



MINUTES

Board Meeting

Wednesday 13 February 2019 at 8:00 pm

At

The Sailing Club – 1 Jenkins Road Port Adelaide

2 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
Maria Darby	Vi Duong	

1.3 APOLOGIES: Jeremy Sanders

1.4 DECLARATIONS OF INTEREST

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

3 ADMINISTRATION

3.1 Previous Meeting Minutes – 16/01/19

MOVED: Sharon Knights and SECONDED: Peter Button
THAT the Minutes of the meeting held 16 January 2019 be accepted as a true and accurate record.
CARRIED.

3.2 Business Arising

Nil.

3.3 Action List

ACTION ITEMS – MEETING 12/12/18				
NO.	ACTION			
1296	Register online if attending AMG planning meeting on 5 Feb.	ASAP	JB, SK, TM, CW	Done
1297	Promote AMG event on Website and Facebook.	ASAP	Sharon	Done
1298	Circulate brochures for Port Pirie Masters Games and post to FB, website and electronic sign board.	ASAP	Sharon	Done
1299	Send email out re Port Pirie Masters games volunteers to be sought on the day and to tow up DBSA trailer, Umpire's boat etc.	ASAP	Sharon	Done
1300	Reformat BSO position description and circulate to Clubs and Sport SA.	ASAP	Sharon	Done
1301	Set up answering message on phone at The Sailing Club.	ASAP	Chris W	Ongoing
1302	Follow up with JH on last year's medals order for any thoughts and ensure each category this year is covered. Circulate medal order to Board first.	Urgent	Chris W	Done
1303	Download Board governance checklist and circulate.	ASAP	Tanya	Done

1304	Upload policies #01 & 032.	ASAP	Marie	Done
1305	Send PBs the Chief Official's re race result query.	ASAP	Sharon	Done
1306	Send mail to BRs 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. ▪ Noted registrations have been processed.	ASAP	Jennifer	Done
1307	Process clearance of Tracey Young from WWs to Phoenix.	ASAP	Marie	Done
1308	Follow up with Darcy for status of quote for caravan renovations.	ASAP	Sharon	Done
1309	Advise AusDBF that there is only one region currently in SA which is set at 100km outside from the GPO.	ASAP	Sharon	Done
1310	Advise AusDBF of support for 2017/18 financial report.	ASAP	Sharon	Done
1311	Submit feedback of interested to Council on BMX track at: https://www.yoursaycharlessturt.com.au/	ASAP	All	Done
1312	Ask John to look at TK1 aima.	ASAP	Chris W	Ongoing
1313	Remind Clubs of need to book canoes and to report any damage.	ASAP	Chris W	Done
1314	Seek volunteers for Council sessions – Mon 15 th & Wed 24 th April.	ASAP	Chris W	Done
1315	Send reminder email seeking numbers for Amazing Race event.	Urgent	Chris W	N/A
1316	Follow up with John if Robe Challenge organisers contact DBSA or vice versa to arrange. Noted timing is not good this year as after AusChamps.	ASAP	Chris W	N/A
1317	Remind Clubs of need to book the Sailing Club via John for meetings.	ASAP	Sharon	Done
ACTION ITEMS – MEETING 12/12/18				
NO.	ACTION	REQUIRED BY	WHO	STATUS
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	Done
1281	Follow up with Mannum Paddle Steamers for more info on the status of the dragon boat and for a written 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	Done
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 information when done.	ASAP	Maria	Ongoing
1288	Advise AusDBF that the following are the SA nominees for the Race Officials Mentor Program: John, Jen, Chris Wood.	ASAP	Sharon	Done
1289	Advise AusDBF of dates for 2022 AusChamps. ▪ Noted Council cannot put date into system until Jan 2021 however SARA have approved date.	ASAP	Chris W	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.	ASAP	Maria	Ongoing
ACTION ITEMS – MEETING 13/9/18				
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. <ul style="list-style-type: none"> ▪ Rowing SA have a contact that can do it. 	ASAP	Maria	With-drawn
1228	1. Ask Vi to relocate weights to Boatshed for access by all. Agreed weights to remain here. 2. Look into options to purchase a 20kg bar with weights.	ASAP	Chris W & Vi	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
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	Upload Race Day Volunteers' manual.	ASAP	Sharon	Done
ACTION ITEMS – MEETING 13/6/18				
1205	Provide contact who is providing website quote the details of what Johno 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	Done
06	Trophies – DBSA to consider: <ol style="list-style-type: none"> 1. awarding them at an end of each season function as was done a number of years ago. 2. introducing an Honour Board which would include Life Members. <ul style="list-style-type: none"> ▪ To be discussed at next Board meeting. 	Next Board meeting	Board	Done
09	Produce position paper on formation of DBSA “away team”	ASAP	Chris W	Ongoing

4 BOARD DISCUSSION/DECISION MAKING

4.1 BSO role

The applications received were reviewed and interviews will be arranged in due course.

4.2 Governance Review

Discussed.

4.3 Policies for ratification/review

The following policies were reviewed:

- #26 – Allocation system for new people in the sport – **Action: Sharon (#1318)**
- #40 – Volunteer recognition – amended and ratified
- #42 – Medical – ratified
- #43 – AusDBF Anti-doping policy – ratified
- #44 – Interstate visitor paddling – ratified

Action: Marie (#1319)

4.4 Port Pire Masters Games - planning

Event is proceeding with enough teams registering.

4.5 AMG – October planning

First planning meeting held on Monday night with portfolios assigned. Event is scheduled for 10-12 October with the first day being a training day.

