



MINUTES

Board Meeting

Wednesday 16 January 2019 at 8:00 pm

At

The Sailing Club – 1 Jenkins Road Port Adelaide

1. FORMALITIES

1.1 OPEN MEETING – 8pm

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

1.2 PRESENT:

Chris Kelley

Chris Wood

Jennifer Bould

Sharon Knights

Tanya Mitchell

Peter Button

1.3 INVITED: John Holland

1.4 APOLOGIES:

Maria Darby

Vi Duong

Jeremy Sanders

1.5 DECLARATIONS OF INTEREST

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

JOHN HOLLAND – UPDATE

AMG Planning – October

Noted that John Holland, Chris Wood, Tanya Mitchell, Sharon Knights and Jennifer Bould had all agreed previously to be on this organising committee and are to register online if able to attend the first Sport meeting on 5 February. **Action: Chris W, Tanya, Sharon, Jennifer (#1296)**

Event to be promoted on website and Facebook. **Action: Sharon (#1297)**

Agreed to hold planning meetings prior to AMG meetings as follows:

- 11-Feb, 01-Apr, 03-Jun, 29-Jul, 26-Aug and 04-Nov

Port Pirie Masters Games

Brochures (A4 & A3) were provided for circulation and promotion. **Action: Sharon (#1298)**

Noted DBSA trailer, Umpire's boat and possibly 2 x DBSA boat trailers will need to be taken to the venue with up to four boats possibly needed. Agreed that they could be hired as needed. Chris Wood offered to tow up two boats.

The plans for the location of the tents, boat loading and course direction were tabled.

Volunteers to be sought to tow boats and assist on the day. **Action: Sharon (#1299)**

Rowing SA

Noted Rowing SA are looking at putting in a development application to upgrade their facilities and keen to know if DBSA and Canoe SA are keen to be involved. A paddle sport working party will be established. There may be an opportunity to store some boats there and possibly share an office. Agreed to become involved.

John Holland then left the meeting.

2 ADMINISTRATION

2.1 Previous Meeting Minutes – 12/12/18

MOVED: Peter Button and SECONDED: Chris Wood
 THAT the Minutes of the meeting held 12 December 2018 be accepted as a true and accurate record.
 CARRIED.

2.2 Business Arising

Nil.

2.3 Action List

ACTION ITEMS – MEETING 12/12/18				
NO.	ACTION			
1270	Review draft PD for BSO position. <ul style="list-style-type: none"> Agreed to reformat and advertise position. Action: Sharon (#1300)	Next meeting	All	Done
1271	Find out from John what the Merlin paddles (quoted) are made of and the price of the previous DBSA paddles purchased for comparison purposes.	ASAP	Chris W & John	Done
1272	Advise Clubs that they need to maintain their boats throughout the entire season not just when initially allocated them by DBSA.	ASAP	Chris K	Done
1273	Send list of allocated boats for maintenance to Marie for uploading to website.	ASAP	Chris W	Done
1274	Follow up with Phoenix why their fridge is locked as the understanding was that everyone would be able to access it under an honour system. <ul style="list-style-type: none"> Noted it is locked because there is cash inside and that there is an honour system in place. Any Club can request a key. 	ASAP	Sharon	Done
1275	Look into setting up an online Honour Board (for Life members etc.)	ASAP	Marie	Done
1276	Upload policy #05 – Conditions of entry to races...	ASAP	Marie	Done
1277	Reimburse WWs / Annette Watts early-bird rego fee (minus AusDBF levy) – amount of \$206-\$26 = \$180	ASAP	Jennifer	Done
1278	Source a copy from PB of their documentation for dealing with an emergency medical event whilst paddling around the island and provide to Marie for uploading to website.	ASAP	Peter & Marie	Done
1279	Write back to Waiwilta with some guidance in the interim on what to do for any medical emergency whilst paddling around the lake.	ASAP	Vi	Ongoing
1280	Ask ASD if they would like their ad for TK2 to be sent to Clubs, posted to FB and placed on DBSA website “equipment for sale” page.	ASAP	Sharon	Done
1281	Follow up with Mannum Paddle Steamers for more info on the status of the dragon boat and for a quote to be provided for repair.	ASAP	Jennifer	Ongoing
1282	Advise Vicki’s Pride of action to be taken if they wish to merge with ASA to race.	ASAP	Sharon	Ongoing
1283	Send a response to Peter Alchin asking for witness statement corroborating his side of the story.	ASAP	Sharon & Maria	Done
1284	Provide a written statement on interaction with Peter Alchin.	ASAP	Chris K	Withdrawn
1285	Update Policy #05 - 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” and send to Clubs for their info.	ASAP	Maria	Ongoing
1286	Look into plan for internet/phone line for DBSA. <ul style="list-style-type: none"> Chris wood to change answering phone message. Action: Chris W (#1301) 	Urgent	Jen & Chris K	Done
1287	Remove DBSA phone number from website as is no longer available.	ASAP	Marie	Done

