



MINUTES BOARD MEETING

Wednesday 11 March 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

2.1 AusDBF

- Noted has been request from international crew (Dubai) to join the AusChamps as they are unable to travel to other places because of COVID-19. The Board is not in favour however will give the decision to the members in Penrith.
- Noted NZ team (Hamilton) will be participating however they are at least part of Oceania.
- Governance course scheduled in Adelaide in May.
- AusChamps – risk management re COVID-19. Noted is up to individual paddlers to choose whether to attend or not and that insurance will not cover them for this so will need to be taken up separately. Refunds would be unlikely. The document provided Risk Management company for this event will be circulated. **Action: John (#1602)**
- AusChamps – entry numbers are low and may run at a loss this year.
- AusChamps – Chris Alexander will do an analysis of entries over the last 10 years to determine what is happening with registration numbers. The general position is that it is due to the clamp down on double-rostering which is impacting on Senior Cs the most which may be an argument for not having that category anymore. AusDBF will consider reintroducing 40+ and 55+ categories.

As an aside approval was sought for six ACDC female paddlers from Naracoorte to enter the B-Grade Womens crew on the next race day. There are another two who are B-Grade who are thinking of entering the Masters Games with approval given to include them in the B-Grade Womens crew and just charge them the social fee (\$15) to race. This was given and noted it would need to be brought up at the Captains' & Sweeps meeting for information.

2.2 Tatiara Masters Games – ACDC report

- Noted a number of enquiries have been received as a result of DBSA advice out to Clubs to contact John Holland if anyone was looking for a crew or a if were a crew looking for a member. They will be married up where possible however a form will be provided to be sent back out to Clubs to assist with their allocation and to address any standard queries. **Action: Marie (#1603)**
- Noted draw has been circulated.

2.3 Junior Development

- Noted a Junior team is entered into the AusChamps.
- Noted ACDC has 13 juniors and that there are a further x8 listed in RevSport. Question asked if DBSA would email them direct to see if they would like an invite into Dragonmites and if they were keen to race on race days. Agreed this would be done. Noted request to not invite Bladerunners Juniors. **Action: Vi (#1604)**

- Noted Cassidy Burns who is the eldest will be out of the Junior category next year and will be doing the Coaching course. The aim will be for him to take over coaching the Dragonmites team with John Holland to help him out for six months or so.

3 ADMINISTRATION

3.1 Previous Meeting Minutes

MOTION:
 THAT the Minutes of the meeting held 11 March 2020 be accepted as a true and accurate record.
 MOVED: Kat Reid and SECONDED: Allison Bretones
 CARRIED.

Action: Marie (#1605)

3.2 Business Arising

Nil.

4 BOARD DISCUSSION/DECISION MAKING

4.1 Rachel Hampton (ORS&R) – grant acquittal

Noted the discussion items will be attached to the end of these Minutes.

An update was provided to Rachel on the status of facilities at The Sailing Club and Boatshed with respect to lease arrangements noting the former could be withdrawn at any stage and the latter badly needed upgrading for all occupants.

With respect to acquitting the StEP funding due 30 April it was noted that a copy of the previous acquittal could be downloaded from SmartyGrants website to assist with the reconciliation.

Action: Kat / Jen (#1606)

4.2 BSO position – status

Held over to Governance meeting on 19 March.

4.3 RC meeting – Volunteers Coordinator needed (all day) and follow up needed on Clubs who do not provide one

Noted that Mary-Ann Holt had offered to manage this role until the end of the season which was appreciated. It had been brought up at the RC meeting that there was no Position Description for anyone taking on this role.

Agreed to produce a Position Description in consultation with Pat Doogue, Julie Clinch and Jennifer Bould. **Action: Kat (#1606)**

The need to follow up those Clubs who did not submit a volunteer for race day was discussed. Suggested that next season they be asked to provide the name of their volunteer by the RC meeting and then it can be followed up as to why that person did not attend.

4.4 Key Register

Agreed that an audit of keys held by Clubs to DBSA assets (Boatshed, The Sailing Club, River Torrens, spare office) should be conducted. **Action: Kat (#1607)**

Follow up to be had with Chris Kelley for his key to the office at Aquatic to be handed over to Mick Cahill as the new Maintenance Coordinator. **Action: Mick (#1608)**

4.5 DBSA Policies

The following policies were reviewed:

- 005 – Conditions of Entry to Races – ratified with inclusion of below categories (Clause 6.1.5)
 - Senior A – 40+
 - Senior B – 50+
 - Senior C – 60+
 - 006 – Use of DBSA assets - ratified
 - 012 – Protocol for Race Day disputes - ratified
 - 026 – Allocation system for new people to the sport of dragon boating – ratified
- Action: Marie (#1609)**

Agreed to set up register to record email enquiries from the general public and to periodically remove the copies of the Come N Try sheets from the Boatshed for uploading to cloud storage. To also look at method for Clubs to record their Come N Try paddlers electronically. **Action: Kat (#1610)**

4.6 **Volunteers' Training Day**

The report from Pat Doogue on the day was reviewed.

Noted the event was well represented with 39 in attendance however there was no DBSA representation.

Allison Bretones advised she was regrettably unable to attend at the last moment and Peter Button that he was endeavouring to attend but was unable due to work commitments. Agreed in future that an alternate DBSA Board member should be arranged as back up at all DBSA organised training, meetings and events.

Agreed to send an email of appreciation to Pat Doogue and his co-organisers for coordinating such a successful training session for volunteers and for coming in under budget. **Action: Kat (#1611)**

Agreed to review the report and set up a summary of lessons learnt document. **Action: Kat (#1612)**

4.7 **Child Safe environments CSEC online lodgement**

The draft Risk Assessment Summary Child Safe Environments document was reviewed prior to the meeting with changes made accordingly.

Agreed to lodge this as part of the CSEC online lodgement. **Action: Marie (#1613)**

As part of this review it was noted that AusDBF have a Junior Paddler Protection Policy document (Mar '18) which would be adopted as a DBSA policy. **Action: Marie (#1614)**

5 **EVENTS & PARTICIPATION**

5.1 **Tatiara Masters Games – status**

Noted draft Budget submitted by John Holland.

5.2 **State Championships – Task List**

Board members reminded to review this task list for any urgent items to be addressed before discussion at upcoming RC meeting. **Action: All (#1615)**

Noted assistance would be sought by Peter prior to the RC meeting for someone to arrange the race draws as there are no Board members able to do this task.

Noted that Barry Gowen (Coast FM) would be trialled at Sunday's race day to see if he is suitable for this role and if so and amenable would be invited again for the State Championships. Noted there was a budget for this.

Noted more volunteers would be needed as boat handlers would be needed.

Security has been arranged for the Saturday night only.

5.3 **End-of-Season Dinner & Volunteers thank you dinner – Sat 27th June**

Noted there were no expressions of interest (EOIs) received from Clubs to be on this committee.

Agreed that Vi Duong and Allison Bretones would coordinate the event and co-opt as needed.

Venue details and contact to be provided to them. **Action: Marie (#1616)**

Budget will be \$55 per head, the volunteers to be invited were discussed and there will be 4 x \$55 Bunnings vouchers provided by Peter Button.

5.4 **Masters Games – Copper Coast 2021**

Noted only EOIs received were from Copper Coast (Valda Cooper and Deb Allen).

Agreed that Vi Duong will coordinate the sub-committee/event and would co-opt more helpers to the committee. Follow up to be had with John Holland on event organisation requirements.

Action: Vi (#1617)

Agreed to send reminder email. **Action: Marie (#1618)**

5.5 AusChamps 2022 – set dates for State Champs

The date for the State Championships in 2022 prior to the AusChamps being held was discussed.

Agreed that it would be set for Saturday 26 and Sunday 27 March allowing for a two week break in the calendar before the AusChamps to give Clubs a rest period and for planning for the nationals. Course for State Champs to be booked with Rowing SA. **Action: Marie (#1619)**

6 CLUB/PADDLER MATTERS

6.1 Clearances

- Amanda Francis – Subsonix to ACDC approved

Action: Marie (#1620)

Reminder to be given to Clubs of requirement to ensure that they check when registering paddlers in RevSport if a clearance is required beforehand and to arrange for this. **Action: Marie (#1621)**

Noted that RevSport unfortunately allows for a paddler to be registered with more than one Club without bringing this to the attention of DBSA. This has been raised with RevSport however currently they are unable to rectify this whereas SmartSpace did not allow for this.

6.2 Race Day feedback – Tina Pupello

The feedback provided was reviewed and discussed. Noted it had been addressed mostly at the previous RC meeting.

7 FINANCIAL REPORT

7.1 As at 29/02/20

MOTION:

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

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

7.2 Update

- Various transactions, refunds and reimbursements discussed.

