



MINUTES BOARD MEETING

Wednesday 12 June 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

Maria Darby

1.2 APOLOGIES:

Nil

1.3 DECLARATIONS OF INTEREST

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

2 UPDATE – JOHN HOLLAND

Nil report.

2.1 Email from AusDBF re impact of Early-Bird period in season roll over in RevSport

This email below was discussed and agreed to revisit this later in the season.

Action: Marie (#1383)

With DBSA deciding to offer an early bird fee and rollover early before financial year ends, causes a few issues from the national perspective. I'm guessing because this is the first year everyone is on, and we are all using it, some of the issues are only now coming to light.

See email below from revSPORT explaining the consequence of DBSA rolling over before end of financial year. This means AusDBF will have to rollover today to ensure we are able to capture all SA Members for AusChamps. This will have to be a discussion going forward so all the States and AusDBF do the same thing to avoid anyone falling through the net and the processes are the same for all the States for the 2020/2021 financial year.

3 ADMINISTRATION

3.1 Previous Meeting Minutes

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

Action: Marie (#1384)

3.2 Business Arising

Nil.

3.3 Action List

ACTION ITEMS – MEETING 9/5/19

NO.	ACTION	REQUIRED BY	WHO	STATUS
1364	Once lease agreement has been reviewed by Maria arrange for one to be put in place for "ASA Mannum Paddle Steamers Dragon Boaters" boat lease.	When reviewed	Chris W	Ongoing

1365	Update Clearance form to remove Season heading from the top so it can be used generically.	ASAP	Marie	Done
1366	Upload policy #015 – Conflict of Interest.	ASAP	Marie	Done
1367	Send email out with details re Saturday's Strategic Planning Session.	URGENT	Chris K	Done
1368	Once race program is set, enter race fees of \$10 and \$15 (plus GST) into RevSport.	When racing set	Marie	Done
1369	Seek EOIs for the Cultural & Publicity committee to be formed. <ul style="list-style-type: none"> Noted MA Holt has agreed to be involved on this committee and EOIs will now be sought. 	ASAP	Chris W	Ongoing
1370	Follow up with Colleen (ASA Mannum) to seek further details on request for replacement Games medals. <ul style="list-style-type: none"> Noted was State medals and reasons for this not to occur in future were agreed upon replacement medals would be provided. 	ASAP	Chris W	Ongoing
1371	Process clearance applications as follows: <ul style="list-style-type: none"> 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)* 	ASAP	Marie	Done
1372	Advise Robin Hammond that if he registers with DBSA for remainder of this season then his clearance will apply for this season otherwise it will be for next season.	ASAP	Peter	Done
1373	Follow up with Council of possible to put up signage at Aquatic Reserve.	ASAP	Chris W	Ongoing
1374	Send letter of appreciation to Sharon Knights on board resignation.	ASAP	Maria	Ongoing
1375	Obtain quote for trailer overhaul and arrange by 26 th May. <ul style="list-style-type: none"> Noted lights are being fixed first before being taken interstate for repair. Noted other trailer stored at Aquatic Reserve has been totally stripped of lights. 	B4 26th May	Chris W	Ongoing
1376	Follow up with Colleen re boat for sale on Gumtree for \$2k. <ul style="list-style-type: none"> Was private and sold 	ASAP	Chris W	Done
1377	AGM recommendations: <ul style="list-style-type: none"> 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. That a Member subscription NOT be introduced for 2020/21. 	B4 AGM	Marie	Ongoing
1378	Respond to Julie Clinch that: <ul style="list-style-type: none"> The Board will only accept correspondence from the Chief Official following any race event. 	ASAP	Chris W	Done
1379	Advise RC of the following: <ul style="list-style-type: none"> The Board will only accept correspondence from the Chief Official following any race event. 	Next RC Agenda	Done	Done
1380	Send email to Clubs: <ul style="list-style-type: none"> That all members need to be registered prior to paddling in any new season. 	ASAP	Marie	Done
1381	Set up a register to record email enquiries from the general public about joining a Club and include “how did you hear about the sport?”	ASAP	Chris W	Ongoing
1382	Put on RC agenda – B-Grade/Regional team racing.	ASAP	Marie	Done

