



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

MINUTES

Board Meeting

Wednesday 14 November 2018 at 8PM

At

The Sailing Club – 1 Jenkins Road Port Adelaide

1. FORMALITIES

1.1 OPEN MEETING – 8:00 PM

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

1.2 PRESENT:

Chris Kelley

Chris Wood

Jennifer Bould

Maria Darby

Vi Duong

John Holland (Consultant)

Jeremy Sanders

1.3 APOLOGIES:

Sharon Knights

Tanya Mitchell

Peter Button

1.4 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

Follow up to be had with Peter Button on status of recommended salary.

Action: Sharon (#1261)

2.2 ACDC Coorong Dragons

Chris Wood and Jeremy Anders were asked to leave the meeting whilst an “in camera” discussion was held. Noted will be raised at PF meeting.

2.3 Jeremy Sanders – Board appointment

MOVED: C. WOOD and SECONDED: M. DARBY
That Jeremy Sanders be appointed to the Board.
CARRIED.

Board induction to be scheduled. **Action: (#1262)**

2.4 Governance Review

Discussion held over.

2.5 Policies for ratification/review

The following policies were reviewed:

- #40 – Volunteer recognition (Sharon to reword)
- #35 – Social media – ratified
- #29 – Appointment of delegates to AusDBF – ratified
- #30 – Training protocol (Port River/West Lakes) – ratified
- #37 – Website Committee – is now a Charter

- #38 – Cultural & Publicity Portfolio – to be a Charter **Action: John (#1263)**
 - #47 – Alcohol management – ratified
 - #20 – Life membership - ratified
- Action: Marie (#1264)**

2.6 Clearances

- Lynda Crisp – Black Dragons to Subsonix – ratified

Agreed to streamline the clearance application form. **Action: Marie (#1265)**

3. CLUB / PADDLER MATTERS

Noted Jennifer Rosevear (Powerblades) kindly stepped up to help Copper Coast with the race program for the recent regatta.

Overview of the regional teams meeting held after the Wallaroo event to be provided at the next meeting.

Noted Vicki's Pride had contacted Jennifer Bould to find out what the 2019/20 membership fees were and was provided with this information.

Noted Victor Dragons had approached Chris Kelley seeking sweeping opportunities and would be invited to attend some training sessions prior to year-end and then be assessed.

4. ADMINISTRATION

4.1 Previous Meeting Minutes – 10/10/18

MOVED: Chris Wood and SECONDED: Jennifer Bould
 THAT the Minutes of the meeting held 10 October 2018 be accepted as a true and accurate record.
 CARRIED.

4.2 Business Arising

Nil.

4.3 Action List

ACTION ITEMS – MEETING 13/9/18	
NO.	ACTION
1239	Ongoing. Forward Tanya's changes to ESO/Secretary role PD to Peter for inclusion.
1240	Done. Advise Clubs that they will need to submit Agenda items 10 days prior to a meeting for inclusion on the Agenda otherwise will be at Board's discretion if they will be included.
1241	Done. Policy 39 – Disability – incorporate Maria's version.
1242	Done. Withdraw Policy 40 – Volunteer recognition and convert into a Charter document.
1243	Done. Update Policy 35 – Social media
1244	Done. Upload Policy 10 – Heat policy
1245	Done. Process clearances for Stephen & Liane Brant.
1246	Done. Arrange with Revolutionise to purchase their Accreditation program.
1247	Done. Meet with OR&S as required as part of funding.
1248	Done. Follow up with AusDBF outstanding invoice for paddler fees as at 30 June 2017.
1249	Done. Allocate AusDBF paddler levies collected into a separate line item of Provisions.
1250	Done. Circulate Masters Game contract for approval to sign.
1251	Done. Advise Clubs of need to remove any "Be Active" and "ORSR" logos wherever placed.
1252	Done. Work out who is representing DBSA at AGM in Canberra on Sun 11 Nov.
1253	Done. Forward Raymond Strachan's response to the Privacy Breach email.
1254	Done. Advise Clubs to report any safety incidents in Revolutionise.