8 CORRESPONDENCE

8.1 Sport SA and Flight Centre Business Travel

Noted and circulated to Clubs.

8.2 DPTI - Invitation to Community Information Session - Birkenhead Bridge Upgrade Works.

Noted and circulated to Clubs.

8.3 Paddle SA – launch of Paddling Trails SA website – Wed 26th Feb

Noted and circulated to Clubs.

8.4 Sports SA – Sports Connect.... Meet the Minister

Noted.

8.5 Sports SA – Women's Leadership and Mentoring Programs

Noted.

8.6 Sports SA – Benefits to Members

Noted and circulated to Clubs.

8.7 Volunteering SA/NT - Volunteering sector news and updates

Noted.

9 GOVERNANCE

9.1 Strategic Plan – status

Discussion held over to Governance meeting on Thursday 19 March 2020.

9.2 Draft Constitution

Discussion held over to Governance meeting on Thursday 19 March 2020.

10 AusDBF

10.1 MEMO: #0031 AusDBF Travel Insurance

Noted.

10.2 2020 Asian Campaign - Aurora's initial selection test criteria

Noted there are five paddlers who have expressed interest and a practice test run was held with the official one scheduled for this Saturday at Mario Ferrari's residence as he has the correct equipment.

10.3 MEMO #0030 AusDBF Participation Levy 2020-21

Noted.

10.4 AusChamps – Bulletin #2

Noted.

10.5 Feedback from quarterly State Members meeting – 20/2/20

An update was given from the Minutes of the meeting by Allison Bretones who attended the meeting. Of note:

- AICD Directors' Governance course is scheduled for Adelaide in May.
- Discussion held on why AusChamps registrations are down. Noted costs may be a cause however this was not included in the Minutes.
- Wording for disclaimer re photos of paddlers was discussed and is being considered.
- Details for supplier of Victorian company that installed their boat lift was provided for follow up.

Agreed to invite Council reps to the Boatshed so that they can see the state of the facilities there to discuss any possibilities, funding opportunities. **Action: Allison (#1622)**

10.6 IDBF Newsletter

Noted.

10.7 AusDBF Education and Upskill grant

Noted and circulated to Clubs.

Agreed to ask Melanie Cantwell if any of the funds for this grant is available for DBSA to put towards the Level 1 Officials' course costs or for individuals only. **Action: Kat (#1623)**

-each state can only endorse one***

10.8 DBNSW By Laws

Noted.

10.9 Waratah Terms of Reference

Noted.

10.10 Level 1 Officials Course – Sat 20 June – (costs etc)

Noted there would be no costs for participants to register for this course. Registration form to be circulated. **Action: Marie (#1624)**

10.11 DBVic Promotional videos

Noted that the videos were good however consideration would be given to scheduling this for the 2022 Auschamps with a local provider to reduce costs.

10.12 AICD Governance Directors Course – 16&17 May 2020

Agreed that Mick Cahill, Peter Button, Allison Bretones and either Kat Reid or Jennifer Bould would undertake the course to be held in Adelaide. **Action: Mick (#1625)**

11 REPORTS

11.1 Secretary

Noted the access details to the DBSA Google Drive account, contact details and outlook details will be provided to Kat Reid. **Action: Marie (#1626)**

11.2 Safety

11.2.1 Incident Report – Jo Hamlyn (DAA)

Reviewed and form to be completed from DBSA perspective with below recommendation. **Action: Kat (#1628)**

Agreed to lubricate the plate regularly (Maintenance Reps) so that it does not sit upright in future and to advise all Clubs to make sure when locking the Boatshed that it is in the 'down' position. **Action: Marie (#1629)**

11.2.2 Incident Report – Lynn O'Brien (PBs)

Reviewed and form to be completed from DBSA noting the below action.

Action: Kat (#1630)

Agreed to advise Clubs to no longer use the boat ramp and to access the beach from either side of it in future and that it will be cordoned off for upcoming race day.

Action: Marie & Mick (#1631)

Noted Council have been contacted separately by two separate Board members to highlight the safety concerns with the ramp. Follow up to be made. **Action: Allison (#1632)**

11.3 Equipment

Agreed to look into availability of a Discretionary Ward Allowance from the Council for any available funding for equipment. **Action: Allison (#1633)**

11.4 Maintenance

Noted that the correct oil for the Umpire's boat has been purchased along with new slings and pegs and plates for the Drummers' seats.