ACTION ITEMS – MEETING 9/4/19				
1361	Once Jaycar catalogue is released purchase a number of replacement walkie talkies if on sale unless repaired by Peter Takos first.	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 and chase up payment. <ul style="list-style-type: none"> Noted details of volunteer payments to be provided to Treasurer for invoicing. 	ASAP	Chris W	Ongoing
MEETING 14/3/19				
1335	Review the generic boat lease agreement and amend as needed.	ASAP	Maria	Duplicated
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.	On hold	Chris K & Maria	Ongoing
1341	Contact DBQ and DBVIC for a copy of their new Team Manuals.	ASAP	Maria	Ongoing
1346	Look into if Volunteer packs (uniforms) are being given out to eligible volunteers.	Next season	TBA	Ongoing
1352	Compile a dot point list for Admin person to use FB.	ASAP	Tanya	Ongoing
MEETING 13/2/19				
1328	Ask Copper Coast to provide photos of damage, quote for repair and details.	ASAP	Sharon	Withdrawn
1329	Ask Copper Coast to advise exactly why trailer is not roadworthy so a quote can be received for repair.	ASAP	Sharon	Withdrawn
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				
1265	Update the clearance application form once the policy has been ratified.	ASAP	Maria	Done
MEETING 13/9/18				
1228	Look into various 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. <ul style="list-style-type: none"> Contact Sharon and find out status of second website quote. Action: Maria (#1385) Obtain third quote. Action: Jen (#1386) 	Next meeting	Sharon	Withdrawn
MEETING 9/3/17				
907	Arrange for a cinema ad targeting Juniors up to 18 years of age using DDU footage.	ASAP	Chris W	Withdrawn
PF MEETING 15/11/18				
05	Source a stainless steel plate for the Boatshed.	Low priority	Maintenance	Ongoing
06	Produce position paper on formation of DBSA “away team”. <ul style="list-style-type: none"> Noted DBWA is producing one so agreed to wait until then. 	ASAP	Chris W	Ongoing

4 BOARD DISCUSSION/DECISION MAKING

4.1 BSO role

Noted panel now comprises: Peter Button, Jennifer Bould and Chris Wood with tentative date of Saturday 6 July 2019.

Noted there has been a couple of interested parties expressing interest in the position recently however the deadline has passed. It was suggested that they should just provide a CV to be kept on file for future reference.

4.2 Policies for ratification/review

The following policies were reviewed:

- 08 Equity & Inclusive policy – ratified
- 09 Role of the Dragon Boat Drummer – ratified
- 28 State Championships – Qualifying regulation - ratified

Action: Marie (#1387)

Agreed that reminder would be given through the season as follows at the Captains & Sweeps meeting on Policy #09 and the background for when Drummers are to put their hands up and at next RC meeting:

- Sun 08-Sep
- Sun 15-Dec
- Sun 23-Feb
- States

Action: Marie (#1388)

4.3 Strategic Planning Session 11/5/19 – status

Agreed that Chris Kelley would make the necessary changes and circulate for Board feedback noting it would require further discussion as not all Board members were present. **Action: Chris K (#1389)**

4.4 MyRecSport – management status

To be managed by BSO once appointed.

4.5 Coaches course – 2019 date?

Noted course has been held already and unless there are 10 or more interested it will not be scheduled until 2020.

4.6 Cultural & Publicity committee – establishment

Discussed.

4.7 Working with Children Checks – new requirement (see over)

New requirement noted. Agreed to look at Member Protection Policy (#036) first to ascertain what amendments need to be made, if any. **Action: Board (#1390)**

Noted that the policy has not been updated since 2014 and a copy of the ORS&R policy would be obtained and circulated as it may be a more up-to-date version which could be adopted.

Action: Maria (#1391)

5 EVENTS

5.1 AMG October – status

Noted over 450 paddlers have registered four months out. An EOI will be circulated to Clubs for interest in a combined SA team. **Action: Tanya (#1392)**

Quote to be sought for replacement buoys with the quantity to be dependent on price (ie 2, 3 or 4) but need a minimum of 24 (pink, blue, yellow, red, green, orange).

Action: Jeremy (#1393)

Any luck with quotes on buoys – jeremy said he has someone so will just send an email.

Volunteers to be sought via FB and encouraged to register as sports specific. **Action: Tanya (#1393)**

6 CLUB/PADDLER MATTERS

6.1 Clearances

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

- Robin Hammond – reviewed again and approved for 18/19 season, if she agrees to register for 18/19 season as well as 19/20 otherwise it will be for 19/20 season only **Action: Maria (#1394)**
- Marcel Kucmierz – Water Warriors to Powerblades – ratified
- Annette Watts – Water Warriors to Subsonix – ratified for 18/19 season, if she agrees to register for 18/19 season as well as 19/20 otherwise it will be for 19/20 season only.

Action: Maria (#1394)

- Dave Watts – Water Warriors to Subsonix – ratified
- Debbie King – ASA to Subsonix 19/20 - ratified
- Vi Duong – Black Dragons to DBSA – ratified
- Peter Hotere – Black Dragons to Adelaide Phoenix – ratified subject to sign off by Black Dragons

Action: Marie (#1395)

6.2 Blade Runners – request to downgrade Sandy Douglas to B Grade

Approved. **Action: Marie (#1396)**

6.3 DAA Incident Report

Incident report noted with DBSA acknowledgement on form to be returned along with suggestion it be reported direct to the Council. **Action: Chris K (#1397)**

7 FINANCIAL REPORT

7.1 As at 31/5/19

MOVED: C. WOOD and SECONDED: M. DARBY
TO accept financial reports for May 2019 as tabled and pay accounts on Account 1.
CARRIED.

