



MINUTES BOARD MEETING

Thursday 9 May 2019 at 8:00pm

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

Vi Duong

Tanya Mitchell

Jeremy Sanders

Peter Button

1.2 APOLOGIES:

Maria Darby

Sharon Knights

1.3 DECLARATIONS OF INTEREST

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

8 UPDATE – JOHN HOLLAND (b/f)

8.1 MyRecSport

Noted final acquittal has been done with his last action being to acquit the grant once the 2018/19 financial report has been received.

Noted that someone else will need to take over the management of this program and the reporting requirements.

8.2 Expenses

Expenses of \$1,500 were approved for payment for broken rear window on the vehicle hired to tow the trailer to the Port Pirie Masters Games as insurance was not taken out and \$3,000 for costs for the Port Pirie Regional Masters Games.

Invoicing still needs to happen for some registrations for the Games as the registration system was not working properly noting a new one will be place for the Australian Masters Games.

Noted the cost to tow the trailers to AusChamps was about \$1,900 due to the distance and this expense of \$2,300 was approved.

Additional receipts were submitted for Sharon Knights for the recent Sweeps' course to cover lunch and Games expenses which were approved.

8.3 AusDBF

Due to the large amount of double rostering and slow boat loading the program was cut short with a number of repechage races being cancelled.

Noted AusDBF is keen to either have six days of racing in future or to reduce the number of categories being raced to fit into the five day program. There is also a push to just have 40+ and 55+ categories. A survey will be sent out seeking feedback on this and the event along with one from DBACT also seeking feedback.

A protest is still being reviewed for a 2000m race.

A medical claim has been submitted for an accident in Queensland with someone slipping on a very slippery surface and hurting themselves and seeking an extremely large amount of money in an insurance payment.

Noted it was important to stress to Clubs that they need to have accredited coaches and Sweeps in place and have undertaken risk assessments to meet all of the insurance coverage requirements so any claim cannot be discounted.

2 ADMINISTRATION

2.1 Previous Meeting Minutes

MOVED: Chris Wood and SECONDED: Vi Duong
 THAT the Minutes of the meeting held 9 April 2019 be accepted as a true and accurate record.
 CARRIED.

2.2 Business Arising

Nil.

2.3 Action List

ACTION ITEMS – MEETING 9/4/19				
NO.	ACTION	DUE	BY	STATUS
1355	Ask MA Holt who the lease for the DBSA boat should be with for Mannum Paddle Steamers. <ul style="list-style-type: none"> ▪ Noted it is to be “ASA Mannum Paddle Steamers Dragon Boaters”. ▪ Lease to be put in place once reviewed by Maria. Action: Chris W (#1364)	ASAP	Chris W	Done
1356	Look into a recommendation for any Sweep who is not registered and sweeps at a DBSA event. <ul style="list-style-type: none"> ▪ Consensus was that any Sweep not registered is unable to sweep at a DBSA event. ▪ Noted raised at AusDBF Sweeps’ committee meeting the question as to how long Sweeps’ accreditation remains in place if no longer a registered member. The response was that it will be held in abeyance for 12 months and then lost and any rejoining Sweep will need to be reaccredited. ▪ Noted DBSA accreditation remains in place until first aid certificate expires. 	ASAP	Sweeps’ Comm- ittee	Done
1357	Remove Volunteers Induction manual from website.	ASAP	Marie	Done
1358	Provide feedback to Chris K on Strategic Planning.	ASAP	All	Done
1359	Bring up at AusChamps meeting: <ul style="list-style-type: none"> ○ reference to 2004/5 decision that AusChamps events should only be held at accredited courses ○ Half a day of state racing is extremely disappointing ○ Review program to have no races with only two boats entered to reduce the number of overall races. ▪ Noted that the next three events will be held on accredited courses ▪ Noted disappointment expressed with focus being placed by AusDBF on sponsorship of the State V State event noting it is the elite day of the event and should garner sponsorship interest. ▪ Noted advice given was that there was only one race which had only two boats entered. 	Aus Champs	Chris K	

