



MINUTES BOARD MEETING

Wednesday 4 September 2019 at 8:00pm

At

The Sailing Club – 1 Jenkins Road Port Adelaide

1 FORMALITIES

1.1 OPEN MEETING – 7pm

Acknowledgement of traditional Owners of the Land we meet on was given.

PRESENT:

Meredith Peters

Mick Cahill

Jennifer Bould

Allison Bretones

Maria Darby

Peter Button

1.2 APOLOGY:

Vi Duong

1.3 OTHER

The letter of resignation from the Board received from Jeremy Sanders was acknowledged. Letter of appreciation to be sent and also to other recent Board members. **Action: Peter (#1426)**

1.4 DECLARATIONS OF INTEREST

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

2 BOARD POSITIONS

2.1 Election of Office Bearers etc

The following elections took place for Office Bearers:

President: Peter Button – Moved: M. Darby, Seconded: J. Bould – Carried.

Vice-President Male: Vi Duong – Moved: A. Bretones, Seconded: M. Cahill – Carried.

Vice-President Female: Maria Darby – Moved: A. Bretones, Seconded: J. Bould – Carried.

Secretary: Meredith Peters – Moved: M. Cahill, Seconded: A. Bretones – Carried.

Treasurer: Jennifer Bould – Moved: A. Bretones, Seconded: M. Darby – Carried.

2.2 Portfolios – allocation

High Performance: Vi Duong

P&D: Vi Duong

Maintenance: Mick Cahill

Sweeps: Allison Bretones

Racing Committee: To be rotated

Volunteers: Allison Bretones

Cultural: Maria Darby

DBSA/PAAF: Mick Cahill, John Holland, Jennifer (back up)

Advice to be given to John Holland of new DBSA PAAF representation. **Action: Marie (#1427)**

6 CLUB PADDLER MATTERS – BROUGHT FORWARD

6.3 ACDC advice on contact with State Sports Dispute Centre and request to meet

At this point of the meeting Chris Kelley arrived and an “in camera” discussion was held.

At the conclusion of these discussions the following was discussed:

- Adelaide Sea Dragons and Black Dragons to be advised that:
 - until they merge into Black Sea Dragons, that they can race as combined team but “not for points”; and
 - that until the dispute matter is resolved with ACDC that the status quo will remain for them.
Action: Peter (#1428)
- Email to be sent to Julie Clinch as the Race Official advising of the above outcome.
Action: Jennifer (#1429)
- Chris Kelley to remain as the Sweeps’ liaison with AusDBF and for his RevSport access to continue to manage the accreditation side.
- Agreed to purchase a new supply of wine (3 x dozen) and water for the upcoming season which is to be kept in the locked office at The Boatshed. **Action: Maria (#1430)**

2.3 DBSA Club Contact

Agreed to allocate and circulate to the Board. **Action: Marie (#1431)**

3 ADMINISTRATION

3.1 Previous Meeting Minutes

MOTION:
THAT the Minutes of the meeting held 11 July 2019 be accepted as a true and accurate record.
MOVED: Maria Darby and SECONDED: Jennifer Bould CARRIED.

Action: Marie (#1384)

3.2 Business Arising

Nil.

3.3 Action List

ACTION ITEMS – MEETING 11/7/19				
NO.	ACTION	REQUIRED BY	WHO	STATUS
1411	Update Race Day Volunteer duties manual.	31-Aug	Jennifer	Done
1412	Advise AusDBF who will be the contact person to be part of a national committee on an IT committee.	ASAP	Board	On hold
1413	Update the Dragonmites brochure. <ul style="list-style-type: none"> ▪ To be followed up with Marcelle. 	ASAP	Chris W	Ongoing
1414	Arrange to have someone look at the vandalised trailer at the Aquatic Club to ascertain what was best to be done with it. <ul style="list-style-type: none"> ▪ An update on the status of the claim was given noting trailer now resides at Premier Trailers during the assessment/claim period. ▪ The benefits of purchasing a new trailer were discussed and agreed. Action: Jen (#1433) ▪ Noted it will be kept at The Sailing Club. 	ASAP	Peter	Done
1415	Update draft Strategic Plan document with amendments noted and reformat. <ul style="list-style-type: none"> ▪ Agreed Meredith to follow up with Chris W to progress. 	ASAP	Chris W	Ongoing
1416	Include on PF and RC Agendas – Vogalonga event in Goolwa on 26 April 1920 for consideration.	ASAP	Marie	Done
1417	Process ratified clearances: <ul style="list-style-type: none"> ▪ Cherie Hosking – Water Warriors to ASD ▪ Yvonne Hutton – PBs to ACDC Coorong ▪ Michelle & Paul Bahr – Subsonix to BWRs ▪ Kay Cameron – SADA to Waiwilta ▪ Barbara Satterley – ASD to Waiwilta 	ASAP	Marie	Done
1418	Advise Phoenix that DBSA is not in a position to deal with their issue.	ASAP	Marie	Withdrawn
1419	Respond to BDs email re amalgamation with ASD and seek a timeframe and copy of SGM Minutes agreeing to it in due course.	ASAP	Chris K	Done
1420	Place on RC & PF Agendas – duty of care re boat ramp use.	ASAP	Marie	Done

