



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

## MINUTES

### Board Meeting

Wednesday 9 May 2018 at 8PM

At

The Sailing Club – 1 Jenkins Road Port Adelaide

### Dragonboat SA

#### 1 OPEN MEETING – 8:10 PM

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

**PRESENT:** Chris Kelley, Christine Wood, Jennifer Bould, Maria Darby, Sharon Knight, Tanya Mitchell

**INVITED:** John Holland

**APOLOGIES:** 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 11 April 2018 be accepted as a true and accurate record.  
CARRIED.

#### 4 ACTION ITEMS/BUSINESS ARISING

ACTION ITEMS – MEETING 11/4/18				
NO.	ACTION	REQUIRED BY	WHO	ACTIONED
1152	Place on PF Agenda discussion on Survey Monkey surveys.	PF Agenda	Marie	Done
1153	Find out dates of Sailing club's program in Feb/Mar 2019 to allow Amazing Race type event to be scheduled as part of RC meeting on 16/5/18. <ul style="list-style-type: none"><li>Noted March long weekend has a fringe in Goolwa and would be good promotional opportunity.</li><li>Accommodation would need to be booked early in March.</li></ul>	1/5/18	Tanya	Ongoing

1154	Follow up Damian (OR&S) for contact details to follow up on an independent opinion of MYOB v Xero. <ul style="list-style-type: none"> <li>▪ Noted Tim White's recommendation was to go with Xero.</li> <li>▪ Sharon &amp; Jen to look into free trial with Xero aim is to changeover new f/y.</li> <li>▪ As an aside JH noted some other States have paid for Revolutionise to present to members on the functions of the online database and question asked if it consideration would be given to arranging that for SA Clubs.</li> <li>▪ Costs not known and agreed to ascertain level of interest at PF. <b>Action: MC (#1159)</b></li> <li>▪ Noted MOU is up to Version 7 with changes incorporated from various members.</li> </ul>	ASAP	John	Done
1155	Remove Admin access to those who have not completed PBTR compulsory courses.	ASAP	Marie	Done
1156	Send a reminder to SLSC of the requirement for their Clubs to abide by the rules upon the water at West Lakes as lights were not being used or life jackets.	ASAP	Sharon	Done
1157	Place on PF Agenda discussion on Robe event.	ASAP	Marie	Done
1158	Purchase drone footage from Robe.	ASAP	Jennifer	Done
<b>ACTION ITEMS – ONGOING</b>				
NO.	ACTION	REQUIRED BY	ACTION OFFICER/S	ACTIONED
764	Undertake internet research to obtain examples of similar documentation from the dragon boat fraternity to update the New Team Manual. <ul style="list-style-type: none"> <li>▪ Noted Sharon would follow up with DBNSW Lucy Warhurst and MD and JB to assist produce.</li> </ul>	ASAP	Pat Doogue	Ongoing
766	Follow up with Carol Hammond re setting up of an Amazing Race type event at Goolwa for Feb/Mar 2019.	B4 RC meeting	Chris W & Tanya	Ongoing
907	Arrange for a cinema ad targeting Juniors up to 18 years of age using DDU footage.	ASAP	Chris W	Ongoing
938	Look into updating / producing promotional brochure for Dragonmites.	ASAP	Sharon	Ongoing
968	Type up details of Bryan Buttery's sporting / paddling history for John for consideration for submission into the SA Sports Museum Hall of Fame. <ul style="list-style-type: none"> <li>▪ Noted submission can be sent in at any stage.</li> </ul>	ASAP	Vi	Ongoing
983	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. <ul style="list-style-type: none"> <li>▪ Noted email from OzAsia organiser's keen for DBSA involvement on Sat 27 Oct recently circulated to Board.</li> <li>▪ Could be first Torrens event from 2-5pm.</li> </ul>	ASAP	Chris W	Done
1004	Ongoing. Post Bryan Buttery's report to the website.	ASAP	Chris W	Ongoing
1008	Arrange to tow one trailer to/from Premier Trailers for service.	April 24th	Chris W	Done
1017	Write a policy for use of DBSA assets. <ul style="list-style-type: none"> <li>▪ Purpose is to let members know conditions under which they can use the equipment</li> </ul>	ASAP	Sharon	Ongoing