1360	Place on July Agenda Maintenance committee to schedule busy bee for heads, tails, drums and seats.	July Agenda	Marie	Done
1361	Once Jaycar catalogue is released purchase a number of replacement walkie talkies if on sale. <ul style="list-style-type: none"> Noted Peter Tacos may be able to assist them if the lithium battery packs can be readily replaced. 	When released	Chris K	Ongoing
1362	Follow up Life Be In It organisers to send email out to all paddlers inviting them to follow up via the website any DBSA club to paddle further.	ASAP	Chris W	Ongoing
1363	Send out 2019/20 CPA form and Participant Registration Form.	ASAP	Marie	Done
MEETING 14/3/19				
1335	Follow up John for copy of generic boat lease agreement and then review.	ASAP	Maria	Ongoing
1340	Advise NT clubs that DBSA is amicable to discussion about options for them to continue paddling as registered paddlers and touch base during AusChamps. <ul style="list-style-type: none"> Noted opportunity did not arise. 	Aus Champs	Chris K & Maria	Ongoing
1341	Contact DBQ and DBVIC for a copy of their new Team Manuals.	ASAP	Maria	Ongoing
1346	Advise if Volunteer packs (uniforms) are being given out to eligible volunteers.	Next meeting	Sharon	Ongoing
1352	Look into producing some dot points to uploading photos to Facebook page for Clubs and paddlers. <ul style="list-style-type: none"> Noted only Admin can share photos on FB. Instructions to be compiled on how to use. 	ASAP	Tanya	Ongoing
MEETING 13/2/19				
1322	Review volunteers' attendance to determine who should be invited to function before scheduled.	Before event	Sharon & Chris	Done
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
MEETING 16/01/19				
1301	Set up answering message on phone at the Boatshed.	ASAP	Chris W	Ongoing
MEETING 12/12/18				
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	Done
MEETING 14/11/18				
1263	Cultural & Publicity Portfolio – convert to a Charter. Look at PD produced by MA Holt in the first instance.	ASAP	John	Done
1265	Update the clearance application form once the policy has been ratified. <ul style="list-style-type: none"> Agreed to redo and remove the season heading from the top of the form so it can be used for any season. Action: Marie (#1365) 	ASAP	Maria	Ongoing
MEETING 13/9/18				
1228	Look into options to purchase a 20kg bar with weights.	ASAP	Vi	Ongoing
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
MEETING 9/3/17				
907	Arrange for a cinema ad targeting Juniors up to 18 years of age using DDU footage.	ASAP	Chris W	Ongoing
PF 15/11/18				
05	Source a stainless steel plate for the Boatshed roller door.	ASAP	Main-tenance	Ongoing

06	Produce position paper on formation of DBSA "away team".	ASAP	Chris W	
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3 BOARD DISCUSSION/DECISION MAKING

3.1 BSO role

Ongoing.

3.2 Policies for ratification/review

The following policy was ratified:

- #015 – Conflict of interest

Action: Marie (#1366)

3.3 Strategic Planning Session 11/5/19 – status

Meeting was held with the ORS&R coordinator today to prepare for the session. Email to be sent out to Clubs advising them of arrangements. **Action: Chris K (#1367)**

3.4 Race fees 19/20 season

MOVED: J. BOULD and SECONDED: J. SANDERS

THAT race fees for the 2019/20 season will be set at \$10 (plus GST) for normal race days and \$15 (plus GST) for State Championships.
CARRIED.

Action: Marie (#1368)

3.5 Charter – Cultural & Publicity

The Charter was adopted. Noted this was one opportunity to engage the members.

3.6 Cultural & Publicity committee – establishment

EOIs to be sought for the committee. **Action: Chris W (#1369)**

4 EVENTS

4.1 Port Pirie Masters Games – feedback

Noted event went well with positive feedback received with good local participation.

Noted email request received from one participant who handed their medals to another paddler and wants to purchase replacement medals. Noted as this was not a DBSA event and in a spirit of good will, that after clarification discussions with Mannum (Colleen) to get some more detail that this could occur. **Action: Chris W (#1370)**

4.2 AusChamps – feedback

Noted that any feedback received on health issues for the event should be sent to AusDBF or feedback given to the AusDBF survey.

4.3 AMG October - status

Next meeting is scheduled for July.

5 CLUB/PADDLER MATTERS

5.1 Clearances

The following clearance applications received since the last meeting were ratified as follows:

- Andrew Akkermans – DBSA to Subsonix (2018/19 season)
- Julie Lister – Water Warriors to Subsonix (2019/20 season)
- Raylene Sutton – ASA to Subsonix (2019/20 season)
- Robin Hammond – Powerblades to Subsonix (2018/19)*

*If registers and pays before 30 June for remainder of 2018/19 season otherwise clearance will apply for 2019/20 season.