1421	Paddling SA to be contacted re damaged roller door. ▪ Noted response back was to contact the Council.	ASAP	Peter	Ongoing
1422	Amend Clearance form and circulate again for review. ▪ Noted current form had been modified to include field for the season to be used.	ASAP	Maria	Withdrawn
1423	Follow up with JH as to what help he would like with the hard rubbish collection on Wed 4 th Sept.	ASAP	Chris W	Done
1424	Follow up with those paddlers out who are not registered and send out email reminder and update neon sign reminding of this requirement.	ASAP	Marie, Chris W & Chris K	Done
1425	Advise Clubs of outcome of "IN CAMERA" discussions held re the merger of ACDC and Coorong Dragons and subsequent issues raised.	ASAP	Chris K	Done
ONGOING – MEETING 11/619				
1385	Contact Sharon to find out status of second website quote.	ASAP	Maria	Done
1387	Upload policies: ▪ 08 Equity & Inclusive policy ▪ 09 Role of the Dragon Boat Drummer ▪ 28 State Championships – Qual regulation	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: ▪ Sun 08-Sep, Sun 15-Dec, Sun 23-Feb, States	RC Agendas	Marie	Done
1392	Purchase four sets of buys prior to AMG event.	Urgent	Jeremy	Done
1398	Follow up Chris Wood for contact at Paddle SA to report toilet cleanliness issues, lack of toilet paper and sensor light needed.	ASAP	Peter	Ongoing
1399	Look at what is needed to repair Tk1 and OC2 to ascertain what is missing/leaking.	ASAP	Jeremy	Ongoing
1401	Send out EOs for Senior As&Cs coach positions.	ASAP	Chris W	Done
1402	Follow up to be had for article in the Messenger on the Auroras.	ASAP	Chris W	Withdrawn
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	Maria	Ongoing
1370	Provide Colleen (ASA Mannum) with replacement State medals.	ASAP	Chris W	Withdrawn
1373	Follow up with Council of possible to put up signage at Aquatic Reserve once 2019/20 insurance is in place.	ASAP	Chris W	Withdrawn
1374	Draft email letter of appreciation to Sharon Knights on board resignation for Chris Kelley to send.	ASAP	Maria & Chris K	See #1426
1375	Obtain quote for trailer overhaul and arrange repair once lights are fixed.	ASAP	Chris W	Withdrawn
1377	AGM recommendations: ▪ 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	Done
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".	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. <ul style="list-style-type: none"> Agreed to look at status of radios on Sunday first. Action: Peter (#1434)	When released	Chris K	Withdrawn
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.	ASAP	Chris W	Withdrawn
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. <ul style="list-style-type: none"> Noted only one responded and this is being reviewed. 	ASAP	Maria	Ongoing
1346	Look into if Volunteer packs (uniforms) are being given out to eligible volunteers. <ul style="list-style-type: none"> A number of tops were given to Jennifer for placement in the trailer. Follow up to be had with Sharon Knights for a copy of her list of volunteers. Action: Marie (#1435)	Next season	TBA	Done
1352	Compile a dot point list for Admin person to use FB. <ul style="list-style-type: none"> Vi Tanya and I are using it. 	ASAP	Tanya	Done
MEETING 16/01/19				
1301	Set up answering message on phone at the Sailing Club.	ASAP	Chris W	Ongoing
PF MEETING 15/11/18				
05	Advise John to source a stainless steel plate for the Boatshed when the vandalised trailer is being reviewed/repaired.	ASAP	Chris W & Peter	Withdrawn
06	Produce position paper on formation of DBSA "away team" once DBWA have produced their version.	Waiting on DBWA	Chris W	Withdrawn

4 BOARD DISCUSSION/DECISION MAKING

4.1 Meetings schedule - set

Agreed to change meeting times to 6pm and for Outlook appointments to be sent.

