



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

## MINUTES

### Board Meeting

Wednesday 13 June 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, Sharon Knight, Tanya Mitchell

**INVITED:** John Holland

#### 2 APOLOGIES: Vi Duong and Maria Darby

#### 3 DECLARATIONS OF INTEREST

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

#### 4 MINUTES OF PREVIOUS MEETING

MOVED: Sharon Knights and SECONDED: Jennifer Bould  
THAT the Minutes of the meeting held 9 May 2018 be accepted as a true and accurate record.  
CARRIED.

#### 5 ACTION ITEMS/BUSINESS ARISING

##### ACTION ITEMS – MEETING 9/5/18

NO.	ACTION	REQUIRED BY	WHO	ACTIONED
1159	Ask Clubs if in favour of Revolutionise training in Adelaide. <ul style="list-style-type: none"><li>Noted tentatively scheduled for Sat 7 Jul from 2:30pm-4:30pm.</li><li>Email to be sent out to Clubs inviting them.</li></ul> <b>Action: John (#1185)</b>	PF	John	Done
1160	Purchase electronic notice board. <ul style="list-style-type: none"><li>Will arrive next week.</li></ul>	ASAP	Chris W	Done
1161	Attend OR&S networking event in June. <ul style="list-style-type: none"><li>Noted event was cancelled.</li></ul>	June	Sharon & John	N/A
1162	Seek feedback at PF on proposed 6-day nationals schedule and over Easter. <ul style="list-style-type: none"><li>Noted due to feedback received that the program is being kept at 5 days with the program aimed to be:<ul style="list-style-type: none"><li>Day 1 – Seniors 500m + Open 2km</li><li>Day 2 – Seniors 200m + Womens 2km</li><li>Day 3 – Premiers/Seniors + Mixed 2km and State vs State (afternoon)</li><li>Day 4 – Premiers/Juniors 500m + Juniors</li><li>Day 5 – Premiers/Juniors 200m</li></ul></li><li>Racing to be from 8am-4pm.</li></ul>	PF 10/5/18	John H	Done

1163	Reminder to be given at PF of Sweeps course for end of June. <ul style="list-style-type: none"> <li>▪ Noted email sent out by Pat seeking EOIs.</li> <li>▪ Sweeps' course scheduled at Mannum on 1 Jul with x7 to be trained by JH.</li> <li>▪ Plan needed setting schedule for courses throughout the year. Follow up with Pat for status. <b>Action: SN (#1186)</b></li> <li>▪ Put on next Sweeps' meeting review of setting course dates.</li> <li>▪ Pat sent email out seeking EOIs. <b>Action: CK (#1187)</b></li> </ul>	PF 10/5/18	Chris W	Done
1164	Reminder to be given at PF of need to source a qualified Officials trainer and ask attendees at Volunteers' lunch.	PF 10/5/18	John & Chris W	
1165	Schedule Senior First Aid Course (Sport SA?). <ul style="list-style-type: none"> <li>▪ Noted course fee is a bit expensive with mixed feedback received on presenter.</li> <li>▪ Sweeps' register to be checked to follow up if Coaches are up to date with this training via Revolutionise. <b>Action: CK (#1188)</b></li> <li>▪ Revolutionise to be updated with those that have First Aid training. <b>Action: MC (#1189)</b></li> </ul>	ASAP	Chris W	
1166	Advise RC meeting of support for Murray Bridge (Hat Regatta – is now going to be held in Streaky Bay), Wallaroo, Robe and Floatfest (if possible). <ul style="list-style-type: none"> <li>▪ Streaky Bay – Sat 16<sup>th</sup> Feb</li> </ul>	RC 16/5/18	Chris K	Done
1167	Clear mail from GPO Box and set up new one at preferred option of West Lakes or Port Adelaide. <ul style="list-style-type: none"> <li>▪ New address: PO Box 7024, West Lakes SA 5021</li> <li>▪ Redirection to be looked into. <b>Action: JH (#1190)</b> (redirection confirmed to cost \$915 and therefore declined)</li> <li>▪ Email to be sent to Clubs, suppliers, Council etc. <b>Action: MC, JB, CW (#1191)</b></li> </ul>	ASAP	Chris W & John	Done
1168	Undertake patch job on damaged black 20s boat.	ASAP	Chris K	Done
1169	Advise Clubs of requirement to report damage to boats at the time and not to place canoes on cement at any stage.	PF 10/5/18	Chris K	Done
1170	Advise Vi Duong to remove red canoe from Boatshed asap.	ASAP	Chris K & Vi	Ongoing
1171	Advise Clubs to be careful with canoes and to rig/derig on grass.	PF 10/5/18	Chris K	Done
1172	Sign off on Revolutionise 18/20 agreement and provide copy to Marie for forwarding.	ASAP	Sharon, Chris K & Marie	Done
1173	Policy #04 – update to reflect adoption of AusDBF Rules of Racing.	ASAP	Marie	Done
1174	Policy #027 – to be reviewed by RC first.	RC 16/5/18	Marie	Ongoing
1175	Policy #028 – update with amendments as noted.	ASAP	Chris K	Done
1176	Conflict of Interest Policy – adopt with amendments.	ASAP	Marie	Done
1177	Start preparing Board reports for AGM papers.	27/7/18	BOARD	Ongoing
1178	Check Constitution for length of Board service.	ASAP	Marie	Done
1179	Check AusDBF Constitution with respect to setting of fees.	ASAP	Marie	Done
1180	Coordinate Volunteers' lunch for Sun 17 June and advise at PF.	PF 10/5/18	Chris W	Ongoing
1181	Circulate former policy #015 – Publicity for review to possibly reintroduce to cover requirement for Clubs when fundraising to list where funds would go.	ASAP	Marie	Done
1182	Advise AusDBF of final paddler numbers after report sourced from Revolutionise.	ASAP	Marie & Jen	Done
1183	Place on next Agenda discussion on Life membership rewards/invites.	ASAP	Marie	Done