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. (Jordan – 0420 210 674) <ul style="list-style-type: none"> <li>SK noted she is now project managing this project and would be setting a project timeline this weekend and rounding up volunteers.</li> </ul>	ASAP	Chris K & JH	Ongoing
1037	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. <ul style="list-style-type: none"> <li>Chris tabled sample agreed to purchase.  <b>Action: Chris W (#1160)</b></li> </ul>	ASAP	Chris W	Done
1081	Update Race Day Volunteers' manual and include FinishLynx detail.	ASAP	Jen & Sharon	Ongoing
1106	Circulate the new .jpg version of the DBSA logo produced by Phil Gibson.	ASAP	Chris W	Done
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.	Next meeting	BOARD	Done
1113	Update the Conflict of Interest draft policy into plain language.	ASAP	Maria	Done
1116	Follow up with DPTI (Marilyn Hood) for updated life jacket exemption permit.	After States	Chris K	Ongoing
1122	Arrange to purchase kettle bells for fitness testing for AusDBF national team.	ASAP	Vi	Done
1124	Relocate mat from The Sailing Club to Aquatic before next season. <ul style="list-style-type: none"> <li>Noted is difficult to see the mat at night or when covered by water</li> </ul>	B4 next season	Chris K	Ongoing
1129	Update Policy #39 – Disability	ASAP	Maria	Ongoing
1131	Update Sweeps' register to include expiry date by splitting group into three and assigning a different year.	ASAP	Sweeps' committee	Ongoing
1133	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. <ul style="list-style-type: none"> <li>JH updated the Maintenance policy as a Charter document and agreed to update remaining subcommittee policy documents in the same manner if the Board feels that is appropriate.</li> </ul>	ASAP	John	Ongoing
1134	1. Contact Bankwest and Bendigo Bank to ascertain their account charges and advise. 2. Once received contact Bank SA to see if they will match best offer. <ul style="list-style-type: none"> <li>Noted Bank SA agreed to reverse their charges at the end of each month so agreed to remain with them.</li> </ul>	ASAP	Jennifer	Done
1138	Send out HP selection policy prior to next PF for Clubs to familiarise themselves with the process.	B4 PF	Marie	Done
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>Noted Board were all asked to this and would be reviewed later in the meeting.</li> </ul>	ASAP	Chris K	Done
1149	Circulate plan for an annual "DBSA going away team" after discussion at PF if there is interest.	On hold until PF	Chris W	Ongoing

1151	<p>Club of the Year Award nominations to be sought after the States. (Closing 23<sup>rd</sup> April)</p> <ul style="list-style-type: none"> <li>▪ Suggested good to get some Club feedback from those involved as the process and from those not involved as to why not.</li> <li>▪ Noted only 2 x points separated the winners and good for Clubs to know this and suggested feedback should be provided to future applicants on their submissions.</li> <li>▪ Suggested Sport SA may be more suitable to assess the submissions once reviewed by the Board and any anomalies highlighted to avoid any appearance of bias.</li> <li>▪ Suggested to organise earlier in future and to advise that applicants need to be prepared to validate their submission and possibly speak to it.</li> <li>▪ Noted recipients normally engrave their own trophy and seek reimbursement.</li> </ul>	After States	Chris W	Done
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## 5 FINANCIAL REPORT – APRIL 2018

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

Noted signatories for the online business banking application would need to visit the Kingswood branch as part of lodging the paperwork.

## 6 EXECUTIVE OFFICER'S REPORT

John Holland advised that:

- Application for OR&S grant was successful for amount of \$17,500.
- Possible Revolutionise training visit mentioned earlier.
- OR&S is running a networking event in June and agreed SK to accompany him for an introduction to attendees. **Action: Sharon/John (#1161)**
- Noted Sports Marketing Australia event held recently. Coordinators of the Great Race event at Goolwa have entered into arrangements with some northern Councils however not the Mawson Lakes Council.

## 7 AusDBF REPORT

John Holland advised that:

- MOU for limited access to Revolutionise database of each member was nearing completion.
- Advice re qualifications for CCWCs to be released soon. Premiers and Junior qualifications from 2018 AusChamps will stand however as Seniors only raced a full round of 200m all qualifications will come from 2019 AusChamps with contingencies in place should weather be inclement.
- Interest in Nationals being held over 6 days to include a 2km race day and to be held over Easter in future. This would avoid awarding medals in the dark during non-daylight savings. Feedback to be sought at PF. **Action: John (#1162)**
- Venue for 2019 AusChamps is the rowing course on Lake Burley Griffin.
- AusDBF will be distributing an "AusDBF Update" after meetings to keep members informed of developments.

## 8 STRATEGIC PLAN REVIEW

### 3. COACHING & OFFICIATING

OBJECTIVE	ACTION(S)
3.1 National AusDBF Dragonboat Coaches Course	Continue to promote involvement to members and offer regular courses <ul style="list-style-type: none"> <li>▪ Scheduled for end of June – reminder to be given at PF. <b>Action: Chris W (#1163)</b></li> </ul>

3.2	National AusDBF Dragonboat Sweep Program	Continue to conduct the Sweeps accreditation program. <ul style="list-style-type: none"> <li>Noted AusDBF about to adopt the DBSA program and rebadge it with feedback now being sought.</li> </ul>
3.3	DragonBoat SA Dragonboat Officials Course	AusDBF Level 3 Officials to Mentor local Officials to accredit to level 3 DBSA Official <ul style="list-style-type: none"> <li>Noted AusDBF are keen to have their huge amount of Level 1 officials mentored to Levels 2 &amp; 3.</li> <li>Noted OR&amp;S provides mentor training and suggested that this be undertaken by someone.</li> </ul>
3.4	National AusDBF Dragonboat Officials Course	Establish a qualified trainer in South Australia <ul style="list-style-type: none"> <li>Noted no one has expressed interest in taking on this role and that Mel Cantwell could provide training however would be at a cost.</li> <li>Agreed to raise at PF and Volunteers' lunch to seek interest. <b>Action: John &amp; Chris W (#1164)</b></li> </ul>
3.5	Senior First Aid Course	Arrange Senior First Aid Training Course <ul style="list-style-type: none"> <li>To be scheduled possibly at Sport SA. <b>Action: Chris W (#1165)</b></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>Discussed earlier.</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>Noted the FB page set up by Vi for “Aspiring Auroras of SA” is working well.</li> <li>HP to meet next week.</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 strong interest from Murray Bridge (MB) to have an event along with Wallaroo and Robe.</li> <li>Noted MB would be more suitable to a Hat Regatta event.</li> <li>RC to be advised of endorsement of above three events and possibly Floatfest. <b>Action: Chris K (#1166)</b></li> </ul>

## 10 JUNIOR DEVELOPMENT REPORT

Dragonmites training commenced Sunday 6 May with 10 juniors out. Noted a couple have dropped out and a couple of new juniors joined.

## 11 SECRETARY'S REPORT

Noted nil correspondence.

Noted GPO box has expired with mail to be cleared. New PO box to be set up locally at West Lakes and as a bac up at Port Adelaide. **Action: John/Chris W (#1167)**

## 12 SAFETY

Noted light outside of Boatshed is not operable and was being followed up with the landlord, Canoe SA.

## 13 EQUIPMENT

Noted advice received about some damage to one of the 20s (black) boats due to an unknown cause. Patch job to be done. Clubs to be reminded to report any damage at the time. **Action: Chris K (#1168)**

Clubs to be reminded to report any damage at the time. **Action: Chris K (#1169)**

Difficulty of accessing the OC1s was highlighted. Noted it was supposed to be stored where Vi Duong's red canoe currently is and would be more accessible. Request to be made for it to be removed.

**Action: Chris K (#1170)**

Clubs to be advised to rig and derig canoes on the grass to avoid damage. **Action: Chris K (#1171)**

#### 14 P&D / EVENTS

Only confirmed event is OzAsia and discussed earlier.

#### 15 HIGH PERFORMANCE

Meeting to be held next week.

#### 16 PUBLICITY

Noted waiting on Dragonmites brochure and cinema advertising.

#### 17 CLUB ISSUES

Noted KIDS have expressed interesting in an experienced coach providing some guidance/assistance. They have approached Sea Link for sponsorship and are looking forward to hosting Clubs there. They would be seeking assistance with Sweeps and officials for their next Corporate event.

Suggested Board could consider holding a Board meeting over there as costs would be minimal and some coaching could be provided. No decisions to be made until race program is set.

#### 18 ISSUES PAPERS

Nil.

#### 19 REVOLUTIONISE DATABASE

##### 19.1 New agreement 2018/20

The new agreement for period 2018-20 was circulated prior and agreed to sign off on it.

**Action: Chris K/Sharon (#1172)**

##### 19.2 New agreement 2018/20

With respect to rolling over for the new season registrations it was agreed to archive them for all Clubs on 31<sup>st</sup> May.

#### 20 WEBSITE

Noted policies section would be streamlined.

#### 21 NEW BUSINESS

##### 21.1 Policy review

The following policies were reviewed:

04	Race Rules & Regulations – agreed to adopt AusDBF policy. <b>Action: Marie (#1173)</b>
27	Race day organisation and draws – held over for RC to review first. <b>Action: Marie (#1174)</b>
28	State Championships Qualifying Regulations – to be updated with amendments noted. <b>Action: Chris (#1175)</b>
33	Race day time penalties – withdrawn
39	Disability – Maria to reword
40	Volunteer recognition – Sharon to reword
41	Maintenance portfolio – incorporated into a Charter awaiting Board feedback
14	Infectious disease and blood rule – ratify
15	Conflict of Interest policy – remove “and members of the committees of the board”. – ratify <b>Action: Marie (#1176)</b>

##### 21.2 SurveyMonkey – status

Noted there were 253 survey participants and the results were discussed.

Suggested that it be done annually along with other surveys (ie end of season dinner, participation for potential regional events, going away team formation) in order to gather data, not necessarily to all paddlers though.

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

Discussed earlier.

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

Noted AusDBF rules now being adopted with configurations of 10/10 or 5/5.

**22 AGM – Wed 15/8/18**

**22.1 Planning**

Noted Board members to start preparing their respective Board report for the AGM papers.

**Action: Board (#1177)**

Constitution to be reviewed to check length of term of service for Board members as it was felt that a maximum 6-year term had been introduced recently.

**Action: Marie (#1178)**

**22.2 Fees 2019/20 - recommendation**

Noted that fees are normally recommended to members to adopt at the AGM. John Holland advised that best practice is now for the Board to set the fees and that OR&S had asked that the constitution be reviewed annually and to be compliant with the national body's constitution.

Agreed to check AusDBF constitution with respect to the setting of fees. **Action: Marie (#1179)**

**23 ANY OTHER BUSINESS**

- Agreed John Holland should finalise the changing of subcommittee policies into charters and manage the insurance renewals.
- Volunteers lunch – Sunday 17 June. **Action: Chris W (#1180)**
- Noted AusDBF is still working on the National Athletes Pathway.
- AusDBF Administrators meeting – noted aim is for each State to Chair it on a rotation basis.
- Discussion held on recommendation that when Clubs are fundraising that they need to indicate on the promotional information/tickets the purpose that the fund are being raised for. As a result, agreed to look at former policy #15 – Publicity to possibly reintroduce. **Action: Marie (#1181)**
- Noted AusDBF are seeking an update on paddler numbers and report to be obtained from Revolutionise so updated figure can be provided. **Action: Jen/Marie (#1182)**
- Discussion to be held next meeting on Life membership invitations. **Action: Marie (#1183)**
- Governance review – results to be discussed next meeting. **Action: Marie (#1184)**

**24 NEXT MEETING**

The next Board meeting is scheduled for 8pm Wednesday 13 June 2018 at The Sailing Club.

**25 CLOSE OF MEETING – 11:45pm.**

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

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Chairperson