Action: Marie/Peter (#1371/1372)

6 FINANCIAL REPORT

6.1 As at 30/4/19

MOVED: J. BOULD and SECONDED: P. BUTTON

TO accept financial reports for April 2019 as tabled and pay accounts on Account 1.
CARRIED.

7 GOVERNANCE
7.1 Strategic Plan review

6 PROMOTION & MARKETING

BUSINESS AREA	ACTION
2.1 Continually update our website to portray the sport as a vibrant and exciting activity for people of all ages	Website committee to ensure content is always current and Relevant and easy to access <ul style="list-style-type: none"> ▪ Done on an ongoing basis.
2.2 Regular Press and radio coverage with particular focus on online media	Send items of interest about race days to local media both Print & Broadcast <ul style="list-style-type: none"> ▪ Being done when opportunity arises.
2.3 Television exposure	Promote Corporate Challenge and other events of interest through the “Sports Show” on channel 44 <ul style="list-style-type: none"> ▪ Being done when opportunity arises.
2.4 Promote Schools and Junior Events	Actively seek opportunities to engage school groups. Promote the establishment and development of the “Dragonmites” <ul style="list-style-type: none"> ▪ Being done when opportunity arises.
2.5 Cinema Advertising	Develop a cinema advertisement promoting the sport and website <ul style="list-style-type: none"> ▪ Being arranged.
2.6 Banners and Billboards	Identify sites and opportunities to promote the sport utilising banners or billboards <ul style="list-style-type: none"> ▪ Has not happened for a while. ▪ Follow up to be had for signage with Council at Aquatic Reserve. Action: Chris W (#1373)
2.7 Alternate Race Venues	Plan a minimum of 1 race meeting per season in a different venue to showcase our sport <ul style="list-style-type: none"> ▪ Noted is being done.
2.8 Promote corporate paddle opportunities	Promote to businesses to expand the number of services. <ul style="list-style-type: none"> ▪ Noted is being done and AusDBF are putting template together for use by States and Clubs to attract sponsorship.

7.2 Reverse Action Plan

7 PARTICIPATION

BUSINESS AREA	ACTION
4.1 Establish a Boat Storage facility at Mawson Lakes	Seek information about potential facility storage opportunities <ul style="list-style-type: none"> ▪ Noted is being done when contacts allow.
4.2 DBSA Members are all Star Clubs	Actively promote accreditation to the Star Club program to all of the DBSA member clubs <ul style="list-style-type: none"> ▪ Promotional material to be handed out at Strategic Planning session.
4.3 Assist the establishment of new Member Clubs	<ol style="list-style-type: none"> 1. Provide relevant information including a Manual for Clubs 2. Provide assistance as required, including the provision of boats <ul style="list-style-type: none"> ▪ Noted is being done.
4.4 Participate in the South Australian Masters Games	Ensure that Dragon Boating is included all Masters Games in South Australia <ul style="list-style-type: none"> ▪ Noted occurs.
4.5 Race Day Broadcasting	Provide a broadcast on race days recognising sponsors and provide information <ul style="list-style-type: none"> ▪ Noted bit of a let down this season.
4.6 Annual Social Function	A function in May/June of each year where seasons achievements will be recognised <ul style="list-style-type: none"> ▪ Being arranged.

8 REPORTS

8.1 AusDBF

Discussed earlier.

8.2 Secretary

Noted correspondence from Sharon Knights resigning from the Board was tabled. Letter of appreciation to be sent. **Action: Maria (#1374)**

Noted Sharon and Darcy Knights will continue to work on the caravan but are leaving the sport otherwise.

The key to the PO Box was handed over to Chris Wood.

Correspondence received:

- RevSport – second anniversary letter
- DPTI Life Jacket exemption
- Security monitoring bill
- Rates
- Advice Council rebate has been approved

8.3 Safety

Noted response from council saying has been done.

Peter – sensor light inside the shed – Canoe SA – peter button to follow up.

8.4 Equipment

Noted when the trailer was picked up to take to Port Pirie that a handle was missing and something else broken which was annoying to get resolved. Suggested that it should have had an overhaul before taking it to Canberra and that some of the 300kg straps had broken on the trip over. Agreed to get a quote and fix before next needed on 26 May. **Action: Chris W (#1375)**

Noted there is a DBSA boat needing collection from Vicki's Pride. It was initially loaned by Victor Dragons however they don't need it.