1255	Done. Seek volunteers to help with moving the wooden boat trailer, searching for the trailer number plate board and wooden paddles for Wooden Boat Festival.
1256	Done. Send email reminder and post to FB details of first combined State Training event and promote via E-sign.
1257	Done. Advise Pat Doogue that only DBSA registered paddlers can sweep at any event.
1258	Ongoing. Hold further progress discussions with Arafura Dragons and Darwin Waterfront Warriors re becoming DBSA members in the interim whilst working towards forming own Club.
1259	Done. Arrange with Leno for an ongoing six-monthly fire safety check of The Sailing Club.
1260	Done. Contact Canoe SA and let them know that they are welcome to use the defib machine when it is in the shed but that they may want to consider getting a grant as it is often located elsewhere for various events.
NO.	ACTION
1218	Ongoing. Follow up female contact who is keen to volunteer to see whether she can manage the volunteers on race days.
1222	Ongoing. Follow up with contact of person who maintains pontoons to see if they can help with management of the buoys.
1226	Done. 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	Withdrawn. Take green TK1 to Canoe Works on Grange Road for repair.
1228	Ongoing. Into options to purchase a Concept II rower machine and a 20kg bar with weights.
1233	Withdrawn. Produce protocol on managing clearances outside of meetings.
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 produce manual. <ul style="list-style-type: none"> ▪ Suggested look at AusDBF website.
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"> ▪ Event scheduled for 9&10 March with draft program to be released soon.
907	Ongoing. Arrange for a cinema ad targeting Juniors up to 18 years of age using DDU footage. <ul style="list-style-type: none"> ▪ Noted Reading Cinemas have now bought Odeon Cinemas and follow up will be had with them.
1004	Done. 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. <ul style="list-style-type: none"> ▪ Noted the issue with FinishLynx has been fine tuned.
1131	Done. Update Sweeps' register to include expiry date.
1133	Done. Provide a Charter for Volunteers.
NO.	ACTION
1199	Done. At inaugural meeting of Maintenance delegates on 20 th Oct set up Maintenance Committee and set maintenance tasks. Provide copy of Charter.
1205	Ongoing. Review both quotes and respective website links for website upgrade.
NO.	ACTION
1213	Ongoing. Amend Policy 05 and circulate to Board.

4.4 Revolutionise – update

Nil update.

4.5 Meeting dates 2019

Meeting dates for 2019 are set as follows at 8pm:

- Wed 16-Jan
- Wed 13-Feb
- Thu 14-Feb (PF)
- Tue 12-Mar
- Wed 10-Apr
- Tue 07-May
- Wed 08-May (PF)
- Wed 12-Jun
- Tue: 09-Jul
- Wed: 14-Aug
- Wed: 21-Aug (AGM + PF)
- Thu: 12-Sep
- Wed: 09-Oct
- Tue: 12-Nov
- Wed: 13-Nov (PF)
- Wed: 11-Dec

5. FINANCIAL REPORT

5.1 As at 31/10/18

MOVED: M. DARBY and SECONDED: J. SANDERS
 TO accept financial reports for October 2018 as tabled and pay accounts on Account 1.
 CARRIED.

6. GOVERNANCE

6.1 Strategic Plan review

2. PROMOTION AND MARKETING

OBJECTIVE	ACTION(S)
2.1 Continually update our website to portray the sport as a vibrant and exciting activity for people of all ages	Website committee to ensure content is always current and relevant and easy to access <ul style="list-style-type: none"> ▪ Being done.
2.2 Regular Press and radio coverage with particular focus on online media	Send items of interest about race days to local media both Print & Broadcast. <ul style="list-style-type: none"> ▪ Noted there has been good promotion during race days from Paul.
2.3 Television exposure	Promote Corporate Challenge and other events of interest through the "Sports Show" on channel 44 <ul style="list-style-type: none"> ▪ Noted has been recent promotion on tv and radio 5AA.
2.4 Promote Schools and Junior Events	Actively seek opportunities to engage school groups. Promote the establishment and development of the "Dragonmites" <ul style="list-style-type: none"> ▪ Being done.
2.5 Cinema Advertising	Develop a cinema advertisement promoting the sport and website <ul style="list-style-type: none"> ▪ Discussed.
2.6 Banners and Billboards	Identify sites and opportunities to promote the sport utilising banners or billboards <ul style="list-style-type: none"> ▪ Have Port Road banner generally.
2.7 Alternate Race Venues	Plan a minimum of 1 race meeting per season in a different venue to showcase our sport <ul style="list-style-type: none"> ▪ Importance of cementing a venue for a number of years was considered important to grow the sport in a given location. ▪ Patawalonga was put forward as a venue noting that Phoenix was having an event three soon. ▪ The logistics of hosting an event outside of Aquatic was noted.

