



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

## MINUTES

### Board Meeting

**Thursday 13 September 2018 at 8PM**  
**At**  
**The Sailing Club – 1 Jenkins Road Port Adelaide**  
**DragonBoat SA**

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#### 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, Tanya Mitchell, Vi Duong, Maria Darby Sharon Knights and consultant John Holland

#### 2. APOLOGIES: Peter Button

#### 3. DECLARATIONS OF INTEREST

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

#### 4. BOARD

##### 4.1 Office Bearer elections

The following position holders were elected:

President:	Chris Kelley
Vice-President Male:	Vi Duong
Vice-President Female:	Chris Wood
Secretary:	Sharon Knights
Treasurer:	Jennifer Bould

##### 4.2 Portfolios – allocation

High Performance:	Vi Duong, Chris Wood
P&D:	Chris Wood, Sharon Knights, Tanya Mitchell
Maintenance:	Chris Kelley
Sweeps:	Chris Kelley
Racing Committee:	Chris Kelley
Volunteers:	Sharon Knights
Cultural:	Maria Darby
DBSA/PAAF:	Maria Darby, John Holland

#### Action: Marie (#1217)

Of note during allocations:

- Sweeps – expiry date is being aligned with first aid expiry date with Revolutionise updated accordingly.
- Sweeps – noted doctors and registered nurses to provide copy of their registration in lieu of first aid certificate.
- Volunteers – noted a register has been updated rather than individual official's log books. Need identified to find someone else to manage this portfolio. Follow up to be had with female contact who is keen to volunteer this year and has a strong admin background to ascertain whether she would be willing to manage the volunteers on race day.

**Action: Sharon (#1218)**

- Suggested whole Secretary/BSO role should be discussed at a future meeting.  
**Action: Marie (#1219)**
- Cultural – noted Mary-Ann Holt had advised previously that she would like to stand down from this position. The dossier produced previously by John Harris on the requirements of this position would be circulated. **Action: John (#1220)**

#### 4.3 Policy #019 – Board Members Code of Conduct – to adopt

The Board agreed to adopt the policy.

#### 4.4 Board/Club allocations

Sharon Knights:	Copper Coast, Subsonix, Phoenix
Chris Kelley:	ASD, Water Warriors
Christine Wood:	ACDC, KIDS
Peter Button:	PBs, SADA
Jennifer Bould:	ASA, Blade Runners
Vi Duong:	Black Dragons, Waiwilta
Tanya Mitchell:	Coorong Dragons, Vicki's Pride
Maria Darby:	Blue Water Raiders, DAPL
John Holland:	Victor Dragons, DA Adelaide

Update Board allocations on website. **Action: Marie (#1221)**

Noted follow up the pontoon maintenance craft on the lake which has a small winch on it capable of lifting our sweeps buoys to re-align them. Identify the owner to ascertain if they would be willing to help with the buoys on the 200m/500m lines.

**Action: Sharon/Chris K (#1222)**

Follow up to be had with Peter Button to see if he will assist with Maintenance portfolio.

**Action: Chris K (#1223)**

#### 4.5 Board secondment

Agreed to send invitation to Jeremy Sanders (Coorong Dragons) inviting him to a future Board meeting as he had expressed interest in a position as the Board is able to appoint up to two additional members. **Action: Sharon (#1224)**

### 5. GOVERNANCE REVIEW – DISCUSSION

Noted it had been sometime since the governance checklist had been completed with the results tabled previously listing the areas of strength and improvement. There were a number of areas needing follow up as a result and these would be documented and circulated for further discussion at the next meeting as it was proving to be quite difficult to hear over the telephone line to Tanya Mitchell. **Action: Tanya (#1225)**

### 6. MINUTES OF PREVIOUS MEETING

MOVED: Jennifer Bould and SECONDED: Sharon Knights  
THAT the Minutes of the meeting held 9 August 2018 be accepted as a true and accurate record subject to correcting the date of the AGM to 15 August 2018.  
CARRIED.

### 7. ACTION ITEMS/BUSINESS ARISING

ACTION ITEMS – MEETING 9/8/18				
NO.	ACTION	REQUIRED BY	WHO	ACTIONED
1206	Upload list of DBSA registration categories explanation.	ASAP	Marie	Done
1207	Upload Boat allocation roster to website.	ASAP	Marie	Done
1208	Send email to Clubs training on a Friday night to remove wheel from trolley so Chris can take to repair/replace.	10/8/18	Sharon	Done

1209	Those Board members with regional Clubs assigned are to contact them to find out how best to encourage participation at metro events. <ul style="list-style-type: none"> <li>Agreed to organise a meeting during the Wallaroo weekend at the Copper Coast boatshed after race completion. <b>Action: Sharon (#1226)</b></li> </ul>	ASAP	BOARD	Ongoing
1210	Provide contact details to Chris W of Statpacks First Aid presenter.	ASAP	Tanya	Done
1211	Advise (Mannum) that the After 1 <sup>st</sup> Jan rego for Country paddler would be charged at (\$99).	ASAP	Sharon	Done
1212	Update/upload Policies #16, 27, 45, 46, 11, 12.	ASAP	Marie	Done
1213	Amend Policy #05 (Conditions of Entry to Races (Eligibility, Fixtures & Team Composition) and circulate to Board. <ul style="list-style-type: none"> <li>Noted team compositions need updating.</li> </ul>	ASAP	Sharon	Ongoing
1214	Advise clearance approval for Greg Mitchell.	ASAP	Marie	Done
1215	Follow up Scotch College invoice for \$2k for boatshed rent for clarification as is unusual amount and timing.	ASAP	Sharon	Done
1216	Meet to discuss EO position Thu 23/8/18 @ 7:30pm.	Thu 23-Aug	BOARD	Done
<b>ACTION ITEMS – ONGOING</b>				
NO.	ACTION	DUE	WHO	STATUS
764	Source examples of similar documentation from the dragon boat fraternity to update the New Team Manual. Noted JB and MD to assist produce manual.	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. <ul style="list-style-type: none"> <li>500 copies to be provided urgently to John for upcoming events.</li> </ul>	By 10 <sup>th</sup> Oct	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.	Next meeting	Chris W	Ongoing
1017	Write a policy for use of DBSA assets.	ASAP	Sharon	Ongoing
1081	Update Race Day Volunteers' manual and include FinishLynx detail.	ASAP	Jen & Sharon	Ongoing
1116	Post DPTI's Life Jacket Exemption to website.	ASAP	Marie	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 remaining sub-committee policies into a Charter type document instead. <ul style="list-style-type: none"> <li>Noted remaining one due for Volunteers.</li> </ul>	ASAP	John	Ongoing

## ACTION ITEMS – MEETING 13/6/18

NO.	ACTION	REQUIRED BY	WHO	STATUS
1186	Follow up Pat to set schedule of Sweeps' course dates. <ul style="list-style-type: none"> <li>▪ Meeting is scheduled next week with sub-committee which now includes Ronnie Lane. Discussion will be held on who else to invite on to the committee.</li> </ul>	ASAP	Chris K	Ongoing
1187	Set revision dates for those on the Sweeps' accreditation list.	Sweeps' meeting	Chris K	Ongoing
1188	Update First Aid course accreditation in Revolutionise.	Later in season	Chris K	Ongoing
1190	Send email out to suppliers, Council etc advising of new PO box.	ASAP	Jen Chris W	Done
1194	Check if Revolutionise will allow for a credit against a paddler's invoice.	This weekend	John	Ongoing
1196	Provide Paul with the 18/19 race program.	ASAP	John	Ongoing
1198	Assign boats to Clubs to maintain throughout the season. <ul style="list-style-type: none"> <li>▪ Reminder email to be sent to Clubs and to be included on next PF agenda.</li> </ul>	ASAP	Chris	Ongoing
1199	Arrange Maintenance Committee meeting for 18 <sup>th</sup> or 25 <sup>th</sup> August and set maintenance tasks. Provide copy of Charter. <ul style="list-style-type: none"> <li>▪ Aim is to hold meeting by month end.</li> </ul>	ASAP	Chris K	Ongoing
1203	Follow up BDs for a blurb on China event for FB/website.	ASAP	Vi	Ongoing
1205	Seek a quote (x2) for website to be upgraded and mobile friendly.	ASAP	Sharon & Marie	Ongoing

### 8. FINANCIAL REPORT – AUGUST 2018

MOVED: J. BOULD and SECONDED: S. KNIGHTS  
 TO accept financial reports for August 2018 as tabled and pay accounts on Account 1.  
 CARRIED.

Noted 2018/19 budget has expenditure of \$15,000 allocated for the BSO position. There is a requirement that the position holder generate some income through corporate events and sponsorship to partially fund this position.

### 9. REPORT – JOHN HOLLAND

- OzAsia event – is being arranged by the Chinese organisers which is proving to be a bit cumbersome. Will generate some income for Clubs and DBA through the corporate crews being trained and is a recruitment opportunity for those Clubs involved. Tents to be set up outside of the rowing clubs as the Dumpling market is on for two weeks on the grass area. Will provide good publicity.
- Noted Dennis Whitford is keen to take over from Wendy Campbell on race days and needs some training/mentoring in the operation of the FinishLynx system on race days.
- OR&S – have provided some office furniture free of charge which is in the office at Aquatic.

### 10. REPORT – AusDBF REPORT

- Next meeting is scheduled in Brisbane this weekend.
- World Cup planning is underway as China have only provided 8 weeks' notice.

## 11. STRATEGIC PLAN REVIEW

### 6. HIGH PERFORMANCE

OBJECTIVE	ACTION(S)
6.1 State Team Culture	Provide support for all State Crew Divisions <ul style="list-style-type: none"><li>Noted is provided.</li></ul>
6.2 Open Age State Crew Development	Develop a competitive Open Age crew <ul style="list-style-type: none"><li>Noted is in train.</li></ul>
6.3 Support the development and growth of the National Team	Provide the necessary equipment and testing tools for DBSA paddlers to compete for National Team positions <ul style="list-style-type: none"><li>Noted green TK1 is leaking and would be taken for repair. <b>Action: Vi (#1227)</b></li></ul>
6.4 DBSA paddlers remain competitive both Nationally and Internationally	Provide quality up to date equipment and training aids <ul style="list-style-type: none"><li>Agreed to look into options to purchase a Concept II rower and a 20kg bar with accompanying weights. <b>Action: Chris W (#1228)</b></li></ul>

## 12. REVERSE REVIEW ACTION PLAN

### 2. COMMUNICATIONS & RELATIONSHIPS

BUSINESS AREA	ACTION(S)
2.3 DBSA effectively uses social media	Regular posts of interest on our Social Media sites <ul style="list-style-type: none"><li>Where possible.</li></ul>
2.4 DBSA reps listen to members' point of view	Refer 1.3 (Publicise the existence of Issues Papers and encourage members to submit their ideas) <ul style="list-style-type: none"><li>Noted opportunity is there and reminder to be given to Clubs at PF. <b>Action: Marie (#1229)</b></li></ul>

## 13. JUNIOR DEVELOPMENT REPORT

Noted there are four SA juniors trying out for the Auroras team – 3 have been added to the team and another is on the reserves list. Finn and Jackson's school is supportive of their efforts and the headmaster is now talking about a dragon boat session for the school.

Portside Christian School is keen for a training session in November and Mount Carmel has booked their annual three week program in November which will be managed by ACDC.

City of Charles Sturt has their annual School Holiday Program scheduled.

## 14. SECRETARY'S REPORT

Following correspondence was received:

- River Torrens licence
- Various clearances

## 15. SAFETY

Of note:

- Ongoing issue with trolleys either not being returned or left out.
- Noted that DPTI Life Jacket exemption policy requires anyone in a boat not paddling to wear a life jacket at all times. This applies in particular to all Sweeps and Drummers and anyone sitting in a boat not paddling.

## 16. EQUIPMENT

Of note:

- Adelaide Phoenix will be putting a new larger fridge in the Boatshed with each Club provided with a key to access it for own use under an honour system.
- Noted that the ASD BBQ in the Boatshed was available to all Clubs to use upon request to ASD.

- Issue of available room to safely store equipment and in particular to access the TKs/OCs. Board members to have a look to see options to maximise space.
- Noted Canoe SA are seeking Council approval to build an enclosure behind the Boatshed and locate a container in it - it may be possible to ask permission of them to store some equipment to free up some room.
- Mat to be taken from The Sailing Club to Boatshed to place under the OCs ama to prevent any damage whilst they sit on the floor.

## 17 P&D / EVENTS

### 17.1 Update

- EFM is scheduled for 17 November with advice on number of teams not yet provided.
- Chinatown Dragon Boat Competition training sessions are scheduled for 15&16 September with offer given to Clubs to get involved.
- Noted Sharon Knights and Leonie Mouthaan were meeting with the Port Adelaide Council to arrange an event on the river in conjunction with the Tour Down Under and Laneways musical festival. Will be a Corporate Challenge event involving the hospitality industry.

### 17.2 AMG – 5-12 Oct '19

Discussion held on where this event should be held in Adelaide. The preference was for Aquatic Reserve over the Torrens.

## 18 HIGH PERFORMANCE

Advice of the State Coaching appointments was circulated to Clubs.

Congratulations extended to Vi Duong for his “aspiring Auroras” initiative which has generated a lot of interest from paddlers to try out.

## 19 PUBLICITY

Nil.

## 20 CLUB MATTERS

### 20.1 Victor Dragons – new race top design

Noted ratified prior to meeting as a courtesy.

### 20.2 Water Warriors – new race top design – ratified but only courtesy

Noted ratified prior to meeting as a courtesy.

In an endeavour to reduce the number of emails circulating between meetings it was agreed in future that when seeking Board approval by email that there is no need for Board members to respond by Reply All unless there is an objection or issue to be raised.

## 21 ISSUES PAPERS

Nil.

## 22 REVOLUTIONISE – UPDATE

Noted it is not possible for those set up at the Club level with full Admin Access to allocate access to any of the other sections within Revolutionise. This can only be done at the DBSA level. The consensus was that Clubs are allowed four people with full Admin access already which should be sufficient and that they just needed to determine more aptly who they should be.

Noted that the membership number allocated for new members has jumped from four digits to six and now starts around the 2000,000 mark to bring it into line with AusDBF numbering system.

## 23 WEBSITE

Nil discussion.

## 24 GENERAL BUSINESS

### 24.1 Policy review

The following policies were reviewed:

18	State Team Selection Policy - 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

**Action: Marie (#1230)**

#### 24.2 Clearances

- Julie Hyland – Water Warriors to SADA – ratified
- Carolyn Kearon – ACDC to Black Dragons – ratified
- Tony Morbidelli – Subsonix to Water Warriors – ratified

**Action: Marie (#1231)**

Discussion to be held at next meeting on possibly revising the number of paddles allowed for any paddler looking to try out with a new Club. **Action: Marie (#1232)**

Agreed clearance applications could be processed between meetings via email. Protocol on how to manage this to be circulated. **Action: Sharon (#1233)**

#### 24.3 Email re 'Miss Molly' mobile coffee van

Follow up to be had if lunch and coffee can be provided for the Volunteers on race days as part of any agreement and in lieu of a site fee. **Action: Chris W (#1234)**

#### 24.4 DBSA shirts/singlets

Designs for the new shirts and singlets were circulated and agreed to seek additional ones with the dragon head being placed back on the front as it was felt to be a bit sparse.

**Action: Chris W (#1235)**

#### 24.5 First Aid courses subsidised by DBSA

Noted this course was normally scheduled just the once mid-year however this year it was held earlier in March. There are a number of Clubs expressing interest for another course to be held as they have a number of paddlers seeking to complete this course.

The question was asked as to how many participants would be subsidised by DBSA with the response given that it would only be given to those Sweeps/Coaches that need it with other participants to pay the full amount.

Course date to be set and advice email sent to Clubs. **Action: Chris W (#1236)**

#### 24.6 Race Fees 2018/19

Agreed to remain at \$11 (GST inclusive) per participant per race day. Noted Board was working extremely hard to keep the fee as low as possible and that interstate it was around the \$25 mark for some members.

#### 25 ANY OTHER BUSINESS

- Discussion to be held next meeting on providing State top free of charge to state team members. Noted they already received their entry fees paid for them. **Action: Marie (#1237)**
- Good luck was extended to those aspiring Aurora paddlers for their testing on Saturday. Agreed to post something to FB wishing them luck. **Action: Sharon/Chris W/Vi (#1238)**

#### 26 NEXT MEETING

The next Board meeting is scheduled for 8pm Wednesday 10 October 2018 at The Sailing Club.

#### 27 CLOSE OF MEETING – 10:51pm.

Signed:



Chris Kelley – President

Date: 10/10/18