



MINUTES BOARD MEETING

Wednesday 13 November 2019 at 6:00pm
At
The Sailing Club – 1 Jenkins Road Port Adelaide

1 FORMALITIES

1.1 OPEN MEETING – 6:00pm

PRESENT:

Peter Button	Mick Cahill	Jennifer Bould
Maria Darby	Vi Duong	Katherine Reid (invited – part meeting)
		John Holland (invited – part meeting)

1.2 APOLOGY:

Meredith Peters	Allison Bretones
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1.3 DECLARATIONS OF INTEREST

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

1.4 KAT REID – BOARD SECONDMENT

Noted Katherine (Kat) Reid (Black Sea Dragons) was invited to this meeting as she had expressed interest in being on the Board. Given that she was only able to stay for a short period the offer was extended to her to attend the next Board meeting and if interested to be seconded then.

[Action: Marie \(#1472\)](#)

2 ADMINISTRATION

2.1 Previous Meeting Minutes

MOTION: THAT the Minutes of the meeting held 9 October 2019 be accepted as a true and accurate record. MOVED: Mick Cahill and SECONDED: Maria Darby CARRIED.
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[Action: Marie \(#1473\)](#)

2.2 Business Arising

Nil.

2.3 Action List

ACTION ITEMS – MEETING 4/9/19				
NO.	ACTION	REQUIRED BY	WHO	STATUS
1467	Upload Minutes of 4/9/19 meeting.	17/10/19	Marie	Done
1468	Upload policies: <ul style="list-style-type: none"> #002 – Smoke free #010 – Heat (to be updated and re-circulated) #018 – State Team Selection Process #022 – WH&S #024 – Environment 	17/10/19	Marie	Done
1469	Respond back to Chris Wood’s suggestion that Darcy was against the caravan being named after him.	17/10/19	Marie	Done
1470	Send a letter of thanks to Darcy Knights for his work on the caravan.	17/10/19	Peter	Ongoing
1471	Process clearances as ratified.	17/10/19	Marie	Done

1472	Seek EOIs for a First Aid Course for later this year / early next year.	17/10/19	Marie	Done
1473	Reimburse Jane Carey 50% of First Aid course fee.	17/10/19	Jennifer	Done
1474	Advise BWRs to contact Coorong Dragons for use of one of their boats in situ for the Vogolonga event.	17/10/19	Marie	Done
1475	Checklist for caravan to be cleaned and prior to being towed for use for each race day.	24/10/19	Mick	Ongoing
1476	Circulate Agenda prior to meeting with Coorong Dragons.	11/10/19	Peter	Done
1477	Follow up with Ronnie Lane as to why Sweeps' Committee rejected offer by Pat Doogue to undertake Level 2 Sweeps assessment on provisional Sweep Marg Miller (Copper Coast) at no charge and advise Copper Coat that this was being followed up.	17/10/19	Marie	Done
1478	Follow up with Bank SA as to why they cannot transfer over EFT payment records when setting up a business account.	17/10/19	Allison	Ongoing
1479	Advise Sport SA of attending their AGM – Peter Button to be alternate.	17/10/19	Mick	Done
1480	Forward Junior Coaches Survey (Flinders Uni) to John Holland to complete.	17/10/19	Marie	Done
1481	Follow up Chris Wood for her version of the draft Strategic Plan to finalise any amendments and circulate to the Board for review next meeting.	31/10/19	Meredith	Ongoing
1482	Adopt AusDBF Privacy Policy for local use.	When adopted	Marie	When adopted
1483	Follow up if Maria or Meredith are available to attend AusDBF AGM in Sydney on Sunday 17 November otherwise Peter will dial in if this option is available.	17/10/19	Marie	Done
1484	Follow up Jerry as to his timeline for the placement of the new buoys recently purchased. ▪ Will get to buoys this week	17/10/19	Mick	Ongoing
1485	Follow up with Chris Wood how to operate the neon sign at Aquatic.	31/10/19	Mick	Ongoing
1486	Set up Constitution Review subcommittee meet to review the Constitution and set up a separate Rules of Association document.	31/10/19	Mick, Meredith, Maria	Ongoing
1487	Assign full Admin access to RevSport and the 360 Sweeps module to Ronnie Lane.	17/10/19	Marie	Done
ACTION ITEMS – MEETING 4/9/19				
1426	Send letter of appreciation to all recent outgoing Board members acknowledging their contribution.	ASAP	Peter	Ongoing
1451	Follow up Cowell contact to find out how their training session with BWRs went and what their next plans are.	ASAP	Meredith	Ongoing
1454	Arrange necessary paperwork to be completed for new bank signatories to be any 2 of 3: (Peter, Jennifer and Meredith)	ASAP	Jen	Done
1462	Send congratulatory email to the juniors who competed in Thailand.	ASAP	Vi	Ongoing
ACTION ITEMS – MEETING 11/7/19				
1412	Advise AusDBF who will be the contact person to be part of a national committee on an IT committee.	When asked	Board	With-drawn
1413	Follow up Chris Wood for copy of the Dragonmites brochure to be updated.	ASAP	Vi	
1415	Follow up with Chris Wood to update the draft Strategic Plan document with amendments noted and reformat.	ASAP	Meredith	With-drawn
1421	Contact the Council re damaged roller door.	ASAP	Mick	Done
ONGOING – MEETING 11/6/19				