2.8 Promote corporate paddle opportunities	Promote to businesses to expand the number of services <ul style="list-style-type: none"> ▪ Noted event is being scheduled on the Port River with local businesses. ▪ Suggested marketing person is needed.
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6.2 Reverse Action Plan

3. SERVICES AND SUPPORT

BUSINESS AREA	ACTION
3.4 Guidance on how to recruit and retain volunteers	Provide training for volunteers – both regatta and administration <ul style="list-style-type: none"> ▪ Ongoing.
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"> ▪ This year has gone over and above previous years with it being pushed by some Auroras paddlers.

7. REPORTS

7.1 AusDBF

Report given from recent AusDBF meeting:

- CCWC – qualifications will be in the odd years with teams needing to attend in the even year to protect their qualification. Any spots not taken up will be up for grabs in the even years.
- Trans-Tasman – MOU being produced which will ensure requirement that all teams entered are actually a club crew.
- Data breach discussion – was not raised and noted Raymond Strachan had fixed the code error and said he was not aware of anyone accessing the data to the best of his knowledge. Question was asked if AusDBF have a Data Breach Policy with the response being that they do not.
- Version 7 – Competition Regulations & Rules of Racing have been updated and will be circulated soon.
- Juniors – Sweeps – 15 and Drummers – 12 years of age. DBVIC is changing Rev Sport so that only 10 year old juniors can register.
- AusDBF paddler levy – will be invoiced four times throughout the year from the numbers provided on Rev Sport.
- Sweeps’ Guidelines – passed by the Sweeps’ committee and will be circulated separately. Minor word changes made “Sweeps/Steerer” instead of “helm”.
- Two new Board members elected – DBQ Kristine Fleming and DBVIC – Tim Campbell with Rex Tindal re-elected.

7.2 Junior Development

Noted Scouts Jamboree event is proceeding in January with four people currently to be trained as Sweeps. Boats – 4 from Torrens, 2 from Sailing Club and 2 from Aquatic will be utilised. The Scouts have their own transport and will convey the boats to Wellington and arrange their own people to help. Noted John Holland would attend most days of the event.

Quote to be sought for another 60 paddles. **Action: John (#1266)**

Noted difficulty in getting Juniors to come out to training. Suggested that it would be good if some of the juniors could be trained as Sweeps.

The report written by John Holland on the race timing during the last Torrens event was circulated to the Board.

7.3 Secretary

Nil report.

7.4 Safety

Difficulty of accessing the OC1 was noted and would be reviewed at the next race day.

Action: Board (#1268)

Noted clearance of 2m to be in place during state training.

7.5 Equipment

Hose reel – noted ongoing issue with sand and agreed that different model will be purchased next time.

7.6 Promotion & Development

Nil report.

7.7 High Performance

Camp attendance – 18 invited, 15 – paddlers, 2 – sweeps and 1 – drummer. 4 x Juniors went to the Auroras camp in July.

State team – two training sessions held with over 70 paddlers attending both.

7.8 Website

Discussed.

8. CLOSING

8.1 Any other business

- Date to place blue buoy back to be advised. **Action: Jeremy (#1268)**
- Wallaroo regatta – noted damage to the car which towed up the DBSA trailer due to unfamiliarity with the best process to be followed to secure the trailer. Suggested a notice be placed on the trailer to inform people.
- General discussion held about the use of drones during a race day.
- Sweeps' Committee to discuss circumstances when accreditation expires.
- Noted request made to Pat Doogue to be the Starter for the Hat Regatta. Approval given for use of necessary DBSA equipment. Any reimbursement for travel costs to be sought from organising Club.

8.2 Next meeting

The next Board meeting is scheduled for 6:30pm Wednesday 12 December 2018 at The Sailing Club to be followed by Dinner. **Action: Chris (#1269)**

8.3 Meeting close – at 10:15pm.

Signed: _____

Date: ____/____/____ President