



MINUTES BOARD MEETING

Tuesday 21 April 2020 at 6:00pm
Via
Express Teleconferencing

1 FORMALITIES

1.1 OPEN MEETING – 6:00pm

PRESENT:

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

1.2 APOLOGIES:

Nil

INVITED:

John Holland

1.3 DECLARATIONS OF INTEREST

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

2 REPORT – John Holland

2.1 AusDBF

- Noted policies recently completed and those upcoming.
- A draft Agenda has been circulated for the upcoming Members' meeting which is now being held on 14 May rather than at AusChamps. State input is being sought on ideas they have for working their way out of the corona virus problems with some talking about reducing fees and having a national back to dragon boat event.
- Governance training scheduled in Adelaide for 18-19 July will most likely be postponed to later in the year due to expected ongoing travel restrictions.
- The 25th Anniversary Book is nearly finished and the launch has been postponed.
- Sweeps Committee met recently and have confirmed the need to have a Level 3 Sweep to sweep at AusChamps however it is up to the individual states to decide on the level for their State Championships.
- Sylvia Wong was elected as the Chair of the Competition & Technical Committee. A number of recommendations put forward are being considered (ie removing the exemption idea and the qualifying period).
- National Sweeps' database is being looked in to. Coaches accreditation is being uploaded.
- High performance – training continues in case there is an Asians event this year.
- Meetings – Zoom will be used with the licence possibly being opened up to all members to utilise at no cost.
- Audit & Risk committee has been appointed to review proposed activity by AusDBF to ensure there is not too great a risk involved. An audit specialist has joined the committee from Qld.
- AusChamps – being discussed tonight. An AusChamps Review Committee will be formed with decision to be made at the Members' meeting on 14 May as to whether Perth should be moved to another state making it easier for eastern states paddlers to travel.

2.2 Junior Development

- Nothing to report.

At this point of the meeting John Holland departed.

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

Action: Marie (#1645)

3.2 Previous Meeting Minutes

MOTION:
THAT the Minutes of the meeting held 19 March 2020 be accepted as a true and accurate record.
MOVED: V. DUONG and SECONDED: J. BOULD
CARRIED.

Action: Marie (#1645)

3.3 Business Arising

Nil.

4 BOARD DISCUSSION/DECISION MAKING

4.1 COVID-19 – status

Noted everyone is aware of the current restrictions and the cancellation of all events at the state and national level and facilities being in lock down.

4.2 DBSA position for AusDBF:

- **Team from Dubai competing at AusChamps**
Consensus was not in favour with it noted that AusDBF had already refused the request.

4.3 2020-2021 West Lakes Events Calendar / RC program – when to set

Noted difficulty in setting the calendar of events at this stage and the first RC meeting is scheduled for Wednesday 27 May. A number of draft versions have been circulated already with various feedback received.

The only dates requested will be the State Championships on the weekend of 3&4 April 2021 which is exactly two weeks before the AusChamps. The earlier dates requested of 27&28 March 2021 would be cancelled. Action: Marie (#1646)

Noted the following advice had been received from the Council in relation to future events:

- *Please note that in the last season we had concerns with two events being held on the same day in relation to parking, traffic and noise, and the impact this had on the residents.*
- *In view of this and after a lot of consideration with management, Council will not be able to approve two events on the same day unless one is in the morning and the other is in the afternoon and there is a minimum of two hour gap between the pre and post times.*

4.4 Registration fees 20/21 season – any rebate

Noted the following increase to registration fees for this season was set at the 2019 AGM:

- THAT instead of a percentage fee increase, there be a \$5.50 (GST inclusive) fee for Adult registrations and a \$2.75 (GST inclusive) fee for Junior registrations, applied on top of the current fees to cover both the DBSA and AusDBF component 50/50 in 2020/21.

There has been two enquiries from paddlers seeking a rebate on registration fees after registering in the new year and not being able to paddle, they were advised this would be discussed at the next Board meeting.