1398	Follow up Paddle SA to report toilet cleanliness issues, lack of toilet paper and sensor light needed.	After race day	Jennifer	Done
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	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
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	Withdrawn
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 Sailing Club and change as needed.	ASAP	Peter & Marie	Ongoing

CARAVAN ACTION ITEMS				
1	Follow up: 1. Support feet at front of caravan set up originals and adjust where necessary/purchase and fit new ones. Noted temporary ones being used for AMG. 2. Purchase all old window frames rubber seals, stay's/latches and replace with identical new ones. 3. Install all old window frames rubber seals. ▪ Noted feet have been purchased and just need to be fitted, contact to be followed up for #2. ▪ contact to be followed up for	ASAP	Peter	Ongoing
3	Measure/purchase/Install “pocket sleeve” for results and notices for placing on side of caravan.	ASAP	Peter	Ongoing
11	Purchase fans or Air/Con for hot days. ▪ Agreed to revisit later in season.	ASAP	Peter/Jen	Ongoing
12	Consider purchase and install side awning like seen on most “off road” adventure 4x4's to give sun and/or rain protection on side where results sleeve and door to caravan is. ▪ Agreed to go with the old Starter's tent for this season.	ASAP	Board	Done

3 BOARD DISCUSSION/DECISION MAKING

3.1 Working bee

Noted email received from Shirley Howe (Powerblades) after attending recent race day set up training session coordinated by John Holland at the Boatshed suggesting that a working bee be held to clear out and reorganise the Boatshed.

Noted that this was being coordinated by Mick Cahill and response would be sent thanking Shirley for her suggestion and further details will be advised. **Action: Marie (#1473)**

3.2 DBSA caravan – naming

Agreed to follow up Darcy Knights personally to confirm that he has changed his position on the caravan being named “The Darcy” in acknowledgement of the inordinate amount of work he undertook on it in such a short time frame. Should it be agreed then signwriting will be followed up.

Action: Peter (#1474)

3.3 DBSA Policies

The following policies were reviewed/ratified:

- 010 – Heat Policy - ratified
 - As an aside noted the email request for a ‘weather policy’ in relation to extreme heat and rough weather and when training should be called off. would be responded that it is up the Sweep to make this decision. **Action: Marie (#1475)**
- 029 – Appointment of Delegates to AusDBF – ratified
 - Noted would be reviewed to be part of By-Laws instead.
- 030 – Dragon boat training protocols at West Lakes & Port River - ratified
- 035 – Social Media – held over for review. **Action: Maria (#1476)**
- 046 – Safe Transport – held over for review. **Action: Maria (#1476)**
- 047 – Alcohol Management – held over for review. **Action: Maria (#1476)**

Action: Marie (#1477)

Noted that these last three policies were introduced as part of meeting the grant requirements.

3.4 Charter – Cultural & Publicity - status

Noted the requirement to have this committee established so it will be raised at the upcoming Presidents’ Forum and EOIs sought from Clubs. Jen Bould to be the DBSA liaison person.

Action: Marie (#1478)

3.5 ORS&R – MPIO training

Noted Mick Cahill has undertaken the online training and will attend the course on 24 November 2019. Suggested that Kat Reid also undertake this course as Meredith Peters is no longer available.

Action: Kat (#1479)

3.6 Tatiara Masters Games

Noted follow up to be had with John Holland on planning for upcoming AusChamps (2022), to arrange an introductory meeting with Rowing SA contact and for planning for Tatiara Games and future Masters events. **Action: Peter (#1480)**

3.7 ID cards – proceeding with / lanyard order

Noted that John Holland had advised that they should no longer be needed as paddlers would not appear on the team sheet unless registered. This was considered and agreed to order 500 lanyards anyway for the remaining season and that they may still be required for AusChamps.

Action: Marie (#1481)

3.8 Discussion on status of DBSA registered paddlers

Agreed that this will be looked into as part of the Constitution review.

4 EVENTS

4.1 AMG October – feedback

4.1.1 AMG October – thank you email

Noted an email of appreciation had been extended to the AMG Organising committee and appreciation would be extended to Clubs via the Presidents’ Forum.

4.1.2 AMG – Incident Report – Dragon Masters

The incident report submitted by Dragon Masters was reviewed along with the accompanying paperwork. It was agreed to follow up John Holland for any recommendations that the Board needs to follow up and whether he will be updating AusDBF.

Action: Peter (#1482)

4.1.3 AMG – Volunteers & Officials Reports

Both reports were reviewed and noted. Agreed to invite all of the volunteers to the end of year volunteers' function.

4.2 Corporate Challenge planning – Sunday 20-Feb-20

Noted was being coordinated by ASA.

5 CLUB/PADDLER MATTERS

5.1 Clearances

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

- Vi Duong – DBSA to Subsonix (via email)
- Tony Morbidelli – DBSA to Subsonix (via email)
- Paul O'Sullivan – Waiwilla to Copper Coast (reclassification to B-Grade)
- Gary Gillies – Adelaide Phoenix to Water Warriors (via email)

Action: Marie (#1483)

5.2 Vicki's Pride – request for assistance

The email request from Vicki's Pride for support from DBSA seeking sponsorship to replace their stolen quad bike and consideration for a reduction in the First Aid course fee for a Sweep was discussed.

Response to be sent advising that DBSA was not in a position to support them financially and that there were a number of grant options available with some links to be provided. In addition, they would be entitled to a 50% subsidy for the First Aid course to a maximum of \$80.

Action: Marie (#1484)

5.3 First Aid course reimbursement (Kate Meier & Jenny Hammat)

Reimbursement supported.

5.4 ACDC Coorong – update

A precis was given on the recent meeting held in Goolwa with Coorong Dragons and noted that legal advice is now being sought.

Coorong Dragons have been set back up in Revolutionise Sport as a Club so that they can register any new paddlers.

5.5 DAPL – appreciation email

The email from DAPL expressing gratitude to Vi Duong for conducting recent Sweeps' training was noted.

5.6 BWR – appreciation email

The email from BWRs expressing gratitude to Vi Duong for conducting recent Sweeps' training was noted.

5.7 Sweeps course reimbursement enquiry – Annabel Kitchen

Reimbursement supported.

5.8 Coorong Dragons – email enquiry re next Coaches course

Noted response to email received enquiring when next Coaches course is scheduled will be sent advising that John Holland is currently looking to schedule early next year. Action: Marie (#1485)

6 FINANCIAL REPORT

6.1 As at 31/10/19

MOTION:

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

MOVED: J. BOULD and SECONDED: M. CAHILL CARRIED.

6.2 Update

Noted Premier Trailer is keen for the DBSA trailer to be either repaired, cut-up for scrap or removed as it is taking up valuable space. It will cost approximately \$3,850 to bring it back up to scratch. Agreed to circulate email to Clubs seeking interest if they wish to pay this reduced cost for a new tandem trailer that can tow to boats. Response to be sought by 21st November otherwise it will be cut-up for scrap. To be raised at AusDBF meeting also. Action: Marie / Maria (#1486)

Noted Pat Doogue had bought additional radios for DBSA and has been reimbursed.

7 CORRESPONDENCE

7.1 Sport SA – RAP

Noted receipt of advice of Sport SA's Reconciliation Action Plan initiative.