Noted there was a boat for sale on Gumtree for \$2,000 which would be followed up with Mannum Paddle Steamers. **Action: Chris W (#1376)**

8.5 Promotion & Development

Nil report.

8.6 Junior Development

Nil report.

8.7 High Performance

Results discussed.

Noted gold medal won by Senior B – Open 10 team.

8.8 Publicity

Recent article on Water Warriors in Sunday Mail.

8.9 Website / Facebook

Noted website revamp needed.

9 GENERAL BUSINESS

9.1 Revolutionise – update

Preparations underway for new season with Early-Bird starting 1st June.

Noted AusDBF is following up for Sweeps' levels to be accessed by Clubs. Email reminders will be sent from RevSport when First Aid certificates and Sweeps' accreditation is due to expire.

Noted advice was sent out to Clubs stating that they are not to enter newly cleared paddlers in online as DBSA is to do this.

9.2 Presidents Forum – Wed 08/05/19 – feedback

Noted Julie Clinch advised that Scott Clinch injured himself during AusChamps but was not going to put in an actual claim. Also that some of the insurance paperwork was out of date which has since been removed.

9.3 AGM – early planning

Noted that Chris Wood, Jennifer Bould, Tanya Mitchell, Maria Darby and Jeremy Sanders are all up for election.

Noted that Vi Duong, Chris Kelley, Sharon Knights and Peter Button have a further twelve month period to serve.

Noted there is a vacant position as Sharon Knights has resigned.

Chris Kelley advised he would be resigning at the AGM half way through his term but was still happy to sit on some committees (ie Sweeps).

Tanya Mitchell advised she would not be restanding.

Noted early reminder sent for various portfolio and office bearer reports for the Annual report.

Recommendations to be put to the 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 (split 50/50 DBSA/AusDBF), applied on top of the current fees, to cover both the DBSA and AusDBF component in 2020/21.
- That a Member subscription NOT be introduced for 2020/21.

Action: Marie (#1377)

10 CLOSING

10.1 Any Other Business

- Question was asked as to who receives the info@dragonboatsa.com.au email which the response being that it was the secretary.
- Noted there were four submissions received for Club of the Year award from Powerblades, Subsonix, ASA and ACDC and a selection panel was formed from Board members not members of these Clubs to avoid any conflicts of interest.
- Noted correspondence received from Julie Clinch raising a number of issues around her starting during the season as she felt it was to be set on a rotational basis.

MOVED: C. WOOD and SECONDED: P. BUTTON

THAT the Board will only accept correspondence from the Chief Official following any race event.

CARRIED.

Action: Chris W/Marie (#1378/1379)

- Email to be sent to Clubs reminding them that all members need to be registered prior to paddling in any new season. **Action: Marie (#1380)**
- The following questions were submitted by Sue Adams (Water Warriors):
 - *Can you tell me the number of contacts that have been made to DBSA by new people to the sport either via email or phone in the last year?*
 - *Is there a register of contact names and to what club or clubs they were forwarded to?*
 - *Of the contacts made to DBSA can you tell me what the dispersion to clubs is and the ratio of take up of the sport?*
 - *With the Strategic plan session this weekend moving forward I propose that a register of names be kept with the dispersion to Clubs beside it and dated for open viewing by all clubs.*

Noted that all enquiries received by phone, email, Facebook or the website were directed to the website for follow up with the individual Clubs noting there was no register currently maintained. Agreed to set up a register. **Action: Chris W (#1381)**

- Noted email advice from Copper Coast received seeking for a regional category to be raced throughout the season.

In response suggested that they could race every race day in a B-Grade/Regional team category. To be discussed at RC meeting. **Action: Marie (#1382)**

- Noted KIDS looking at holding the regional Hat Regatta next season.
- Chris Kelley advised he went to Murray Bridge recently to undertake some assessments of Sweeps and they thought that they had to amalgamate with another Club if they wished to race during the season however were advised that they could just do this as a combined crew.

11 **NEXT MEETING**

The next Board meeting is set for Wednesday 12 June at The Sailing Club.

Meeting close – at 10:28pm.

Signed: _____

Date: ____/____/____ President