Action: Marie (#1435)

4.2 Process for communication including consultation of updates to Clubs

Agreed to circulate upcoming draft Policies to Clubs prior to the meeting for their feedback or amendments for consideration. **Action: Marie (#1436)**

4.3 Member Protection Information Officer (MPIO) – status

Noted currently both John Holland Pat Doogue are the MPIOs and that ORS&R will be conducting their next course later this year. Meredith Peters expressed interest in this role and would look to do the course. Agreed important to have a female MPIO also.

Question was asked if there was a Child Protection Officer appointed with the response given was that this position was not currently required.

4.4 Season launch & Volunteers' end of season function

Noted regrettably the Volunteers end of season function was not held at the end of the season and this would be rectified at the end of this season. As part of the planning process the list of eligible volunteers would be reviewed and pre-requisites for attendance set at the next meeting.

Action: Board (#1437)

4.5 Chief Officials Roster

The draft roster was circulated and agreed to be sent out to the Chief Officials for confirmation of their availability. Agreed that if a determination is to be made by a Chief Official that has a potential conflict of interest with the issue raised, that an independent Chief Official is to be brought in to address the matter. Chief Officials to be advised. **Action: Marie (#1438)**

The importance of having a number of officials in the system training up for this level was noted. A copy of the pathways document produced by Jennifer Bould previously for paddlers, sweeps, coaches and volunteers it to be circulated to the Board for information. **Action: Jen (#1439)**

4.6 Policies:

- #027 – Race Day Organisation & Draws – ratified
- #019 – Directors Code of Conduct - ratified
- #036 – AusDBF Member Protection Policy – ratified

Action: Marie (#1440)

4.7 Liquor Licence Reform

Noted there is no requirement for DBSA to apply for a Liquor Licence. The Charles Sturt Council is seeking written confirmation of this to be provided as they believe differently which is being obtained and have only provided a permit at this stage until 31 October. The Adelaide City Council does not require this.

Clubs to be advised that as a condition of not having a Liquor Licence that there is to be no alcohol consumed until after each race day/event is officially finished which will be once the prizes have been awarded. To be advised to Clubs and reminder given each race day. **Action: Marie / Jen (#1441)**

The Adelaide City Council has advised the following with respect to the OzAsia event:

- *The OzAsia festival will have a liquor licence that will cover a number of festivities in the area, however, if you wish to consume alcohol at the conclusion of the dragon boat racing, you must purchase the alcohol from one of the bars located within the licensed area of the OzAsia festival. You are unable to bring alcohol onto the licensed premises.*
- Action: Marie (#1442)**

5 EVENTS

5.1 Masters Games Event October – update/planning

Noted this event was being coordinated by John Holland.

The email received from Darcy Knights who is working on the caravan with the aim to be to have it ready for this event was circulated prior to the meeting. The action items require to be followed up by the Board were each reviewed and would be followed up accordingly.

Noted a number of the maintenance type items could be readily arranged. Follow up to be had with local caravan repair place on Tapleys Hill Road if they can assist. **Action: Peter (#1443)**

In recognition of the considerable amount of time that Darcy has contributed to date in preparing the caravan for use it was agreed that DBSA would cover his registration for the 19/20 season. This would be advised to him. **Action: Marie (#1444)**

5.2 Request – St Columbus College

The request for a 2 hour training session on Friday 8th November was circulated. Agreed that Vi Duong will follow up to coordinate this event. **Action: (#1445)**

5.3 Request – Army Reserves Unit

The request for a corporate team building type session for an Army Reserves Unit is to be followed up. **Action: Vi (#1446)**

6 CLUB/PADDLER MATTERS

6.1 Clearances

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

- Sharon Knights – Subsonix to DBSA – ratified separately
- Mark Harvey – SADA to Powerblades – ratified separately
- Penelope (Penni) Howard – Waiwilita to DBSA - approved

Action: Marie (#1447)

6.2 Copper Coast – reclassification to B-Grade

This request was considered and approved. **Action: Marie (#1448)**

6.3 ACDC status

Discussed earlier.