- 7.2 ORS&R – MPIO training**
Noted receipt of advice of this training.
- 7.3 Sport SA – AGM reminder**
Noted Mick Cahill would represent DBSA.
- 7.4 Council – RSA Course advice**
Noted advice received of this course on 7 November and that it was circulated to Clubs.
- 7.5 Volunteering SA/NT – October newsletter**
Noted.
- 7.6 Council – Grants SA – Major funding round advice**
Noted advice received and that it was circulated to Clubs.
- 7.7 Ashmore Palms sponsorship offer to Clubs**
Noted advice received and that it was circulated to Clubs.
- 7.8 Volunteering SA/NT – AGM issue**
Noted
- 7.9 ORS&R – Funding & Info sessions**
Noted advice received and that it was circulated to Clubs.
- 7.10 Survey – Future Sport & Recreation Facility Needs for your sport**
Noted brief survey was completed.
- 8 GOVERNANCE**
- 8.1 Strategic Plan – status**
Follow up to be had with Chris Wood for a copy of the draft Strategic Plan as when she was when last on the Board offered to finalise the changes made as a result of the Strategic Planning meeting.
Action: Peter (#1487)
- 9 AusDBF**
- 9.1 AGM – Directors election – votes**
Noted that those nominating or re-nominating would automatically be elected or re-elected.
- 9.2 AGM – Constitution – vote on changes**
Proposed changes were discussed and agreed upon. Noted that Maria Darby and Meredith Peters would be representing DBSA at the upcoming AGM and Members' meeting.
- 9.3 AGM – Life membership voting – John Holland**
Discussed.
- 9.4 Members meeting – Governance comparison review paper**
Noted.
- 9.5 Members meeting – AusChamps discussion paper – Easter vs non-Easter position**
Agreed to raise it at the Presidents' Forum meeting for feedback. **Action: Peter (#1488)**
- 9.6 Members meeting – Members meeting – AusChamps Entry fee discussion paper**
Agreed that feedback given from the floor would be considered and the preference was for the most efficient and cost effective method for the paddler.
- 9.7 Members meeting – RevSport – Online membership discussion paper**
The consensus was not in favour of introducing online registration under the model proposed whereby the one payment was made by the paddler and the funds were then segregated into the respective Club, DBSA and AusDBF's bank accounts rather than seek a levy payment later.

It was felt that the control of membership renewals was best left with the Clubs and DBSA.
- 9.8 Members meeting – Sport Membership comparison discussion paper**
Noted.
- 9.9 Coaches accreditation list**
Agreed to circulate the SA list to Clubs as a reminder and that they can find out the process to reactive their accreditation from the AusDBF website. **Action: Marie (#1489)**

9.10 Revenue Generation Funding Strategy

Noted AusDBF was seeking nominations for RGC membership at the General Meeting.

9.11 Other

- Noted John Holland advised early on in the meeting that AusDBF was working on a concussion policy as a result of the Dragon Masters incident during the AMG basing it on the Canadian Sky Diving policy and extrapolating the most useful content.
- National Coach selection – interviews will be held on Friday with the current applicant and one other. Noted Board is keen to open up the Premier Division to any paddler good enough to get in and that Serge would withdraw his application if that was the case as he felt it would weaken the Senior crews and not do anything for the Premiers.

10 REPORTS

10.1 Secretary

Nil.

10.2 Safety

Nil.

10.3 Equipment

Noted as part of the upcoming working bee at the Boatshed that the DBSA paddles hanging on the rack needed to be sorted through to remove any which were damaged. The quantity disposed of needs to be advised to Jennifer to keep account of in the assets register.

10.4 Maintenance

Noted a Sweep oar has white tape around it and seems to be twisted. Will be added to the maintenance list.

10.5 Participation & Development

The following event status was given:

- Thu 31/10/19 – Western Zones Carnival – held with 126 school children, 26 volunteers and 8 boats.
- Fri 08/11/19 – St Columba College – cancelled due to bad weather.
- North Adelaide Primary School – cancelled by School due to internal paperwork issues.

Went

Noted Vi Duong went to Port Lincoln and Wallaroo to hold a coaching clinic for Sweeps.

10.6 Junior Development

John Holland advised early on in the meeting prior to leaving that there were three recent Juniors who have joined the Dragonmites team which they are trying to build. Assistance was sought from DBSA in getting Juniors at other Clubs to join the team and this would be raised at the Presidents' Forum.

10.7 High Performance

Noted that two sessions of State training have been held already and that numbers for Premiers and Seniors may be reduced this year as Water Warriors were not going to AusChamps.

10.8 Publicity

Noted photos of the Australian Masters Games event were uploaded attaining 4,000 Likes.

10.9 Website / Facebook

Noted website still needed to be revamped somewhat and that Marz had withdrawn her previous quote.