Council to be followed up whether they would consider installing concrete steps at Aquatic to allow teams to exit the beach near the caravan. **Action: Allison (#1634)**

11.5 Participation & Development

Nil discussion.

11.6 High Performance

Noted for 2021 WCCCs that a Concept 2 rower (USD540) and a canoe paddling adapter (\$1,695) for ergo testing will be required however there was no funding currently available for this.

Suggested Grants committee could look into funding options for this and association can cover 50%.

State team will comprise the following teams:

- x3 Senior A & B
- x1 Senior C
- x1 Junior

11.7 Publicity

Nil.

11.8 Website / Facebook

The link to the sample website for Surf Life Saving Tasmania was viewed and the consensus was in favour to having the website redesigned in a similar fashion. Quote was for about \$500 which was accepted..

<https://www.slst.asn.au/>

Agreed to work with Jen Halman and Jono Kingston on the new website. **Action: Marie (#1634)**

12 GENERAL BUSINESS

12.1 PF – Wed 19th Feb and SGM – feedback

Noted both meetings went well and the members gave approval for the current Board arrangement with three Subsonix members to remain until the AGM.

13 CLOSING

13.1 Any Other Business

- An update was given on status of ACDC action with Sport SA.
- A promotional brochure for a discount to be offered by a local gymnasium (Westcare) offering a reduced membership fee to paddlers was tabled by Vi Duong. Agreed to circulate.
Action: Marie (#1635)
- Noted medals are due to be sent around 17th March and will hopefully arrive in time if not plan B is to present medals and trophies at the end of year dinner.

- Noted email from Rowing SA received requesting 2020-21 season dates be advised by mid April so that all lake users could start preparing their season dates.

Agreed to respond seeking an extension advising that the RC does not normally meet until May to plan the season so more time would be needed. **Action: Marie (#1636)**

- Agreed to contact AusDBF to advise them to update Julie Clinch as also being on the Race Officials Mentor Program (ROMP) for SA along with John Holland, Jennifer Bould and Chris Kelley. **Action: Marie (#1637)**

13.2 Review of the meeting

Held over.

13.3 Action List

ACTION ITEMS – MEETING 19/3/20				
NO.	ACTION	REQUIRED BY	WHO	STATUS
1641	Noted Paddle SA are using liquid soap to wash their craft and this will be looked into as well to include a procedure for this	ASAP	Peter	
1642	Sent out advice to Clubs re future paddling during COVID-19.	ASAP	Peter	Done
1643	Check with Oceanique if can cancel dinner at receive a full refund or if have to just postpone 26 th June end-of-season dinner.	ASAP	Jennifer	Done
1644	Work on updating the Strategic Plan taking content from the AusDBF member states versions.	ASAP	Marie & Jennifer	
ACTION ITEMS – MEETING 11/3/20				
NO.	ACTION	REQUIRED BY	WHO	STATUS
1602	Circulate AusDBF's Risk Management policy for AusChamps.	ASAP	John	
1603	Send out enquiry form for Tatiara Masters Games provided by John to Clubs.	ASAP	Marie	Done
1604	Send email to Juniors (non ACDC) inviting them to paddle with Dragonmites and at next race day.	12th March	Vi	
1605	Upload 11 February meeting Minutes.	ASAP	Marie	Done
1606	Produce a Volunteers' Coordinator PD in conjunction with Pat, Jen & Julie.	ASAP	Kat	
1607	Conduct an audit of keys held by Clubs of various DBSA assets.	ASAP	Kat	
1608	Ask Chris Kelley to handover key to office at Aquatic to Mick Cahill.	ASAP	Mick	
1609	Upload policies: #005, 006, 012, 026	ASAP	Marie	Done
1610	Set up register for online paddling enquiries from the general public. Periodically remove Come N Try records from Boatshed to upload. Look into electronic method to record Come N Try paddlers.	ASAP	Kat	
1611	Send an email of appreciation to Pat Doogue and his co-organisers for their support for this well attended event and for coming in under budget	ASAP	Kat	
1612	Review Pat's Volunteers' Training Day report and capture lessons learnt.	ASAP	Kat	
1613	Lodge Child Safe Environment online form.	ASAP	Marie	Done
1614	Set up policy to adopt AusDBF's Junior Paddler Protection policy.	ASAP	Marie	Done
1615	Review States Task List to check if any urgent items to be followed up or raised before RC meeting on 18 th March.	B4 18th March	ALL	
1616	Provide details of Adelaide Shores (Oceanique) to Vi & Allison to coordinate End-of-year function and Volunteers dinner.	ASAP	Marie	
1617	Follow up John for requirements to organise Masters Games and any documentation (action lists etc) from previous events.	ASAP	Vi	

1618	Send out EOI again for Copper Coast Masters Games.	ASAP	Marie	
1619	Advise Clubs at RC meeting of date for 2022 State Champs and AusChamps and book the course with Rowing SA as needed.	ASAP	Marie	Done
1620	Advise of clearance approval for Amanda Francis (Subsonix) to ACDC.	ASAP	Marie	Done
1621	Send reminder to Clubs to ensure that they check when registering paddlers that they did not paddle previously with another Club and arrange clearance as needed.	Next season	Marie	Next season
1622	Invite Council reps to the Boatshed to see the state of the facilities to discuss any funding/grant possibilities.	ASAP	Allison	
1623	Ask Melanie if any funds from the AusDBF Education and Upskill grant are available to put towards the costs for the Officials' course. Submission of Applications All applications must be submitted to the Member State for endorsement prior to being submitted to AusDBF. Any applications received that are not endorsed by the Member State will be returned to the applicant. Should the Member State receive more than one application, the Member State will need to decide which application they will endorse for consideration. AusDBF will only accept one (1) application per Member State.	ASAP	Kat	
1624	Circulate registration form for Level 1 Officials' course.	ASAP	Marie	
1625	Advise AusDBF that either Mick Cahill, Peter Button, Allison Bretones and either Kat Reid or Jennifer Bould will undertake the AICD course.	ASAP	Mick	
1626	Provide Kat with GDrive access details (and Board), info@ account details etc.	ASAP	Marie	
1627	Advise Clubs not to access ramp in future and to do so from either side.	ASAP	Marie	Done
1627	Cordon off ramp access for race day on Sunday 15 March.	Sun 15-Mar	Mick	
1628	Complete Safety Incident report for Jo Hamlyn (DAA) with recommendation: ▪ Agreed to lubricate the plate regularly (Maintenance Reps) so that it does not sit upright in future and to advise all Clubs to make sure when locking the Boatshed that it is in the down position	ASAP	Kat	
1629	Advise Clubs to make sure when locking the Boatshed that the lock latch is in the down position.	ASAP	Marie	Done
1630	Complete Safety Incident report for Lynn O'Brien (PBs) with action: ▪ Advise Clubs to no longer use the boat ramp to access the beach and to do so from either side and it will be bunted off for future race days.	ASAP	Kat	
1631	Advise Clubs to no longer use the boat ramp to access the beach and to do so from either side and it will be bunted off for future race days.	ASAP	Marie	Done
1632	Follow up Council for state of Board contact re slippery boat ramp.	ASAP	Allison	
1633	Look into availability of a DWA from Council for equipment funding.	ASAP	Allison	
1634	Ask part of Council discussions ask if they would consider installing concrete steps at Aquatic to allow teams to exit readily.	ASAP	Allison	
1634	Follow up website upgrade.	ASAP	Marie	Done
1635	Circulate gym membership offer from Westcare offering reduced membership to Clubs.	ASAP	Marie	Done
1636	Seek an extension from Rowing SA for 202-21 course bookings to be submitted until after May.	ASAP	Marie	Done
1637	Advise Mel to include Julie Clinch on ROMP list for SA.	ASAP	Marie	Done
1638	Look at Volunteers pivot table to determine who is eligible for a "5 year" volunteer recognition pin.	ASAP	Allison	
1639	Setup a trophy register.	ASAP	Kat	

