



MINUTES BOARD MEETING

Wednesday 9 October 2019 at 6:30pm
At
The Sailing Club – 1 Jenkins Road Port Adelaide

1 FORMALITIES

1.1 OPEN MEETING – 6:30pm

PRESENT:sweep

Peter Button

Mick Cahill

Jennifer Bould

Allison Bretones

Vi Duong

1.2 APOLOGY:

Maria Darby

Meredith Peters

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

MOTION:

THAT the Minutes of the meeting held 4 September 2019 be accepted as a true and accurate record.

MOVED: Mick Cahill and SECONDED: Allison Bretones CARRIED.

Action: Marie (#1467)

2.2 Business Arising

Nil.

2.3 Action List

ACTION ITEMS – MEETING 4/9/19				
NO.	ACTION	REQUIRED BY	WHO	STATUS
1426	Send letter of appreciation to all recent outgoing Board members acknowledging their contribution. Chris Kelley, Chris Wood and Tanya Mitchell and Jerry Sanders	ASAP	Peter	Ongoing
1427	Advise John Holland of new PAAF rep (Mick Cahill – Jennifer as back up).	ASAP	Marie	Done
1428	Advise ASD & BDs that until they merge, they can enter a combined crew but only race for “no points” and that the status quo will remain for ACDC until the dispute matter is resolved.	Race Day Sun 8-Sep	Peter	Done
1429	Send email to Julie Clinch as Chief Official advising of #1428 above outcome.	Before 8-Sep	Jennifer	Done
1430	Purchase 3 bottles of wine (red/white) and water and store in locked office at the Boatshed.	Before 8-Sep	Marie	Done
1431	Allocate Club contacts to the Board and upload to website.	ASAP	Marie	Done
1432	Upload Minutes of 11 July meeting to website.	ASAP	Marie	Done
1433	Arrange with Premier Trailers to purchase a new replacement trailer.	ASAP	Jennifer	Done

1434	Check in to status of radios to assess what is needed for Clubs and AMG event.	8-Sep race day	Peter	Done
1435	Change remaining meeting times to 6pm.	ASAP	Marie	Done
1436	Circulate upcoming draft Policies to Clubs for feedback.	B4 next meeting	Marie	Done
1437	Discuss pre-requisites for eligibility for attendance at Volunteers end-of- season function. <ul style="list-style-type: none"> ▪ Agreed requirement is to participate on four occurrences as a minimum in a season. ▪ Agreed to send details of any volunteers' participation through to Allison to maintain a register. 	Oct meeting	Board	Done
1438	Circulate draft Chief Officials roster for confirmation of availability and advise that: <i>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.</i>	ASAP	Marie	Done
1439	Circulate pathway document to Board (paddlers, sweeps, etc).	ASAP	Jennifer	Done
1440	Upload Policies #027, #019 and #036	ASAP	Marie	Done
1441	Advise Clubs that there is to be no alcohol consumed until the event is finished which is when the Awards are given out.	ASAP & Race Day	Marie & Jen	Done
1442	Advise Clubs of OzAsia alcohol restrictions.	RC meeting	Marie	Done
1443	Follow up with local caravan repair place on Tapleys Hill road for whatever assistance they can provide with the caravan. <ul style="list-style-type: none"> ▪ Noted has mostly been done with some final tasks being worked through with Darcy Knights. 	URGENT	Peter	Done
1444	Advise Darcy Knights that DBSA will cover his registration fee for the season in an acknowledgement of his work done to date on the caravan.	ASAP	Marie	Done
1445	Training session – follow up St Columbus College for Fri 8 th Nov session.	ASAP	Vi	Done
1446	Training session – follow up corporate team building type session options with Army Reserves Unit (Matt).	ASAP	Vi	Done
1447	Process approved clearance applications.	ASAP	Marie	Done
1448	Advise Cooper Coast of approval for reclassification to B-Grade	ASAP	Marie	Done
1449	Advise Sharon Knights that the Board noted her concerns about perceived lack of support for Darcy whilst renovating the concern and have offered future support as needed.	ASAP	Marie	Done
1450	Response to be given to Sharon Knights that the AGM nominations followed due process and who the Movers/Seconders were.	ASAP	Marie	Done
1451	Follow up Cowell contact to find out how their training session with BWRs went and what their next plans are.	ASAP	Meredith	Ongoing
1452	Advise ASA that the Board acknowledges their concerns on their being no mention of them winning the Regional trophy award and that it would be noted for future reference.	ASAP	Marie	Done
1453	Advise BSD that there is no set ruling to use the DBSA or AusDBF logos on any new uniforms.	ASAP	Marie	Done

1454	Arrange necessary paperwork to be completed for new bank signatories to be any 2 of 3: Peter, Jennifer and Meredith). ▪ Noted as Jennifer Bould is the only signatory currently that the bank is requesting that the any two of the former signatories (Chris Kelley, John Holland, Sharon Knights) sign off on the Minutes reflecting the new cheque signatories.	ASAP	Jen	Ongoing
1455	Set up some delegation limits for purchases.	ASAP	Jen	Discuss Later
1456	Advise ORS&R that DBSA membership information would not be provided to them as part of their Recreation Infrastructure Plan.	ASAP	Marie	Done
1457	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.	ASAP	Marie	Done
1458	Purchase some hard bristled brooms for use on the boat ramp	ASAP	Mick	Done
1459	Look into purchasing replacement mats.	ASAP	Mick	Done
1460	Let John H know that he can coordinate the Charles Sturt School Holiday Program and seek help from DBSA as needed.	ASAP	Marie	Done
1461	Coordinate Western Zones Schools Event for Thu 31 st October (9am-3pm).	ASAP	Vi & Marie	Done
1462	Send congratulatory email to the juniors who competed in Thailand.	ASAP	Vi	Ongoing
1463	Follow up website developer for updated revamp quote.	ASAP	Marie	Dormant
1464	Give Maria & Meredith full admin access to RevSport and send WWCC email to Peter Button to follow up clearance.	ASAP	Marie	Done
1465	Arrange to have new keys made for Board members to access The Sailing Club.	ASAP	Marie	Done
1466	Circulate BSO Position Description.	ASAP	Marie	Done
ACTION ITEMS – MEETING 11/7/19				
1412	Advise DBNSW who will be the contact person to be part of a national committee to report back on ideas.	When asked	Board	Done
1413	Arrange for the Dragonmites brochure to be updated. ▪ Follow up to be had with Chris Wood for previous version to be provided for updating.	ASAP	Marie	Ongoing
1415	Follow up with Chris Wood to update the draft Strategic Plan document with amendments noted and reformat.	ASAP	Meredith	Ongoing
1421	Contact the Council re damaged roller door. ▪ Mick Cahill will action this.	ASAP	Marie	Ongoing
1422	Amend Clearance form and circulate again for review.	ASAP	Maria	Done
ONGOING – MEETING 11/6/19				
1398	Follow up Paddle SA to report toilet cleanliness issues, lack of toilet paper and sensor light needed. ▪ Jennifer Bould will action this.	After race day	Marie	Ongoing
1399	Look at what is needed to repair TK1 and OC2 to ascertain what is missing/leaking	ASAP	VI	Ongoing
1402	Follow up to be had for article in the Messenger on the Auroras.	ASAP	Vi	Removed

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
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	Ongoing
1341	Review the New Team Manual received from DBQ or DBVIC received for suitability.	ASAP	Maria	Ongoing
MEETING 16/01/19				
1301	Check the answering machine message on phone at the Boatshed and change as needed.	ASAP	Peter & Marie	Ongoing

The action items for the caravan were also reviewed with only a few left to be followed up.

3 BOARD DISCUSSION/DECISION MAKING

3.1 DBSA registered paddlers – discussion

Held over.

3.2 Release of AGM draft Minutes

Agreed to release the Minutes.

3.3 DBSA Policies

The following policies were reviewed/ratified:

- #002 – Smoke free
- #010 – Heat – to be updated and re-circulated
- #018 – State Team Selection Process
- #022 – WH&S
- #024 – Environment

Action: Marie (#1468)

3.4 Sport SA – dinner – Fri 22nd December

Noted there would be no DBSA attendance at this dinner.

3.5 BSO Position

Agreed to hold over until next meeting when full Board is in attendance and to allocate some time during the meeting for discussion.

4 EVENTS

4.1 AMG October – update/planning

Noted arrangements are in place with practice sessions scheduled for Thursday and two full days of racing on the Friday and Saturday. The caravan will be in place and security is arranged.

Noted the boat transfer from the Torrens boatshed was cancelled due to insufficient number of volunteers to load the boats.

4.2 Caravan update

4.2.1 Email from Chris Wood re caravan name

Noted response to be sent advising that Darcy Knights had been adamant in earlier correspondence from him that he did not wish the caravan to be named after him.

Action: Marie (#1469)

Letter of thanks to be written to Darcy Knights. **Action: Peter (#1470)**

4.3 Vogolonga Down Unda – event notification

Noted.