The joint submission put in by Sport SA to Treasury for funding was unsuccessful and the Board will now submit its own separate submission. Action: Marie (#1647)

Noted payment had been made recently to AusDBF for the second round of the paddler levy and there was no rebate applied by AusDBF.

Agreed that consideration will be given to offering a rebate to paddlers on their 2019/20 registration fees should DBSA be successful in receiving some funds back from the state government however the quantum could not be confirmed at this stage.

The question was asked if the 2020/21 paddler registration fees could be updated on the Club Payment Advice form and in RevSport so that Clubs could start to look to register their paddlers for any early-bird offer and season start.

Discussion was held with the Board anticipating that the normal season arrangements for registrations would be in place however this may be altered if there are any further impacts on the season due to COVID-19 and any AusDBF changes.

4.5 Club of the Year Award – status

Discussion was held on whether this award for regional and metropolitan clubs should be offered this year given the season finished early and prior to the State Championships being held.

Varying viewpoints were put forward both in favour and against and the Motion however it was unable to be put to the vote as there was no Secunder for the Motion resulting in the Award not being offered this season.

4.6 DBSA Policies:

The following policy was reviewed:

- #031 – AusDBF Junior Paddler Protection – adopted

Action: Marie (#1648)

4.7 From RC meeting:

- **Provide clarification to paddlers on difference between Volunteers and Officials roles**

Agreed to produce a matrix identifying all of the positions required on a race day to be filled by volunteers and officials and to incorporate list of current volunteers and those that recently undertook the training. Dennis Whitfield to be contacted for assistance.

Action: Mick & Jen (#1649)

4.8 AGM scheduling Wed 19th August – status

Noted the AGM would still be held on this date but may have to revert to being held via Zoom if social distancing rules remain.

4.9 AGM – Annual Report reports – status

List of reports to be submitted to be circulated. **Action: Marie (#1650)**

4.10 AGM – Board positions – status

Noted that Vi Duong and Peter Button terms on the Board expire at the upcoming AGM.

4.11 DBACT email re sharing of race programs

Noted email received seeking to incorporate 2021/21 regatta dates into their program to ensure that there are no clashes in case teams would like to join them or vice versa. Agreed to respond that program would most likely not be set until early June as the RC does not meet until 27 May.

Action: Marie (#1651)

4.12 G-suite account – set up

Suggested that Google email accounts be set up for the info@ and admin@ email accounts and any others to be held at a cost of \$8.40 per user per month. The current set up is that both accounts are set up in Outlook on Marie Cunningham's computer and are difficult to access by anyone else. This would allow for anyone stepping into the role managing these emails to readily access the previous history of emails sent and received from either account.

The consensus was in favour of setting up these two new email accounts only. **Action: Marie (#1652)**

4.13 Construction Notification – New Path and Lighting - Aquatic Reserve

The below extract from recent Council advice received was discussed:

We would like to advise you that Council have approved funding to construct a new path through Aquatic Reserve from the Boat ramp to Bower Road. An aerial photo showing the extent of works is attached for your reference.

This path will provide an all-weather route, ensuring safety of all users and better connection to already existing paths.

Scope of works will include:

- Construction of a new 2.5m wide concrete path from the boat ramp to Bower Road
- Installation of new lighting along new section of path within the reserve as well as the car park – scheduled for 20/21 financial year

We anticipate to commence construction over the coming weeks. Access to the car park and boat ramp will remain open during the construction, however there may still be minor some impact on access due to the machinery plant used.

Allison Bretones provided an update on follow up she held with construction engineers from the Council onsite, outlining the impacts to future regattas being held there as Clubs would not be able to set up their tents as normal in that area or park their trailers behind for ready access.

Noted the pathway construction, although only 2 ½ metres wide would also need to have the slopes battened creating a grade where the tents are placed. It could not be placed closer to the rocks due to the clearance distance required under the high voltage power lines.

Access for pedestrians and cyclists to the path could be a safety hazard on a race day with the suggestion put forward to them that the path be blocked off on race days.

Construction was due to commence next week however they are now looking at the feedback given to ascertain if there is a suitable solution. The Council had suggested that the trailers could be placed in the circular grass area with exemptions given on race days.

The lack of consultation with the various users of Aquatic Reserve was highlighted and was apparently due to the fact that Tanya Vassallo was on extended leave and the temporary incumbent in her role was not familiar with the process to be followed.

The question was asked if an official letter should be submitted to the Council expressing concern however Allison Bretones responded she would prefer in good faith to give the Council time to respond. Follow up would be had this week with them and if needed contact made to the Mayor and elected mayor on the outcome. **Action: Allison (#1653)**

4.14 State Champ Medals – import duty/tax

Noted DHL had contacted Peter Button advising that the second shipment of the medals was being held by Border Force as they were enquiring as to what the product was and how much was paid for the product. A copy of the email from the supplier was provided to them along with the invoice as evidence of payment and as it was under the quote on the cart note, the amount of \$1,680 was required to be paid before the last six boxes of medals would be released.

The supplier was duly contacted, duly apologised and offered an unpalatable solution of providing an invoice for \$1,100 USD which could be paid and provided to Border Force and they would then refund that amount afterwards. The offer was declined.

4.15 Race fees 2020/21

Noted that the cost of holding the State Championships was considerable and that there had been no increase to race fees for a while. Suggested any proposed increase would be more palatable spread across the season rather than just for the State Championships.

Agreed to look into the budget and provide some figures for the next meeting for consideration.
Action: Jen (#1654)

4.16 BSO position – status (held over to Governance meeting)

Agreed to set meeting date for Tuesday 19 May and if social distancing rules are relaxed, to hold this at the Angle Park Training Centre as this was preferred method rather than via an online platform.
Action: Marie & Peter (#1655)

5 EVENTS & PARTICIPATION

5.1 End-of-season / Volunteers thank you event – planning status

The preference was to now hold this event as a season launch and thank you to volunteers prior to the next season.

Agreed to provide a list of the volunteers so that a letter of appreciation can be sent to them in the interim. **Action: Allison, Jen, Vi & Kat (#1656)**

Timing of this event will be approximately four weeks prior to season commencement.

Noted there had been no EOIs received from paddlers to be involved on this organising committee so Vi Duong and Allison Bretones would coordinate the event. **Action: Allison & Vi (#1657)**

5.2 Masters Games – Copper Coast 2021 – Thu 15th to Sat 17th April

Noted EOIs for involvement on this organising committee were received from Valda Cooper and Deb Allen from Copper Coast.

5.3 Dragon Boats in Barmera

The following email enquiry was received and would be followed up. **Action: Vi (#1658)**

Good evening folks,

My name is Jane Boroky. I am part of the organising committee for a Girl Guide Camp in the September school holidays in Barmera in the Riverland. We would love to have dragonboating as an activity but there are no dragonboats in the Riverland! I am writing to you on the advice of Bryan Buttery and a few other dragonboating friends to see whether there is any chance of getting a couple of boats up to Barmera for a week in September 2020.

We did this once before in the 90's at Swanport near Murray Bridge and it was a huge hit. I am not sure of the logistics these days, but would be very happy to have a discussion with you about any possibilities.

6 CLUB / PADDLER MATTERS

6.1 Clearances

Noted clearance applications can now be accepted for the next season however will need to clearly identify which season they are applying to be transferred to and from.

6.2 RC meeting – Blade Runners – tent placement (grass circular area with palm trees)

Noted follow up would be had with the Council direct to ascertain if they have any objections before DBSA would consider its position on this. **Action: Peter (#1659)**

6.3 Email from Michael Petrovs - FW: MEMO #0033 - 2020 AusChamps – cancelled

Noted issue raised by Michael Petrovs about advice received of this event being cancelled before official advice was received from AusDBF should be directed to AusDBF not DBSA.

Action: Marie (#1660)

6.4 Email from Chris Wood re MPIO status

The email enquiry from Chris Wood seeking clarification of who the DBSA MPIO person is was discussed.

Noted there had been no response to the email sent to Clubs seeking expressions of interest from anyone holding an MPIO qualification. In addition those contacted on the national MPIO register in SA had also not responded with any interest.