Agreed to provide back end access to Jen Hallman to the back end of current site for her to see what needed improvement and if she needed further access for this to be provided by the current webhost. Suggested she could attend a meeting and inform the Board on what needs doing to the website to upgrade it. **Action: Marie (#1489)**

11 GENERAL BUSINESS

11.1 RSA – who has this?

Discussed earlier and noted Clubs would be asked to provide the names of those members who have this accreditation. **Action: Marie (#1490)**

11.2 Catering – meetings

Agreed that when earlier meetings are held that catering will be arranged by Board members on a rotational basis. January to be done by Maria Darby and February by Peter Button.

Action: Maria & Peter (#1491)

11.3 ORS&R meeting 17/10/19 – verbal report

Noted Meredith Peters and Marie Cunningham met with ORS&R staff to gain an understanding of DBSA's requirements for the various programs and grant funding in place.

12 CLOSING

12.1 Any Other business

- John Holland noted prior to leaving the meeting early on that there was a very old trailer located at Goolwa (previously at Victor Harbour and Murray Bridge) which is full of rust and ACDC was hoping DBSA would gift this to them.

They would then arrange for a Men's Shed group to repair it to allow them then to move their boats to and from the water and it would be kept securely in a shed. He noted there was an area where it could be kept and would not go on the road and the registration could be cancelled.

Discussion was held over on approval for this as it required further deliberation.

Action: Board (#1492)

- Approval given to ACDC to borrow a DBSA trailer the following week for 2-3 days to collect a Peishing boat from NSW.
- Agreed to look into scheduling an Officials & Volunteers training course. Melanie Cantwell would be followed up this weekend to find out what needed to be done for the Officials Course and Pat Doogue followed up for his assistance with the Volunteers' training course along with Jennifer Bould. **Action: Maria, Jen & Pat (#1493/#1494)**

Agreed that Clubs would be requested to provide two people for the Volunteers training course and to submit EOIs for the Officials course. **Action: Marie (#1495)**

- Noted AusDBF had requested confirmation of registered paddler numbers from those show in RevSport for levy payments and that there were 598 x adults and 14 x juniors = 612. The amount to be invoiced was not known at this stage.
- Noted clarification was sought from Ronnie Lane as Chair of the Sweeps committee as to why Pat Doogue was not able to assess a Cooper Coast sweep whilst there recently. The response given was that only those on the DBSA Sweeps committee can carry out these assessments and they are: Jan Bice, Ronnie Lane, Steve Clinch, Dave Gillies, Chris Kelley and John Holland. **Action: Marie (#1496)**
- Noted that at the RC meeting comment had been made that the Board was looking into a new PA system. Mick Cahill advised that he had spoken with four suppliers who all advised that there was no Bluetooth option currently. He will however get costings for a lighter weight version of the steel and work out the sizes for the various ranges needed to cover all venues. **Action: Mick (#1497)**
- Noted annual rent of \$2,200 was due for the boat storage on the Torrens. Noted it was still being used for Life Be In It Events and the OzAsia and was a suitable venue for Clubs to train on to experience 'hard' water. Noted it was too difficult to transport boats to and from otherwise.

12.2 Review of the meeting

Agreed to include RC meeting dates in as part of the Board meeting calendar. **Action: Marie (#1498)**

12.3 Meeting dates/times 2020:

▪ Tue 21-Jan	Board	▪ Wed 20-Nov	Racing Committee
▪ Tue 11-Feb	Board	▪ Thu 05-Dec	Racing Committee
▪ Wed 19-Feb	Presidents' Forum	▪ Wed 08-Jan	Racing Committee
▪ Tue 10-Mar	Board	▪ Wed 29-Jan	Racing Committee
▪ Wed 15-Apr	Board	▪ Thu 13-Feb	Racing Committee
▪ Tue 12-May	Board	▪ Wed 04-Mar	Racing Committee
▪ Wed 13-May	Presidents' Forum	▪ Wed 18-Mar	Racing Committee
▪ Wed 08-Jul	Board		
▪ Tue 11-Aug	Board		
▪ Wed 19-Aug	AGM + Presidents' Forum		
▪ Thu 10-Sep	Board		
▪ Tue 13-Oct	Board		
▪ Wed 11-Nov	Board		
▪ Wed 18-Nov	Presidents' Forum		
▪ Tue 08-Dec	Board + Christmas dinner		

12.4 Next meeting

The next Board meeting is set for 6pm Tuesday 10 December at 6pm followed by Christmas dinner at the British Hotel. **Action: Marie (#1499)**

Meeting close – at 9:26pm.

Signed: _____

Date: ____/____/____ President