1288	Follow up who would be eligible to be nominated to AusDBF to be part of the Race Officials Mentor Program and advise AusDBF. ▪ Agreed would be: John, Jennifer and Chris W	ASAP	Chris W	Done
1289	Respond to AusDBF acknowledging Adelaide for 2022 AusChamps and book venue at Rowing Course. Also ask that at least four weeks be given for any response from members, so issues can be discussed at the next Board meeting. ▪ Noted Easter dates set with Rowing SA and application being submitted to Council.	ASAP	Chris W	Ongoing
1290	Find out date from provider of First Aid course for next course and advise ASD (Jane Carey). ▪ Scheduled for Sunday 2 nd June @ 9am.	ASAP	Chris W	Ongoing
1291	Circulate correspondence from Hon. Corey Wingard to Clubs.	ASAP	Sharon	Done
1292	Follow up John for copy of his Chief Official's report into the OzAsia race where the winner was assigned to ACDC over Powerblades. ▪ Report to be sent to Jenny and state supporting Chief Official's report.	ASAP	Chris W	Done
1293	Look at safety latches on pulley hooks to ensure in good working order.	ASAP	Chris K	Done
1294	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.	Urgent	Chris K	Done
1295	Place on next Agenda discussion on medals for states and discussion from regional meeting. ▪ Agreed to look at order form from previous year and liaise with John for any of his thoughts on this order. Ensure each category is covered in case not run in previous year. Details to be circulated. Action: Chris W (#1302)	Next Agenda	Marie	Done
ACTION ITEMS – MEETING 14/11/18				
1262	Schedule an induction session for Jeremy Sanders and Peter Button.	ASAP	Chris W	Ongoing
1263	Cultural & Publicity Portfolio – convert to a Charter. Look at PD produced by MA Holt in the first instance.	ASAP	John	Ongoing
1265	Update the clearance application form once the policy has been ratified. ▪ Agreed to leave at 'three' the following: Any one Club can accept a maximum of <u>three</u> registered paddlers from any other single Club.	Once policy ratified	Maria	Ongoing
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	Done
1222	Follow up with person living on lake who has a pontoon to find out who maintains them to see if they can help out with management of the buoys.	ASAP	Maria	Ongoing
1228	Look into options to purchase a Concept II rower machine and a 20kg bar with weights. ▪ Agreed not to purchase the rower machine. ▪ Vi to be asked to relocate weights to boatshed for access by all.	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	Ongoing
766	Circulate draft programme for Amazing Race type event on March long weekend for approval and then send out to Clubs.	Priority	Chris W & Fiona	Done
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	Finalise the Race Day Volunteers' manual and include FinishLynx detail once Board has reviewed.	ASAP	Jen & Sharon	Ongoing
ACTION ITEMS – MEETING 13/6/18				
1205	Provide contact who is providing website quote the details of what John quoted on for comparison purposes.	Next meeting	Sharon	Ongoing
ACTION ITEMS – PRESIDENTS' MEETING HELD – 15/08/18				
05	Purchase appropriate signage to be placed on the container 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 a number of years ago. ▪ Agreed to look at this next season and include question on this in end of season member survey. 2. introducing a virtual Honour Board which would include Life Members as part of new website.	Next Board meeting	Board	
07	Follow up with Canoe SA for a sensor light inside at the Boatshed.	ASAP	Sharon Knights	Done
09	Produce position paper on formation of DBSA “away team”	ASAP	Chris W	Ongoing

3 BOARD DISCUSSION/DECISION MAKING

3.1 BSO role

Discussed earlier.

3.2 Governance Review

Noted is time to complete this again so form will be downloaded and circulated to Board.

Action: Tanya (#1303)

3.3 Policies for ratification/review

The following policies were reviewed:

- #40 – Volunteer recognition (Sharon to reword) – held over
- #01 – SunSmart – ratified
- #32 – Board secondment – ratified

Action: Marie (#1304)

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

Noted.

4 CLUB / PADDLER MATTERS

4.1 Powerblades email re race result query (OzAsia)

Discussed with response to be given to send them Chief Official's report. **Action: Sharon (#1305)**

4.2 Blade Runners - status

Email to be sent along the following lines:

1. Reminder that any member (including DBSA Life members) must be registered if paddling or sweeping this season.
2. As part of providing membership numbers to AusDBF for the paddler levy to be invoiced it was noted that their Club has no registered paddlers. Question to be asked as to their intentions going forward. **Action: Jen (#1306)**

4.3 Clearance – Trace Young

The clearance application for Tracey Young to transfer from Water Warriors to Adelaide Phoenix was ratified. **Action: Marie (#1307)**

5 FINANCIAL REPORT

5.1 As at 31/12/18

MOVED: S. KNIGHTS and SECONDED: P. BUTTON
TO accept financial reports for December 2018 as tabled and pay accounts on Account 1.
CARRIED.

