



MINUTES

Board Meeting

Wednesday 12 December 2018 at 6:30PM

At

The Sailing Club – 1 Jenkins Road Port Adelaide

1. FORMALITIES

1.1 OPEN MEETING – 6:30 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	Jeremy Sanders
Sharon Knights	Tanya Mitchell	Peter Button

1.3 APOLOGIES:

Nil

1.4 DECLARATIONS OF INTEREST

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

2. ADMINISTRATION

2.1 Previous Meeting Minutes – 14/11/18

MOVED: Maria Darby and SECONDED: Jennifer Bould
 THAT the Minutes of the meeting held 14 November 2018 be accepted as a true and accurate record.
 CARRIED.

2.2 Business Arising

Nil.

2.3 Action List

ACTION ITEMS – MEETING 13/9/18

NO.	ACTION			
1261	Follow up with Peter Button as status of recommended salary for BSO position. <ul style="list-style-type: none"> ▪ The draft Position Description including the salary classification was tabled. ▪ Agreed to consider prior to discussion at next meeting. 	ASAP	Sharon	Ongoing
1262	Schedule an induction session for Jeremy Sanders. <ul style="list-style-type: none"> ▪ Peter Button to be included. 	ASAP	Chris W	Ongoing
1263	Cultural & Publicity Portfolio – convert to a Charter. <ul style="list-style-type: none"> ▪ Noted John was seeking clarification as Cultural is managed by only one person and queried what then happens to Publicity as to what was required. ▪ Suggested he look at the PD created by MA Holt in the first instance. 	ASAP	John	Ongoing
1264	Upload policies: 35, 29, 30, 47, 20.	ASAP	Marie	Done
1265	Update the clearance application form. <ul style="list-style-type: none"> ▪ To be done once policy is ratified. 	ASAP	Maria	Ongoing

1266	Seek quote for 60 paddles. <ul style="list-style-type: none"> Quote was tabled and reviewed. Noted more info is required as to the construction of these ones and what is the cost of the other DBSA paddles recently purchased for comparison purposes. Action: JH (#1270) 	ASAP	John	Done
1267	Seek alternative options for location of OC1 to allow for ready access. <ul style="list-style-type: none"> Has been moved on top of small boat 	Next race day	ALL	Done
1268	Advise Chris K of availability to place blue buoy back.	ASAP	Jeremy	Done
1269	Arrange Christmas dinner at Portabellos for Wed 12 Dec after Board meeting.	ASAP	Chris W	Done
ACTION ITEMS – MEETING 10/10/18				
1258	Hold further progress discussions with Arafura Dragons and Darwin Waterfront Warriors re becoming DBSA members in the interim whilst working towards forming own Club.	ASAP	John	With-drawn
ACTION ITEMS – MEETING 13/9/18				
1218	Follow up female contact who is keen to volunteer to see whether she can manage the volunteers on race days.	ASAP	Sharon	Ongoing
1222	Follow up with contact of person who maintains pontoons to see if they can help with management of the buoys. <ul style="list-style-type: none"> Noted Maria would contact friend living on the lake with a pontoon. 	ASAP	Chris K & Sharon	Ongoing
1228	Look into options to purchase a Concept II rower machine and a 20kg bar with weights.	ASAP	Chris W	Ongoing
ACTION ITEMS – ONGOING				
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	Maria & Jen & Sharon	Ongoing
766	Follow up with Fiona Sanders re setting up of an Amazing Race type event at Goolwa for 9 th &10 th March long weekend. <ul style="list-style-type: none"> Noted draft schedule will be circulated to the Board and then sent out to Clubs asap. 	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
1017	Write a policy for use of DBSA assets	ASAP	Sharon	Ongoing
1081	Update Race Day Volunteers' manual and include FinishLynx detail. <ul style="list-style-type: none"> Noted draft manual has been circulated to Board for review. 	ASAP	Jen & Sharon	Ongoing
ACTION ITEMS – MEETING 13/6/18				
1205	Review both quotes and respective website links for website upgrade. <ul style="list-style-type: none"> Details of what was quoted on by John to be provided to second person submitting a quote so that they can be compared equally. 	Next meeting	All	Ongoing
ACTION ITEMS – MEETING 9/8/18				
1213	Amend Policy 05 and circulate to Board.	ASAP	Sharon	Done
ACTION ITEMS – PRESIDENTS' FORUM – 15/08/18				
01	Clubs to let their Maintenance delegate know to send an email to Chris Kelly advising if they have done their initial maintenance check. <ul style="list-style-type: none"> Reminder to be sent to Clubs that maintenance on allocated boats is ongoing. Action: CK (#1272) List of allocated boats to be provided to Marie for uploading to website. Action: Cw (#1273)	ASAP	CLUBS	Done
02	Review storage facilities at boatshed for options to secure more room. <ul style="list-style-type: none"> Noted some more rearranging will be undertaken. 	Next race day	BOARD	Done

