



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

MINUTES

Board Meeting

Thursday 10 October 2018 at 8PM

At

The Sailing Club – 1 Jenkins Road Port Adelaide

DragonBoat SA

1. FORMALITIES

1.1 OPEN MEETING – 8:06 PM

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

1.2 PRESENT:

Chris Kelley	Chris Wood	Jennifer Bould
Peter Button	Tanya Mitchell	Sharon Knights
John Holland (Consultant)	Jeremy Sanders (Coorong Dragons)	

1.3 APOLOGIES:

Maria Darby	Vi Duong
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1.1 DECLARATIONS OF INTEREST

Standard acknowledgement to declare any conflicts of interest with any issue as required.

2. BOARD DISCUSSION/DECISION MAKING

2.1 ESO/Secretary role

Noted hourly rate yet to be set and suggested that this be negotiated with the successful applicant. Recent changes made to the document to be forwarded to Peter Button for incorporation into the Position Description and then circulated. **Action: Sharon (#1239)**

2.2 Governance review

Noted some discussion points were circulated by Tanya Mitchell for consideration around streamlining meetings. Of note:

- Set an agreed meeting time of 2 ½ hours
- Restructure the Agenda
- Submission of written reports where possible
- Clubs to submit Agenda items 10-days prior otherwise will be at Board's discretion
Action: Sharon (#1240)

2.3 Policies for ratification/review

The following policies were reviewed:

39	Disability – to be incorporated Action: Marie (#1241)
40	Volunteer recognition – withdrawn – to be a Charter Action: John/Marie (#1242)
35	Social media – to be updated Action: Sharon (#1243)
10	Heat policy – ratified Action: Marie (#1244)

2.4 Clearances

- Sheree Westerly – Subsonix to Water Warriors – ratified
- Stephen & Liane Brant – ASD to Adelaide Phoenix – ratified **Action: Marie (#1245)**

2.5 General

2.5.1 Number of paddles allowed by a paddler looking to trial a new Club

Noted this is covered sufficiently under Policy #07 – Participant Clearance Procedure.

2.5.2 Provision of state team top free of charge

This was discussed and consensus was not in favour of this. When costs are known however consideration could be given to subsidising part of the cost if recommended by the HP committee.

3. ADMINISTRATION

3.1 Previous Meeting Minutes – 13/9/18

MOVED: Sharon Knights and SECONDED: Chris Wood
THAT the Minutes of the meeting held 9 August 2018 be accepted as a true and accurate record.
CARRIED.

3.2 Business Arising

Nil.

3.3 Action List

ACTION ITEMS – MEETING 13/9/18	
NO.	ACTION
1217	Actioned. Update Board allocations on website.
1218	Ongoing. Follow up female contact who is keen to volunteer to see whether she can manage the volunteers on race days.
1219	Actioned. Place on next Agenda discussion on Secretary/BSO role.
1220	Actioned. Circulate Cultural Portfolio dossier produced by John Harris to Board.
1221	Actioned. Update Board allocations to website.
1222	Ongoing. Follow up with contact of person who maintains pontoons to see if they can help out with management of the buoys.
1223	Actioned. Ask Peter Button if he would be willing to assist with the Maintenance portfolio.
1224	Actioned. Send invite to Jeremy Sanders to attend a Board meeting.
1225	Actioned. Document and circulate areas for discussion at next meeting around governance.
1226	Ongoing. Check with Copper Coast if can use their boatshed for a meeting of all Clubs during the Wallaroo weekend (Sat night) to discuss how best to encourage and support regional participation at metro events.
1227	Ongoing. Take green TK1 to Canoe Works on Grange Road for repair.
1228	Ongoing. Look into options to purchase a Concept II rower machine and a 20kg bar with weights. <ul style="list-style-type: none">▪ Noted latest Concept II model E is around \$1650 so second hand one is being sourced.
1229	Actioned. Put on PF agenda reminder re availability of Issues papers.
1230	Actioned. Upload Policy #018 to website.
1231	Actioned. Advise of clearance approval for: <ul style="list-style-type: none">▪ Tony Morbidelli – Subsonix to Water Warriors▪ Caroline Kearon – ACDC to Black Dragons
1232	Ongoing. Put on next Board Agenda: <ul style="list-style-type: none">▪ Discussion on revising the number of paddles allowed with another Club if looking to change Clubs.(Actioned ref minute 2.5.1)

1233	Ongoing. Produce protocol on managing clearances outside of meetings.
1234	Actioned. Follow up with 'Miss Molly' whether lunch and coffee can be provided for a set number of volunteers each race day as part of any agreement. <ul style="list-style-type: none"> ▪ Noted discussions have been held since RC meeting to see what additional catering services can be provided and noted that more food options would be made available. ▪ Noted the issue of there being not enough food for the volunteers was due to the additional number of volunteers on that day.
1235	Actioned. Seek additional DBSA shirt designs with dragon placed back on the front.
1236	Actioned. Set First Aid course date and advise Clubs.
1237	Actioned. Put on next Board Agenda discussion on providing state top to the team free of charge.
1238	Actioned. Post to FB wishing aspiring Auroras good luck for their trials on Saturday.
ACTION ITEMS – ONGOING	
NO.	ACTION
764	Ongoing. Source examples of similar documentation from the dragon boat fraternity to update the New Team Manual. Noted JB and MD to assist to produce manual.
766	Ongoing. 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. <ul style="list-style-type: none"> ▪ Planning visit is scheduled for Friday.
907	Ongoing. Arrange for a cinema ad targeting Juniors up to 18 years of age using DDU footage.
938	Actioned. Look into updating / producing promotional brochure for Dragonmites.
968	Actioned. Type up details of Bryan Buttery's sporting / paddling history for John for consideration for submission into the SA Sports Museum Hall of Fame.
1004	Ongoing. Post Bryan Buttery's report to the website when located.
1017	Ongoing. Write a policy for use of DBSA assets.
1081	Ongoing. Update Race Day Volunteers' manual and include FinishLynx detail.
1129	Actioned. 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"> ▪ Noted this is being managed. ▪ Clubs can contact Sport SA or other organisations or parties to arrange training as needed.
1133	Ongoing. Provide a Charter for Volunteers.
ACTION ITEMS – MEETING 13/6/18	
NO.	ACTION
1186	Actioned. After Sweeps sub-committee meeting on Thu set course dates.
1187	Actioned. Set revision dates for those on the Sweeps' accreditation list.
1188	Actioned. Update First Aid course accreditation in Revolutionise. Agreed to take up the program.
1194	Ongoing. Check if Revolutionise will allow for a credit against a paddler's invoice. <ul style="list-style-type: none"> ▪ Noted this is being managed by AusDBF as part of their review into what can be offered from the overall invoicing/accounting functionality.
1196	Actioned. Provide Paul with the 18/19 race program.
1198	Actioned. Send reminder of boats allocated to Clubs for them to maintain and include on PF Agenda.
1199	Ongoing. Arrange for meeting of Maintenance Committee and set maintenance tasks. Provide copy of Charter. <ul style="list-style-type: none"> ▪ Noted is scheduled for Saturday 20 October.

1203	Withdrawn. Follow up BDs for a blurb on China event for FB/website.
1205	Ongoing. Seek a quote for website to be upgraded and mobile friendly. <ul style="list-style-type: none"> ▪ Quotes to be reviewed for discussion next meeting.
ACTION ITEMS – MEETING 9/8/18	
NO.	ACTION
1213	Ongoing. Amend Policy #05 and circulate to Board.

3.4 Revolutionise – update

Noted that Revolutionise has a standalone Accreditation program which will assist with the management of accreditation for First Aid and Sweeps records. Agreed to purchase.

Action: Marie (#1246)

3.5 VOAN management – update/status

Agreed John Holland would manage this in in the interim until the ESO is appointed.

3.6 2018/19 Sport & Recreation Sustainability Program funding

Agreed John Holland would arrange meeting as required. **Action: John (#1247)**

4. FINANCIAL REPORT

4.1 As at 30/9/18

MOVED: J. BOULD and SECONDED: P. BUTTON
TO accept financial reports for September 2018 as tabled and pay accounts on Account 1.
CARRIED.

4.2 Update

Noted payment of \$7,447 owed for September BAS.

Noted AusDBF chasing up payment for outstanding paddler fees of \$155 as at 30 June 2017. To be followed up by John Holland. **Action: John (#1248)**

Agreed that the AusDBF paddler levies collected would be listed as a liability and included in a Provisions line item. **Action: Jen (#1249)**

5. GOVERNANCE

5.1 Strategic Plan review

1. ADMINISTRATION

OBJECTIVE	ACTION(S)
1.1 Employ an Executive Officer and/or Office Staff	Job and person specifications developed. Job responsibilities developed Start with Part-time. <ul style="list-style-type: none"> ▪ Ongoing.
1.2 Review Governance	Conduct Annual Governance Review <ul style="list-style-type: none"> ▪ Being undertaken currently.
1.3 Review and further develop and maintain Committee structure	Development/Maintenance/Racing/Website/Sweeps/HP Additional Committees as identified <ul style="list-style-type: none"> ▪ Ongoing.
1.4 Review Administration outsourcing	Investigate options and the relevance of current practice <ul style="list-style-type: none"> ▪ Reviewed.
1.5 Data Base	Investigate, implement and maintain a database which provides the Association with the functionality to administer and develop the sport in South Australia <ul style="list-style-type: none"> ▪ Being done via Revolutionise
1.6 Promote the cultural values and traditions of Dragon Boat racing	Allocate a Cultural Portfolio to a Member. Foster the Cultural Traditions of our sport <ul style="list-style-type: none"> ▪ Done through opening ceremony and another one scheduled for 27 October.

5.2 Reverse Action Plan

2. COMMUNICATIONS & RELATIONSHIPS

BUSINESS AREA	ACTION
2.5 I can rely on DBSA to resolve any problems or issues appropriately	Policies reviewed to ensure they are still relevant and ensure that fairness is a priority <ul style="list-style-type: none">Being done constantly.

6. REPORTS

6.1 Consultant – John Holland

Noted has circulated details of work undertaken on the submission for the Masters Games with a contract just received to be circulated for approval prior to sign off. **Action: John (#1250)**

6.1.1 Removal of “Be Active” and “ORSR” logos from website

Clubs to be advised of requirement to remove this logo wherever placed.

Action: Sharon (#1251)

6.2 AusDBF

AGM is scheduled for Sunday 11 November in Canberra. Noted is same weekend as the Wallaroo Marina Challenge. DBSA representative to be either Chris Kelley or Chris Wood.

Action: Chris K/Chris W (#1252)

6.2.1 Privacy Breach email

Some background was given into how this came to light and agreed to send out to Clubs the email response from Raymond Strachan. **Action: Sharon (#1253)**

6.3 Secretary

Noted recent parking fines issued by Charles Sturt Council would be waived as they were issued by mistake.

6.4 Safety

Clubs to be advised to utilise Revolutionise for the reporting of any incidents in future.

Action: Sharon (#1254)

6.5 Equipment

Noted Boat #3 has some structural cracks from placement of the slings squeezing on the sides of the boat. Suggested be raised through respective Club Maintenance delegate for a spreader bar to be used.

6.6 Promotion & Development

The Wooden Boat Festival is scheduled for the Port on Saturday with paddlers from ACDC, Subsonix and ASA participating. Assistance would be needed to relocate the trailer and to search for the trailer number plate board. The old wooden paddles would be used. **Action: Chris W (#1255)**

Discussion being held with Renewal SA about a corporate type race day event set for 17 February. To be aligned with the Fork in the Road event at Hart's Mill. Specific groups to be targeted, ie: hospitality/fitness.

6.7 Junior Development

First Charles Sturt Council session was held today.

Training of Dragonmites team is proceeding well.

6.8 High Performance

First combined state training day is 21 October and will be promoted via email/Facebook/E-sign.

Action: Chris W / Sharon (#1256)

6.9 Publicity

Noted Avi Kleinburd (Powerblades) and Cassidy Burns (ACDC) were interviewed by SA Sport recently and this footage will appear on Channel 44 on Friday night at 7pm.

Noted Subsonix are part of a promotional advertisement with the RAA.

6.10 Website

Discussed.

7. CLUB MATTERS

7.1 Issues papers

Nil.

7.2 Email from Pat Doogue

Noted.

7.3 Email to Pat Doogue

The consensus is that only DBSA registered participants can sweep any event. To be advised.

Action: Sharon (#1257)

7.4 Race Committee – issues raised

7.4.1 Steps for beach access

Consensus was that it was not an issue and paddlers should utilise the boat ramp or Clubs to arrange their own steps.

7.4.2 Catering – feedback

Noted email advice received during this meeting from the caterer noting she was willing to be more flexible with catering options.

8. CLOSING

8.1 Any other business

- John Holland advised when in Darwin that he had met with Arafura Dragons and communicated with Darwin Waterfront Warriors and noted that they are both now being amicable with each other.

Some background was then given as to their expulsion as members from AusDBF and the question was asked by John Holland, if DBSA would be willing to take them on as members until they were in a position to set up their own association. The consensus was to support this and further discussions would be held with them to progress this. **Action: John (#1258)**

- The Council requirement for a fire check on The Sailing Club six monthly, was noted. Agreed to contact Leno Caruana for this service with John Holland noting that Leno was an acquaintance in case there was a perceived conflict of interest. **Action: John (#1259)**
- Advice received from Renewal SA (Vince Rigter) confirming the lease on The Sailing Club for a further two-year period. An update meeting is scheduled by them on Tuesday night at 5pm with PAAF and DBSA attendees welcomed to attend.
- Noted the AusDBF Member Protection Policy covers transgender paddlers in Australia. AusDBF are leaving it to IDBF to provide a policy for international competition.
- Approval given to John Holland to run a Sweeps course on KI over 2&3 December.
- Noted Canoe SA have written seeking to share the defibrillator unit owned by DBSA at the Boatshed. Agreed to let them know that they are welcome to use the defib machine when it is located in the shed but that they may want to consider getting a grant as it is often located elsewhere for various events. **Action: Chris K (#1260)**

As an aside it was noted that there is now an App available locating where defibrillators are located.

8.2 Next meeting

The next Board meeting is scheduled for 8pm Wednesday 14 November 2018 at The Sailing Club with the Presidents' Forum scheduled for 15 November.

8.3 Meeting close – at 10:30pm.

Signed: _____

Date: ____/____/____ President