1184	Place on next Agenda review of Governance results.	ASAP	Marie	Done
<b>ACTION ITEMS – ONGOING</b>				
NO.	ACTION	REQUIRED BY	WHO	STATUS
764	Contact Lucy (DBNSW) to find examples of similar documentation from the dragon boat fraternity to update the New Team Manual. Noted JB and MD to assist produce manual.	ASAP	Sharon Maria & Jen	Ongoing
766	Follow up with Carol Hammond re setting up of an Amazing Race type event at Goolwa for Feb/Mar 2019 once Sailing Club's program is set. <ul style="list-style-type: none"> <li>▪ Meeting next week</li> <li>-</li> </ul>	B4 RC meeting	Chris W & Carol	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.	B4 Hungary	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.	ASAP	Vi	Ongoing
1004	Ongoing. Post Bryan Buttery's report to the website once received.	ASAP	Chris W	Ongoing
1017	Write a policy for use of DBSA assets	Next meeting	Sharon	Ongoing
1034	Set a project timeline for the caravan tasks and seek volunteers. <ul style="list-style-type: none"> <li>▪ List of action required to be produced first.</li> </ul>	ASAP	Sharon & Chris K	Ongoing
1081	Update Race Day Volunteers' manual and include FinishLynx detail.	ASAP	Jen & Sharon	Ongoing
1116	Follow up with DPTI (Marilyn Hood) for updated life jacket exemption permit.	After States	Chris K	Ongoing
1124	Relocate mat from The Sailing Club to Aquatic before next season.	B4 next season	Chris K	Done
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	Chris K	Ongoing
1133	Change sub-committee policies into a Charter type document instead. <ul style="list-style-type: none"> <li>▪ If happy with them he will do the next three.</li> <li>- Marie to set up</li> </ul>	ASAP	John	Ongoing
1149	Circulate plan for an annual "DBSA going away team" after discussion at PF if there is interest.	On hold until PF	Chris W	Done
<b>ACTION ITEMS – PRESIDENTS' MEETING HELD – 10/5/18</b>				
NO.	ACTION	DUE DATE	BY	STATUS
01	Produce position paper on formation of DBSA "away team"	ASAP	Chris W	Done
02	Send SurveyMonkey link to results to Secretaries.	ASAP	Marie	Done
03	Follow up on Ch44 opps and prices. <ul style="list-style-type: none"> <li>▪ Prices obtained but further details to be sought on options.</li> </ul>	ASAP	John	Ongoing
04	Provide feedback to John for nationals in general and whether in favour of a sixth day of racing for 2km races only.	ASAP	CLUBS	Done
05	Arrange for Revolutionise to be invited to deliver a training session to Clubs.	ASAP	John	Done
06	Send out info re Senior First Aid Training course on Saturday 1 <sup>st</sup> June at a venue TBA.	ASAP	Chris W	Done
07	Send details out re Volunteers lunch and venue once set for Sunday 17 June.	ASAP	Chris W	Done
08	Provide Coaches re-accreditation process to Marie for uploading to website.	ASAP	John & Marie	Done

	<ul style="list-style-type: none"> <li>Noted the next course has nine students.</li> </ul>			
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**6 FINANCIAL REPORT – MAY 2018**

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

Noted Canoe SA have increased the rent and now requiring monthly payments instead of quarterly. Direct debit to be put in place. **Action: Jen (#1191)**

Revolutionise to be set up as preferred supplier with approval given to pay annual fee of \$3,130. **Action: Jen (#1192)**

Noted a trial of Xero was undertaken with report circulated outlining differences between MYOB and Xero and preference to continue to use MYOB. Agreed to continue for a further 12 months with MYOB. Appreciation extended to Jennifer for undertaking the review.

