



MINUTES

Board Meeting

Thursday 14 March 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.

PRESENT:

Chris Kelley

Chris Wood

Jennifer Bould

Maria Darby

Tanya Mitchell

Peter Button

Vi Duong

1.2 APOLOGIES:

Sharon Knights

Jeremy Sanders

INVITED GUESTS:

Rachel Hampton (ORSR)

Damian Leonard (ORSR)

John Holland

1.3 DECLARATIONS OF INTEREST

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

2 ADMINISTRATION

2.1 ORS&R Update

An introduction was given to Rachel Hampton who would be taking over from Damian Leonard as part of an overall rotation of all position holders.

Their new protocol for meetings was advised with a copy of this to be provided for information.

Action: Marie (#1331)

Highlighted from the report were the following topics:

- Gender diversity on Boards
- Sport Governance and One Management Model
- Children and Young People Safety Act (2017)
- Grants review
- Data collection

The question was asked if DBSA had submitted to DECS a Child Safe Environment and Compliance Statement with the response being given that this would have been done previously by John Holland.

A reminder was given to ensure to update MyRecSport database data is kept up to date.

At this point of the meeting both ORS&RR representatives departed.

2.2 DragonBoat NT (c/f)

Discussion deferred until later in the meeting when John Holland would be in attendance.

2.3 Old 10's boats at Sailing Club (c/f)

Discussion deferred until later in the meeting when John Holland would be in attendance.

2.4 Previous Meeting Minutes

MOVED: Maria Darby and SECONDED: Chris Wood
 THAT the Minutes of the meeting held 13 February 2019 be accepted as a true and accurate record.
 CARRIED.

2.5 Business Arising

Nil.

2.6 Action List

ACTION ITEMS – MEETING 13/2/19				
NO.	ACTION			
1318	Amend Policy #026 – new person to the sport	ASAP	Sharon	Done
1319	Upload policies 40, 42, 43, 44	ASAP	Marie	Done
1320	Book Adelaide Sailing Club for 18 or 25 May for end of season function. <ul style="list-style-type: none"> ▪ Cost for Adelaide Shores Sailing Club are quite xy (\$700 room hire, \$50 p/p). ▪ Glenelg SLSC – venue hire is \$400 and 2x course menu starts @ \$39 p/p ▪ Agreed to look at he Lakes as an option and to send details around for decision to be made. 	ASAP	Chris W	Ongoing
1321	Send out Club of the Year award to Clubs for feedback.	ASAP	Chris W	Done
1322	Review volunteers' attendance to determine who should be invited to function before event.	ASAP	Sharon & Chris	Ongoing
1323	Process clearance for Viv Akkermans from DBSA to Subsonix.	ASAP	Marie	Done
1324	Advise at PF of invite received from Peter Bristow for a small memorial event to scatter his ashes on 1 st April at 5:30pm.	PF 20 th March	Sharon	Done
1325	Advise at PF of importance of using spreader bars. <ul style="list-style-type: none"> ▪ Noted yellow one has disappeared email to be sent to Maintenance committee delegates. ▪ Yellow one seems to have vanished. Action: Chris K (#1332)	PF 20 th March	Chris K	Done New
1326	Follow up Council contact re possibility of replenishing sand at Aquatic. <ul style="list-style-type: none"> ▪ Noted this was done and would take about 20 days before being done. ▪ Reminder to be given prior to race day on Sunday to be cautious in the interim. Action: Chris K (#1333)	ASAP	Chris K	Done New
1327	Raise inappropriate language during boat loading/unloading at PF.	PF	Peter	Done
1328	Ask Copper Coast to provide photos of damage, quote for repair and details. <ul style="list-style-type: none"> ▪ Noted no response to email sent to them however to be followed up. 	ASAP	Sharon	Ongoing
1329	Ask Copper Coast to advise exactly why trailer is not roadworthy so a quote can be received for repair. <ul style="list-style-type: none"> ▪ Noted no response to email sent to them however to be followed up. 	ASAP	Sharon	Ongoing
1330	Amend policy #12 – Race Day disputes. <ul style="list-style-type: none"> ▪ Noted only change was to amend "IDBF" reference to "AusDBF". – ratified. Action: Marie (#1334)	ASAP	Chris K	New
ACTION ITEMS – MEETING 16/01/19				
1301	Set up answering message on phone at the Boatshed.	ASAP	Chris W	Ongoing
1303	Complete Board Governance checklists and send to Tanya.	ASAP	All	Done
1312	Ask John to look at TK1 aima.	ASAP	Chris W	Done

