



DragonBoat SA
PO Box 7024
West Lakes SA 5021
ABN 40 579 674 377

MINUTES

Board Meeting

Thursday 9 August 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, Vi Duong

APOLOGIES: Maria Darby and John Holland

2 DECLARATIONS OF INTEREST

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

3 MINUTES OF PREVIOUS MEETING

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

ACTION ITEMS – MEETING 9/5/18				
NO.	ACTION	REQUIRED BY	WHO	ACTIONED
1185	Invite Clubs to attend Revolutionise training on Sat 7 Jul from 2:30pm.	15/6/18	John	Done
1186	Follow up Pat to set schedule of Sweeps' course dates.	B4 Hungary	Sharon	Ongoing
1187	Set revision dates for those on the Sweeps' accreditation list. ▪ Noted waiting until the majority have registered in Revolutionise.	Sweeps' meeting	Chris K	Ongoing
1188	Update First Aid course accreditation in Revolutionise.	ASAP	Marie	Ongoing
1189	Look into redirection of GPO mail.	15/6/18	John	Done
1190	Send email out to Clubs, suppliers, Council etc advising of new PO box.	ASAP	Marie, Jen Chris W	Ongoing
1191	Set up monthly direct debit to Canoe SA.	ASAP	Jen	Done
1192	Set up Revolutionise as a preferred supplier and pay invoice.	ASAP	Jen	Done
1193	When sending payments to Clubs for corporate paddles provide details of names of sweeps and paddlers.	ASAP	Jen	Done

1194	Check if Revolutionise will allow for a credit against a paddler's invoice.	ASAP	John	Ongoing
1195	Purchase replacement compressor and retractable hose reel (x20m). <ul style="list-style-type: none"> Have shorter hose now on purpose but its days are numbered. 	ASAP	John	Done
1196	Invite Paul to Volunteers lunch and provide him with 18/19 race program. <ul style="list-style-type: none"> Invite sent but he was not available. Follow up to be had with provision of race program. 	NOW	John	Ongoing
1197	Respond to Rob Bowan (VDs) that the Sweeps register is being updated.	ASAP	Sharon	Done
1198	Assign boats to Clubs to maintain throughout the season.	ASAP	John	Ongoing
1199	Arrange Maintenance Committee meeting and set maintenance tasks. Provide copy of Charter.	ASAP	Chris K	Ongoing
1200	Post State Coaches ad to Facebook.	ASAP	Marie	Done
1201	Encourage Vi Duong to be the nominated rep for the NPC.	ASAP	Chris K	Done
1202	Advise DAA of Board approval of their new shirt design.	ASAP	Marie	Done
1203	Seek an update from BDs on the China event. <ul style="list-style-type: none"> Follow up for a blurb for FB. 	ASAP	Chris K	Done
1204	Place on RC agenda discussion on B-Grade categories.	ASAP	Marie	Done
1205	Seek a quote (x2) for website to be upgraded and mobile friendly.	ASAP	Sharon & Marie	Ongoing
1206	Upload policies #07, 08, 09, 28 and RC charter to website.	ASAP	Marie	Done
1207	Advise Clubs of approved clearances: <ul style="list-style-type: none"> Robin Elsmilie – Blade Runners to Powerblades Julie Crawford – Waiwilta to ASA 	ASAP	Marie	Done
1208	Place Uncle Sam's "We want you" ad for the DBSA Board on FB.	Urgent	Sharon	Done
1209	Social Media policy (#025) to be on Agenda for next meeting.	ASAP	Marie	Done
1210	Advise if re-standing for the Board.	Fri 22 Jun	Vi & Sharon	Done
1211	Place on AGM Agenda the following recommendation for 19/20 fees: <ul style="list-style-type: none"> 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. That a Member subscription NOT be introduced for 2020/21. 	B4 AGM	Marie	Done

ACTION ITEMS – ONGOING

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. <ul style="list-style-type: none"> Noted Lucy has resigned and that it could be sourced from the website. 	Priority	Sharon Maria & Jen	Ongoing
766	Follow up with Fiona Sanders re setting up of an Amazing Race type event at Goolwa for Feb/Mar 2019 once Sailing Club's program is set.	B4 RC meeting	Chris W & Fiona	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.	Next meeting	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 when located.	ASAP	Chris W	Ongoing
1017	Write a policy for use of DBSA assets	ASAP	Sharon	Ongoing
1034	Set a project timeline for the caravan tasks and seek volunteers once list of actions required is produced.	ASAP	Sharon & Chris K	Done
1081	Update Race Day Volunteers' manual and include FinishLynx detail.	ASAP	Jen & Sharon	Ongoing
1116	Follow up with DPTI for updated life jacket exemption permit. <ul style="list-style-type: none"> ▪ Received and to be posted to website. ▪ Noted is for 12 months only and will need to re-apply. ▪ To be posted to website. 	After States	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	Chris K	Ongoing
1133	Change remaining sub-committee policies into a Charter type document instead.	ASAP	John	Ongoing
1170	Advise Vi Duong to remove red canoe from Boatshed asap.	ASAP	Marie	Done
1174	Policy #027 – to be reviewed by RC first.	RC 16/5/18	Marie	Done
1177	Start preparing Board reports for AGM papers. <ul style="list-style-type: none"> ▪ Noted Audit report received is a draft only with some queries being addressed. 	Urgent	BOARD	Done

6 FINANCIAL REPORT – JUNE & JULY 2018

MOVED: J. BOULD and SECONDED: C. WOOD
TO accept financial reports for June and July as tabled and pay accounts on Account 1.
CARRIED.