4.6 DBSA dinner

Tentatively scheduled for 18 or 25 May at the Adelaide Sailing Club. **Action: Chris W (#1320)**

Club of the Year award details to be sent out to Presidents for feedback at upcoming Forum.

Action: Chris W (#1321)

4.7 AusChamps – SA Flag Bearer

Noted email has been sent out to Clubs seeking their nominations.

4.8 Volunteers thank you event

The volunteers' attendance is to be reviewed first to ascertain who will be invited to this event before scheduling. **Action: Sharon/Chris W (#1322)**

5 CLUB / PADDLER MATTERS

5.1 Clearance

The clearance application for Viv Akkermans from DBSA to Subsonix was ratified.

Action: Marie (#1323)

6 FINANCIAL REPORT

6.1 As at 31/01/19

MOVED: P. BUTTON and SECONDED: C. WOOD
TO accept financial reports for January 2019 as tabled and pay accounts on Account 1.
CARRIED.

6.2 Update

Approval given to reimburse Chris Kelley - \$73.14 for various race related expenses.

Noted Scotch College additional invoice was for boat storage for 2018 calendar year. Question asked if alternate venue should be sought at a lesser amount from Renewal SA. Agreed to leave until Racing Committee sets schedule for next season in case there is still racing on the river.

7 GOVERNANCE

7.1 Strategic Plan review

4 PARTICIPATION

BUSINESS AREA	ACTION
4.1 Establish a Boat Storage facility at Mawson Lakes	Seek information about potential facility storage opportunities ▪ Ongoing.
4.2 DBSA Members are all Star Clubs	Actively promote accreditation to the Star Club program to all of the DBSA member clubs ▪ They all are.
4.3 Assist the establishment of new Member Clubs	Provide relevant information including a Manual for Clubs Provide assistance as required, including the provision of boats. ▪ As needed.
4.4 Participate in the South Australian Masters Games	Ensure that Dragon Boating is included all Masters Games in South Australia. ▪ Happening.
4.5 Race Day Broadcasting	Provide a broadcast on race days recognising sponsors and provide information ▪ Happening.
4.6 Annual Social Function	A function in May/June of each year where seasons achievements will be recognised ▪ Happening.

7.2 Reverse Action Plan

BUSINESS AREA	ACTION
1.3 DBSA is open and transparent in Decision Making	Introduce "issues papers" for Board Meetings and ensure minutes reflect reasons for decisions and publish "Issues Papers" if practical. ▪ In place.
1.4 DBSA gives members opportunity for input in the development of the sport	Give Race Committee greater input into the development of Racing Policies. ▪ Occurs via RC meetings and Presidents' Forums.

8 REPORTS

8.1 AusDBF

Noted there were some payment related issues with registering for AusChamps via Revolutionise.

8.1.1 10s Boats relocation

Noted request received to relocate 2 x 10s boats under the AusDBF lease arrangement for the AusChamps.

Chris Wood offered to drive the boats and trailer over to the event at a cost of about 1,395. This was approved with boats to be identified beforehand and photos taken.

Action: Chris W (#1324)

8.2 Secretary

Noted email received from Peter Bristow's widow for a small memorial event to be held to scatter his ashes on 1 April at 5:30pm. Will be a low key affair with 1-2 delegates invited from each Club and the DBSA Board. To be raised at Presidents' Forum. **Action: Sharon (#1324)**

8.3 Safety

Noted the spare chain link on one of the blocks had been repaired by Neil Parker and hand welded.

Use of spreader bars to be reminded to Clubs. **Action: Chris K (#1325)**

Enquiry to be made with Council contacts to ascertain if it was possible for sand to be replenished at the Aquatic boat ramp and if not, a working bee will be scheduled. **Action: Chris K (#1326)**

8.4 Equipment

Noted several of the drum seats have cracks in them.

8.5 Promotion & Development

Noted Life be in it event is scheduled.

8.6 Junior Development

Agreed that Cassidy Burns would be named the Junior State Captain.

Noted a Juniors team will be entering the AusChamps.

8.7 High Performance

Noted 11 SA paddlers selected in the Auroras team and that the State team will be represented with Juniors, Premiers, Seniors A-C.

Noted AusDBF have reactivate the National Athletes' Pathway committee.

Vi Duong will be conducting a coaching clinic at Streaky Bay on Friday with at least 60 participants.

8.8 Publicity

Nil report.

8.9 Website

Nil report.

9 GENERAL BUSINESS

9.1 Revolutionise – update

Noted follow up is being had for Clubs to be able to produce a report of their Sweeps as this is not currently available.

9.2 Presidents' Forum – 20/02/19

Various Agenda items put forward.

10 CLOSING

10.1 Any other business

- Chris Wood advised she had submitted the Move It Australia program submission to AusDBF.
- Noted some inappropriate language at the last event during loading and unloading and that this was in appropriate and would be raised at Presidents' Forum. **Action: Peter (#1327)**

- Copper Coast – have advised that some of their boats were damaged after their recent event and were seeking assistance for repair costs for them and for future events if needed. Agreed to ask for description of damages, a quote to repair and photos before considering.
Action: Sharon (#1328)
Copper Coast – follow up to be had for them to provide exact details of why the trailer is considered to be not roadworthy. **Action: Sharon (#1329)**
- Noted AusDBF invoice received for levy for 190 juniors at the full adult rate has been amended to 19 juniors and the correct junior levy.
- Policy #12 – Race Day disputes – to be updated. **Action: Chris K (#1330)**

10.2 Next meeting

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

10.3 Meeting close – at 10:02pm.

Signed: _____

Date: ____/____/____ President