ACTION ITEMS – MEETING 12/12/18				
1281	Ask Copper Coast to provide photos of damage, quote for repair and details. <ul style="list-style-type: none"> ▪ Noted various quotes were received back. ▪ Agreed to follow up for photos of the work that is required. ▪ Copy of generic DBSA boat lease agreement to be provided by John to Maria for review. Action: Maria (#1335)	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
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. <ul style="list-style-type: none"> ▪ Noted Policy #07 to be reviewed before next meeting. 	ASAP	Maria	Ongoing
ACTION ITEMS – MEETING 13/9/18				
1228	Look into options to purchase 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. <ul style="list-style-type: none"> ▪ Noted is no longer possible to access sample documentation from other dragon boating association as password access is required. ▪ Noted False Creek club in Canada has one. ▪ Question to be asked at AusChamps if a generic team manual was being considered and this would be put first to JH later in the meeting. 	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 <ul style="list-style-type: none"> ▪ Noted #048 – policy was circulated – ratified. Action: Marie (#1336)	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' FORUM – 15/08/18				
09	Produce position paper on a DBSA "away team"	ASAP	Chris W	Ongoing

3 BOARD DISCUSSION/DECISION MAKING

3.1 BSO role

Noted applicants have all been advised that they will be formally interviewed once the candidate questions are prepared.

3.2 Governance Review

To be held over until next meeting.

3.3 Policies for ratification/review

The following policies were reviewed:

- #26 – Allocation system for new people in the sport – ratified
- #05 – Conditions of entry to races – ratified

Action: Marie (#1337)

3.4 Port Pire Masters Games - status

Arrangements proceeding for this event on 13th April with a number of composite crews being formed.

At this point of the meeting John Holland arrived.

3.5 AMG – October status

Noted marketing plan has been submitted to the event organisers. Marketing material (posters, post cards) will be distributed at the next few events.

Email to be sent to AusDBF to upload event details on their website. **Action: Kristin (#1338)**

2.3 DragonBoat NT (b/f)

John Holland provided an update on his recent visit to Darwin and discussions with both Darwin Waterfront Warriors and Arafura with respect to how they would like to move forward with becoming registered paddlers again. He noted this had been discussed at the AusDBF Board level and they gave approval for this to be worked out if possible, between DBSA and both clubs.

Noted the first club has about 15 paddlers and the latter about 20 and that there is no dragon boating association there anymore.

One option would be for them to join as a member Club of another organisation (ie DBSA) however this could be problematic and would require a change of constitution to allow this. The model could be changed to a 'Company limited by guarantee' which would need to be looked into if it was a worthwhile exercise.

Follow up to be had with C&BS to ascertain any impact on having interstate paddlers as members. **Action: Maria (#1339)**

Agreed that the pros and cons would need to be worked out and that DBSA was amicable in the short term to looking into this further. Both clubs to be advised. **Action: John (#1340)**

2.4 Old 10's boats at Sailing Club (b/f)

John Holland advised that Nauru has approached AusDBF for a small boat which they are willing to purchase and cover freight costs. Noted that DBSA has an old Geelong model wooden 10s boat which was agreed to be donated. AusDBF will be donating one of the 20s Champions boats from Canberra.

2.5 Other – John Holland

As an aside noted there is no lease in place currently for the boat taken up to Walkers Flat with ASA Mannum.

As an aside suggested DBQ and DBVIC be contacted for copies of their New Team manuals.

Action: Maria (#1341)

Question was asked as to the exchange rate for the medals as John has a bill for \$3,000. Noted it was 0.6658.

Noted there is no requirement to wear PFDs anymore at the next AusChamps but closed shoes are a requirement.

2.6 Strategic Plan – 1/7/16 – 30/6/19

Agreed to send out the current plan to Clubs for them to prepare in time for a half day workshop scheduled for Saturday 4 May 2019 from 9am-1pm at The Sailing Club. **Action: Marie (#1342)**

ORS&R to be contacted to ascertain if they can facilitate the strategic planning session.

Action: Chris K (#1343)

2.7 Exemption form for AusChamps

The exemption form from Black Dragons was reviewed and considered and to be advised it was denied on the basis that they have sweeps available. **Action: Chris W (#1344)**

2.8 Life Jacket exemption – annual application

Noted current permit expires on 30th June so follow up to be had as to when it needs to be renewed.

Action: Chris K (#1345)

4 CLUB / PADDLER MATTERS

4.1 Clearance

The clearance applications below were ratified:

- Kate McMullen & Lynda McMullen – Subsonix to ACDC
- Marie Cunningham – Adelaide Phoenix to DBSA Viv Akkermans from DBSA to Subsonix

4.2 Email from BDs re Race starts

The correspondence received from Black Dragons on this was reviewed and agreed to continue discussion on this awaiting feedback from the Sweeps' committee.

4.3 Email from Vi to go to Port Lincoln

Noted Board supports request for Vi Duong to go to Port Lincoln to provide a training session to both Clubs however the timing needs to be suitable for him.