7.2 Other

Agreed not to purchase any of the paddles from Merlin at this stage.

Approval given to reimburse John Holland, to pay Vicki's Pride invoice for boat trailer lights repair and pay the First Aid course invoice.

Consideration will be given in future on how many first aid courses will be run annually as it is becoming quite expensive with the subsidies given. Current position is one course a year and to subsidise only accredited coaches and sweeps.

8 GOVERNANCE

8.1 Strategic Plan review

Held over.

8.2 Reverse Action Plan

Held over.

9 REPORTS

9.1 Secretary

Nil report.

9.2 Safety

Nil issues.

9.3 Equipment

Noted the office key at Aquatic is different with only 3-4 handed out. There is no key register maintained anymore so difficult to know who has keys even whilst no longer a member.

Noted is space available now at the rear of the shed for DAA locker as the previous locker storing paint supplies has been relocated near the paddles.

Follow up to be had with Paddle SA re status of toilets, lack of toilet paper and sensor light needed.

Action: Peter (#1398)

Issue with wheel coming off boat trolley at The Sailing Club which was not reported at the time impacting next Club training. Respective Club has been spoken to and reminded to report all maintenance issues if unable to fix.

Agreed that water bottles and clothing in the clothing bin would be discarded.

Noted TK1 & TK2 have leaks with TK1 to be taken for repair and TK2 checked to see what is missing first. **Action: Vi (#1399)**

9.4 Promotion & Development

Nil report.

9.5 Junior Development

Noted DBSA support / endorsement sought for Clubs to support the Dragonmites team with any junior paddlers that they have which was given.

Advice to be sent to Clubs on this and placed on PF Agenda. **Action: Marie (#1400)**

9.6 High Performance

Follow up to be had with Coaches if they wish to take up second year of their term otherwise EOIs to be sought for next season. **Action: Chris W (#1401)**

9.7 Publicity

Follow up to be had for article in the Messenger on the Auroras. **Action: Chris W (#1402)**

9.8 Website / Facebook

Noted season program has been updated.

10 GENERAL BUSINESS

10.1 Revolutionise – status

Noted new season registrations are being processed.

Question asked if lanyards could be provided to all Clubs rather than just for new paddlers as they often were misplaced or discoloured. Noted they were ordered by John Holland previously from China and the amount of remaining stock would be ascertained first. Once this was known a quote would be obtained and decision made whether or not to purchase more. Suggested that the quick release ones should be bought in future for safety reasons. **Action: Marie (#1403)**

Noted accreditation status was being updated online and Clubs will be able to access this via the right hand menu with Sweeps and First Aid being entered by DBSA and Coaches by AusDBF.

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

Nil.

10.3 AGM – early planning

Agreed to change date to Thursday 8 August as many of the Board members would not be present. **Action: Marie (#1404)**

11 CLOSING

11.1 Any Other Business

- Noted dinner registration numbers for this Saturday at 104 were disappointing. Details for the evening were discussed with Powerblades to bring along the Metro trophy and photos to be set up from the season in a Powerpoint presentation. **Action: Peter (#1405) Marie (#1406)**
- Noted Adelaide Superloop date has been set for weekend of 20-23 February which is a week earlier than normal and conflicts with race day on 23 February. This was changed to the following weekend of 1-Mar. **Action: Marie (#1407)**
- With respect to where it is written that the registration fee for a “Junior paddler first year” is, it was noted that it was normally placed on the Paddler Registration Form and CPA form and that it was a Board decision each season. It was agreed to continue this for the 2019/20 season. **Action: Marie (#1408)**

The email from Jill Furmage (Waiwilta) seeking dispensation to obtain a police clearance to have full Admin access to RevSport was considered. It was denied on the grounds that it had nothing to do with their Club never having Junior paddlers and it was that they have access to sensitive information on other paddlers. **Action: Marie (#1409)**

- Noted Sweeps' course dates are set for: 31 Aug, 07 Dec and 10 May with details to be sent out. **Action: Marie (#1410)**
- Noted the email advice from ORS&R re Good Sports was circulated to Clubs.
- Noted the information on the ORS&R page was up-to-date and once the BSO has been appointed the contact details would be changed.

12 NEXT MEETING

The next Board meeting is set for Thursday 11 July at The Sailing Club.

Meeting close – at 10:32pm.

Signed: _____

Date: ____/____/____ President