5.2 Update

Follow up agreed as follows:

- Darcy Knights status of quote for caravan renovations. **Action: Sharon (#1308)**
- John for Scouts invoice for boat hire. **Action: Chris W (#1309)**
- Scotch College to query recent invoice for \$2,200 for Jan-Dec. **Action: Jen (#1310)**

6 GOVERNANCE

6.1 Strategic Plan review

Noted below is all being undertaken.

3. Coaching & Officiating

OBJECTIVE	ACTION(S)
3.1 National AusDBF Dragonboat Coaches Course	Continue to promote involvement to members and offer regular courses
3.2 National AusDBF Dragonboat Sweep Program	Continue to conduct the Sweeps accreditation program.
3.3 DragonBoat SA Dragonboat Officials Course	AusDBF Level 3 Officials to Mentor local Officials to accredit to level 3 DBSA Official
3.4 National AusDBF Dragonboat Officials Course	Establish a qualified trainer in South Australia
3.5 Senior First Aid Course	Arrange Senior First Aid Training Course

6.2 Reverse Action Plan

4. Policies

BUSINESS AREA	ACTION
4.2 There are clear policies regarding representative team selection	Review and reformat current policy with Club Presidents at Presidents' Forum. <ul style="list-style-type: none">• On track.

7 REPORTS

7.1 AusDBF

7.1.1 State Regional Boundaries

The below request from AusDBF was discussed:

Happy New Year to everyone!

I am hoping all the States who have regionally based clubs, could you please provide a map or information on how your State divides up the regional boundaries and what your State classes as a regional club. I am sure all States are going to be different, it would be helpful for AusDBF to know this information for future reference with the Competition Rules and Regulations – Regional Category. Thanks for your assistance.

Agreed to respond that currently there is only one region in SA which is outside 100km from the GPO. **Action: Sharon (#1309)**

7.1.2 Flying Minute – AusDBF financial report 2017/18

Agreed to respond endorsing the financial report for 201718. **Action: Sharon (#1310)**

7.1.3 IDBF – website domain change

Noted.

7.2 Secretary

Noted email from Charles Sturt Council (discussed earlier) seeking user feedback on the BMX track at: <https://www.yoursaycharlessturt.com.au/>. **Action: All (#1311)**

7.3 Safety

Nil issues.

7.4 Equipment

Noted:

- Ongoing issue of mats not being placed back in bats and would be brought up at RC meeting.
- Damage of head and tail in one of the Scouts boats. Head is being repaired by Chris Kelley.
- TK1 – ama thread is coming away. John to be asked to look at it. **Action: Chris W (#1312)**
- OC1 had a leak which was repaired by John.
- Paddlers are not always using the booking system or detailing any maintenance issues required on the canoes and will be advised by email. **Action: Chris W (#1313)**

7.5 Promotion & Development

Volunteers to be sought for Council sessions on Monday 15 April and Wednesday 24 April.

Action: Chris W (#1314)

7.6 Junior Development

Nil report.

7.7 High Performance

Discussed.

7.8 Publicity

Nil report.

7.9 Website

Nil report.

8 GENERAL BUSINESS

8.1 Revolutionise – update

Noted further paddler course (first aid/sweeps) info required before looking into 360 accreditation program.

9 CLOSING

9.1 Any other business

- Agreed to reimburse Vi Duong travel costs to Streaky Bay to provide a training session for regional clubs before the Hat regatta.
- Noted there is no funding available currently for the Amazing Race as Council only allocate it for a financial year period and this has expired. Would need about 120-140 paddlers to proceed with reminder email to be sent. **Action: Chris W (#1315)**
- Follow up to be had with John if organisers of Robe Challenge event contact DBSA or vice versa. **Action: Chris W (#1316)**. Noted timing was not great as is after AusChamps and may be cost prohibitive for some Clubs. Suggested should be held in alternate years.
- BAS refund of \$1,301 expected.
- Reminder to Clubs of need to book The Sailing Club meeting room via John. **Action: Sharon (#1317)**

9.2 Next meeting

The next Board meeting is scheduled for 8:00pm Wednesday 13 February 2019 at The Sailing Club.

9.3 Meeting close – at 9:55pm.

Signed: _____

Date: ____/____/____ President