Email to be sent to Clubs detailing what the payments for volunteer sweeps and paddlers for various corporate events throughout the season. **Action: Jen (#1193)**

Revolutionise to be followed up to ascertain if there is ability to credit DBSA payments against a paddler's invoice. **Action: John (#1194)**

**7 JOHN HOLLAND'S REPORT**

Noted:

- Charters (x3) for Maintenance, RC and Sweeps' committee circulated and duly ratified.
- Acquittal grant being progressed and will be sent to Jennifer first for review before circulation to Board.
- Insurance renewal paperwork has been submitted.
- Approval given to purchase replacement compressor which was stolen from this venue along with a new retractable hose reel (20m) for Aquatic Reserve from Paramount Browns' - \$180. **Action: John (#1195)**

**8 AusDBF REPORT**

John Holland advised that:

- Ongoing member protection issue in Qld
- Auroras – High Performance committee to manage mainly allowing focus on rest of the association
- Auschamps – program being set for 5 days
- Auschamps – discussion being held as a result of a question from one State seeking to change profit share arrangement from 60/40 to a higher share for the host state. JH noted that the initial arrangement was for the host state to charged \$50,000 for hosting rights however this often resulted in minimal or no profit received and States opted for the current arrangement.
- Noted Ausdbf looking at program for training of Drummers.

**9 STRATEGIC PLAN REVIEW**

**4. PARTICIPATION**

OBJECTIVE	ACTION(S)
4.1 Establish a Boat Storage facility at Mawson Lakes	Seek information about potential facility storage opportunities <ul style="list-style-type: none"> <li>Noted slow process.</li> </ul>

4.2 DBSA Members are all Star Clubs	Actively promote accreditation to the Star Club program to all of the DBSA member clubs <ul style="list-style-type: none"> <li>Noted all Clubs were accredited however PBs is the only Club to have been audited and is accredited as being 'fully accredited' rather than just 'accredited'.</li> <li>Question asked on what the plan was to actively promote full accreditation and is there a timeline in place. Noted that there was no additional benefit to being fully accredited.</li> <li>To be considered as part of next Strategic Plan review and discussed at PF.</li> </ul>
4.3 Assist the establishment of new Member Clubs	Provide relevant information including a Manual for Clubs <ul style="list-style-type: none"> <li>Noted NSW version is being sourced to review to update SA version.</li> </ul> Provide assistance as required, including the provision of boats <ul style="list-style-type: none"> <li>Noted occurs.</li> </ul>
4.4 Participate in the South Australian Masters Games	Ensure that Dragon Boating is included all Masters Games in South Australia <ul style="list-style-type: none"> <li>Noted occurs with 2019 event in Port Pirie.</li> </ul>
4.5 Race Day Broadcasting	Provide a broadcast on race days recognising sponsors and provide information <ul style="list-style-type: none"> <li>Noted Paul is keen to continue with copy of RC program to be provided to him and invite to attend Volunteers' lunch. <b>Action: JH (#1196)</b></li> </ul>
4.6 Annual Social Function	A function in May/June of each year where seasons achievements will be recognised <ul style="list-style-type: none"> <li>Held.</li> </ul>

## 10 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>Noted policy in place for this.</li> </ul>

## 11 JUNIOR DEVELOPMENT REPORT

John Holland advised that:

- Next training session is Sunday 17 June at 11am with a number now registered.
- Potential juniors can register on the Dragonmites Team Snap app.
- Email sent out to Clubs several times to encourage juniors to get involved.

## 12 SECRETARY'S REPORT

Noted email received from Rob Bowan (Victor Dragons) advising that online Sweeps' register is not current. Response to be sent advising that it is being updated. **Action: Sharon (#1197)**

## 13 SAFETY

Nil.

## 14 EQUIPMENT

Agreed to assign boats at Aquatic to various Clubs to maintain. **Action: John (#1198)**

Maintenance committee meeting to be set for 18 or 25 August with list of boat maintenance tasks to be set by committee. **Action: Chris K (#1199)**

## 15 P&D / EVENTS

Noted few events coming up: OzAsia, Scouts, Amazing Race.

