



MINUTES BOARD MEETING

Tuesday 11 February 2020 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

Katherine Reid

Vi Duong

Allison Bretones

1.2 APOLOGIES:

Maria Darby

1.3 DECLARATIONS OF INTEREST

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

2 REPORT – John Holland (not present)

2.1 AusDBF

Nil report.

2.2 Tatiara Masters Games – ACDC report

- The report provided by John Holland on behalf of ACDC from a meeting held on 27 January about this event was reviewed.
- Agreed to follow up for a budget and a project plan as full details were not known.
- Noted DBSA trailers and boats may be needed with further detail to be provided on this as part of a project plan. **Action: Peter / Marie (#1567)**

2.3 Junior Development

- Noted issue of lane allocation would need to be brought up at RC meeting.

3 ADMINISTRATION

3.1 Previous Meeting Minutes

MOTION:

THAT the Minutes of the meeting held 23 January 2020 be accepted as a true and accurate record.

MOVED: Jennifer Bould and SECONDED: Vi Duong CARRIED.

Action: Marie (#1568)

3.2 Business Arising

Nil.

4 BOARD DISCUSSION/DECISION MAKING

4.1 Induction process

Noted follow up to be had with John Holland for a copy of the Induction folder.

Action: Mick (#1569)

4.2 BSO position – status

Noted there had been no further progress on this. There were four initial applicants: MA Holt, Dennis Whitford, Gayle Keirl and Carlie Wright.

Noted that the position description needed another review as it had been some time since it was first produced and a number of the tasks were no longer required or had since changed. Agreed would consider this as part of a separate governance type meeting to be held with all Board members to review and come up with any final changes. **Action: All (#1570)**

4.3 End of Season & Volunteers' thank you event - planning

Details of both the Glenelg Golf Course and the Adelaide Shores Sailing Club were advised, noted that cost wise they were much of a muchness. Agreed to book the latter for Saturday 27 June.

Action: Marie (#1571)

Agreed to send out email seeking EOIs to be on a sub-committee to coordinate the event along with Allison Bretones and Vi Duong. **Action: Marie (#1572)**

Nominations for Club of the Year (Regional & Metro) to be called. **Action: Marie (#1573)**

4.4 RevSport Access – Working with Children Clearance – 1st July

Noted Clubs to be advised of this requirement for anyone with full Admin access in RevSport to have this clearance in place by 1 July. **Action: Marie (#1574)**

4.5 Key register

Noted follow up to be had with Council for office lock (Boatshed) to be changed with keys to be provided to Board members, the Caravan and to Paddle SA only.

Noted the Office needed a thorough tidy up and the wine to be locked away. Status to be followed up on Saturday. **Action: Marie (#1575)**

4.6 Dragonmites Facebook page

Noted Admin access to be assigned to Vi Duong to manage this page. **Action: Marie (#1576)**

4.7 DBSA Policies

The following policies were reviewed:

- #07 – Participant Clearance – ratified with amendments put forward.
- #21 – Risk Management (AusDBF Policy?) – to be reviewed by Maria as to whether to adopt AusDBF Policy or remain with current DBSA version. **Action: Maria (#1577)**
- #23 – AusDBF Privacy – adopted with reference to be made from “AusDBF” to “DBSA”.
- #25 – Paddler event – ratified with changes
- #40 – Volunteer Recognition – ratified
- #42 – Medical – ratified
- #43 – AusDBF Anti-Doping – ratified
- #44 – Interstate paddling visitor – ratified

Action: Marie (#1578)

Noted ACDC to be advised that when setting up any Groupon paddle arrangements that only four (not five) free paddles are allowed before registration with a DBAS Club is required.

Action: Peter (#1579)

4.8 Club Uniform policy

Noted Clubs are required to submit design drafts of uniforms for ratification by the Board with a Policy to be written on this. **Action: Peter (#1580)**

5 EVENTS & PARTICIPATION

5.1 Tatiara Masters Games – status

Noted discussed earlier.

5.2 State Championships – Task List

The Task List was reviewed with the following noted:

- Pat Doogue to be asked if he will be the Starter on both days if not to ask Julie Clinch / Sandy Douglas if available. **Action: Pete (#1581)**
Tent allocation – Clubs competing on both days to have priority set up. Email to be sent seeking details from Clubs of those participating. **Action: Marie (#1582)**
- Noted key from Rowing SA for Tower is to be accessed on the Friday beforehand. **Action: Allison (#1583)**
- Follow up to be had with Rowing SA if there is a defib available. **Action: Marie (#1584)**
- Catering / coffee – agreed to only engage Mobile Coffee (Barb) as the Oars café will be available.

5.3 State Championships – Pontoon move / tent location

Noted Rowing SA has requested 3-4 volunteers on Saturday 21st March (3pm) the week prior to move the pontoon from the 2000m line to the 500m line. **Action: Marie (#1585)**

Clubs to be asked to polish up trophies and to bring along on both days for presentation.

Action: Marie (#1586)

Esky to be arranged for both days for soft drinks and water for volunteers. **Action: Vi (#1587)**

5.4 Email re Waikerie event – October

Noted is on Agenda for next RC meeting with further details being sought from the organiser.

5.5 School Holiday Program – CSC

Agreed to ask John Holland if he is willing to coordinate this event again. **Action: Marie (#1588)**

5.6 Masters Games – Copper Coast 2021

Noted dates are set for Thu 15 – Sun 18 April. Further information to be provided as known.

Email to be sent seeking EOs for a Working Group with Kat Reid to be DBSA rep.

Action: Marie (#1589)

6 CLUB/PADDLER MATTERS

6.1 Clearances –

- Sue Adams – Water Warriors to Black Sea Dragons - ratified

Action: Marie (#1590)

6.2 KIDS email – re how to help

Noted the following donations were received for KIDS:

- BWR - \$240, Lee Phuong - \$100, Copper Coast - \$200, Powerblades - \$200, Mannum - \$200, BSD - \$250, DAPL - \$500, SADA - \$200, DBSA - \$1,000, ASA - \$150, Vi Duong (race day) - \$1,124. Total - \$4,164

A cheque for the amount of \$2,900 was presented at the Hat regatta with the rest of the funds transferred either before or since.

6.3 Vogalonga event – allocation of boats trailers / ACDC request

Noted all Clubs were invited to advise if they would be participating in this event so that all requests could be met. Noted regional Clubs have their own boats and Powerblades said they would be considering it but had not advised of any boat requirements to date.

Agreed to advise ACDC that approval was given for them to take a DBSA boat and trailer and should there be a need, to take a second boat for anyone else requiring one. **Action: Marie (#1591)** request for trailer and boat was approved.

7 FINANCIAL REPORT

7.1 As at 31/01/20

MOTION:

TO accept financial reports for January 2020 as tabled and pay accounts on Account 1.

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

7.2 Update

- Approval given to reimburse Julie Lister for State Team entries and State Tops purchased.
- Noted \$200 will be spent on Bunnings gift vouchers to be given away as a prize for Volunteers at end of season dinner. This amount came from Frequent Flyer points accrued by Peter Button for paying for the State Championship medals.
- Follow up to be had with John Holland for any reimbursement for any Junior team entry for AusChamps. **Action: Jen (#1592)**

7.3 Delegations of Authority – to be established

- *Agreed that: a Board member wishing to purchase goods up to the value of \$300 requires the approval of the President and Treasurer. Both the DBSA President and Treasurer as signatories need the approval from two other Board members accordingly.*

8 CORRESPONDENCE

8.1 Draft Council Building Asset Management Plan Consultation

Allison Bretones provided an update on the Council consultation process. Noted submissions were being called for with the upgrade of the changerooms at The Boatshed scheduled in the future.

Noted a working party would be needed to work with a number of parties to have any upgrade of the Boatshed considered.

Submission will be put in to support in the interim the upgrade of the changerooms.

Action: Allison (#1593)

8.2 Volunteering SA – Advertising for Volunteers

Noted follow up to be had with Volunteering SA on this. **Action: Allison (#1594)**

8.3 Masters Games – Nominations for 2020 Clubbies Awards

Noted had been circulated to Clubs. Dates for 2021 Australian Masters Games in Perth are:

- 9-16 October 2021.

8.4 Sports Marketing Australia – follow up email

Noted. Response had been sent advising that the Board would follow up as needed.

8.5 Volunteering SA/NT - Newsletter

Noted.

8.6 Sports SA – Sports Connect – Edition 1

Noted.

9 GOVERNANCE

9.1 Strategic Plan – status

Agreed that a separate meeting should be held to review this, the BSO position and draft Constitution. Set for: Thu 19th March at 8pm at The Sailing Club.

9.2 Draft Constitution

Circulated.

10 AusDBF

10.1 Memo #029 – AusDBF Update #4 - January

Noted both Maria Darby and Vi Duong would be attending this meeting as DBSA representatives.

11 REPORTS

11.1 Secretary

Noted no correspondence of note that has not been circulated already and included on Agenda as needed..

11.2 Safety

Noted the report had been initially submitted via RevSport however it is not set up for reports to flow up to DBSA. The report was noted and that arrangements are being made separately with the Council for the boat ramp to be hosed down as needed.

11.3 Equipment

11.3.1 Broken Ergo machine

Noted email received from BSD re the machine requiring to be fixed would first be checked out by Vi Duong and if needing repair, the quote would be followed up. **Action: Vi (#1595)**

11.4 Maintenance

Noted Mick Cahill provided a Maintenance report which was circulated with the Agenda papers. Of note:

- There was good attendance from Club's at the discussions held the week prior with a number of maintenance priorities identified and a maintenance schedule set.
- Priorities identified as:
 - #1 – recruiting a fitter / mechanic to service and maintain all mobile plant.
 - #2 – lifting equipment at the Boatshed to be in good order.
 - #3 – Boatshed ramp – noted there is a broom available to hard sweep the ramp and that Darryl Bockmann (BSD) has a contact at the Council who can be contacted at any time when the ramp needs cleaning.
- Agreed to schedule the Umpire's boat in for a service at the start of the season.
- Agreed to schedule structural inspections of boats every four years.
- Shed hose – alternate options to be sourced. **Action: Mick / Peter (#1592)**

11.5 Participation & Development

Noted Vi Duong conducted a coaching session whilst at the KI Hat regatta which was a successful event.

Corporate Cup – 12 crews involved with good support from four Clubs in coaching teams.

11.6 High Performance

State teams will only be: Senior A & B – Mixed 20s and Senior C – Womens 10s.

11.7 Publicity

Nil.

11.8 Website / Facebook

Noted Facebook has regular posts and the website is updated with photos after most regattas.

12 GENERAL BUSINESS

12.1 Grants & Sponsorship – discussion

Email to be sent seeking EOs for interest in forming part of a sub-committee seeking grants and sponsorship. **Action: Marie (#1597)**

12.2 PF – Wed 19th Feb and SGM

Noted.

12.3 Rachel Hampton (ORS&R) – grant acquittal

Noted as part of grant acquittal that Rachel Hampton will be attending the 11 March Board meeting.

12.4 Email re returning members fees

Noted this will be advised at the upcoming Presidents' Forum in the first instance that the fee for any returning paddler after 1st January will be the same as any new paddler joining.

13 CLOSING

13.1 Any Other business

- PAAF – update given on status. Noted budget needed to be set with 10% increase each year and \$1,000 allowed for maintenance. **Action: Jen (#1598)**
- Noted Vi Duong had followed up correspondence from the group interested in Cowell in setting up a Club and is seeking grants as they have no funds. They are not yet registered and not considering joining DBSA and were told that they would not be covered by insurance otherwise. They were also encouraged to look at changing their name from Jade Water Warriors.

13.2 Review of the meeting

Held over.

13.3 Action List

ACTION ITEMS – MEETING 23/1/20				
NO.	ACTION	REQUIRED BY	WHO	STATUS
1526	Advise Elite Sport of changes to merchandise for States and seek date for names for hoodies to be provided to them.	Urgent	Marie	Done
1527	Advise John of date set for Level 1 Officials training of Sat 27 June.	ASAP	Marie	Ongoing
1528	Upload Minutes of 10 December 2019 meeting.	ASAP	Marie	Done
1529	Advise AusDBF that there was no interest in nominating for the RGFS committee.	ASAP	Marie	Done
1530	Advise ACDC of insurance on gifted trailer to be taken over by them on a set date and arrange insurance for replacement trailer.	ASAP	Jen	Done
1531	Advise ACDC / CDs outcome of legal advice discussions and that ACDC will have their COTY award rescinded.	Urgent	Peter	Done
1532	Reminder to be sent out to all Clubs informing them of their obligations under the Code of Conduct, to encourage Clubs to urge their members to take governance type courses and of availability of Member Protection Information Officer (MPIO) services via the association.	ASAP	Peter	Ongoing
1533	Coordinate End-of-Season/Volunteers' thank you event for Sat 27 th June.	ASAP	Marie	Ongoing

1534	Update spreadsheet provided by Sharon Knights to maintain Volunteers participation throughout the season and to work out the invitation list to thank you event in June.	ASAP	Allison	Ongoing
1535	Advise Andy Kelly, Tanya Mitchell, Mary-Ann Holt, Maria Darby that they have been elected to the Cultural & Publicity committee and they are to elect a Chair.	ASAP	Marie	Done
1536	Follow up MPIO national database for a locally based male/female MPIO to assist DBSA as needed. <ul style="list-style-type: none"> ▪ Noted the national contact advised that there were 2 x MPIOs registered in Adelaide and they are Mick Cahill and Sandra Manuel (VDs). ▪ Awaiting further response if can have a contact from another sport or another state as Mick Cahill was trying to avoid any conflict of interest whilst on the Board. ▪ Follow up to be had with Sandra Manuel if she was willing to be a female MPIO for DBSA. Action: Mick (#1599)	ASAP	Mick	Ongoing
1537	Update Policy #025 – Paddling event	ASAP	Allison	Done
1538	Upload policies: #45 – Reimbursement and #32 – Board secondment and circulate to Clubs.	ASAP	Marie	Done
1539	Review the Task List for State Champs to follow up any priority action items or to assist with any of them.	Urgent	Board	Ongoing
1540	Contact Paul Richards to ascertain his availability as announcer for rest of season and State Champs	ASAP	Marie	Done
1541	Process clearance for Peter Alchin from Powerblades to ACDC.	ASAP	Marie	Done
1541 A	Send email to ACDC about their management of the clearance and registration of Peter Alchin.	ASAP	Peter	Done
1542	Follow up with Cowell contact re availability of boat for lease and details of how it will be relocated and their trailer access.	ASAP	Vi	Done
1543	Advise Waiwilta that there is no room for an additional locker and seeking efficiencies from other Clubs to assist.	ASAP	Marie	Done
1544	Sign off on incident report (Kayla Mundy – Subsonix).	ASAP	Kat	Done
1545	Advise GRD of no requirement for training tops to be approved.	ASAP	Marie	Done
1546	Arrange for a \$1,000 cheque to be presented to KIDS at the Hat Regatta and find out from them what other help they may need.	Hat regatta	Vi & Jen	Done
1547	Inform Clubs of \$1,000 donation given on behalf of the association to KIDS and encourage them to support as able.	ASAP	Peter	Done
1548	Send WWs Discussion on the RC for their recommendation.	B4 RC meeting	Marie	Done
1549	Check with Julie if she is willing to manage team entries in RevSport for AusChamps for Prems/Seniors.	ASAP	Marie	Done
1550	Check with John if he will manage Junior Team in RevSport.	ASAP	Marie	Done
1551	Go shopping with GoodSports Voucher	ASAP	Kat	Ongoing
1552	Advise AusDBF of Board reps for quarterly meetings.	ASAP	Marie	Done
1553	Advise AusDBF of attendees for Members' Forum in Sydney.	ASAP	Marie	Done
1554	Advise AusDBF that before 1 st May is the preference for any roll over in RevSport as is too early to change now.	ASAP	Marie	Done
1555	Send EOI seeking any fitters willing to undertake service of trailer, caravan, powerboat etc otherwise seek quotes from 3 x companies.	ASAP	Mick	Ongoing
1556	At AusDBF meeting (Feb) ask what system others use to stack boats.	20 th Feb AusDBF	Allison	Ongoing

1557	Advise KIDS that the caravan would not be available for use for the Hat regatta and that they can use smart phones to time both boats.	ASAP	Marie	Done
1558	Advise of Team Captains for state teams prior to next Board meeting.	Next Board meeting	Vi & Julie Lister	Ongoing
1559	Secure two coffee vans for State Titles. ▪ Noted only needed one caterer (Barb – Mobile Bean) as the Rowing SA canteen was available.	ASAP	Marie	Done
1560	Send email to Sweeps' Chair seeking resolve on requirement for nurses/doctors to have undertaken full First Aid course rather than CPR.	ASAP	Marie	Done
1561	Put on PF Agenda for 1 st Jan regos for next season that same reduced fee will apply to returning paddlers.	PF Agenda	Marie	Done
1562	Place on next Agenda – Grants.	Next Agenda	Marie	Done
1563	Get office key copied and place in the caravan on a hook for ready access (ie toilet paper).	B4 next Race day	Peter	Ongoing
1564	Place on next Agenda – key register.	Next Agenda	Marie	Done
1565	Place on next Agenda – Board members induction.	Next Agenda	Marie	Done
1566	Send invite to Judy Sweatman and Clive Grant to be on Jury Panel with Jennifer Bould to review nominations for Flag Bearer. ▪ Noted there were two nominations received, one for Julie Lister (Subsonix) and one for Jeremy Sanders (ACDC). The panel was formed with their successful candidate duly advised as being Julie Lister. MOVED: J. BOULD and SECONDED: K. REID THAT Julie Lister be appointed as the Flag Bearer for South Australia at the upcoming AusChamps. CARRIED. ▪ Agreed to contact them both first to advise of the outcome before advising Clubs. Action: Kat / Marie (#1600)	ASAP	Marie	Done

ACTION ITEMS – MEETING 10/12/19

NO.	ACTION	WHEN	WHO	STATUS
1501	Send Meredith Peters a letter of appreciation.	ASAP	Peter	Ongoing
1515	Change State Champs Easter 2022 booking for Ramsay course (Rowing SA) to: #1 – bump in 3 rd Apr and bump out 12 th Apr #2 – bump i7 th Mar and bump out 5 th Apr ▪ Noted both dates were available and waiting on Rowing SA to provide booking form.	Urgent	Mick & Marie	Ongoing
1520	Jen Halman to follow up with web designer for agreed changes to site map	ASAP	Jen & Marie	Ongoing
1521	Undertake online RSA course. ▪ Noted Maria Darby, Kat Reid and Jen Reid will do the upcoming Council course being offered.	ASAP	Peter & Vi	Ongoing

ACTION ITEMS – MEETING 13/11/19

NO.	ACTION	REQUIRED BY	WHO	STATUS
1474	Follow up Darcy Knights to see if he was willing for the caravan to be named “The Darcy” in acknowledgement of his endeavours and if agreed follow up the sign writing.	ASAP	Peter	Ongoing
1476	Review Policies: ▪ #035 – Social Media ▪ #046 – Safe Transport ▪ #047 – Alcohol Management	ASAP	Maria	Ongoing

1497	Obtain costings for a lighter weight PA system and work out the ranges required for the various venues to cover any new system.	ASAP	Mick	Ongoing
ACTION ITEMS – MEETING 9/10/19				
1470	Send a letter of thanks to Darcy Knights for his work on the caravan.	ASAP	Peter	Ongoing
1475	Checklist for caravan to be cleaned and prior to being towed for use for each race day. <ul style="list-style-type: none"> ▪ Noted will be a request submitted from the last person to tow it to the course for it to be relocated to where the trailer is for easier access. 	ASAP	Mick	Ongoing
1485	Look into Neon sign (App/Windows laptop) as to how to operate.	ASAP	Peter & Mick	Ongoing
1486	Set up Constitution Review subcommittee meet to review the Constitution and set up a separate Rules of Association document.	ASAP	Mick & Maria	Ongoing
ACTION ITEMS – MEETING 11/7/19				
1413	Follow up Chris Wood for photos for inclusion in the Dragonmites brochure to be updated.	ASAP	Vi	Ongoing
ONGOING – MEETING 11/6/19				
1399	Look at what is needed to repair Tk1 and OC2 to ascertain what is missing/leaking.	ASAP	VI	Ongoing
ONGOING – MEETING 9/5/19				
1364	Review boat lease agreement then arrange for one to be put in place for “ASA Mannum Paddle Steamers Dragon Boaters” boat lease.	When reviewed	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

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. <ul style="list-style-type: none"> ▪ 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. <ul style="list-style-type: none"> ▪ Agreed to revisit later in season. 	ASAP	Peter/Jen	Ongoing

13.4 Remaining meeting dates/times 2020:

▪ Wed 19-Feb	<i>Presidents' Forum</i>	▪ Thu 13-Feb	Racing Committee
▪ Thu 20-Feb	<i>AusDBF Quarterly meeting</i>	▪ Wed 04-Mar	Racing Committee
▪ Tue 10-Mar	Board	▪ Wed 18-Mar	Racing Committee
▪ Wed 15-Apr	Board		
▪ Tue 12-May	Board		
▪ Wed 13-May	<i>Presidents' Forum</i>		
▪ Thu 14-May	<i>AusDBF Quarterly meeting</i>		
▪ Thu 11-Jun	Board		
▪ Wed 08-Jul	Board		

▪ Tue 11-Aug	Board		
▪ Thu 13-Aug	<i>AusDBF Quarterly meeting</i>		
▪ Wed 19-Aug	<i>AGM + Presidents' Forum</i>		
▪ Thu 10-Sep	Board		
▪ Tue 13-Oct	Board		
▪ Wed 11-Nov	Board		
▪ Wed 18-Nov	<i>Presidents' Forum</i>		
▪ Tue 08-Dec	Board + Christmas dinner		

13.5 Next meeting

The next Board meeting is set for 6pm Wednesday 11 March 2020.

Meeting close – at 10:21pm.

Signed: _____

Date: ____/____/____ President