5 CLUB/PADDLER MATTERS

5.1 Clearances

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

- Paul O'Sullivan – DBSA to Waiwilita
- Robert and Meredith Brown – Adelaide Phoenix to Subsonix
- Judie Henderson – ASD to PBs
- Veronica Maidment – PBs to BRs
- Darcy Knights – Subsonix to DBSA
- Judi Henderson – ASD to Powerblades
- Vic & Andrew Akkermans – Subsonix to ACDC
- Chris Wolf – Subsonix to Copper Coast (not via email) - ratified
- Sharon Knights – DBSA to ACDC

Action: Marie (#1471)

5.2 First aid course – scheduling (enquiries)

Given the number of recent enquiries it was agreed to send out an EOI seeking numbers for another course to be held later this year or early in the new year. **Action: Marie (#1472)**

5.3 First aid course – reimbursement Jane Carey

Agreed to reimburse Jane Carey 50% of the First Aid course fee. **Action: Jen (#1473)**

5.4 BWRs – boat request for Vogolonga events

The request for a boat to be borrowed from DBSA for this event was considered and suggested that they actually contact Coorong Dragons for one of their boats which will be at the location already.

Action: Marie (#1474)

5.5 Maintenance schedule and checklist of maintaining DBSA assets

Mick Cahill tabled draft documentation for use in maintaining all of the DBSA assets and not just equipment (ie boat ramps). He noted the importance of Clubs taking responsibility for maintain this equipment.

When sent out to Clubs an email will be included to report back to him on any equipment damage which can then be followed up with the maintenance delegates.

A checklist for the boat trailers was tabled.

With respect to looking after the caravan, a Club will be allocated monthly to clean it with a checklist provided listing what was required for this and also what to check prior to moving the caravan for an event. **Action: Mick (#1475)**

Working bees will be scheduled prior to the Christmas holiday period and at the end of race season at both Aquatic Reserve and at The Sailing Club.

Noted that if the ramp at Aquatic Reserve is maintained weekly that it will help to reduce the amount of algae and that new brooms were purchased for this task.

Discussion was held on whether a volunteer should be sought specifically to relocate the caravan for each event for the entire season however it was agreed to let the Racing Committee manage this.

5.6 ACDC Coorong

Noted that the Board was travelling to Goolwa on Sunday 13 October to meet with Coorong Dragons committee to find out their perspective on the merger with ACDC. An Agenda will be circulated.

Action: Peter (#1476)

5.7 Copper Coast – Sweep Assessment email

Agreed to follow up with Sweeps' committee Chair as to the background as to why Pat Doogue was not able to undertake a Level 2 assessment on Provisional Sweep Marg Miller and respond to Copper Coast that this was being followed up. **Action: Marie (#1477)**

6 FINANCIAL REPORT

6.1 As at 30/9/19

MOTION:

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

MOVED: J. BOULD and SECONDED: V. DUONG CARRIED.

6.2 Update

Noted that Jennifer Bould is the only person currently with delegation from the bank to make online payments and for any others to be added on that the account would need to be changed to a business account. This would mean that Jennifer would have to set up again all of the EFT payment records as the bank advised that they could not be transferred over.

Allison Bretonas agreed to follow this up with a business banking specialist at Bank SA as she had been advised differently when doing the exact same thing earlier today. **Action: Allison (#1478)**

6.3 Financial delegations

Noted that once the new cheque signatories have been set up where any two of three can make online payments that this should resolve the financial delegations and number of emails being circulated to the entire Board currently.

7 CORRESPONDENCE

7.1 Sport SA – Sammy D Foundation partnership

Noted.

7.2 Good Sports Awards

Noted that details re these Awards have been circulated to Clubs.

7.3 Sport SA – Opening ceremony thank you

Noted.

7.4 Sport SA – Notice of AGM Tue 26th Nov – attendance

Noted that Mick Cahill would represent DBSA and if unavailable that Peter Button would be the alternate. Response to be sent to Sport SA. **Action: Mick (#1479)**

7.5 Volunteering SA – AGM invite

Noted.

7.6 AICD Annual Dinner invite

Noted.

7.7 Legend Sports – email

Noted.

7.8 Sport SA – Advocacy letter

Noted letter of support had been sent in response as requested by Sport SA.

7.9 ORS&R – Opening of the 2020-21 Sport and Recreation Development and Inclusion Program

Noted details were provided to Clubs.

7.10 Prostate cancer event flyer

Noted details of this event would be circulated once advice had been received from Paddling SA that the website was updated with 2020 event information.

7.11 Junior Coaches Survey – Flinders Uni

Agreed to forward to John Holland for completion. **Action: Marie (#1480)**

8 GOVERNANCE

8.1 Strategic Plan – status

Noted the draft version needed to be finalised as a matter of priority and time would be set aside at the next Board meeting for this with current version to be circulated beforehand.

Action: Meredith (#1481)

9 AusDBF

9.1 Privacy Policy

The new Policy was reviewed with no feedback suggested. Agreed to adopt this for local use.

Action: Marie (#1482)

9.2 2020 AusChamps

Noted the below Memos were all on the AusDBF website:

- Memo #017 – 2020 AusChamps dates and program format
- Memo #018 – 2020 AusChamps racing classes offered
- Memo #019 – 2020 AusChamps entry fees and deadlines

9.3 AusDBF Update #2

Noted.

9.4 AGM – Sydney 17th November – attendance

Noted is scheduled for the Wallaroo Marina Challenge event which reduced availability to attend in person. Follow up to be had with Board members not present if they would like to attend otherwise Peter Button would dial in if conference facilities are available. **Action: Marie (#1483)**

10 REPORTS

10.1 Secretary

Nil.

10.2 Safety

Nil.

10.3 Equipment

Noted report of a dragon head being damaged was submitted by Chris Wood. Follow up would be had with maintenance committee to repair in due course.

Follow up to be had with Jeremy Sanders as to a timeline for the placement of the new buoys as the Racing Committee were following up on the status of the replacement of the yellow buoy on the 500m line. **Action: Mick (#1484)**

10.4 Promotion & Development

Noted the following events are scheduled:

- Thu 31/10/19 – Western Zones Carnival
There are 6-8 schools involved with an EOI for Sweeps and Drummers to be sent once final number are advised.
- Fri 08/11/19 – St Columba College
Event is booked in for about 47 school children with EOIs to be sought closer to the date.
- North Adelaide Primary School
Years 4&5 for about 27 school children – date to be advised.

Training sessions will be held in Port Lincoln on 19&20 October for Blue Water Raiders and Dragons Abreast Port Lincoln.

10.5 Junior Development

Noted that John Holland recently organised the Charles Sturt Council's School Holiday program over 30 September and 7 October with 35 school children participating with six potential members interested.

10.6 High Performance

Noted Vi Duong would meet with Julie Lister to work out when training will commence and to start recruiting paddlers to the State team.

10.7 Publicity

Noted is reported as it occurs.

10.8 Website / Facebook

Updated regularly.

11 GENERAL BUSINESS

11.1 Neon sign – The Boatshed – operation of

Follow up to be had with Chris Wood on how to operate the sign. **Action: Mick (#1485)**

11.2 GoodSports website – updated

Noted website has been updated with new Board contact details.

11.3 ORS&R meeting – Meredith & Marie

Noted Meredith Peters and Marie Cunningham would be meeting with a number of ORS&R staff on Wednesday 17 October as an introductory meeting to find out from them what is required for reporting purposes and to be part of their various programs.

11.4 RevSport – heading to Adelaide – ASPA meeting

Noted.

11.5 Constitution – any changes

Agree to set up a subcommittee to review the constitution for any required changes and to look into moving out some of the Clauses into a separate Rules of Association document which can be updated by the Board rather than the members.

Committee to comprise: Mick Cahill, Maria Darby and Meredith. **Action: Mick (#1486)**

11.6 Any Other Business

Agreed to give Ronnie Lane as Chair of the Sweeps committee full Admin access to RevSport and the Sweeps module. **Action: Marie (#1487)**

11.7 Review of the meeting

Noted this Agenda item had been introduced after attending the AICD governance training.

11.8 Next meeting

- PAAF – an update on the financial arrangements with them as the other capital contributor in this arrangement was given by Jennifer Bould. Noted they are following up the repair of the downstairs air conditioners with Revenue SA. Recent venue hiring has covered the cost of some recent invoices however PAAF were behind with some payments. Agreed to transfer \$305 to cover.
- Noted invoice to be received from John Holland for the hot spotting of his mobile phone for the Masters Games to allow the FinishLynx system to upload to the wide screen.
- Noted GST would be required to be paid this quarter.

12 NEXT MEETING

The next Board meeting is set for 6pm Wednesday 13 November and a Presidents' Forum for Thursday 14 November at 8pm.

Meeting close – at 9:10pm

Signed: _____

Date: ____/____/____ President