7 JOHN HOLLAND'S REPORT

The following update was provided prior to the meeting:

- EFM annual event booked in for November 17th 8am-10am.
- Port Pirie Masters – 13th April 2019 – previous complaints re pricing which was the Games Fee of \$40 plus \$25 for the first event and \$10 for subsequent events. New pricing of \$40 Game Fee plus \$10 for each event entered including BCS.
- OR&S had a quantity of surplus furniture available at no charge. He has collected 2 wooden cabinets, 1 desk, 1 drawer console and 3 office chairs which are stored in the office at Aquatic in preparation for the refurbishment of the office.
- The Torrens activity licence application has been completed and submitted.
- Oz Asia start time is now 12 noon with a finish of 5pm at the latest – they would like to aim for 4pm presentations.
- Black Dragons have notified us that they have a Come N Try on Sunday 9th September and will have a BBQ at 11am at Aquatic.

7.1 Registration categories

An explanation of each of the DBSA Participant Registration categories has been written as shown below:

- **Full Metro** – Participant aged 19 to 66 years residing in the Adelaide Metropolitan Area
- **Full Country** – Participant aged 19 to 66 years residing further than 100km from Adelaide GPO
- **Junior Metro** – Participant aged from 10 years (in the year of registration) to 18 years (in the year of registration) residing in the Adelaide Metropolitan Area
- **Junior Country** – Participant aged from 10 years (in the year of registration) to 18 years (in the year of registration) residing further than 100km from Adelaide GPO
- **Tertiary Metro** – Participant enrolled in full time Tertiary education residing in the Adelaide Metropolitan Area

- **Tertiary Country** - Participant enrolled in full time Tertiary education residing further than 100km from Adelaide GPO
- **67 years + Metro** – Participant 67 years of age or older residing in the Adelaide Metropolitan Area
- **67 years + Country** – Participant 67 years of age or older residing further than 100km from Adelaide GPO
- **Interstate Visiting Paddler** – a participant who is registered with AusDBF through their home state and is training in Adelaide or regions for an extended period
- **Club Affiliate Member** – Club volunteer member who plays roles for the club i.e. tow boats, tow trailers etc. Covers insurance and access to all DBSA benefits

To be uploaded to website. **Action: Marie (#1206)**

7.2 Boat allocations – Aquatic

The boats at Aquatic have been allocated as follows and will be uploaded to the website:

Action: Marie (#1207)

CLUB	BOAT NUMBER
Adelaide Combined Dragonboat Club	10
Adelaide Phoenix	9
Adelaide Sea Dragons	8
Adelaide Survivors Abreast	7
Black Dragons	6
Powerblades	5
SADA	4
Subsonix	3
Water Warriors	2
Waiwilta + Dragons Abreast Adelaide	1

8 AusDBF REPORT

Noted MOU updated Revolutionise with AusDBF.

9 STRATEGIC PLAN REVIEW

5. VOLUNTEER MANAGEMENT

OBJECTIVE	ACTION(S)
5.1 Train Race Day Volunteers	Provide an instruction manual for our race day volunteers and provide mentors <ul style="list-style-type: none"> ▪ Work in progress.
5.2 Sourcing Volunteers.	Internal from Clubs / Identify external sources i.e. Sport SA & Volunteer SA <ul style="list-style-type: none"> ▪ Work in progress.
5.3 Volunteer kit	Maintain and continually review the Volunteer Packs which include ; polo shirt, cap, and water proof jacket. <ul style="list-style-type: none"> ▪ Kit to be checked
5.4 Volunteer Acknowledgement	Annual Volunteer acknowledgement function / Volunteer Service Pins <ul style="list-style-type: none"> ▪ Being done
5.5 Volunteer/Officials training	Maintain Log Book for recording qualifications of all race day volunteers <ul style="list-style-type: none"> ▪ Being followed up.

10 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"> ▪ Noted they are not published.
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"> ▪ Done. Noted no longer have a lot of racing policies as incorporated into AusDBF policies where applicable.
1.7 Affiliation Fees charged are justified for services provided	Publicise. <ul style="list-style-type: none"> ▪ Done.

11 JUNIOR DEVELOPMENT REPORT

Noted they are out training.

12 SECRETARY'S REPORT

Following correspondence was received:

- Cheque received from Mannum Steam Paddlers.
- Torrens Activity Licence received.
- Letter from City of Port Adelaide Enfield (21/6/18) advising acknowledgement of change of address confirmation for Council Rates.