5 FINANCIAL REPORT

5.1 As at 28/02/19

MOVED: J. BOULD and SECONDED: M. DARBY
TO accept financial reports for February 2019 as tabled and pay accounts on Account 1.
CARRIED.

5.2 Update

Agreed to reimburse:

- John Holland for the purchase of 20 paddles and medals.
- Tony Morbidelli, John Holland and Chris Wood for training for the Adelaide Chinatown event.

Noted that there has been no bill yet from Optus.

6 GOVERNANCE

6.1 Strategic Plan review

5. VOLUNTEER MANAGEMENT

BUSINESS AREA	ACTION
5.1 Train Race Day Volunteers	Provide an instruction manual for our race day volunteers and provide mentors <ul style="list-style-type: none">▪ Only provided when have ongoing volunteers
5.2 Sourcing Volunteers.	Internal from Clubs and Identify external sources i.e. Sport SA / Volunteer SA <ul style="list-style-type: none">▪ Being done.
5.3 Volunteer kit	Maintain and continually review the Volunteer Packs which include: polo shirt, cap, and water proof jacket. <ul style="list-style-type: none">▪ Sharon to advise if they have been handed out. Action Sharon (#1346)
5.4 Volunteer Acknowledgement	Annual Volunteer acknowledgement function / Volunteer Service Pins <ul style="list-style-type: none">▪ Have function and pins
5.5 Volunteer/Officials training	Maintain Log Book for recording qualifications of all race day volunteers <ul style="list-style-type: none">▪ Noted is being maintained.

6.2 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">▪ Noted is being done.

7 REPORTS

7.1 AusDBF

Noted Chris Kelly will attend the AusDBF meetings at AusChamps with Peter Button endeavouring to attend also. Invitation extended to all Board members to attend to gain an understanding of what happens.

Agenda item to raise for the meeting is NAP and ROMP status. [Action: Chris K \(#1347\)](#)

Noted Melanie Cantwell has been appointed as the AusDBF BSO and subsequently resigned from the Board.

7.2 Secretary

The following correspondence was advised as being received:

- Exemption request Black Dragons
- Race day feedback – Julie Clinch and Ron Ottaway

- Purnong Water Regatta & Floatfest – agreed would aim to support it in
- AUSDBF General Members meeting 17 April 2019 Canberra 9.30am
- AUSDBF Draft Strategy – sent through their version.

Noted feedback was sought from AusDBF to their draft Strategic Plan and is to be forwarded to Sharon to collate and report. **Action: All (#1348)**

Floatfest organisers to be advised that 2020 would better suit the DBSA calendar.

Action: Tanya (#1349)

7.3 Safety

Reminder to be sent to Clubs about wearing of life jackets and lights once daylight savings is finished.

Action: Sharon (#1350)

7.4 Equipment

Noted email circulated to Clubs seeking someone to take away one of the trolleys for repair as a wheel bearing is on its last legs. Black Dragons offered to assist with an email to be sent thanking them. **Action: Chris K (#1351)**

7.5 Promotion & Development

Charles Sturt City Council event is being arranged.

Life Be In It event is occurring however participant numbers are down this year due to event not being held last year. Noted they are thinking of changing it next year to Friday afternoon, after work.

7.6 Junior Development

Noted there is a junior crew competing at the AusChamps for the first time ever. Uniforms have been organised.

7.7 High Performance

A status report was given.

Noted the following Captains were ratified by the Board by email prior to this meeting:

- Premier female - Kathrine Reid
- Premier male - Joe Cryer
- Senior A female - Jacqueline Smith
- Senior A male- Michael Cahill

7.8 Publicity

Noted some Clubs and participants were finding it difficult to upload photos to the Facebook page.

To be looked into producing some guidelines. **Action: Tanya (#1352)**

7.9 Website

Nil report.

8 GENERAL BUSINESS

8.1 Revolutionise – update

Nil report.

9 CLOSING

9.1 Any other business

- Agreed to look at Policy #00 - Regulation and Event Organisation prior to next meeting. **Action: All (#1353)**
- Suggestion given to look at a composite team next year for each race day for regional paddlers to participate in.
- Noted Sweeps' committee would be happy to help Powerblades with some training as needed.
- Noted it was not possible to have a closed channel on race days.
- Request from ASA to have paddlers from other Clubs compete in their BC event at the state championships.
- Details of email received from MA Holt re a paddler that she met in France who is keen to be involved to be circulated. **Action: Chris K (#1354)**

9.2 Next meeting

The next Board meeting is scheduled for 8:00pm Tuesday 9 April 2019 at The Sailing Club.

9.3 Meeting close – at 11:20pm.

Signed: _____

Date: ____/____/____ President