



## MINUTES BOARD MEETING

Tuesday 10 December 2019 at 6:00pm

At

The Sailing Club – 1 Jenkins Road Port Adelaide

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### 1 FORMALITIES

#### 1.1 OPEN MEETING – 6:00pm

##### PRESENT:

Peter Button	Mick Cahill	Jennifer Bould
Maria Darby	Vi Duong	Katherine Reid
Allison Bretones		

#### 1.2 APOLOGIES:

Nil

#### 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 13 November 2019 be accepted as a true and accurate record.  
MOVED: Maria Darby and SECONDED: Jennifer Bould CARRIED.

Action: Marie (#1500)

#### 2.2 Business Arising

Nil.

#### 2.3 Action List

Held over.

### 3 BOARD DISCUSSION/DECISION MAKING

#### 3.1 Resignation – Meredith Peters

The resignation received from Meredith Peters due to personal circumstances was accepted.

Agreed to send her a letter of appreciation. Action: Peter (#1501)

#### 3.2 Secondment – Kat Reid (BSD)

MOTION:  
THAT Katherine Reid be co-opted to the Board until the upcoming AGM.  
MOVED: Vi Duong and SECONDED: Maria Darby CARRIED.

MOTION:  
THAT Katherine Reid be elected as Secretary.  
MOVED: Allison Bretones and SECONDED: Maria Darby CARRIED.

Agreed to advise Clubs of the change in Secretary. Action: Marie (#1502)

### 3.3 DBSA Policies

Held over:

### 3.4 AusDBF Level 1 coaches accreditation – management of

The email from Rick French raising concerns about Clubs not being covered under insurance if there was not an accredited coach in place was tabled for discussion. He had suggested that the Board reconsider insurance companies upon renewal.

It was noted that there were a number of Clubs still without an accredited coach despite this requirement being in place for some time and that there was a course being planned for early in the new year to address this situation.

Clubs are to be reminded of this requirement and until one is place can approach other Clubs to have an accredited coach supervise their training program. **Action: Peter & Marie (#1503)**

### 3.5 Board composition (Subsonix X3 members) – SGM needed

Noted that as a result of Vi Duong transferring from Black Dragons to Subsonix that there were now three Subsonix Board members and special approval was required from the members for this to occur.

Agreed to call a Special General Meeting as part of the next Presidents' Forum on Wednesday 19 February 2020 to put this to the members for approval with advice to be sent to Clubs in the interim of this action. **Action: Marie (#1504)**

### 3.6 Wine top up – John Holland offer

The offer from John Holland to continue to source the wine for DBSA was considered and agreed that the Board would take this on instead. **Action: Marie (#1505)**

### 3.7 ORS&R SRDIP Grant collaboration and launch of Active Inclusion

Missed out this time. On agenda for next time.

### 3.8 Working Bee – January 11&12

Noted that the dates have been changed until the new year.

### 3.9 Update on MPIO role

Mick Cahill advised that he had recently undertaken this course conducted by ORS&R and noted that there was the option to source MPIOs from a national register if needed.

Discussion ensued on the pros and cons of using an external MPIO rather than a paddler with this qualification. Any case would be taken on its merit as to whether an external option or internal option was chosen.

Agreed to send an email out to Clubs to see who holds this qualification and if they would be willing to be put onto a DBSA MPIO register to be managed by Mick Cahill. **Action: Mick (#1506)**

### 3.10 Volunteers Coordinator (RC meeting) – organise lunch, drinks etc, recording of

Noted Allison Bretones will oversee this with help from a Volunteer as she will be racing.

### 3.11 Clarification on AusDBF logo requirements for SA club uniforms

Noted that every state other than SA had agreed previously to use the AusDBF state logo on any SA club uniforms however DBSA did not and the reason for this was it wanted to continue to use the "Nessie" logo and "Fierce, Fast, Furious".

Agreed to continue this.

### 3.12 Changing Club Liaisons (Meredith's)

Noted Katherine Reid would take over those assigned previously to Meredith Peters and respective Clubs would be advised. **Action: Marie (#1507)**

### 3.13 First Aid course – tentative Saturday 1st February – 50% (Sweeps/Coaches)

Noted course is scheduled for Saturday 1 February with Clubs to be advised. **Action: Marie (#1508)**

### 3.14 Local Government Funding and Support for Events

The offer from Sports Marketing who work closely with Councils and Tourism organisations Australia-wide to seek out and bring event and media opportunities to their areas was tabled.

Agreed to respond back that their offer has been considered and will be followed up as needed and details sent to Clubs for their information. **Action: Marie (#1509)**

### 3.15 Team Elite – Pop Up Merchandise

The promotional material from Team Elite for consideration for the State Championships was considered. Noted that this had never been taken up previously and the Board was not placed to manage what would be required on the ground to process the online orders that would be sent.

Agreed to send this information to Clubs to seek if they are interested in having merchandise for the State championships and to inform them that this will largely need to be managed by a volunteer paddler. **Action: Marie (#1510)**

## 4 EVENTS

### 4.1 Tatiara Masters Games – status

Noted follow up to be had still with John Holland on requirements for this event.

### 4.2 Purnong Water Regatta & Floatfest invitation

Noted this information had been circulated to Clubs and the Sunday of the event clashed with a race day with organisers advised of this.

## 5 CLUB/PADDLER MATTERS

### 5.1 Clearances

Nil.

### 5.2 ACDC Coorong – update

Noted Peter Button will be meeting this Thursday with legal representative provided by Sport SA for advice on the situation. An update would then be provided to the Board and follow up had accordingly. Respective Clubs to be advised of the situation. **Action: Peter (#1511) / Marie (#1512)**

### 5.3 Email from Chris Wood re AusDBF update at PFs

Agreed to write back thanking Chris Wood for bringing her concerns re late notice of AusDBF correspondence at the PF for consideration by Clubs prior to the AusDBF AGM and that the majority of the information had been received at late notice and the Board wished to consider it first.

**Action: Marie (#1513)**

## 6 FINANCIAL REPORT

### 6.1 As at 30/11/19

MOTION:

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

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

### 6.2 Update

### 6.3 Bank Signatories

MOTION:

TO change the cheque signatories for the Bank SA accounts to any two of the following three: Peter Button, Jennifer Bould and Katherine Reid.

MOVED: M. Darby and SECONDED: M. Cahill CARRIED.

**Action: Jennifer (#1514)**

## 7 CORRESPONDENCE

### 7.1 Stephen Mulligan MP – Letter of acknowledgement re Gambling Reform

Noted.

### 7.2 Volunteering SA/NT – News

Noted.

### 7.3 Sporting Club Development Survey – Charles Sturt

Noted was completed and sent to Clubs also for completion.

### 7.4 Copper Coast – Letter of thanks

Noted.

### 7.5 Treasurer – response to letter re support of Sport SA's proposal

Noted.

### 7.6 Motor Vehicle Reg – re Premier Trailer Plate S290TAG

Noted.

## 8 GOVERNANCE

### 8.1 Strategic Plan – status

Follow up to be had now by Marie Cunningham with Chris Wood for a copy.

## 9 AusDBF

### 9.1 AGM Update

Maria Darby provided an update on the AusDBF AGM and Members' meeting recently held and suggested that at least two to three representatives attend in future.

### 9.2 Paddler fee 2020/21

Noted the following fees were set for 2020/21

- Adult - \$30.00 per person (GST incl.)
- Junior - \$15.50 per person (GST incl.)

### 9.3 Easter v non-Easter – AusChamps

Noted the following was agreed:

- *Members agreed to allow the hosting State to decide what dates during the month of April would work best for them which would allow flexibility to determine weather, daylight savings, travel availability, access to regatta venue.*

Agreed to follow up with Rowing SA to book Ramsay Course for AusChamps 2022 over Easter and to let AusDBF know when dates confirmed. **Action: Mick / Marie (#1515)**

### 9.4 2021 and beyond Per boat or Per paddler entry fee discussion paper – decision, nothing definitive?

Noted differing viewpoints had been put forward for consideration with no decision advised yet by AusDBF.

### 9.5 Revenue Generation Fundraising Strategy

Noted AusDBF were seeking the following and EOIs would be sought from Clubs:

**Action: Marie (#1516)**

- *Kristin Priest asked Member for their support and respond to the EOI which was sent out to Members on 11/11/2019. Kris asked for each Member to nominate a person to be on the Committee. Nominees needed to have the right skills – marketing, fundraising, sponsorship etc. Please forward nominations to AusDBF by 30 November. It's important to establish a Committee to help with the workload. The idea would be to replicate the formula AusDBF > State > Club.*

### 9.6 Update #3

Noted has been circulated to Clubs.

### 9.7 Other

Agreed to draft a discussion paper to AusDBF for next Members' meeting on "transparency in providing copies of Minutes for the benefits of all members". **Action: Maria (#1517)**

## 10 REPORTS

### 10.1 Secretary

Nil report.

### 10.2 Safety

Noted Aquatic boat ramp was being managed now by sweeping prior with hard brooms.

### 10.3 Equipment

Agreed to send email to Clubs "to be conscious of the fact that there are some boats where the Drummer's seat retaining boat won't secure so to check this before taking it down".

**Action: Marie (#1518)**

### 10.4 Maintenance

Noted maintenance days scheduled for January for Boatshed.

### 10.5 Participation & Development

Noted the Western Zone Dragon Boat festival will now be held on Thursday 29 October 2020.

## 10.6 Junior Development

Nil report.

Agreed to ask John Holland to provide an AusDBF and Junior Development update prior to each meeting. **Action: Marie (#1519)**

## 10.7 High Performance

Noted State team training has commenced.

## 10.8 Publicity

Nil report.

## 10.9 Website / Facebook

The draft options for the redesign of the sitemap for the website to streamline it provided by Jennifer Halman were tabled for consideration.

Approval given for Jennifer to follow up with web designer to proceed.

**Action: Jen H & Marie (#1520)**

## 11 GENERAL BUSINESS

### 11.1 RSA – who has this?

Noted Vi Duong and Peter Button would undertake this course online. **Action: Vi & Peter (#1521)**

### 11.2 RC meeting – follow up OzAsia organisers for event to be raced at twilight

Noted Board considered suggestion put forward at RC meeting by Neil Parker for this event to be held at twilight however it was considered due to safety concerns over roll overs at night that this would not be followed up.

### 11.3 Sport SA AGM – report

The report provided by Mick Cahill who attended the AGM was tabled as read.

## 12 CLOSING

### 12.1 Any Other business

- Noted request had been received from Jeremy Sanders (ACDC Goolwa River Dragons) for the DBSA trailer which was going to be scrapped as no local or interstate Club had expressed interest in paying \$4,000 for its repair to good order to be released to them.

Agreed that they would be gifted the trailer at no cost as it had been removed from the asset list and was no longer registered however, they would be liable for any costs and relocation.

**Action: Peter (#1522)**

- AusDBF Level 1 Officials course – noted Melanie Cantwell (AusDBF) had agreed to facilitate a one day training course in Adelaide with preferred dates to be sourced from Melanie and course coordinated. **Action: Maria (#1523)**

- DBSA Volunteers course – date of Saturday 22 February 2020 to be checked with Pat Doogue for his availability to facilitate (11am-3pm) and if available Club booked and EOIs sought.

**Action: Jennifer / Marie (#1524)**

- Noted John Holland had recently conducted his own Sweeps' Training & Drummers Workshop on 23 November 2019 for ACDC Club members without seeking prior approval from the Sweeps' Committee or informing them or DBSA of this new course. This was prior to the official Sweeps' training course scheduled for 7 December 2019 of which two ACDC members were already registered and there were vacancies.

Agreed to remind John of the requirement to inform the Sweeps' committee first and seek approval for any training being undertaken by him separately or on behalf of AusDBF and the preference for training not to be assessed by a Sweep from the same Club.

**Action: Peter (#1525)**

- Approval given for reimbursement to be paid to Ronnie Lane for recent Sweeps course costs (\$99.95) and to Coffee Distributors (\$223.30) for the recent service of the coffee machine at The Sailing Club.
- Noted advice received from PlayByTheRules of Level 3 accreditation retained.

**12.2 Review of the meeting**

New action items were reviewed.

**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 21 January 2020. Noted Kat Reid will be an apology.

**Meeting close** – at 8:20pm.

Signed: \_\_\_\_\_

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ President