



## MINUTES

### Board Meeting

Tuesday 9 April 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

Vi Duong

Sharon Knights

Jeremy Sanders

##### 1.2 APOLOGIES:

Peter Button

Sharon Knights

##### 1.3 DECLARATIONS OF INTEREST

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

#### 2 ADMINISTRATION

##### 2.1 Previous Meeting Minutes

MOVED: Maria Darby and SECONDED: Chris Wood  
THAT the Minutes of the meeting held 14 March 2019 be accepted as a true and accurate record.  
CARRIED.

##### 2.2 Business Arising

Nil.

##### 2.3 Action List

###### ACTION ITEMS – ONGOING

NO.	ACTION	REQUIRED BY	WHO	STATUS
1331	Follow up ORSR for copy of new meeting protocol and circulate.	ASAP	Marie	Done
1332	Send email to Maintenance delegates advising that yellow spreader bar has disappeared.	15-Mar	Chris K	Done
1333	Give reminder to Clubs at race day on Sunday if sand has not been replenished to be cautious on the boat ramp.	17-Mar	Chris K	Done
1334	Update Policy #012 – Race Day Disputes to change IDBF to AusDBF.	ASAP	Marie	Done
1335	Follow up John for copy of generic boat lease agreement to review.	ASAP	Maria	Ongoing
1336	Upload Policy #048 – Use of DBSA assets.	ASAP	Marie	Done
1337	Policies #05 & 026 – upload.	ASAP	Marie	Done
1338	Forward AMG event details (email from John) to AusDBF for uploading to website.	ASAP	Kristin	Done

1339	Ask C&BS the impact to having Clubs join from interstate. ▪ Noted it could be done but it depended on the structure required to be set up.	ASAP	Maria	Done
1340	Advise NT clubs that DBSA is amicable to discussion about options for them to continue paddling as registered paddlers.	ASAP	John	Ongoing
1341	Contact DBQ and DBVIC for a copy of their new Team Manuals.	ASAP	Maria	Ongoing
1342	Send out Strategic Plan to Clubs and invite them to bring along 2-3 reps to attend planning session.	ASAP	Sharon/ Marie	Done
1343	Contact ORS&R to see if they are available to facilitate a Strategic Planning session on Sat 4 <sup>th</sup> May from 9am-1pm.	<b>Urgent</b>	Chris K	Done
1344	Advise BDs that their exemption form was denied due to the fact that they have sweeps available.	ASAP	Chris W	Done
1345	Enquire as to when life jacket exemption permit should be renewed as it expires on 30 June.	ASAP	Chris K	Done
1346	Advise if Volunteer packs (uniforms) are being given out to eligible volunteers.	Next meeting	Sharon	Ongoing
1347	NAP and ROMP status to be advised as agenda items for AusChamps meeting. - not relevant to the meeting.	<b>Aus Champs</b>	Chris K	Removed
1348	Provide feedback on AusDBF's draft Strategic Plan to Sharon for her to collate and forward.	ASAP	ALL	N/A
1349	Advise Floatfest organisers that 2020 would better suit the DBSA calendar.	ASAP	Tanya	Done
1350	Remind Clubs of requirement to use lights and wear PFDs once daylight savings has finished.	ASAP	Sharon	Done
1351	Send thank you email to BDs for arranging repair of trolley bearing	ASAP	Chris K	Done
1352	Look into producing some dot points to uploading photos to Facebook page for Clubs and paddlers.	ASAP	Tanya	Ongoing
1353	Look at Policy #00 – Regulation and Event Organisation prior to next meeting in light of Pat Doogue sweeping at Hat Regatta.	Next meeting	ALL	Ongoing
1354	Circulate email from MA Holt re a paddler that she met in France who is keen to be involved.	ASAP	Chris K	Done
<b>ACTION ITEMS – MEETING 13/2/19</b>				
1320	Look into costs for end of season function at The Lakes and send around along with those for Glenelg SLSC for a decision on venue to be made.	ASAP	Chris W	Done
1322	Review volunteers' attendance to determine who should be invited to function before scheduled.	Before event	Sharon & Chris	Ongoing
1328	Ask Copper Coast to provide photos of damage, quote for repair and details.	ASAP	Sharon	Ongoing
1329	Ask Copper Coast to advise exactly why trailer is not roadworthy so a quote can be received for repair.	ASAP	Sharon	Ongoing
<b>ACTION ITEMS – MEETING 16/01/19</b>				
1301	Set up answering message on phone at the Boatshed.	ASAP	Chris W	Ongoing
<b>ACTION ITEMS – MEETING 12/12/18</b>				
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. ▪ Follow up to be had with ASA as to who the lease will actually be with. <b>Action: Chris W (#1355)</b> ▪ Once lease agreement has been reviewed it can be issued.	ASAP	Jennifer	Ongoing

