



MINUTES BOARD MEETING

Thursday 11 July 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	John Holland (part meeting)

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

2.1 AusDBF report

Question was asked if DBSA was not going to follow the AusDBF model when reviewing the Strategic Plan as it appeared that it had updated the earlier version in the same manner. He noted that it would be more beneficial if they were more aligned. The response given was that it was felt that at the state level there was a different focus.

ROMP – noted there are three SA based officials (Jennifer Bould, Christine John and John Holland) who were accredited at the AusDBF level to provide this training only at the local level.

AS part of the program the AusDBF logbook will now be used for anyone undertaking the Level 1 training with the aim being to hopefully have more at the Levels 2 & 3 over time. This is being coordinated by Melanie Cantwell.

Noted this did not relate to volunteers not interested in participating in the program.

Suggested that Policy #040 – Volunteer Recognition be retired as a result. The Board agreed to wait until it is next due for review.

Noted that the Race Day Volunteer Duties manual needed updating and this was assigned to Jennifer Bould. **Action: Jen (#1411)**

2.2 AusDBF insurance 2018/19 - report

Noted that the summary report had been circulated and the renewal process is underway.

Advice to be given on which DBSA Councils and venues should be covered for inclusion.

Action: Chris (#1412)

2.3 Juniors update

Noted there have been a couple of training sessions which were well attended. Some of the paddlers returning from the AusChamps are enthused and keen to participate again and the aim is for a 20s crew next season.

Agreed to update the Dragonmites brochure. **Action: Chris W (#1413)**

2.4 Other

- Noted AusDBF was planning to run an Australian Institute of Company Directors course in Adelaide for their Board members and were seeking feedback from the states if they were interested in offering this to their Board or Club members. Adelaide is the desired location as it is centrally based.

The cost for the course was round the \$19,000 mark and it would depend on how many attended as to the cost for each. There would be three modules offered (Government, Risk Management and Finance) with two most likely to be delivered in the first year and the other in a rolling type basis.

- Noted there would be no further invoices for 2018/19 paddler levies.
- A certificate was presented to DBSA from Revolutionise Sport for being number 83 on their list. Noted they have formed the Australian Sports Professional organisation. An event was held in Adelaide on Wednesday night which John Holland attended.

A discussion was held with RevSport re the fees paid by AusDBF, state bodies and Clubs for the same paddler information and this was queried. The response given was that at each level there were different functionalities with the database which could be utilised therefore they attracted a fee and these could be utilised more.

Noted one benefit was if paddler fees were paid online then the program could automatically extract the fees to the Club, State and AusDBF which would reduce the paperwork at each level.

DBSA NSW was investigating using RevSport for their marshalls whereby they have a laptop/tablet and just from the team entry list look up the paddlers name to see if their photo matches them. This would negate the need to provide ID cards.

DBVIC have a couple of projects that they will be working on also.

AusDBF is keen to have one person from each state to be on a national committee which will also include Alex from RevSport initially as he could provide some valuable input into how their program can help. They are looking at entering into a three year agreement with RevSport as both parties feel they can invest a lot. The FinishLynx results issue has been resolved which would enable Clubs to view results from their tents in future. Noted the Board would need to advise who their rep would be. **Action: DBSA (#1412)**

2.3 Screening Checks

Noted there is no longer a requirement for DBSA to undertake criminal checks of volunteers as part of their VOAN application to receive a police clearance as this has been replaced with a new Working With Children Check (WWCC), as legislated under the Child Safety (Prohibited Persons) Act 2016. The introduction of the new legislation is being led by the Department of Human Services (DHS).

Both John Holland and Marie Cunningham have been set up to manage this and Clubs will need to be informed of the new process to be in place by 1 July 2020. The process was trialled and works well and is now a simple process whereby 100 points of ID are still required however the passport and driver's licence numbers can just be uploaded and they are checked automatically.

Action: Marie (#1413)

2.4 Lanyards quote

Noted quote has been received at a minimum order of 1,000 converting to about .52 cents each. A sample of the new design has yet to be provided. DBSA will need to advise if it wishes to provide these lanyards for this season to all paddlers once the new design has been approved.

2.5 Trailer

Noted the trailer left at Aquatic Reserve has been vandalised and stripped. Discussion ensued on how to best deal with this as to whether to have it repaired, scrapped for metal and a new one purchased. Agreed to obtain a quote to repair before considering an insurance claim or replacement and that it would need to be de-registered and uninsured at some stage if not repaired.

Agreed to contact someone to have a look at it as soon as possible. **Action: Peter (#1414)**

3 ADMINISTRATION

3.1 Previous Meeting Minutes

THAT the Minutes of the meeting held 12 June 2019 be accepted as a true and accurate record.
 MOVED: Chris Wood and SECONDED: Vi Duong
 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
1383	Place on PF Agenda discussion around impacts of early-bird discount fee to AusDBF and season roll over.	PF Meeting	Marie	Done
1384	Upload Minutes of 9 May meeting	ASAP	Marie	Done
1385	Contact Sharon to find out status of second website quote.	ASAP	Maria	Ongoing
1386	Obtain website quote for redevelopment.	ASAP	Jen	Withdrawn
1387	Upload policies: <ul style="list-style-type: none"> ▪ 08 Equity & Inclusive policy ▪ 09 Role of the Dragon Boat Drummer ▪ 28 State Championships – Qualifying Regs 	ASAP	Marie	Done
1388	Put on RC Agendas for race days of reminder of Policy #09 and reasons when Drummer puts their hand up at the Sweeps & Captains meetings listed: <ul style="list-style-type: none"> ▪ Sun 08-Sep ▪ Sun 15-Dec ▪ Sun 23-Feb ▪ States 	RC Agendas	Marie	Done
1389	Make amendments to Strategic Plan and then circulate for Board feedback.	ASAP	Chris K	Done
1390	Review Policy #036 Member Protection policy to see what changes need to be made as a response of new Working with Children Checks requirements.	Next meeting	BOARD	Withdrawn
1391	Send FB post for EOIs for AMG for SA team. <ul style="list-style-type: none"> ▪ Noted was advised by JH not to bother as all regos have been for Senior B and over. 	ASAP	Tanya	Done
1392	Seek quote for replacement buoys for AMG event. <ul style="list-style-type: none"> ▪ Agreed to purchase four sets. 	ASAP	Jeremy	Done
1393	Post to FB seeking volunteers for AMG event and for them to register as sports specific.	ASAP	Tanya	Done
1394	Advise Annette Watts if she pays her fees for 18/19 her clearance will be for then otherwise it will be for 19/20.	13-Jun	Maria	Done
1395	Process clearances: <ul style="list-style-type: none"> ▪ Robin Hammond – 18/19 season if pays otherwise 19/20 ▪ Marcel Kucmierz – Water Warriors to PBs ▪ Annette Watts – 18/19 season if pays otherwise 19/20 ▪ Debbie King – ASA to Subsonix 19/20 ▪ Vi Duong – 19/20 Black Dragons to DBSA ▪ Peter Hotere – BDs to Adelaide Phoenix 19/20 subject to sign off 	ASAP	Marie	Done
1396	Advise Blade Runners that Sandy Douglas downgrade to B-Grade paddler is ratified.	ASAP	Marie	Done
1397	Respond to DAA's Incident report and return form to them and suggest they report it to Council.	ASAP	Chris K	Done

1398	Follow up Chris Wood for Paddle SA contact to report toilet cleanliness issues, lack of toilet paper and sensor light needed.	ASAP	Peter	Ongoing
1399	Take TK1 for repair and look at OC2 to ascertain what is missing/leaking. <ul style="list-style-type: none"> Noted Canoe Works do not do repairs. To be looked at by Jeremy. 	ASAP	Vi	Ongoing
1400	Promote Dragonmites on FB and to Clubs and place on PF Agenda.	ASAP	Marie	Done
1401	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. <ul style="list-style-type: none"> Noted Vi Duong would be looking after Premiers with EOI to be sent out for As&Cs first. 	ASAP	Chris W	Done
1402	Follow up to be had for article in the Messenger on the Auroras.	ASAP	Chris W	Ongoing
1403	Ascertain the number of lanyards remaining. <ul style="list-style-type: none"> Noted there were about 180. 	ASAP	Marie	Done
1404	Change AGM date to Thu 8 th August if venue available.	Urgent	Marie	Done
1405	Take Metro trophy to Awards Dinner on Saturday night.	Saturday	Peter	Done
1406	Set up a Powerpoint display for photos for the dinner.	Urgent	Marie	Done
1407	Update Race program to change race day of 23-Feb to 01-Mar because of Superloop early weekend and put on RC Agenda.	ASAP	Marie	Done
1408	Update registration paperwork and advise Clubs that Juniors – first year registration is free.	ASAP	Marie	Done
1409	Advise Waiwilita (Jill Furmage) that her request to not have to have a police clearance to have full Admin access was denied due to her having access to sensitive paddler information and not to not having any juniors paddle.	ASAP	Marie	Done
1410	Send out details re Sweeps courses for: 31-Aug, 07-Dec and 10-May	ASAP	Marie	Done
ONGOING – MEETING 9/5/19				
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
1369	Seek EOIs for the Cultural & Publicity committee to be formed now that MA Holt has agreed to be involved.	ASAP	Chris W	Done
1370	Provide Colleen (ASA Mannum) with replacement State medals.	ASAP	Chris W	Ongoing
1373	Follow up with Council if possible to put up signage at Aquatic Reserve. <ul style="list-style-type: none"> To be done once 19/20 insurance is in place. 	ASAP	Chris W	Ongoing
1374	Draft email letter of appreciation to Sharon Knights on board resignation for Chris Kelley to send.	ASAP	Marie & Chris K	Ongoing
1375	Obtain quote for trailer overhaul and arrange repair once lights are fixed.	ASAP	Chris W	Ongoing
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
1381	Set up a register to record email enquiries from the general public about joining a Club and include area for “how did you hear about the sport”. <ul style="list-style-type: none"> Noted would be in place from Saturday along with one to record phone enquiries. 	ASAP	Chris W	Done

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.	ASAP	Chris W	Ongoing
MEETING 14/3/19				
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	On hold
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	
1352	Compile a dot point list for Admin person to use FB.	ASAP	Tanya	Ongoing
MEETING 16/01/19				
1301	Set up answering message on phone at the Boatshed.	ASAP	Chris W	Ongoing
MEETING 13/9/18				
1228	Look into options to purchase a 20kg bar with weights.	De	Vi	Ongoing
PF MEETING 15/11/18				
05	Source a stainless steel plate for the Boatshed. ▪ Agreed to be done at the same time as the vandalised trailer is being looked at.	ASAP	Main-tenance	Ongoing
06	Produce position paper on formation of DBSA "away team" once DBWA have produced their version.	Waiting on DBWA	Chris W	Ongoing

4 BOARD DISCUSSION/DECISION MAKING

4.1 BSO role

Noted date set for 30 July for interviews.

4.2 Policies for ratification/review

Nil.

4.3 Strategic Planning – update

Noted minor amendments (typos/layout) to be made first. **Action: Chris W (#1415)**

4.4 Record keeping

Noted is being done already by Marie Cunningham.

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

Discussed earlier.

4.6 Vogalonga event in Goolwa 26/4/20 for consideration and inclusion in the new season's program)

Noted this is an inaugural event over a 12km and 4km course which is not an actual race and would have all types of unmotorised craft participate. Agreed to place this on the PF and RC agendas.

Action: Marie (#1416)

5 EVENTS

5.1 AMG October – status

Noted next meeting is on Friday night and that there are over 600 registered.

6 CLUB/PADDLER MATTERS

6.1 Clearances

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

- Cherie Hosking – Water Warriors to Adelaide Sea Dragons – ratified
- Yvonne Hutton – Powerblades to Coorong Dragons – ratified
- Michelle & Paul Bahr – Subsonix to BWRs – ratified
- Kay Cameron – SADA to Waiwilta – ratified

- Barbara Satterley – ASD to Waiwilta – ratified
- Rae Marnham – ASD to Waiwilta – ratified

Action: Marie (#1417)

6.2 ACDC/Coorong Dragons – combined Club process discussion

An “IN CAMERA” discussion was held which was then put on hold for later in the meeting.

6.3 Adelaide Phoenix correspondence

Noted response to be sent that DBSA is not in a position to deal with this issue.

Action: Maria (#1418)

6.4 BDs email re amalgamation with ASD

Advice received of this and agreed to respond seeking a timeframe for this amalgamation and for a copy of the Minutes from both SGMs agreeing to it. **Action: Chris K (#1419)**

7 FINANCIAL REPORT

7.1 As at 30/6/19

TO accept financial reports for June 2019 as tabled and pay accounts on Account 1.
 MOVED: J. BOULD and SECONDED: V. DUONG
 CARRIED.

7.2 Other

Noted now in a financial position to pay the volunteer paddlers.

7.3 2018/19 Audit status

The 2018/19 finances are with the Auditor currently and will be ready by the set deadline in time for the AGM.

8 GOVERNANCE

8.1 Strategic Plan review

Held over.

8.2 Reverse Action Plan

Held over.

9 REPORTS

9.1 Secretary

Nil.

9.2 Safety

Noted ramp remains slippery and that there is a duty of care for paddlers when using it. To be included on PF and RC Agendas. **Action: Marie (#1420)**

9.3 Equipment

Noted follow up to be had with Paddling SA re the roller door as it has been damaged.

Action: Peter (#1421)

9.4 Promotion & Development

Focusing on Australian Masters Game (AMG) event currently.

9.5 Junior Development

Discussed.

9.6 High Performance

Nil report.

9.7 Publicity

AMG focus.

Tanya Mitchell advised that will draft a communication plan for FB use setting out a program of posts to be scheduled for the next six months and would be willing to help out with this once she steps down from the Board.

9.8 Website / Facebook

Ongoing.

10 GENERAL BUSINESS

10.1 Revolutionise – status

Noted that Clubs had all processed their early-bird registrations and there were currently over 463 paddlers registered.

10.2 Presidents Forum – Wed 08/08/19 – status

Nil discussion.

10.3 Maintenance committee to arrange busy bee for heads/tails/drums/seats

Ongoing.

10.4 Revised Clearance form

Reviewed with some minor modifications to be made. **Action: Maria (#1422)**

10.5 Hard rubbish – Wed 4th Sept

Follow up to be had with JH as to how he would like to deal with this.

Action: Chris (#1423)

11 CLOSING

11.1 Any Other Business

- Noted there were a number of paddlers out who are not registered and a follow up will be had with these paddlers/Clubs and a reminder sent out to all Clubs and the neon sign to be updated with this advice. **Action: Chris K/Marie/Chris W (#1424)**
- Question was asked if paddler insurance was no longer available at a certain age with the response given that it was however the actual age was not known.
- Question was asked if any work had been done on submitting grants for a new shed/home with the response given that it had been previously however the GFC put an end to the grant money approved. In addition, SARA is looking at an upgrade to their premises which could incorporate all paddling clubs on the lake.
- Noted that AusDBF had been advised that Julie Clinch was preparing the history of dragon boating in South Australia as Maria Darby was not in a position to do so.
- At this point of the meeting both Jeremy Sander and Chris Wood left the meeting so that the previous "IN CAMERA" discussions could continue without their presence.

Noted that these discussions related to the merger arrangement with ACDC and Coorong Dragons with actions decided upon which will be communicated to Clubs in due course.

Action: Chris K (#1425)

12 NEXT MEETING

The next Board meeting is set for 8pm Wednesday 14 August 2019 at The Sailing Club. Noted Peter Button would be apology for this meeting and the AGM and following Board meeting on 14 August.

Meeting close – at 10:34pm.

Signed: _____

Date: ____/____/____ President