**16 HIGH PERFORMANCE**

Committee met last week to plan ahead. Noted ad seeking State Coaches has been sent out and will be posted to Facebook. **Action: MC (#1200)**

Noted AusDBF's National Pathways Committee has been reinvigorated with one rep being sought however alternate can be chosen. Suggested Vi Duong be encouraged to nominate.  
**Action: CK (#1201)**

Noted during lead up to Christmas break the training will be for all paddlers in the one team rather than category training.

**17 PUBLICITY**

Nil discussion.

**18 CLUB ISSUES**

**18.1 New Club shirt design – DAA**

Noted Board approval for the new shirt design noting that it was not in a position really to disapprove. **Action: Marie (#1202)**

Noted Clubs designing a shirt for paddling overseas were able to include the DBSA and AusDBF logos to promote association with both bodies.

**18.2 BDs – invite to the tournament**

Noted would be nice to have an update provided from Black Dragons on their results and the event overall. **Action: Chris K (#1203)**

**19 ISSUES PAPERS**

Nil.

**20 REVOLUTIONISE – UPDATE**

Noted full Admin access is in place until 30 June for those who have it currently even if not yet registered for the 2018/19 season.

Discussion to be held at RC meeting on B-Grade categories to be raced. **Action: Marie (#1204)**

**21 WEBSITE**

Quotes to be obtained for an upgrade and to be mobile friendly. **Action: Marie & Sharon (#1205)**

**22 GENERAL BUSINESS**

**22.1 Policy review**

The following policies were reviewed:

06	Procedure for the Formation and the Functions of the Racing Committee – approved as a Charter
07	Participant Clearance Procedure - ratified
08	Equity & Inclusive policy – ratified
09	Role of the Dragon Boat Drummer – ratified
27	Race day organisation and draws – take to RC meeting first
28	State Championships Qualifying Regulations – ratified
39	Disability – Maria to reword
40	Volunteer recognition – Sharon to reword

**Action: Marie (#1206)**

**22.2 Clearances**

- Robin Elsmie – Blade Runners to Powerblades - ratified
- Julie Crawford – Waiwilta to ASA - ratified

**Action: Marie (#1207)**

**22.3 Life membership – discussion on invites etc.**

Agreed position is that invitations will be sent out to Life members to attend the annual end of season dinner/season launch event as DBSA guests.

#### 22.4 Governance review – results

The Board Governance summary document was reviewed.

Noted need to promote on Facebook for upcoming Board positions the “Uncle Sam’s – We want you ad”. **Action: Sharon (#1208)**

Noted ideal to include Board position descriptions on website.

Given upcoming AGM it was agreed best plan of action was for the Board to work through the checklist of required actions with new Board and a summary position to then be sent to members seeking their feedback as needed. Further discussion points to be

#### 22.5 Social media policy

To be reviewed next meeting. **Action: Marie (#1209)**

### 23 AGM – Wed 15/8/18

#### 22.1 Planning

Noted the following Board members can re-stand: Chris Kelley, Sharon Knights and Vi Duong (appointed). To advise by Friday 22 June. **Action: Sharon, Vi (#1210)**

Noted the following Board members have a further 12 months to serve: Chris Wood, Maria Darby, Tanya Mitchell and Jennifer Bould.

#### 22.2 Constitution – change to setting of Registration fees annually

The extract on the setting of fees from the AusDBF Constitution was circulated prior to the meeting for consideration to introduce same process. Agreed to not progress further at this stage.

The Recommendation to the AGM for 2019/20 participant registration fees is:

- *That rather than setting a percentage increase, that there be a \$5.50 (GST incl.) fee for Adults and a \$2.75 (GST incl.) fee for Juniors set to cover the DBSA and AusDBF components.*

The Recommendation to the AGM for 2019/20 Subscription fee is:

- *That a Member subscription NOT be introduced for 2019/20.*

**Action: Marie (#1211)**

#### 22.3 Board composition – 3 males/3 females

The requirement within the constitution for a minimum of 3 males and 3 females to be on the Board was discussed and noted that it may be difficult for this to occur at times.

### 24 ANY OTHER BUSINESS

Discussion was held on the status of the Business Services Officer position appointment. Noted that the job advertisement did not actually reflect the list of tasks carried out by John Holland recently provided and the person appointed may wish to reconsider their application.

Noted a number of Board members would be heading overseas mid July to participate in Hungary so further discussion would have to be held over.

### 24 NEXT MEETING

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

### 25 CLOSE OF MEETING – 11:20pm.

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

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