1640	Contact Carolyn Kearon and Michael Petrovs thanking them for their EOIs and advise they will be contacted in due course.	ASAP	Allison	
ACTION ITEMS – MEETING 11/2/20				
NO.	ACTION	REQUIRED BY	WHO	STATUS
1570	Review the BSO PD to ensure that it meets requirements and note any changes to be made in preparation for meeting on Thu 19 th Mar.	B4 next meeting	Board	
1572	Send out EOI seeking sub-committee members to coordinate End-of- Season function & Volunteers' thank you event.	ASAP	Marie	
1573	Send out nominations for Club of the Year awards (regional / metro).	Season end	Marie & Kat	
1577	Review Policy #21 – Risk Management to ascertain whether to use the AusDBF Policy or the current DBSA policy as they are entirely different.	ASAP	Maria	
1579	Remind ACDC that only four free paddles are allowed under any Groupon type arrangement (not five as is currently being offered).	ASAP	Peter	
1580	Write a policy on Club Uniform policy...Clubs are required to submit design drafts of uniforms for ratification by the Board.	ASAP	Mick	
1581	States – send email to Pat Doogue to see if he will be the Starter on both days along with perhaps Tim White (PBs), if not ask Julie Clinch / Sandy Douglas.	ASAP	Jennifer	
1583	States – Pick up key from Rowing SA for States on the Friday before	Fri 27 th March	Allison	
1587	States – arrange esky for both days for volunteers' drinks (water / soft drinks) during State Champs	State Champs	Vi	
1593	Put in submission to Council re Draft Council Building Asset Management Plan Consultation supporting the upgrade to the changerooms at the Boatshed.	B4 due date	Allison	
1595	Check out status of broken ergo machine and if unable to be repaired follow up on quote received by BSD.	ASAP	Vi	
1596	Look into options for shed hose.	ASAP	Peter & Mick	
1598	Set budget for PAAF allowing for 10% annual increase and \$1k for maintenance.	ASAP	Jen	
1599	Contact Sandra Manuel if willing to be a MPIO for DBSA.	ASAP	Mick	
ACTION ITEMS – MEETING 23/1/20				
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	
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	
1539	Review the Task List for State Champs to follow up any priority action items or to assist with any of them.	Urgent	Board	
1555	Send EOI seeking any fitters willing to undertake service of trailer, caravan, powerboat etc otherwise seek quotes from 3 x companies.	ASAP	Mick	
1563	Get office key copied and place in the caravan on a hook for ready access (ie toilet paper)	B4 next Race day	Peter	
ACTION ITEMS – MEETING 10/12/19				
1521	Undertake online RSA course	ASAP	Peter & Vi	
ACTION ITEMS – MEETING 13/11/19				
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	
1476	Review Policies: <ul style="list-style-type: none"> ▪ #035 – Social Media ▪ #046 – Safe Transport ▪ #047 – Alcohol Management 	ASAP	Maria	

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	
ACTION ITEMS – MEETING 9/10/19				
1475	Checklist for caravan to be cleaned and prior to being towed for use for each race day. -	ASAP	Mick	
1485	Look into Neon sign (App/Windows laptop) as to how to operate.	ASAP	Peter & Mick	
1486	Set up Constitution Review subcommittee meet to review the Constitution and set up a separate Rules of Association document.	19-Mar meeting	Mick & Maria	
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 – MEETING 11/6/19				
1399	Look at what is needed to repair Tk1 and OC2 to ascertain what is missing/leaking.	ASAP	VI	
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	
1341	Review the New Team Manual received from DBQ or DBVIC received for suitability.	ASAP	Maria	
MEETING 16/01/19				
1301	Check the answering machine message on phone at the Boatshed and change as needed.	ASAP	Peter & Kat	
CARAVAN ACTION ITEMS				
1	Follow up: 1. Purchase all old window frames rubber seals, stay's/latches and replace with identical new ones. 2. Measure caravan for cover before winter. 3. Purchase spare set of blocks (feet) to go underneath jacks on the water side and measure height.	ASAP	Peter	
3	Measure/purchase/Install “pocket sleeve” for results and notices for placing on side of caravan.	ASAP	Peter	
11	Purchase fans or Air/Con for hot days. ▪ Agreed to revisit later in season.	ASAP	Peter/Jen	

13.4 Remaining meeting dates/times 2020:

▪ Tue 12-May	Board	▪ Thu 10-Sep	Board
▪ Wed 13-May	<i>Presidents' Forum</i>	▪ Tue 13-Oct	Board
▪ Thu 14-May	<i>AusDBF Quarterly meeting</i>	▪ Wed 11-Nov	Board
▪ Thu 11-Jun	Board	▪ Wed 18-Nov	<i>Presidents' Forum</i>
▪ Wed 08-Jul	Board	▪ Tue 08-Dec	Board + Christmas dinner
▪ Tue 11-Aug	Board		
▪ Thu 13-Aug	<i>AusDBF Quarterly meeting</i>		
▪ Wed 19-Aug	<i>AGM + Presidents' Forum</i>		

13.5 Next meeting

The next Board meeting is set for 6pm Wednesday 15 April 2020 with a Governance meeting scheduled for Thursday 19 March 2020.

Meeting close – at 10:17pm.

Signed: _____

Date: ____/____/____ President