ACTION ITEMS – MEETING 14/11/18				
1262	Schedule an induction session for Jeremy Sanders and Peter Button.	ASAP	Chris W	Removed
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				
1228	Look into options to purchase a 20kg bar with weights.	ASAP	Chris W	Ongoing
ACTION ITEMS – ONGOING				
764	Follow up with DBQ and DBVIC for examples of their New Team Manual.	Priority	Maria	Remove
907	Arrange for a cinema ad targeting Juniors up to 18 years of age using DDU footage.	ASAP	Chris W	Ongoing
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 formation of DBSA “away team”	ASAP	Chris W	Ongoing

### 3 BOARD DISCUSSION/DECISION MAKING

#### 3.1 BSO role

Ongoing.

#### 3.2 Governance Review

A summary of the results of the review was given by Tanya Mitchell. Noted template could be simplified if needed.

#### 3.3 Policies for ratification/review

The following policies were reviewed:

- #07 – Participant Clearance Procedure – ratified – Chris Wood opposed
- #00 – Regulation and Event Organisation – ratified

Agreed that Sweeps committee to provide a recommendation for Sweeps who are no longer registered that sweep at a DBSA event. **Action: Sweeps' Committee (#1356)**

Agreed to remove the Volunteers Induction manual from the website as it needs updating.  
**Action: Marie (#1357)**

#### 3.4 Port Pire Masters Games – status

Noted online registration system is a nightmare.

A bundle of Australian Masters Games post cards and coasters were packaged up to be given out to promote the event.

#### 3.5 AMG – October status

Food vendors are being booked and the announcer will be followed up for availability.

The event marketing plan is up to date with good support received from AusDBF.

#### 3.6 Strategic Planning Session – 11<sup>th</sup> May

Noted that the preferred timing from the facilitator is not 10am-3pm.

Agreed that Board members would provide any feedback on the facilitator's documentation for the session. **Action: All (#1358)**

### 4 CLUB / PADDLER MATTERS

#### 4.1 Clearances

Nil.

#### 4.2 Email from Ron Ottaway – carried over from Sweeps’ committee review

Noted no changes being made.

#### 4.3 State Championships feedback

Event went well despite the weather conditions.

Noted the Task list will be updated to reflect that when the pontoon is moved that the fingers need to be checked if need realigning.

### 5 FINANCIAL REPORT

#### 5.1 As at 31/3/19

MOVED: J. BOULD and SECONDED: T. MITCHELL TO accept financial reports for March 2019 as tabled and pay accounts on Account 1. CARRIED.
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### 6 GOVERNANCE

#### 6.1 Strategic Plan review

##### 1. ADMINISTRATION

BUSINESS AREA	ACTION
1.1 Employ an Executive Officer and/or Office Staff	Job and person specifications developed. Job responsibilities developed. Start with Part-time. <ul style="list-style-type: none"><li>▪ Underway.</li></ul>
1.2 Review Governance	Conduct Annual Governance Review <ul style="list-style-type: none"><li>▪ Undertaken recently.</li></ul>
1.3 Review and further develop and maintain Committee structure	Development Committee / Maintenance Committee Racing Committee / Website Committee Sweeps Committee/ High Performance Committee Additional Committees as identified <ul style="list-style-type: none"><li>▪ Part of upcoming Strategic Plan review.</li></ul>
1.4 Review Administration outsourcing	Investigate options and the relevance of current practice <ul style="list-style-type: none"><li>▪ Undertaken.</li></ul>
1.5 Data Base	Investigate, implement and maintain a database which provides the Association with the functionality to administer and develop the sport in South Australia <ul style="list-style-type: none"><li>▪ Noted Revolutionise Sport is in place.</li></ul>

#### 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"><li>▪ Suggested RC should review the exact number of volunteers needed for next season.</li></ul>
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"><li>▪ Suggested a Come N Try type day be held for those paddlers interested in paddling at the Aurora level.</li></ul>
3.9 Elite pathways, training and competitions are well coordinated in members’ areas	Competitions to be held in Regional Areas – 2 per Season. Regional Areas are: Wallaroo / South-East (Robe) / Port Lincoln and Goolwa / Murray Bridge <ul style="list-style-type: none"><li>▪ Being done when possible.</li><li>▪ Noted Vi Duong will be doing another coaching session in Port Lincoln in September.</li></ul>

### 7 REPORTS

#### 7.1 AusDBF

Noted John Holland joined the meeting for this Agenda item only.

Noted has been problematic for Clubs trying to register their teams online via RevSport through AusDBF website.

Agreed to bring up at the AusChamps meeting that:

- AusDBF should reference 2004/5 decision that AusChamps to only be held at accredited courses.
- Only half a day of State racing is extremely disappointing
- Review program to not have races with only two boats entered to reduce the number of overall races.

**Action: Chris K (#1359)**

## 7.2 Secretary

Nil report.

## 7.3 Safety

Nil report.

## 7.4 Equipment

Agreed to set a working bee for maintenance committee prior to next season to look at the heads, tails, drums and seats and this would be placed on July Agenda. **Action: Marie (#1360)**

Noted there are two new block chains currently sitting in the DBSA cupboard.

Agreed that once the new Jaycar catalogue is released that a number of walkie talkies would be purchased if on sale. **Action: Chris K (#1361)**

## 7.5 Promotion & Development

Upcoming events: Regional Masters Games, AMG, City of Charles Sturt sessions.

Life Be In event has finished with only four corporate teams participating. Email to be sent asking them to send follow up email to all paddlers inviting them to follow up with any DBSA Club to paddle further. **Action: Chris W (#1362)**

Noted John Holland was on the radio last Saturday promoting the sport.

## 7.6 Junior Development

Noted a further three juniors have signed up recently.

## 7.7 High Performance

Noted all teams are prepared.

Approval given for the amount of \$150 to be used for pre AusChamps networking session at The Bartley Tavern for all teams this Friday and also after the event as a debrief.

Noted the following State Team captains were appointed since the last Board meeting

Senior C:

- Sue Bockmann (Sea Dragons)
- Marcel Kucmierz (Water Warriors)

Senior B:

- Rebecca Moore (Coorang / ACDC)
- Michael Petrovs (Subsonix)

## 7.8 Publicity

Noted significant increase in social media for the State Championships and via Clubs.

## 7.9 Website

Nil report.

## 8 GENERAL BUSINESS

### 8.1 Revolutionise – update

Noted as there was no race fee showing for State Championships that this caused problems with payments.

### 8.2 Registration fees 2019/20:

The following Motion is from the 2018 AGM:

- *THAT instead of a percentage fee increase, there be a \$5.50 (GST inclusive) fee for Adult registrations and a \$2.75 (GST inclusive) fee for Junior registrations, applied on top of the current fees to cover both the DBSA and AusDBF component in 2019/20.*

Noted that setting the one fee increase for both AusDBF and DBSA makes it difficult to determine the actual individual fee for each body as it is not apportioned. The 2019/20 fees included in the CPA form for next season was agreed to be sent out to Clubs. **Action: Marie (#1363)**

### 8.3 Presidents Forum – Wed 08/05/19

Scheduled.

### 8.4 AGM – early planning

Discussion held on the positions that will be vacant at the upcoming AGM highlighting that succession planning was needed for those that will need to come of after their next term in accordance with the Constitution.

## 9 CLOSING

### 9.1 Any Other Business

Noted Glenelg Golf Course has been booked for the end of season event. Room hire - \$500 and menu of choice of entrée/main or main/dessert at \$49 p/p. DJ will be booked.

### 9.2 Next meeting

The next Board meeting has been rescheduled to Thursday 9 May at The Sailing Club.

### 9.3 Meeting close – at 10:45pm.

Signed: \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ President