



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

# **MINUTES**

## **Board Meeting**

**Wednesday 11 April 2018 at 8PM**

**At**

**The Sailing Club – 1 Jenkins Road Port Adelaide**

### **Dragonboat SA**

---

#### **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, Tanya Mitchell and Maria Darby

**INVITED:** John Holland, Damian Leonard (OR&S)

**APOLOGIES:** Vi Duong, Sharon Knight

#### **2 DECLARATIONS OF INTEREST**

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

#### **3 DAMIAN LEONARD – OR&S**

Damian Leonard reported:

- Had a big year which was fantastic, excellent reading in the annual report
- Managing progression against strategic plan and business plans is going great
- Open if have any questions that we have
- New government not sure of priorities, focus
- Huge amount funded in last run \$60-70 million to various facilities, court upgrades
- Internally – some restructuring
- Strategic plan is fluid
- Grants – have been processed but not yet signed off by new minister
- MyRecSport – has some data from 2016 as at 5<sup>th</sup> July
- RAP – Maria said would like to do it
- John will finish off the grant acquittal
- Does OR&S have any move to get sports to look at transgender policy – yes is filtering down.
- Chris said administrators committee of AusDBF has discussed it – AusDBF have asked Lucy to come up with a policy so can review.
- Allowed to compete based on testosterone levels – need to have a reasonable policy in the interim
- Tabled – Star Club stats
- Said will recognise state bodies and make them part of the Star Club program. Has some briefings “one is being a partner for Star Club” has a big banner saying “we are an official partner of the start club program”
- Looking at some significant funding to review Star Clubs program
- Industry event networking in June or July

#### 4 MINUTES OF PREVIOUS MEETING

MOVED: Chris Wood and SECONDED: Jennifer Bould  
THAT the Minutes of the meeting held 13 March 2018 be accepted as a true and accurate record.  
CARRIED.

#### 5 ACTION ITEMS/BUSINESS ARISING

ACTION ITEMS – MEETING 13/3/18	
NO.	ACTION
1132	Actioned. Coordinate a Sweeps committee meeting.
1133	Ongoing. Sort out sub-committee policies (ie Sweeps, Maintenance, RC, High Performance) to be listed on the website separately. Terms of Reference for each to be available and then posted to website.
1134	Ongoing. Look into setting up online business account with bank so that 2 signatories can still process payments. <ul style="list-style-type: none"><li>▪ Email sent out outlining fees and charges for business banking</li><li>▪ John said his strata corporation was going to move to Bank SA but they have considerable charges. Bankwest does not have any charges. Is it worth looking at them.</li><li>▪ Jen to investigate BankWest and Bendigo Bank.</li></ul>
1135	Actioned. Seek advice from Sport SA if they will assist in interview process for BSO position. - Tania said done and 1136
1136	Actioned. Invite Sharon and Maria to be part of subcommittee reviewing BSO applications and set interview questions – 10 day turnaround. <ul style="list-style-type: none"><li>▪ Subcommittee did this and has been through the process of recommending two applicants – interviews next Wed happening at Sport SA.</li><li>▪ Can a letter go out to person – yes being done.</li></ul>
1137	Actioned. Send email to BSO candidates advising them of the process in place.
1138	Ongoing. Send out HP selection policy prior to next PF for Clubs to familiarise themselves with the process. <ul style="list-style-type: none"><li>▪ Marie to do – put on PF Agenda.</li></ul>
1139	Withdrawn. Circulate report from AusDBF notes from meetings held.
1140	Actioned. Circulate email to Clubs from AusDBF re Historical committee nominations being sought from each State. <ul style="list-style-type: none"><li>▪ Noted Maria Darby is only nomination from SA.</li></ul>
1141	Actioned. Bring up at RC meeting 14/3/18 <ul style="list-style-type: none"><li>▪ Invoice received from Viking Rentals for toilet hire on 21<sup>st</sup> January when the event was cancelled.</li><li>▪ Noted lack of sand in West Lakes currently on the left side of the boat ramp so Clubs to take care.</li><li>▪ Some are placing washing baskets at the end of each boat for the chain to be dropped into.</li></ul>
1142	Actioned. Send vote of thanks to Julie Lister for providing feedback for next Coaches appointment next season.
1143	Actioned. Upload Robe poster to Facebook.
1144	Actioned. Circulate Mannum team's email re race singlets at States to RC for their information.
1145	Actioned. Work out fees for 2018/19 season and send to John for checking noting \$2 AusDBF increase and 5% DBSA fee.
1146	Actioned. Upload new photos to FB and website from State team at nationals.
1147	Draft email to Board to review AusDBF Racing Rules & Regulations for adoption and any feedback/clarification being sought can be compiled and sent to AusDBF Technical Director. <ul style="list-style-type: none"><li>▪ No feedback received. – adopt that policy.</li></ul>
1148	Actioned. Send draft survey out via SurveyMonkey to Board for final feedback within 7 days and then circulate to all participants.

1149	<ul style="list-style-type: none"> <li>▪ Ongoing. Circulate plan for an annual “DBSA going away team”.</li> <li>▪ Before proceeding Chris wants to ask members if there is any interest in pursuing this</li> <li>▪ Christine could also use Survey Monkey to get feedback from members.</li> <li>▪ Still hamstrung on who we can send it to – we can only contact Members directly and not their registered participants</li> <li>▪ States will not allow AusDBF to contact their members so it would be difficult for states to bypass their members (Clubs) and go direct to registered participants.</li> <li>▪ Can put time frames on getting responses back.</li> <li>▪ Perhaps add an agenda item for PF to discuss the possibility of contacting their registered participants directly from time to time for important surveys.</li> </ul> <p><b>Action: Marie (#1152)</b></p> <ul style="list-style-type: none"> <li>▪ Only one club has come back to other survey.</li> <li>▪ Email sent out re updating facilities at the Aquatic shed – asking for feedback on what is required – and no responses.</li> </ul>
1150	<p>Actioned. End of season function invitation to be sent out.</p> <ul style="list-style-type: none"> <li>▪ 67 people with responses from BDs, Subsonix, SADA and ACDC.</li> </ul>
1151	<p>Ongoing. Club of the Year Award nominations to be sought after the States.</p> <ul style="list-style-type: none"> <li>▪ Sent out – only received one to date.</li> <li>▪ Agreed to extending deadline – Mon 23<sup>rd</sup> dinner is 28<sup>th</sup>.</li> </ul>
<b>NO.</b>	<b>ACTION</b>
764	<p>Ongoing. Undertake internet research to obtain examples of similar documentation from the dragon boat fraternity to update the New Team Manual.</p>
766	<ul style="list-style-type: none"> <li>▪ Ongoing. Follow up with Tanya Mitchell re setting up of an Amazing Race type event at Goolwa for Feb/Mar 2019.</li> <li>▪ Funding is still available – perhaps? Tanya will need to get some other people involved. Carol Hammond is keen and Tanya’s involvement will only be from Alexandrina council and can help out with planning. Funding is in new f/y</li> <li>▪ Tanya to check with sailing club’s season program. <b>Action: Tanya (#1153)</b></li> </ul>
907	<p>Ongoing. Arrange for a cinema ad targeting Juniors up to 18 years of age using DDU footage.</p>
938	<p>Look into updating / producing promotional brochure for Dragonmites.</p> <ul style="list-style-type: none"> <li>▪ In hand, Jen currently overseas will finalise on her return.</li> </ul>
968	<p>Ongoing. Type up details of Bryan Buttery’s sporting / paddling history for John for consideration for submission into the SA Sports Museum Hall of Fame.</p>
983	<p>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.</p>
1004	<p>Ongoing. Post Bryan Buttery’s report to the website.</p>
1008	<p>Ongoing. Arrange to tow one trailer to/from Premier Trailers for service.</p> <ul style="list-style-type: none"> <li>▪ Scheduled for 24<sup>th</sup> April.</li> </ul>
1017	<p>Ongoing. Write a policy for use of DBSA assets.</p>
1034	<p>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. Painter is Jordan at Royal Park. Mob: 0420 210 674.</p>
1037	<p>Ongoing. Provide comparisons of type and cost for an electronic notice board for the Boatshed to promote Volunteers required for various upcoming events and other issues of note.</p>
1038	<p>Actioned. Log into MyRecSport website to ensure all relevant DBSA documents are included.</p>
1048	<p>Actioned. Follow up with Reg Stone (BDs) re rebating of Drummers seats located at The Sailing Club.</p>

1065	Obtain costings for both Xero and MYOB online programs. <ul style="list-style-type: none"> <li>▪ Noted very much similar.</li> <li>▪ Pat wants board to suggest to him what our requirements will be.</li> <li>▪ Xero links in with Revolutionise – both do.</li> <li>▪ Wanted Pat to give us advantages of both.</li> <li>▪ You either buy the program or register for cloud based.</li> <li>▪ Xero is much cheaper and seems to be more popular – has supporting Apps</li> <li>▪ Damian says has a contact who may be available for a 5 minute chat – may be worthwhile. Independent opinion. To send John to follow up. <b>Action: John (#1154)</b></li> </ul>
1080	Actioned. Send out details of next Member Protection course when date is known. <ul style="list-style-type: none"> <li>▪ Maria has registered and has log in to do on line components.</li> </ul>
1081	Ongoing. Update Race Day Volunteers' manual and include FinishLynx detail.
1100	Actioned. Complete the Governance document/checklist circulated by Tanya if not yet done so.
1106	Ongoing. Circulate the new .jpg version of the DBSA logo produced by Phil Gibson.
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>▪ If we do adopt them then the time penalties will be adopted.</li> </ul>
1113	Ongoing. Update the Conflict of Interest draft policy.
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>▪ Marie to remove <b>Action: Marie (#1155)</b></li> </ul>
1116	Ongoing. Follow up with DPTI (Marilyn Hood) for updated life jacket exemption permit.
1118	Actioned. Advise Clubs of requirement for all paddlers during States to have an ID card.
1121	Actioned. Circulate details to Clubs of paddles available for purchase.
1122	Ongoing. Arrange to purchase kettle bells for fitness testing for AusDBF national team.
1124	Ongoing. Relocate mat from The Sailing Club to Aquatic before the season starts.
1125	<ol style="list-style-type: none"> <li>1. Follow up further details in writing re offer to access TV studio to film footage or radio show.</li> <li>2. Source copy of CH44 interview (Tommy/Steve) and provide YouTube footage to Sharon for uploading to Facebook. <ul style="list-style-type: none"> <li>▪ Done. If we want to do will cost \$250 and will include 2 x 7-8 minutes session on the sports show – have one free this week – MA Holt and Andrea (ACDC) publicity for masters games and bit of feedback on Robe and juniors.</li> <li>▪ Paul Richards is happy to be professional interviewer for clubs who can promote themselves. – PF</li> </ul> </li> </ol>
1126	Ongoing. Produce a Blood in Sports policy.
1128	Update Policy #33 – Race Day Time Penalties – done.
1129	Ongoing. Update Policy #39 – Disability.
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>▪ Met and have done complete update of training program, John will send it out and then work on the register.</li> </ul>

As an aside noted there are surf boats at Aquatic with no lights and not wearing life jackets at night which was a concern. Agreed to write to SLSC of the requirement for their Clubs to abide by the rules upon the water. **Action: Marie (#1156)**

**6 FINANCIAL REPORT – MARCH 2018**

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

**7 EXECUTIVE OFFICER’S REPORT**

John Holland advised that:

- John has sports agreement for 2019 masters games – happy for him to sign off.
- Ants Harris from KIDS wishes to know price to purchase their 2 x boats. Have 2 of our newer champion boats.
- Board resolution – at this stage does not wish to sell the boats and strategically want to keep them and continue the current arrangement. Need to complete a lease agreement
- Phone call from rowing club at Mawson Lakes Boat Club – Jerry Elder – he would like to run an event and place a boat out there in a shed – sounds really promising
- AMG is looking good.
- Robe was good - Got a front page spread on the newspaper down at Robe.
- John – Said event went extremely well just soured at end of day as Clubs decided didn’t want to participate on Sunday and local organiser was not happy as a result. Told sponsor not to bring prizes down told us to get boats back in our own way – once he calmed down and spoke to him again he finally calmed down, and apologised profusely – did not push issue of the wine prizes - MGA still want to be involved and to promote – suggest buy wine and give out as prizes Both fine now and want to see it grow and happen again as a regular item on the calendar at the same time.
- Needs to be a penalty for those clubs who commit to an event and then withdraw.
- To be placed on PF – agenda. **Action: Marie (#1157)**

**8 STRATEGIC PLAN REVIEW**

**2. PROMOTION & MARKETING**

OBJECTIVE	ACTION(S)
2.1 Continually update our website to portray the sport as a vibrant and exciting activity for people of all ages	Website committee to ensure content is always current and relevant and easy to access <ul style="list-style-type: none"> <li>▪ Being done.</li> </ul>
2.2 Regular Press and radio coverage with particular focus on online media	Send items of interest about race days to local media both Print & Broadcast. <ul style="list-style-type: none"> <li>▪ Being done – just have a tv going out on Fri</li> <li>▪ Front page at Robe.</li> <li>▪ Had the drone at Robe.</li> <li>▪ Are we happy to pay \$230 for footage.</li> <li>▪ Yes also need it for Ch44.</li> </ul> <b>Action: Jen (#1158)</b>
2.3 Television exposure	Promote Corporate Challenge and other events of interest through the “Sports Show” on channel 44 <ul style="list-style-type: none"> <li>▪ In hand</li> </ul>
2.4 Promote Schools and Junior Events	Actively seek opportunities to engage school groups. Promote the establishment and development of the “Dragonmites” <ul style="list-style-type: none"> <li>▪ Have junior event on Sunday – Adventurers</li> <li>▪ CSC school holiday program.</li> <li>▪ Waiting on Scouts for Jamboree to train their sweeps.</li> <li>▪ CK has someone in the Club who is a Scout Leader who wants to do something with DB and to give John a call.</li> </ul>
2.5 Cinema Advertising	Develop a cinema advertisement promoting the sport and website <ul style="list-style-type: none"> <li>▪ Ongoing.</li> </ul>

2.6 Banners and Billboards	Identify sites and opportunities to promote the sport utilising banners or billboards <ul style="list-style-type: none"> <li>▪ Regular one is placed on Port Road annually.</li> </ul>
2.7 Alternate Race Venues	Plan a minimum of 1 race meeting per season in a different venue to showcase our sport <ul style="list-style-type: none"> <li>▪ Robe, Wallaroo</li> </ul>
2.8 Promote corporate paddle opportunities	Promote to businesses to expand the number of services. <ul style="list-style-type: none"> <li>▪ CW – is looking at what other states do and they have a corporate event section and have a contact so Clubs themselves don't undercut.</li> </ul>

## 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"> <li>▪ Being done.</li> </ul>
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"> <li>▪ Done.</li> </ul>

## 10 JUNIOR DEVELOPMENT REPORT

Nil discussion.

## 11 AusDBF REPORT

John Holland and Chris Kelley advised:

- 13<sup>th</sup> ADBC upcoming Championships to be held in November 2018.
- AusDBF will be having a Strategic planning meeting at the end of April.

## 12 SECRETARY'S REPORT

- Email from KIDS requesting information re charges for corporate paddle event. Policy has been sent to them and they have advised they have transferred \$90 to DBSA account.
- Survey Monkey response, with the exception of the clubs who have not responded being BWR, DAA, DAPL, all other clubs are happy for email to be sent direct to their paddlers. Waiwilta do not race and therefore have requested they are not included in the survey.
- EOS Celebration – responses are slow but dribbling in! We are up to 67 people, with responses from Black Dragons, Subsonix, SADA, Warriors and ACDC. I will be chasing the rest.
- BSO position – 2 of the 3 candidates have been invited to interview. The 3rd has been contacted to advise they were not successful.

## 13 SAFETY

There is no replenishment plan to put more sand down by the Aquatic ramp. Perhaps use 2 mats to protect the boat hulls – Discuss at PF.

## 14 EQUIPMENT

Nil discussion.

## 15 EVENTS

Discussed earlier.

## 16 HIGH PERFORMANCE

Nil discussion.

## 17 PUBLICITY

Channel 44 interview with Phil Smyth and Mary-Anne Holt.

**18 CLUB ISSUES**

Nil.

**19 ISSUES PAPERS**

Nil.

**20 REVOLUTIONISE DATABASE**

**20.1 Fees 2018/19 season**

The Club Payment Advice & Participant Registration fee for 2018/19 were circulate prior to the meeting for review before circulation to Clubs. They took into account the 5% increase to both AusDBF and DBSA fees.

**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:

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
40	Volunteer recognition – Sharon to reword

**22.2 Clearances**

Nil.

**22.3 SurveyMonkey – status**

**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 on Mixed Crews**

Held over.

**23 ANY OTHER BUSINESS**

- Tanya – agenda items for May.
- Thanks to Damian.

**24 NEXT MEETING**

The next Board meeting is scheduled for 8pm Wednesday 9 May 2018 at The Sailing Club.

**25 CLOSE OF MEETING – 9:47pm.**



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

Date: 9/5/18 Chairperson