



**MINUTES
BOARD MEETING**

Wednesday 12 May 2020 at 6:00pm
Via Zoom

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:

Mick Cahill

INVITED:

John Holland (part meeting)

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

- The AICD course has been postponed from July to 17 & 18 October 2021. There are 16 people from interstate attending. Noted not all DBSA Board members have registered yet.
- The Competition & Technical Committee has two new members with some of the Board members to stand down from it to make it more independent.
- RevSport – a working group will be formed and its composition to be discussed at Thursday's Members Quarterly meeting catch up.
- Expenditure approved for development of online courses. The Level 2 Coaching course is normally held over two weekends (x3 days) so the face-to-face time has been reduced with a lot of theory to be done online beforehand and the practical side held only over one weekend. The Officials' course will be the next online course developed.
- AusChamps 2021 – discussion still being held on the best location. Question put to DBSA if they would be willing to host this event a year earlier. Noted timing is for it to still be held in April.
- AusChamps qualification – noted eligibility for WCCs remains the same.
- Auschamps eligibility – was changed slightly in accordance with IDBF rules, in that paddlers have to be registered six months before the nationals however this was considered to be unrealistic and is now that a paddler has to be registered with their Club by the close of entry for AusChamps. Paddlers can only race with one club in a season.
- An Audit & Risk committee has been formed to look into some areas being funded to ensure there is no risk and to look at the insurance arrangements.
- Legal claim – noted AusDBF and DDU have been brought into the action against Holly Barnes. DDU is de-registered.

Noted from DBSA perspective they have been contacted by lawyer instructed by Sportscover, the public liability insurer of Dragon Boat SA, to defend proceedings against Dragon Boat SA brought by Ms Barnes in the District Court of SA.

Noted there are different legal firms following up this action and suggested that Sportscover be advised to follow this up with AusDBF. John Holland said he would contact the insurance company (V Insurance) and ask them to follow this up from AusDBF perspective.

2.2 Junior Development

- Noted a written report has been provided to DBSA for inclusion in the Annual report.

At this point of the meeting John Holland departed.

At this point of the meeting John Holland re-joined the meeting to read to the letter received from the insurance company on the aforementioned claim.

The question was asked if AusDBF has any guidance for members about resumption of the sport. John Holland advised that this will be discussed at Thursday's meeting and NSW had suggested that a working group be formed with representation from each state. It was felt it was better to have those on the ground make the decisions on how to return to the sport.

At this point of the meeting John Holland departed.

3 ADMINISTRATION

3.1 Previous Meeting Minutes

| |
|--|
| MOTION: THAT the Minutes of the meeting held 15 April 2020 be accepted as a true and accurate record. MOVED: J. BOULD and SECONDED: J. BOULD CARRIED. |
|--|

Action: Marie (#1669)

3.2 Business Arising

Nil.

4 BOARD DISCUSSION/DECISION MAKING

4.1 ORS&R – Dragonboat resuming training & competition

Discussion was held on how to implement the resumption to the sport noting the varying guidance documents and advice received from ORS&R, Council, Paddle SA and other interested parties.

Various possibilities were discussed however it was noted that the social distance requirements made it difficult to return to training even with reduced numbers in the boat. Agreed to hold off until discussion with the Presidents as to their position and at the Presidents' Forum and then with other AusDBF members at Thursday's meeting.

4.2 Registration fees 20/21 season – early bird start date / any rebate?

4.2.1 Early bird start date / season start date

This was discussed at length. Agreed early bird period would be from 1st July to 31st July.

4.2.2 Any discount 20/21 season rebate 19/20?

Noted DBSA was not in a position to offer any rebates or discounts to registration fees. Should any funding be received from the government however as part of the earlier submission, then this would be considered being refunded on a per member basis.

4.3 DBSA Policies for review

The following policies were reviewed:

- #011 – Starts & Starting Procedure – ratified
- #014 – Infectious Disease & Blood Rule – ratified with suggested amendments put forward at this meeting
- #015 – Conflict of Interest – on hold for further review of AusDBF introduced policy
- #034 – SOP Lifting equipment – ratified
- #026 – New Paddler Allocation – ratified 27th April

Action: Marie (#1670)

4.4 Review Volunteers' Training Session – lessons captured

The document was reviewed with some of the common themes discussed. Of note by the Board was:

- Following up with volunteers after each event or race day and expressing appreciation was considered to be important.
- Noted any stipends or monetary incentives paid would mean that they would no longer be volunteers.
- The introduction of a 'buddy' system was considered a good idea if numbers allowed.

Agreed that a dedicated Volunteer coordinator needed to be in place and once the position description has been finalised then this would be advertised to Clubs. **Action: Kat & Marie (#1671)**

4.5 Management of TK1 bookings & boat bookings

Noted DBSA will manage all boat bookings.

Kat Reid will look into an online booking system for OC & TK bookings. [Action: Kat \(#1672\)](#)

Marie Cunningham will manage bookings for 10s&20s boats.

4.6 Claim by Holly Barnes against Dragon Boat SA – Incident on 2 April 2016 [GC-INLIB.FID195259]

Discussed earlier.

4.7 National Principles for return of Sport and Recreation

Noted receipt of this information which had been circulated to Clubs for their information.

4.8 National Framework for return of Sport and Recreation

Noted receipt of this information which had been circulated to Clubs for their information.

4.9 CSC: Sports Update – Rebooting sport in a COVID-19 environment

Noted receipt of this information which had been circulated to Clubs for their information.

4.10 Race fees 2020/21

MOTION:
THAT the race fees for 2020/21 season will remain at \$11 (GST inclusive) for race days and \$17.50 (GST inclusive) for each day of the State Championships.
MOVED: J. BOULD and SECONDED: J. BOULD
CARRIED.

4.11 Online meetings – programs / software options

Noted a Zoom account has been set up in the interim until face-to-face meetings can be held once again. The training centre previously used will be used where possible for Board meetings.

4.12 Boat Lease – amended document

The electronic version of the Lease agreements in place between some Clubs and DBSA for use of boats were reviewed by Maria Darby to determine if they needed to be updated. A number of amendments had been put forward as a result and it was agreed that they would all need to be updated with new agreements in place. It was not known where the signed version of the leases were kept and it was felt that they may be in the office at The Sailing Club and this would be investigated once access was allowed. [Action: Kat \(#1673\)](#)

Noted Jennifer Bould maintained a list of assets which included the boats and that a register would be kept to keep track of them and an asset number assigned to each and an audit undertaken every 5 years. [Action: Jen \(#1674\)](#)

4.13 Sport SA – Industry Training – MPIO, Child Safe Officer, Essentials for Coaching Children

Noted the availability of these courses with Board members encouraged to undertake them. Maria Darby has done Child Safe Officer already and Mick Cahill has the MPIO qualification.

This information was forwarded to Clubs for their information.

4.14 ORSR Virtual Coffee Catch Up invitation

Noted ORS&R will be extending an invitation to participate in a Zoom meeting to talk and share with up to 5 other people from state sport or recreation organisations.

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

Noted.

5 EVENTS & PARTICIPATION

5.1 Season Launch / Volunteers thank you event – planning status

Noted is on hold due to social distancing requirements in place.

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

Reminder of this event on the schedule.

5.3 Other

Discussion was held on offer from John Holland / AusDBF if DBSA was in a position to host the AusChamps in 2021 instead of 2022 should the decision be made not to hold it as scheduled in Perth.

The consensus for a number of reasons was not in favour of this which will be advised at Thursday's AusDBF's Members' meeting.

6 CLUB / PADDLER MATTERS

6.1 Clearances

Nil.

6.2 Request for 19/20 registration refund – Barbara O’Dea (ASA)

This request was received and it was agreed to the special circumstances that a full refund minus the AusDBF levy would be given. **Action: Jen (#1675)**

6.3 TK1 – repair / relocation status

Noted Julie Lister will liaise with Mick Cahill for the repair and relocation back to the Boatshed.

6.4 ACDC Statement of Understanding

Discussion was held around this document between DBSA and ACDC and it will be progressed with the facilitator. **Action: Peter (#1676)**

6.5 ACDC response re DBSA letter re Groupon Voucher

The correspondence from Chris Wood received via an email and then a letter was discussed.

Whilst reviewing DBSA Policies as part of responding to Chris Wood, it was noted by Peter Button that it was actually Policy #026 – New Paddler Allocation and not Policy #025 – Paddler Event which was being contravened so the issue remains with the Groupon Voucher arrangement being offered by ACDC.

The suggestion put forward by Chris Wood to change the Definition of Events in Policy #025 to give more clarity and avoid any ambiguity going forward was considered but declined. The request to update the Action List was also declined as the actual Action was carried out and would as a result be removed from the list and the Minutes have already been ratified. **Action: Peter (#1677)**

7 FINANCIAL REPORT

7.1 As at 30/04/20

MOTION:

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

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

8 CORRESPONDENCE

8.1 Volunteering sector news and updates

Noted.

8.2 City of Adelaide Sport & Recreation Club Survey (and \$2k grant)

Noted possibility may be of use for OzAsia event.

8.3 CSC – Aquatic Reserve - New Path - Options for Clubs

Noted after meeting again with Council on site there was a good outcome in that they have agreed that the path would remain however they would allow it to be closed off for public access on race days. They would also provide the appropriate signs to be stored in the Boatshed.

In addition they will relocate some bench seats and bins so tents can be pitched where they were not able to before however some Clubs may still need to relocate over towards the other tents.

Steps will also be installed near the caravan to allow for easier beach access.

Noted that the Council arranges letter box drops for events such as the Head of the River so would be followed up to see if they would arrange this for race days. **Action: Allison (#1678)**

8.4 ORS&R Sector consultation survey – 5 mins of your time

Noted survey has closed however there was little required of ORS&R at this stage.

8.5 An update for Sport SA Members and Partners

Noted.

8.6 Sport and Fitness COVID-19 Support

Noted.

8.7 CSC: Sports Update: REBOOTING SPORT IN A COVID-19 ENVIRONMENT

Noted.

8.8 PBTR - INVITE: Post COVID-19 Community Sports Forum this Friday

Allison Bretones advised that she participated in this forum.

A more interesting forum participated by Allison is the one done weekly by Minister Wingard providing regular updates on the lockdown and encouraging sports to submit a Return to Sport plan with ORS&R for their advice if the sport is on the right track back.

Agreed that such a plan would be submitted in due course to ORS&R and could be based on the Paddle SA plan.

8.9 Free SASMA Webinars & resources

Noted.

8.10 Sport SA's – Women in Sport SA Virtual Lunch

Noted.

8.11 Sporting Grant Applications CLOSING Friday

Noted.

8.12 Sports Update: REBOOTING SPORT IN A COVID-19 ENVIRONMENT

Noted.

8.13 National Volunteer Week (18-24 May 2020) - #ColourYourCommunityRed – how you can participate to thank your volunteers

Noted. Agreed to put advice on the website thanking DBSA volunteers. **Action: Marie (#1680)**

8.14 Inclusion and Diversity in Sport - Open Forum and Check In

Noted.

8.15 rebel - Sport Is Calling ...

Noted.

8.16 SA Sports Medicine Association - Safe Return to Sport - Facebook Live Series

Noted.

9 GOVERNANCE

9.1 Strategic Plan – status

Noted Tuesday 19 May meeting would be rescheduled to Tuesday 2 June @ 6:30pm to fit in with Mick Cahill's new work arrangements and would be held at the Training Centre. Catering to be arranged. **Action: Peter (#1680), Allison (#1681)**

9.2 Draft Constitution – status

Held over to Governance meeting.

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 Other

During the meeting receipt of the email correspondence from AusDBF relating to National Branding Guidelines – v2 was noted and circulated. AusDBF is asking each Member State to confirm the information on their logo is correct. A memo has been drafted by AusDBF which explains the process clubs must follow to request use of the AusDBF logo on their race shirts, which will be distributed once the Member States have signed off on version 2.

The document was reviewed noting that the logo was correct with all three state colours showing.

11 REPORTS

11.1 Secretary

Noted request received for John Holland to remove his OC1 from the Boatshed. Approval was given once Paddle SA had been contacted for their consensus.

Paddle SA had requested removal of a number of boxes left in the Boatshed passage way as it was felt that they belonged to DBSA. Kat Reid has since retrieved them and noted that besides clothing there are a number of boxes of Legionnaire hats. To be raised at PF to see if any Clubs know who they belong to. **Action: Peter (#1682)**

11.2 Safety

Nil issues of note.

11.3 Equipment

Nil discussion.

11.4 Maintenance

Noted there is a company in Woodville who can undertake repairs of the TK1 and OC2 as needed and this will be progressed with Julie Lister upon Mick Cahill's return to Adelaide.

Action: Mick (#1683)

11.5 Participation & Development

Nil discussion.

11.6 High Performance

Noted training camp for Asian Championships is scheduled for Queensland in September. As event is scheduled for November in Hong Kong it was felt that it may not proceed.

11.7 Publicity

Nil.

11.8 Website / Facebook

Noted website is being revamped and receipt of invoice for \$500 from developer. Jennifer Halman (Subsonix) is working with the developer on the new trial site.

12 GENERAL BUSINESS

12.1 Presidents' Forum – Wed 13th May – status

Noted is being held via Zoom.

12.3 Action List

| ACTION ITEMS – MEETING 21/4/20 | | | | |
|--------------------------------|--|--------------|------------|------------|
| NO. | ACTION | REQUIRE D BY | WHO | STATUS |
| 1645 | Upload Minutes from 11 & 19 March to website. | ASAP | Marie | Done |
| 1646 | Change State Champs weekend date to 3&4 April weekend. | ASAP | Marie | Done |
| 1647 | Submit submission for funding support to Treasury. | ASAP | Marie | Not needed |
| 1648 | Upload Policy #031 – Junior Paddler Protection | ASAP | Marie | Done |
| 1649 | 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. <ul style="list-style-type: none">Noted once ready should go to RC for feedback and copies kept for each race day for the Volunteer Coordinator to work through on the day. | ASAP | Jen & Mick | Ongoing |
| 1650 | Follow up with list of reports due for AGM Annual Report. | ASAP | Marie | Done |

| | | | | |
|------|---|-------------------------|--------------------------|---------|
| 1651 | Respond to DBACT that the RC does not meet until 27 May and once program is finalised will be provided to them. | ASAP | Marie | Done |
| 1652 | Set up info@ and admin@ Gmail accounts. <ul style="list-style-type: none"> Noted Google accounts were not set up and that Kat Reid as Secretary is managing the info@dragonboatsa.com email account. Noted Marie Cunningham is managing the admin@dragonboatsa.com email account. | ASAP | Marie | Done |
| 1653 | Follow up with Council on status of proposed new pathway at Aquatic. | By 24 th Apr | Allison | Done |
| 1654 | Look into budget and provide some figures for consideration if race fees should be increased. | Next Meeting | Jen | Done |
| 1655 | Set up Governance meeting for Tue 19 th May either in person or via Zoom. <ul style="list-style-type: none"> Noted has been deferred to Tue 2nd June and will be face-to-face. | ASAP | Marie | Ongoing |
| 1656 | Provide list of volunteers to Kat (Allison, Vi & Jen.) Send letter of appreciation to volunteers (Kat) <ul style="list-style-type: none"> Noted there are still some gaps of volunteers for some events. Follow up to be had with John Holland for OzAsia list. List for Copper Coast to be provided by Marie. Around the Island – follow up Julie Clinch. | Urgent | Allison, Vi Jen & Kat | Ongoing |
| 1657 | Coordinate Season Launch & Volunteers' than you function to be held four weeks prior to season commencement. | When allowed | Vi & Allison | Ongoing |
| 1658 | Follow up enquiry from Barmera re event in September. <ul style="list-style-type: none"> Noted has been postponed until next year. | ASAP | Vi | N/A |
| 1659 | Follow up with Council if they have any issues with teams setting up on the grass circular area with the palm trees. | ASAP | Peter | Ongoing |
| 1660 | Advise Michael Petrovs to raise his issue about advice re AusChamps direct with AusDBF. | ASAP | Marie | Done |
| 1661 | Advise Chris Wood that EOIs are being sought again for MPIOs for the new season and in the interim that Mick is fulfilling the role. | ASAP | Marie & Kat | Done |
| 1661 | Follow up with Pat Doogue if he is willing to still be an MPIO for DBSA. | ASAP | Mick | Done |
| 1662 | Respond to Chris Wood thanking her for her feedback re Memo #040. | ASAP | Marie / Kat | Done |
| 1663 | Advise Julie of need to return DBSA TK1 & OC2 as soon as practicable and to contact Paddle SA beforehand. Peter may be able to assist. | Urgent | Marie | Done |
| 1664 | Advise VDs to contact Jeremy Sanders for starting buoy, toggles etc. | ASAP | Marie | Done |
| 1665 | Complete nomination form for AusDBF Athletes Commission. | Urgent | Vi | Done |
| 1666 | Follow up Melanie as to any perceived conflict of interest with Board members holding Member sub-committee positions and advise that Julie Clinch is a DBSA ROMP mentor. | Urgent | Peter | Ongoing |
| 1667 | Open up Agenda items to be sought to reinvigorate the sport to AusDBF to the members. | ASAP | Marie | Done |
| 1668 | Follow up Working with Children Check clearance. | ASAP | Peter & Kat | Ongoing |
| 1669 | Complete Incident report from Sue Powell noting 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". | ASAP | Kat | Done |
| 1670 | Schedule PF for Wed 13 th May | ASAP | Marie | Done |
| 1671 | Review list of lessons captured from Volunteers' training day. | Next meeting | All | Done |

| ACTION ITEMS – MEETING 11/3/20 | | | | |
|---------------------------------------|---|---------------------|--------------|---------------|
| NO. | ACTION | REQUIRE D BY | WHO | STATUS |
| 1604 | Send email to Juniors (non ACDC) inviting them to paddle with Dragonmites next season. | Next season | Vi | Ongoing |
| 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, once Gmail account is set up. | W | Kat | Ongoing |
| 1608 | Ask Chris Kelley to handover key to office at Aquatic to Mick Cahill. | ASAP | Mick | Ongoing |
| 1617 | Follow up John for requirements to organise Masters Games and any documentation (action lists / templates etc) from previous events. | ASAP | Vi | Ongoing |
| 1618 | Send out EOI again for Copper Coast Masters Games. | ASAP | Marie | Ongoing |
| 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 |
| 1632 | Follow up Council re slippery boat ramp. <ul style="list-style-type: none"> Noted is difficult for Council to resolve and suggested Council be asked to put up a sign re this. | ASAP | Allison | |
| 1634 | Follow up website upgrade. | ASAP | Marie | Ongoing |
| 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 |
| ACTION ITEMS – MEETING 11/2/20 | | | | |
| NO. | ACTION | REQUIR ED BY | WHO | STATUS |
| 1570 | Review the BSO PD to ensure that it meets requirements and note any changes to be made in preparation for Governance meeting. | B4 next meeting | Board | Ongoing |
| 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 | Done |
| 1580 | Write a policy on Club Uniform policy...Clubs are required to submit design drafts of uniforms for ratification by the Board. <ul style="list-style-type: none"> Noted this is most likely covered now in the Team manual so policy may not be needed. | ASAP | Mick | Ongoing |
| 1593 | Put in submission to Council re Draft Council Building Asset Management Plan Consultation supporting the upgrade to the changerooms at the Boatshed. <ul style="list-style-type: none"> Noted importance of liaising with other users of the Boatshed to ascertain if they would be in support of a joint approach to Council for funding to upgrade the Boatshed. Agreed to discuss further at Governance meeting. | 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. | ASAP | Vi | Ongoing |
| 1596 | Look into options for shed hose. | ASAP | Peter & Mick | Ongoing |
| ACTION ITEMS – MEETING 23/1/20 | | | | |
| 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 | Done |

| | | | | |
|--|--|------------------|--------------|------------|
| 1555 | Follow up for any fitters willing to undertake service of trailer, caravan, powerboat etc otherwise seek quotes from 3 x companies. | ASAP | Mick | Ongoing |
| 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 |
| 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. | ASAP | Peter | Ongoing |
| 1476 | Review Policies: <ul style="list-style-type: none"> ▪ #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. | ASAP | Mick | Ongoing |
| 1485 | Look into Neon sign (App/Windows laptop) as to how to operate. | ASAP | Peter & Mick | Ongoing |
| 1486 | As part of the Constitution review set up a separate Rules of Association document. <ul style="list-style-type: none"> ▪ To be discussed at Governance meeting. | 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. <ul style="list-style-type: none"> ▪ Follow up revamp of brochure. Action: (#1684) | ASAP | Vi | Done |
| ONGOING – MEETING 11/6/19 | | | | |
| 1399 | Look at what is needed to repair OC2 to ascertain what is missing/leaking. | When can access | 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 | Done |
| 1341 | Review the New Team Manual received from DBQ or DBVIC received for suitability. | ASAP | Maria | Done |
| MEETING 16/01/19 | | | | |
| 1301 | Check the answering machine message on phone at the Boatshed and change as needed. <ul style="list-style-type: none"> ▪ Noted is no need as emails only advertised. | ASAP | Peter & Kat | With drawn |
| CARAVAN ACTION ITEMS | | | | |
| 1 | Follow up: <ol style="list-style-type: none"> 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. (when in place back at Aquatic) | ASAP | Peter | |
| 3 | Measure/purchase/Install “pocket sleeve” for results and notices for placing on side of caravan. <ul style="list-style-type: none"> - Peter contacted company that did his – ask at presidents forum | ASAP | Peter | |
| 11 | Purchase fans or Aircon for hot days. <ul style="list-style-type: none"> ▪ Agreed to revisit later in season. ▪ Have portable fan and heater in but not sure if it will do the work during summer. ▪ Maria almost need it sitting above the windows | Revisit | Peter & Jen | |

13 CLOSING

13.1 Any Other Business

Nil.

13.2 Review of the meeting

Done.

13.3 Remaining meeting dates/times 2020:

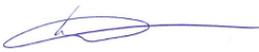
| | | | |
|--------------|---------------------------------|--------------|--------------------------------|
| ▪ Wed 13-May | <i>Presidents' Forum</i> | ▪ Wed 19-Aug | <i>AGM + Presidents' Forum</i> |
| ▪ Thu 14-May | <i>AusDBF Quarterly meeting</i> | ▪ Thu 10-Sep | Board |
| ▪ Tue 09-Jun | Board | ▪ Tue 13-Oct | Board |
| ▪ Wed 08-Jul | Board | ▪ Wed 11-Nov | Board |
| ▪ Tue 11-Aug | Board | ▪ Wed 18-Nov | <i>Presidents' Forum</i> |
| ▪ Thu 13-Aug | <i>AusDBF Quarterly meeting</i> | ▪ Tue 08-Dec | Board + Christmas dinner |

13.4 Next meeting

The next Board meeting is set for Tue 9 June 2020 with a Governance meeting scheduled for Tuesday 2 June 2020.

Meeting close – at 10:10pm.

Signed:



President

Date: 9th June 2020