6.4 Email from Sharon Knights re volunteer support for caravan

The email received from Sharon Knights was discussed with her concerns being noted and response to be given of this and of future support offered as needed. **Action: Marie (#1449)**

6.5 Email from Sharon Knights re Board election queries

The email received from Sharon Knights was discussed and response to be given that the nominations followed due process and who the Movers/Seconders were. **Action: Marie (#1450)**

6.6 BWRs email re Cowell paddlers interest – boat/trailer/paddles

Follow up email to be sent to the Cowell contact as to how their training session with BWRs went and what their next plans are. **Action: Meredith (#1451)**

6.7 Email from ASA – AGM report disappointment

This correspondence from ASA expressing disappointment of no mention of them winning the Regional team award in the President's AGM report was noted for future reference.

Action: Marie (#1452)

6.8 Bladerunners – status

Noted that their members need to be registered if paddling and that they would be on the water in October.

6.9 Advice of merger of Black Dragons and Adelaide Sea Dragons – Black Sea Dragons

Noted.

6.10 Black Sea Dragon – uniform style guide request

Response back to be given that there is no set ruling for the to use the AusDBF or DBSA logos.

Action: Marie (#1453)

6.11 Boat bookings – season

Notice it had been raised at the RC meeting that the bookings for boats on a Saturday were currently overbooked however as it was early in the season this would be monitored.

7 FINANCIAL REPORT

7.1 As at 31/7/19

MOTION: TO accept financial reports for July and August 2019 as tabled and pay accounts on Account 1. MOVED: J. BOULD and SECONDED: P. BUTTON CARRIED.
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7.2 Other

Noted insurance reimbursement payment to Waiwilita for the refund after selling their outrigger would be what the insurance company advised.

7.3 Cheque signatories - change

MOTION: THAT the signatories for all of the Bank SA accounts be any two of the following three: Jennifer Bould, Peter Button and Meredith Peters. MOVED: J. BOULD and SECONDED: M. DARBY CARRIED.

Action: Jen (#1454)

Agreed to set up some delegation authorities with limits to be set. **Action: Jen (#1455)**

7.4 Debit card – arrange / set up?

Noted the bank does not offer this arrangement.

8 CORRESPONDENCE

8.1 **PlayByTheRules Awards 2019**

Noted this advice was circulated to Clubs.

8.2 **Volunteering SA – Certificate of Membership 2019/20**

Noted this membership certificate was received.

8.3 **ORS&R – Board composition email**

Noted that ORS&R was still keen to meet to discuss 40:20:20 Board composition going forward despite the female/male/other quota being readily met. Once an explanation was given to them on the split of membership numbers for males and females making it easy to meet the requirement, they were happy to no longer meet.

8.4 **ORS&R – Active Club Program now open advice**

Noted this advice was circulated to Clubs.

8.5 **Sportsmans Drive – rehabilitation advice**

Noted this advice was circulated to Clubs.

8.6 **Sport SA – request for letter of support to Treasurer**

Noted letter of support for Sport SA was sent to the Treasurer re concerns over the SA Gambling Reforms.

8.7 **ORS&R – Recreation Infrastructure Plan – Facility Information Request**

Noted that Marie Cunningham attended the ORS&R webinar which introduced Active Xchange as the company engaged to manage this process. Her opinion was that it was more for those Clubs who wanted financial support in setting up new Clubrooms or relocation to an area which is more demographically suited to their membership type and was not relevant to DBSA.

The request to still provide ORS&R with membership details for their records would be declined.

Action: Marie (#1456)

8.8 **Council – Event Program West Lakes**

Noted this advice was circulated to Clubs.

8.9 **Sport SA Awards Night – 18th October**

Agreed that Marie Cunningham would represent DBSA at the Members and Partners Breakfast at Morphettville Racecourse on Friday 18 October.

The invitation to attend the Sport Awards on Friday 22 November would be considered at the next meeting.

8.10 **Current practice of training monitoring in athletes - study**

Noted this correspondence was forwarded to Vi Duong to respond if he felt it was viable.

8.11 **Directors' Governance Training - AICD**

Noted Meredith Peters and Marie Cunningham would be attending this training session on 17 September.

8.12 **Volunteering SA/NT – Strategic Framework Feedback**

Noted this correspondence was circulated to the Board and did not need following up.

8.13 **Volunteering SA/NT – Newsletter**

Noted this correspondence was circulated to the Board and did not need following up.