Mick Cahill had recently attained this qualification and would hold this position in the interim until other suitable candidates can be sourced. Another EOI would be sent out to the membership and Pat Doogue would be contacted if he was willing to hold this position again. Noted John Holland holds this qualification and formerly this role but as he was now involved on the AusDBF Board it was felt to be no longer appropriate for him to represent DBSA. **Action: Marie & Mick (#1661)**

6.5 Email from Chris Wood re Memo #0040 – Paddler behaviour

This email was discussed and agreed to respond thanking Chris Wood for her comments which have been noted. **Action: Marie (#1662)**

6.6 Email from Stephen Brant (Phoenix) Keeping fit while out of the boat

Agreed to send this advice to Clubs highlighting the need for everyone to take into account their own personal circumstances before undertaking the program.

6.7 Email from Julie Lister – re relocation of TK1s

Noted an email was received late Saturday afternoon requesting approval to remove the DBSA TK1 and OC2 from the Boatshed to take advantage of the access approval given for Subsonix to remove some of their personal equipment. Approval had to be sought prior from SAPOL, Paddle SA which was an onerous process apparently.

Noted that the preference would have been for a phone call to be made to a DBSA Board member rather than sending an email on a weekend which could be readily overlooked.

The question was then asked as to whether they should be returned or how they could be fairly accessed by all Clubs in the interim. There were a number of issues identified with them remaining out in that how would they be transported, how would the booking system be managed, how would they be cleaned appropriately, not damaged and whether they would be covered by insurance.

It was noted that they would not be covered under the current policy at this new location.

The consensus was in favour of having them returned as soon as practicable. Peter Button advised he would assist if needed and Paddle SA would need to be contacted beforehand.

Action: Marie (#1663)

Agree in future a contact for any DBSA asset movement should be identified. Agreed this would be the Maintenance coordinator – Mick Cahill.

6.8 Email from Victor Dragons re starting buoy access etc.

The request received for access to a starting buoy, toggles held by the Sweep and Drummer for practice was discussed. Suggested that Jeremy Sanders be contacted for assistance.

Action: Marie (#1664)

7 FINANCIAL REPORT

7.1 As at 31/03/20

MOTION: TO accept financial reports for March 2020 as tabled and pay accounts on Account 1. MOVED: J. BOULD and SECONDED: K. REID CARRIED.
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8 CORRESPONDENCE

8.1 Sport SA – Webinar with Minister Corey Wingard

Noted.

8.2 Sport SA - INFORMATION REQUIRED - Business Support Packages

Noted.

8.3 PAAF – Closure of Sailing Club

Noted.

8.4 Sport SA – Jobs rescue package

Noted.

8.5 Paddle SA – Closure of facilities

Noted.

8.6 ORS&R – Sport and Recreation update – COVID-19

Noted.

8.7 Paddle SA – Aquatic Reserve

Noted.

8.8 Volunteering SA – COVI-19 information for the volunteering sector

Noted.

8.9 Sport SA - Offer of Support

Noted.

8.10 PBTR – Community Sport Guidelines and COVID-19 ++

Noted.

- 8.11 ACC: River Torrens Activity Licence holders**
Noted.
- 8.12 CSC - Novel Coronavirus (COVIC-19) - Events update**
Noted.
- 8.13 2019-20 Sport and Recreation Sustainability Program - Obligation Report**
Noted.
- 8.14 ORS&R COVID-19 Contingency Planning – CCP Application**
Noted.
- 8.15 CSEC Child-Safe Lodgement**
Noted.
- 8.16 Volunteering SA – Member Update 1**
Noted. The latest dollar replacement value volunteering hourly rate figure is \$43.64 per hour.
- 8.17 Coaching Conference Proposal - Working with youth athletes - Adelaide/South Australia**
Noted.
- 8.18 Bunnings Offer – discount card**
Noted.
- 8.19 Information from the Webinar with Minister Corey Wingard**
Noted.
- 8.20 Sport SA - Stimulus Package for Sport**
Noted.
- 8.21 Sports Connect – Edition 3**
Noted.
- 8.22 DBQ State Titles Format**
Noted. To respond.
- 8.23 DBACT event calendar for 2020-21**
Noted.
- 8.24 Sports Vouchers - COVID-19 Update**
Noted.
- 8.25 Webinar: Supporting volunteer involving organisations during COVID-19**
Noted.
- 8.26 'Hooked on Sport' keeps community connected**
Noted.
- 8.27 Join Sport SA and become part of our collective voice**
Noted.
- 8.28 Webinar: Supporting volunteer involving organisations during COVI**
Noted.
- 8.29 URGENT – \$10k lifeline to eligible small businesses & sporting clubs**
Noted.
- 8.30 Volunteering sector news and updates**
Noted.
- 8.31 Sport SA – \$250 million stimulus submission – FINAL**
Noted.
- 8.32 Sporting Club Check-in – Charles Sturt**
Noted.