03	Remove bar fridge from Boatshed. <ul style="list-style-type: none"> ▪ Follow up to be had with Phoenix as the understanding was that everyone could access their fridge under an honour system so there was uncertainty as to why it was locked. Action: Sharon (#1274)	ASAP	ACDC	Done
04	Arrange for Maintenance Committee to purchase an air vent and install this in the container.	Urgent	Chris K	Not needed
05	Purchase appropriate signage to be placed on the container in the interim to warn against smoking / ignition source.	Urgent	Neil	Ongoing
06	Trophies – DBSA to consider: 1. awarding them at an end of each season function as was done several years ago. 2. introducing an Honour Board which would include Life Members. <ul style="list-style-type: none"> ▪ Noted was good idea to award trophies at end of season function. ▪ Noted could have an online Honour Board until a permanent meeting venue is sourced. Action: Marie (#1275)	Next Board meeting	Board	Ongoing
07	Follow up with Canoe SA for a sensor light inside at the Boatshed. <ul style="list-style-type: none"> ▪ Noted the female toilets were blocked up and email was sent with response given there was no issue. 	ASAP	Sharon Knights	Ongoing
08	Source a stainless steel lock for the Boatshed. <ul style="list-style-type: none"> ▪ To be brought up at RC meeting instead. 	ASAP	Steve Holt	RC meeting
09	Produce position paper on formation of DBSA “away team”.	ASAP	Chris W	Ongoing

3. BOARD DISCUSSION/DECISION MAKING

3.1 ESO/Secretary role

Discussion held over to next meeting.

3.2 ACDC Coorong Dragons

Chris Wood and Jeremy Sanders were asked to leave the room whilst an “in camera” meeting was held and the matter discussed.

3.3 Governance Review

Discussion held over to next meeting.

3.4 Policies for ratification/review

The following policies were reviewed:

- #40 – Volunteer recognition (Sharon to reword) – held over
- #05 – Conditions of entry to races... (via email) – ratified **Action: Marie (#1276)**

3.5 OR&S Initiatives (40:40:20)

Discussion held over to next meeting.

3.6 Clearances

- Peter Alchin – DBSA to Powerblades – ratified

4. CLUB / PADDLER MATTERS

4.1 Refund request – Water Warriors

Request received for refund to Annette Watts registration fee was discussed. Agreed to reimburse the Early-bird registration fee minus the AusDBF levy (\$180). **Action: Jennifer (#1277)**

4.2 Email from Copper Coast

Request received to offer the old clunker boat at Wallaroo to the Council as a show piece to promote the sport and to offer to repair the trailer and transfer the registration to them was discussed.

Quote for an assessment of the trailer to be made roadworthy to be provided first.

Action: Sharon (#1278)

4.3 Email from Waiwilita

Email received seeking some guidance on how to deal with any emergency medical event whilst paddling around the island was discussed.

Agreed to ask PBs for a copy of their documentation for posting to DBSA website.

Action: Peter (#1278)

Response to be sent back advising what should be done in the interim. **Action: Vi (#1279)**

4.4 ASD – TK2 for sale

The request to consider purchasing a near new TK2 from ASD was discussed. Noted there was a need to be mindful of the limited storage available and that a TK1 would be preferable as there was already an OC2 available.

Agreed to ask if they would like to offer it to Clubs and posted to Facebook and on the Equipment for Sale section of the DBSA website. **Action: Sharon (#1280)**

4.5 Mannum Paddle Steamers – Dragonboat at Walkers Flat

Noted this related to the Champion boat taken up there by Blade Runners. More information to be sought along with a quote for repairs. **Action: Jennifer (1281)**

4.6 Proposed merger of ASA & Vicki's Pride

Noted response to be sent as discussed. **Action: Sharon (#1282)**

4.7 Blade Runners

Discussion held over to next meeting.