8.14 **Email from Bangladesh Dragoners**

Noted this correspondence was sent to AusDBF for their information.

8.15 **Sports Connect – Issue 2**

Noted this advice was circulated to the Board.

8.16 **Wellington Dragon boat festival - invitation**

Noted this advice was circulated to Clubs.

9 GOVERNANCE

9.1 Strategic Plan review

Held over.

9.2 Reverse Action Plan

Held over.

10 AusDBF

10.1 Level 3 – Coaching course re-accreditation

Noted this advice was circulated to Clubs.

10.2 Team Elite Pop Up Event merchandise

Agreed to respond to this email with approval for a stand at the State Championships at a fee of \$55 (GST incl) and they would not have exclusivity and have to provide their own tent.

Action: Marie (#1457)

10.3 Levels of responsibility matrix

Noted response had been sent to AusDBF in support of this documentation.

10.4 Member Protection Policy

Noted earlier adoption of the AusDBF policy on this.

10.5 Email from DBNSW re next Stakeholder meeting

Noted email had been received seeking level of interest and details of next meeting awaited.

11 REPORTS

11.1 Secretary

Nil report.

11.2 Safety

Agreed to purchase some hard bristled brooms for use to scrub the ramp at the Boatshed to reduce the slipperiness. **Action: Mick (#1458)**

11.3 Equipment

Follow up to be had on the purchase of a number of replacement mats. **Action: Mick (#1459)**

11.4 Promotion & Development

Noted the following events are scheduled:

- Mount Carmel College – Monday and Tuesday sessions for four weeks from 21 October – being coordinated by John Holland.
- Charles Sturt School Holiday Program – Mon 30th Sept & Mon 7th Oct (10am-11:30am) – noted John Holland has offered to coordinate this event which is accepted.
Action: Marie (#1460)
- Western Zones Schools Event – Thu 31st Oct (9am-3pm). – **Action: Vi/Marie (#1461)**

11.5 Junior Development

Agreed to send a congratulatory email to the Juniors who competed at the WWCC.

Action: Vi (#1462)

11.6 High Performance

Noted that Julie Lister would be appointed as the Senior B&C coach and that Vi Duong would be the Senior A & Premiers coach.

11.7 Publicity

Agreed to consider options to possibly co-opt someone in to assist with this portfolio.

11.8 Website / Facebook

Follow up to be had for an updated quote from current website developer as it has been some considerable time since first received. **Action: Marie (#1463)**

12 GENERAL BUSINESS

12.1 RevSport database – DBSA Board access

Noted that Meredith Peters and Maria Darby currently have full admin access to their Club portals and would be given full DBSA access. Details re WWCC to be sent to Peter Button.

Action: Marie (#1464)

12.2 WWCC requirement – DBSA volunteers

This requirement was discussed and noted not needed currently for any specific volunteer positions.

12.3 Season catering – Mobile Coffee Bean & Buzzy Bee Coffee

Noted Buzzy Bee Coffee would be providing the catering for the first race day and thereafter at West Lakes it would be the Mobile Coffee Bean.

Agreed not to arrange mobile catering for the OzAsia event.

12.4 Opening cultural ceremony

Noted details have been circulated by Mary-Ann Holt re arrangements for this event.

12.5 Electronic signatures

Noted President’s electronic signature is required and was duly provided.

12.6 Clubroom access – keys etc

Noted additional keys to be made for Board members. Action: Marie (#1465)

12.7 RC meeting roster

Agreed to set up a roster for Board members to attend remaining RC meetings as follows:

- Thu 12-Sep Mick Cahill
- Tue 08-Oct Peter Button
- Wed 06-Nov Maria Darby
- Wed 20-Nov Meredith Peters
- Thu 05-Dec Allison Bretones
- Wed 08-Jan Maria Darby
- Wed 29-Jan Meredith Peters
- Thu 20-Feb Mick Cahill
- Wed 04-Mar Jennifer Bould

12.8 BSO Position status – Admin Focus proposal

Held over.

13 CLOSING

13.1 Any Other Business

- Agreed to circulate the BSO position description to Board members. Action: Marie (#1466)

14 NEXT MEETING

The next Board meeting is set for 6pm Wednesday 9 October 2019 at The Sailing Club.

Meeting close – at 11:55pm

Signed: _____

Date: ____/____/____ President