to come.
- Revolutionise will allow option to see if Aurora paddlers have made themselves available for state racing and training.
- Issue of little dialogue from AusDBF over the past six months was raised noting the recent number of Board changes and staffing issues. Aim will be to improve this with the new Board members in place. Some member states are advocating for a fulltime employee to be appointed to assist the Board which will be discussed at the forthcoming strategic planning weekend.
- Chris Kelly advised he will provide a report of the AusDBF meetings he attended.  
**Action: Chris K (#1140)**

#### 11.1 Historical Sub-Committee

Email to be sent to Clubs to seek nominees for this AusDBF committee.

**Action: Chris K (#1141)**

#### 11.2 Nationals

Noted event was not up to the standard expected of a National event. Noted that the majority of medals were not engraved.

Noted AusDBF intend to cooperate more fully with the organising committees in future.

After parties were all cancelled due to inclement weather with no back up contingency plan in place.

Canberra has two potential venues in mind.

#### 11.4 AGM

Noted AGM will be held at the end of the year in Canberra.

Strategic planning meeting is scheduled in April in conjunction with some of the states with a Business Plan to be produced.

### 12 SECRETARY'S REPORT

Nil report.

The email from ASA seeking paddlers from other Clubs to participate in the BC races at the State Championships was discussed. Noted this was not untoward.

### 13 SAFETY

Noted boat ramp is very slippery again. JH to wash down ASAP.

### 14 EQUIPMENT

To be brought up at RC meeting:

- Invoice received from Viking Rentals for toilet hire on 21<sup>st</sup> January when the event was cancelled.
- Noted lack of water in West Lakes currently on the left side of the boat ramp so Clubs to take care. Some are placing washing baskets at the end of each boat for the chain to be dropped into.

**Action: Marie (#1142)**

### 15 EVENTS

#### Robe

- Transport company from Robe will collect 4 x dragon boats and return them. Follow up to be had with wine sponsor from previous event.

#### Regional Masters Games (Murray Bridge)

- Noted Pat Doogue has offered to help out with the RMG event.
- Four boats required for this event.
- Registration fee is \$44 plus \$25 for first event and then \$10 for every other event.

Umpire's boat and DBSA trailer will be required at both events with volunteers required to tow them.

**16 HIGH PERFORMANCE**

Vote of thanks was given to the 42 State representatives that went to Qld along with Julie Lister for her commitment to preparing the crew and overall organisation.

Noted Seniors A team did really well attaining a silver medal.

Agreed to hold over discussion on appointment of State coach for next season to the next meeting and to consider input provided by Julie Lister as part of this. Email of thanks to be sent to Julie for providing this. **Action: Chris W (#1143).**

**17 PUBLICITY**

The poster designed for the Robe event was circulated and will be posted to Facebook.

**Action: Marie (#1144)**

**18 CLUB ISSUES**

**18.1 ASA Email re registration refund**

*Adelaide Survivors Abreast prepaid the DBSA fee for 2017/18 for Katrina Rose in late May, but unfortunately Katrina did not return to dragon boating for this season.*

*I am again requesting a reimbursement of fee paid on her behalf (country full member) as I understand that Katrina has not made such a request.*

*Thanking you in anticipation*

This email was discussed and general consensus was that it was far too late in the season to offer a refund. **Action: Marie (#1145)**

**18.2 Mannum paddlers – racing singlets request**

Noted they will be participating in B grade races during the State Championships. Agreed to circulate around to the RC for their information. **Action: Marie (#1146)**

**19 ISSUES PAPERS**

Nil.

**20 REVOLUTIONISE DATABASE**

Noted AusDBF increase will be \$2 and 5% DBSA fee increase. Spreadsheet with new fees to be set.

**Action: Marie/John (#1147)**

**21 WEBSITE**

Noted Julie Fisher had provided a USB of photos of the state team which will be uploaded to the website/Facebook. **Action: Chris W (#1148)**

At this point of the meeting Jennifer Bould departed.

**22 NEW BUSINESS**

**22.1 Policy review**

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

04	Race Rules & Regulations – held over. Email to be sent asking Board to review AusDBF rules with a view to adopting them. Any clarification being sought is to be compiled for forwarding to AusDBF Technical Director <b>Action: Chris K (#1149)</b>
27	Race day organisation and draws – held over.
28	State Championships – held over until April.
33	Race day time penalties – held over
39	Disability – Maria to reword

**22.2 Clearances**

Nil.

**22.3 SurveyMonkey – seek season feedback**

Agreed survey needed to be finalised and sent out to all participants as a matter of priority. In order to this a 12month plan will be taken out. The draft questions with Tanya's recommendations would be circulated with feedback to be given to John within 7 days otherwise it would be sent out. **Action: All (#1150)**

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

Held over to April meeting.

**22.5 Discussion – held over on Mixed Crews**

Held over to April meeting.

**23 ANY OTHER BUSINESS**

- Noted previously that Board members would all review the suggestions put forward by Julie Lister prior to the next meeting.
- Agreed the inclusion of 200m relay races in the next season would be discussed with the Race Committee.
- Plan to be circulated on the creation of a DBSA going away team each year.  
**Action: Chris W (#1151)**
- End of season function invitation to be sent out. **Action: Chris W (#1152)**
- Reminder email to be circulated after the State Championships for Club of the Year award nominations. **Action: Chris W (#1153)**

**23 NEXT MEETING**

The next Board meeting is scheduled for 8pm Wednesday 11 April 2018 at The Sailing Club.

**24 CLOSE OF MEETING – 11:55pm.**



Signed:

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Date: 11-Apr-18

President Chris Kelley