9 GOVERNANCE

9.1 Strategic Plan – status

Noted the revised draft version was based on a hybrid of examples from DBNSW, DBVIC, DBWA, AusDBF and DBSA's earlier version. Would be held over for review at upcoming Governance meeting.

9.2 DBSA Strategic Plan – Grant Acquittal

Noted extension of a further three months to submit acquittal.

10 AusDBF

10.1 MEMO: #0036 EOI for additional C&TC members

Noted.

10.2 Memo #0035 - COVID-19 Club Training & Insurance Update

Noted.

10.3 AusDBF Athletes Commission – & EOI status

Noted there had been no expressions of interest received from the membership. Vi Duong advised he would nominate if it was not too late. **Action: Vi & Marie (#1665)**

10.4 Memo #0034 - COVID-19 - Club Training and related activities

Noted.

10.5 Directors Governance Course - moved to 18-19July

Noted earlier advice from John Holland that this would likely be postponed to a later date.

10.6 Letter from Sports Minister Richard Colbeck

Noted.

10.7 Memo #0033 - 2020 AusChamps – a Cancelled

Noted.

10.8 Memo # 032 - 2020 AusChamps - COVID-19 (Coronavirus) Statement

Noted.

10.9 AusDBF Committees - DBSA representatives

The list provided by AusDBF was reviewed with changes to be put forward as agreed.

Noted for succession planning purposes it was important that different people took up the various roles on an ongoing basis and there should not be the assumption that those holding the roles continue to do so. It was not known how some of the position holders were first appointed and as to how they are changed and this process needed to be transparent. The list would be reviewed annually and the process to be on the committees formalised.

Contact to be made with Melanie Cantwell (AusDBF) to discuss perceived conflicts of interest with John Holland holding some of these positions whilst on the AusDBF Board and that Julie Clinch was a DBSA ROMP mentor. **Action: Peter (#1666)**

10.10 Sport Recovery Grants Now Open

Noted.

10.11 Quarterly Forum #2 – 13 May 2020

Noted. Agenda items are to be opened up to the membership to submit to AusDBF for ideas to reinvigorate the sport. **Action: Marie (#1667)**

10.12 RevSport – Working with Children Check

Noted Jennifer Bould, Maria Darby and Mick Cahill now hold this clearance. Remaining Board members encouraged to follow up. **Action: Peter, Allison, Vi, Kat (#1668)**

10.13 AusDBF General Update 5 - April 2020

Noted.

11 REPORTS

11.1 Secretary

Noted nil correspondence received.

Letter of appreciation was sent to Pat Doogue and his assistants for coordinating the recent Volunteers' Training day which was well received.

11.2 Safety

11.2.1 Incident Report – Sue Powell (PBs)

Incident report was reviewed. Agreed to note that “all paddlers should be exiting the boat from the front and to remind everyone that spectators and children are not allowed down near the boats”. **Action: Kat (#1669)**

11.3 Equipment

Noted the canoe adapter for a Contact 2 was purchased from America for \$540 plus transport costs.

It is proving difficult to source the Contact 2 currently.

11.4 Maintenance

Noted meeting scheduled for 21 April was postponed until 7 July 2020 and that it was not possible to undertake any repairs at this stage.

An email of appreciation was sent to the Maintenance delegates for their support for the season.

11.5 Participation & Development

Nil report.

11.6 High Performance

Noted the following five SA paddlers were successful in being invited to the first training camp in September for Auroras selection to compete at the Asian Championships: Linda Parker (ACDC), Katherine Reid (BSD), Raylene Sutton (Subsonix), Gary Gillies (WW), Vi Duong (Subsonix).

11.7 Publicity

Nil.

11.8 Website / Facebook

Noted the website is currently being revamped by Jennifer Hallman.

12 GENERAL BUSINESS

12.1 Presidents' Forum – Wed 13th May – status

Agreed to be scheduled via online platform if not able to be held in person. **Action: Marie (#1670)**

12.3 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	N/A
1642	Sent out advice to Clubs re future paddling during COVID-19.	ASAP	Peter	Done
1643	Check with Oceanique if can cancel dinner and 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	Maria & Jennifer	Done
ACTION ITEMS – MEETING 11/3/20				
NO.	ACTION	REQUIRED BY	WHO	STATUS
1602	Circulate AusDBF's Risk Management policy for AusChamps.	ASAP	John	N/A
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	Next season
1605	Upload 11 February meeting Minutes.	ASAP	Marie	Done
1606	Produce a Volunteers' Coordinator PD in conjunction with Pat, Jen & Julie.	ASAP	Kat	Ongoing
1607	Conduct an audit of keys held by Clubs of various DBSA assets. <ul style="list-style-type: none"> ▪ Noted spreadsheet will be compiled once Gmail email accounts are set up. 	ASAP	Kat	Ongoing
1608	Ask Chris Kelley to handover key to office at Aquatic to Mick Cahill.	ASAP	Mick	Ongoing
1609	Upload policies: #005, 006, 012, 026	ASAP	Marie	Done
1610	<ol style="list-style-type: none"> 1. Set up register for online paddling enquiries from the general public. 2. Periodically remove Come N Try records from Boatshed to upload. 3. Look into electronic method to record Come N Try paddlers. <ul style="list-style-type: none"> ▪ Noted register for enquiries has been uploaded to GDrive along with the Come N Try records to date. ▪ Is proving difficult to devise electronic method for recording Come N Trys and may be best to continue with current system and upload photos of the register periodically. 	ASAP	Kat	Done
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	Done
1612	Review Pat's Volunteers' Training Day report and capture lessons learnt. <ul style="list-style-type: none"> ▪ Noted the notes have been transcribed and uploaded to GDrive and will be reviewed next meeting. Action: Kat (#1671) 	ASAP	Kat	Done
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 18 th March	ALL	N/A
1616	Provide details of Adelaide Shores (Oceanique) to Vi & Allison to coordinate End-of-year function and Volunteers dinner.	ASAP	Marie	Done
1617	Follow up John for requirements to organise Masters Games and any documentation (action lists etc) from previous events.	ASAP	Vi	Ongoing
1618	Send out EOI again for Copper Coast Masters Games.	ASAP	Marie	Done
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. <ul style="list-style-type: none"> ▪ Noted this was done and discussion held. ▪ Need to keep an eye on the opportunity to provide feedback to the consultation on the Council's Annual Business Plan to provide support.. 	ASAP	Allison	Done
1623	Ask Melanie if any funds from the AusDBF Education and Upskill grant are available to put towards the costs for the Officials' course. <ul style="list-style-type: none"> ▪ Noted as DBSA had already endorsed application from Coorong Dragons that it was not possible to submit another. 	ASAP	Kat	Done
1624	Circulate registration form for Level 1 Officials' course.	ASAP	Marie	On hold

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	Done
1626	Provide Kat with GDrive access details (and Board), info@ account details etc.	ASAP	Marie	Done
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	Done
1628	Complete Safety Incident report for Jo Hamlyn (DAA) with recommendation: <ul style="list-style-type: none"> 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	Done
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: <ul style="list-style-type: none"> 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	Done
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. <ul style="list-style-type: none"> Request has been made for a more permanent solution. 	ASAP	Allison	Ongoing
1633	Look into availability of a DWA from Council for equipment funding. <ul style="list-style-type: none"> Noted is available if equipment was identified. 	ASAP	Allison	Withdrawn
1634	Ask part of Council discussions ask if they would consider installing concrete steps at Aquatic to allow teams to exit readily.	ASAP	Allison	Ongoing
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	Ongoing
1639	Setup a trophy register.	ASAP	Kat	Ongoing
1640	Contact Carolyn Kearon and Michael Petrovs thanking them for their EOIs for the Grants committee and advise they will be contacted in due course. <ul style="list-style-type: none"> Noted they were both contacted and would be followed up again to get some ideas together. 	ASAP	Allison	Done

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	Ongoing
1572	Send out EOI seeking sub-committee members to coordinate End-of- Season function & Volunteers' thank you event.	ASAP	Marie	Done
1573	Send out nominations for Club of the Year awards (regional / metro).	Season end	Marie & Kat	N/A
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	Ongoing
1579	Remind ACDC that only four free paddles are allowed under any Groupon type arrangement (not five as is currently being offered).	ASAP	Peter	Ongoing

1580	Write a policy on Club Uniform policy...Clubs are required to submit design drafts of uniforms for ratification by the Board.	ASAP	Mick	Ongoing
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. ▪ Noted Pat Doogue did offer to assist.	ASAP	Jennifer	N/A
1583	States – Pick up key from Rowing SA for States on the Friday before	Fri 27 th March	Allison	N/A
1587	States – arrange esky for both days for volunteers' drinks (water / soft drinks) during State Champs	State Champs	Vi	N/A
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	Done
1595	Check out status of broken ergo machine and if unable to be repaired follow up on quote received by BSD. ▪ Noted is still not fixed yet.	ASAP	Vi	Ongoing
1596	Look into options for shed hose.	ASAP	Peter & Mick	Ongoing
1598	Set budget for PAAF allowing for 10% annual increase and \$1k for maintenance. ▪ Included in the financial papers.	ASAP	Jen	Done
1599	Contact Sandra Manuel if willing to be a MPIO for DBSA. ▪ Noted no response.	ASAP	Mick	Done
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	Done
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
1539	Review the Task List for State Champs to follow up any priority action items or to assist with any of them.	Urgent	Board	N/A
1555	Send EOI seeking any fitters willing to undertake service of trailer, caravan, powerboat etc otherwise seek quotes from 3 x companies. ▪ Noted no responses received so will source locally. ▪ Noted Peter Button has a contact for someone who does trailer maintenance if needed.	ASAP	Mick	Ongoing
1563	Get office key copied and place in the caravan on a hook for ready access (ie toilet paper) ▪ Noted is a restricted access key so may need to contact the Council.	B4 next Race day	Peter	Ongoing
ACTION ITEMS – MEETING 10/12/19				
1521	Undertake online RSA course	ASAP	Peter & Vi	Ongoing
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. ▪ Follow up to be had with Darcy as there was no firm commitment from him.	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				
1475	Checklist for caravan to be cleaned and prior to being towed for use for each race day. ▪ Noted a “how to caravan” folder has been produced on how to set things up and locate them which will be provided to Mick once finalised.	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.	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	Done
ONGOING – MEETING 11/6/19				
1399	Look at what is needed to repair Tk1 and OC2 to ascertain what is missing/leaking. ▪ Noted TK1 was repaired by Mario Ferrari. ▪ Noted OC2 is just missing a part.	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 & Kat	Ongoing
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. (need to get it set up on race day to ensure is level to work out what size block is needed)	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

13 CLOSING

13.1 Any Other Business

Nil.

13.2 Review of the meeting

Done.

13.3 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>		

13.4 Next meeting

The next Board meeting is set for 6pm Tuesday 12 May 2020 with a Governance meeting scheduled for Tuesday 19 May 2020.

Meeting close – at 9:42pm.

Signed:
President



Date: 12th May 2020