4.8 Complaint – Peter Alchin

This issue was discussed.

Noted a witness statement corroborating Peter's record of conversation held was required if this was to be investigated further. **Action: Sharon/Maria (#1283)**

A written statement is to be provided by Chris Kelley on his side of the discussion.

Action: Chris K (#1284)

Agreed to include ruling in Policy #05 on policy for returning members along the following lines "any returning paddler will be expected to join DBSA thus allowing them to train with any Club until they make a decision to join one of them". **Action: Maria (#1285)**

5. FINANCIAL REPORT

5.1 As at 30/11/18

MOVED: M. DARBY and SECONDED: P. BUTTON TO accept financial reports for November 2018 as tabled and pay accounts on Account 1. CARRIED.

5.2 Update

Noted that the phone line and internet with Optus has been cancelled as part of the changeover to the NBN as the advice had been sent to the wrong address.

Alternate plans were discussed and would be followed up as soon as possible.

Action: Jen & Chris K (#1286)

Phone contact number to be removed from the website as it was no longer available.

Action: Marie (#1287)

6. GOVERNANCE

6.1 Strategic Plan review

Discussion held over to next meeting.

6.2 Reverse Action Plan

Discussion held over to next meeting.

7. REPORTS

7.1 AusDBF

- **Race Officials Mentor Program**

Follow up to be had on who would be suitable for this program and inform AusDBF.

Action: Chris W (#1288)

- **2022 AusChamps**

Acknowledgement to be sent to AusDBF on date set for Adelaide AusChamps over Easter in 2022 and Rowing Course to be booked. **Action: Chris W (#1289)**

7.2 Junior Development

Nil report.

7.3 Secretary

An update was given on the various email correspondence received which had generally been circulated to the Board.

Response to be sent to ASD (Jane Carey) that first aid courses are scheduled in Adelaide twice yearly with the next one not scheduled until May. Date to be set with provider and advised.

Action: Chris W (#1290)

Correspondence from Hon. Corey Wingard to be circulated to Clubs. **Action: Sharon (#1291)**

The email from Powerblades querying the race results from the OzAsia event and seeking to be recognised as the winner of one of the races rather than ACDC was discussed. Noted the discussion paper submitted by John Holland as Chief Official after the event had not been received and this would be followed up for discussion at the next meeting. **Action: Chris W (#1292)**

7.4 Safety

Noted that details of the incident on the Port River where the local fire station attended to assist some paddlers nearby the lock entrance into West Lakes, was noted as being a Council issue.

7.5 Equipment

Agreed to look at the safety latches on the pulley hooks to ensure that they are in good working order. **Action: Chris K (#1293)**

Noted that they are usually checked by Andres Jones annually and that the slings have a life span and the blocks were replaced last season.

7.6 Promotion & Development

Sweeps course is being held this Sunday for a number of Scouts. Follow up to be had with John Holland as to the training required so that it can be delivered by Chris Kelley once John leaves early and reminder email to be sent to participants. **Action: Chris K (#1294)**

7.7 High Performance

Noted meeting will be arranged with various coaches prior to Christmas if possible.

7.8 Publicity

Nil report.

7.9 Website

Nil report.

8. GENERAL BUSINESS

8.1 Revolutionise – update

Nil.

8.2 Meeting dates 2019

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

▪ Wed 16-Jan	▪ Wed 13-Feb	▪ Thu 14-Feb (PF)	▪ Tue 09-Apr
▪ Tue 07-May	▪ Wed 08- May (PF)	▪ Wed 12-Jun	▪ Tue 09-Jul
▪ Wed 14-Aug	▪ Wed 21-Aug (AGM/PF)	▪ Tue 10-Sep	▪ Wed 09-Oct
▪ Tue 12-Nov	▪ Wed 13-Nov (PF)		

9. CLOSING

9.1 Any other business

- Discussion to be held at next meeting on feedback from regional meeting held and medals for State Championships. **Action: Marie (#1295)**
- Tanya Mitchell advised she was liaising with Vicki's Pride on an issue.

9.2 Next meeting

The next Board meeting is scheduled for 6:30pm Wednesday 16 January 2019 at The Sailing Club.

9.3 Meeting close – at 8:08pm.

Signed: _____

Date: ____/____/____ President