13 SAFETY

13.1 Incident Report – Peter Mitchell

Noted any claim is to be followed up direct with insurance company.

14 EQUIPMENT

Trolley wheel at Aquatic is flat and needs a new tube. Email to be sent to Clubs to see if they can assist with removing it at Friday night's training for Chris Kelley to arrange replacement.

Action: Sharon (#1208)

15 P&D / EVENTS

Only one event currently scheduled.

16 HIGH PERFORMANCE

Noted the end of season lunch went well with consideration to be given to offering a different format next time as a change (ie cocktail drinks, movie tickets, vouchers). Number of volunteers invited to be streamlined to those who do a concerted effort.

MOVED: C. WOOD and SECONDED: J. BOULD

THAT the following State coaches be appointed:

- Vi Duong: Open & Senior A
- Julie Lister: Senior B&C
- John Holland: Juniors

CARRIED.

17 PUBLICITY

As follows:

- Recent Facebook footage/posts from overseas events.
- Sharon Knights did a radio interview with WOWFM
- Subsonix are editing their GoPro footage from overseas and will make this available.

Clubs to be reminded to like the Facebook page from the host country so that activity posts can show up on the DBSA page.

18 CLUB ISSUES

18.1 Email from Mannum Team re unrepresented cheque/finances

Noted has been resolved.

18.2 Sweeps course – Ceduna

Noted Clubs to inform DBSA when initially coordinating Sweeps' training so assistance and guidance can be provided as needed.

Discussion held on how best to have the regional teams participate more at local events. Noted it would be ideal to have country representation on the DBSA Board. Agreed that those Board members with regional Clubs should contact them to find out how best to progress this.

Action: Board (#1209)

18.3 ASD email re David Gillies running Sweeps' course – costs etc.

Request received to support his travelling costs and printing costs for the manuals.

Agreed that David could retain the money paid for the course which would cover his costs.

18.4 ASD email re consideration for First Aid to be done locally in the country

Noted they have 4-5 regional members needing to update their First Aid certificate. As it is usually unachievable to attend the courses held in Adelaide they asked if the Board could also consider supporting individuals to attend local courses when they come available.

This was discussed and noted that they had received a number of quotes from different suppliers for this course and the decision would be left to them. Tanya Mitchell said she would forward contact details from Statpacks who recently provided training to her Club and was reasonably priced and worthwhile.

Action: Tanya (#1210)

As an aside it was noted that ASD have six people interested in the next First Aid course in Adelaide.

18.5 Request for registration discount for a paddler

Agreed to advise that a fee of \$99 would be charged which equates to the After 1st January registration fee for this Mannum paddler. **Action: Sharon (#1211)**

Any future requests would be based on their merits at the time.

19 ISSUES PAPERS

Nil.

20 REVOLUTIONISE – UPDATE

Consensus was the training was worthwhile.

21 WEBSITE

Noted quotes being sought for an upgrade.

22 GENERAL BUSINESS

22.1 Policy review

The following policies were reviewed:

16	Breast Cancer Challenge Races policy – ratified
27	Race day organisation and draws - ratified
39	Disability – Maria to reword
40	Volunteer recognition – Sharon to reword
35	Social media – on hold need to all consider reference to Code of Practice
45	Reimbursement - ratified
46	Safe Transport - ratified
11	Starts & Starting Procedure – ratified
12	Protocol for Race Day Disputes – ratified

Action: Marie (#1212)

Policy #05 – to be amended as discussed and circulated to Board.

Action: Marie (#1213)

22.2 Clearances

- Sue Mausolf – Powerblades to Waiwilta
- Kay Powlesland – ASD to Waiwilta
- Chris Finlayson – ASD to ACDC
- Greg Mitchell – Water Warriors to Coorong Dragons – ratified.

Action: Marie (#1214)

22.3 Governance review – results

Nil discussion.

23 AGM – Wed 15/8/18
22.1 Planning
Discussed earlier.

24 ANY OTHER BUSINESS

- Approval given to ACDC to borrow the Penang boat on 11&12 October.
- Approval given for Coorong Dragon to then relocate this boat to the Coorong area.
- Scotch College invoice to be followed up for clarification of unusual amount of \$2,000 for boatshed rent. **Action: Sharon (#1215)**
- Noted informal meeting to be held Thursday 23 August at 7:30pm to sort out EO position. **Action: Board (#1216)**
- Noted the black paddles at the Boatshed are not in the best state and this stock would be replenished with some of the new coloured paddles (x20). Those paddles no longer serviceable would be relocated to the office and reported to Jennifer for stocktaking purposes.

25 NEXT MEETING

The next Board meeting is scheduled for 8pm Wednesday 12 September 2018 at The Sailing Club. AGM is scheduled for Wed 15 August 2018.

26 CLOSE OF MEETING – 11:00pm.

Signed: _____

Date: ____/____/____ Chairperson