



**MINUTES
BOARD MEETING**

**Wednesday 9 June 2020 at 6:00pm
Via Zoom**

1 FORMALITIES

1.1 OPEN MEETING – 6:00pm

PRESENT:

Peter Button	Vi Duong	Jen Bould
Katherine Reid	Maria Darby	Allison Bretones

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

At this point of the meeting John joined the meeting.

2.1 AusDBF

- Athletes Commission has been formed.
- Audit & Risk committee formed.
- Next committee to be formed is “Inclusion” with aim being to be included on the list of various sports that offer this.
- Level 2 Coaching course – condensing previous six day course down to three day course with an online component introduced for theory component.
- AusChamps 2021 – definitely being held in WA.
- AICD course scheduled for Adelaide weekend of 17&18 October is proceeding with venue to be confirmed once the accommodation is booked (ie Lakes Hotel or Quest).

2.2 Junior Development

- Noted no activity at this stage.

2.3 Other

- Locker update – noted #21 is vacant. ASD and BSD had two lockers each so maybe they can merge their gear to free up more lockers. **Action: Marie (#1690)**
- There are another two lockers (#13 and #16) with padlocks on them and no name. John to send email to Clubs seeking ownership details plus a key. Noted mud map of lockers will be provided in due course.

At this point of the meeting John Holland departed.

3 ADMINISTRATION

3.1 Previous Meeting Minutes

MOTION: THAT the Minutes of the meeting held 12 May and 2 June 2020 be accepted as a true and accurate record. MOVED: K. REID and SECONDED: A. BRETONES	CARRIED.
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Action: Marie (#1691)

3.2 Business Arising

Nil.

4 BOARD DISCUSSION/DECISION MAKING

4.1 Dragonboat resuming training & competition

Noted Peter Button was working on the AusDBF Return to Sport group with documents being shared amongst member states.

A COVID-19 Safe Plan has been produced for The Sailing Club and the Boatshed with regional Clubs asked to prepare their own.

The following documentation is being prepared:

- Attendance Register template
- Return to Paddling declaration
- DBSA Risk Management Guideline
- DBSA Step 3

Noted SAPOL have provided approval for a return to the sport with maximum number of 80 and their advice will be incorporated into the plan. **Action: Allison (#1692)**

Intention will be to send out above documentation to Clubs once ready for feedback and then to hold a Members' forum to discuss actioning of the plan going forward and to lay down some ground rules. **Action: Peter / Marie (#1693)**

Clubs will have to nominate a COVID-19 Safe Rep as their liaison person with DBSA and complete an Attendance Record to be submitted weekly to DBSA.

Importance of Clubs abiding by the plan was highlighted.

Liaison to occur with Paddle SA and ORS&R as required.

Noted DBSA is not in a position currently to offer a reduction in registration fees however should the situation change through any grant funding received.

Noted prior to the meeting that ACDC had submitted their own Return to Sport Plan and were seeking to return to training at The Sailing Club. Agreed that it would not be looked at currently and they would have to hold off until DBSA was in a position to request this. **Action: Marie (#1694)**

4.2 COVID-19 – The Sailing Club – Safe Plan

Noted discussed earlier at #4.1.

4.3 AGM – 19 August – nominations etc.

- Elections
Noted that Vi Duong and Peter Button would be renominating with remainder of committee to serve a further 12 months.
- Recommendation – Participant Registration Fee 2021/22
Noted given circumstances due to COVID-19 that the recommendation will be for 'no increase to be applied to Adult and Junior registrations'.
- Recommendation – Member Subscriptions 2021/22
Noted the recommendation would be to 'not introduce a subscription'.

4.4 COVID-19 – Supporting your Sporting Club

Noted would be followed up as needed for products and signage.

4.5 StEP Obligation report – draft

The draft documentation to be submitted was circulated for feedback. Amendments were put forward and final version would be circulated prior to online submission.

4.6 StEP Acquittal report – draft

The draft documentation to be submitted was circulated for feedback. Amendments were put forward and final version would be circulated prior to online submission. **Action: Marie (#1695)**

4.7 DBSA Lifejacket exemption 2020

Noted a request had been submitted to DPTI for the standard life jacket exemption at West Lakes for 2020/21. DPTI responded with a number of questions it wanted answered beforehand:

- What is the reasons behind needing an exemption for wearing of lifejackets?
- Could you please provide lists of those members that have participated in capsized drills and clothed swims of 50 metres?
- Could you please provide current certificate of insurance, with acknowledgement from the insurance company that participants will not be wearing Lifejackets?
- The exemption if granted will need to include a list of exempt people on the exemption as it relates to an individual offence, would a list of participants be available?

- Has Dragon Boat SA considered the use of lifejackets during training and apply for an exemption when competing?
- Has Dragon Boat SA considered all available types of lifejackets on the market specifically designed for paddle sports?

Agreed to follow up with Rowing SA in the first instance how they attain their annual exemption.

Action: Jen (#1696)

5 EVENTS & PARTICIPATION

5.1 Season Launch / Volunteers thank you event – planning status

Intention is to hold this event before the first race day scheduled for 13 September 2020.

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

Noted.

5.3 Other

Nil.

6 CLUB / PADDLER MATTERS

6.1 Clearances

Nil.

6.2 SOU – ACDC status

The revised SOU put forward by ACDC was reviewed. Follow up to be had with the facilitator accordingly. **Action: Peter (#1697)**

6.3 RC – Composite Teams Paper – Subsonix

Noted Racing Committee would put forward a recommendation in due course.

6.4 ACDC GRD – missing trailer - request

Noted the missing trailer was being held by Goolwa River Dragons who had collected it from Murray Bridge. It had been relocated to Hindmarsh Island for use as a launch trolley with it sometimes being driven around the township.

The amount of \$600 had been spent on the trailer to bring it up to a roadworthy standard but it still has rust issues so was considered only suitable for launching and retrieving and short trips around town.

They were hoping to keep the launch trailer in addition to the one previously gifted by the Board as the boat ramp is too steep to use anything else to launch with.

Discussion was held noting that insurance and registration for the trailer was currently being paid for by DBSA. Noted there was a group in Cowell who had expressed interest previously in borrowing a boat and trailer so they could start paddling.

Agreed to follow up first with Cowell contact if they still want the trailer otherwise to decommission it and it can become a permanent trailer for Goolwa River Dragons. In the interim it is to cease being used as a launch trailer. **Action: Vi / Kat (#1698)**

6.5 VDs – Insuring Volunteers

Noted email received asking if volunteers who help move the boat from time to time needed to be covered by insurance. The response given was that they should become Club Affiliate members and therefore would be covered.

6.6 PBs – request for locker storage

Noted discussed earlier and would be followed up if available.

6.7 KIDS – email for assistance

Noted Club was having a few problems with retaining committee members and members during this period with some struggling to pay fees. The AGM scheduled for mid July has been rescheduled.

Agreed to follow up what their expectations are with respect to return to paddling and advise of the current road map in place for this. **Action: Kat (#1699)**

7 FINANCIAL REPORT

7.1 As at 31/05/20

MOTION:

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

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

8 CORRESPONDENCE

8.1 Statewide Wellbeing Strategy

Noted.

8.2 PBTR - Think Tank 2 - Governance Challenges and Planning for the Future

Noted.

8.3 Draft Arts and Culture Strategy and Action Plan 2020-2025

Noted.

8.4 How to go from surviving to thriving - FREE 6 part Online Webinar Series for sporting clubs (starting next Wed 27 May 2020)

Noted.

8.5 COVID-19: How You Can Help Support Your Clubs

Noted.

8.6 Sports Connect - Edition 4

Noted.

8.7 Legal correspondence

Noted.

8.8 Return to Competition survey of sports

Noted.

8.9 Australian Sports Foundation - Thank You For Helping

Noted.

8.10 National Reconciliation Week

Noted.

8.11 How we celebrated National Volunteer Week 2020

Noted.

8.12 IMPORTANT: COVID-Safe Plan - State Government requirement for clubs by June 1 2020

Noted.

8.13 Sport SA - Return to Sport Webinar

Noted Allison Bretones has been participating in regular ORS&R webinars.

8.14 [PBTR} Two live stream events in a week

Noted.

8.15 Stage 2 SA Roadmap for Easing COVID-19 Restrictions - 1 June 2020

Noted.

8.16 Return to Sport - Step 2

Noted.

8.17 Bunnings have your Return to Sport essentials

Noted.

8.18 Economic Stimulus funding for Sporting Clubs: Guidelines & Application (Closing Date: Mon 15 June 2020)

Noted.

8.19 FREE Return to Sport Webinar - Hooked on Sport Podcast (with Ben Hook)

Noted.

8.20 FREE Online Webinar Series on 'How to go from surviving to thriving'

Noted.

8.21 SA Volunteers Day Thank You Message and Awards Presentation on Monday 8 June

Noted.

8.22 Community Sport: How to go from surviving to thriving - Session 1 video now available!

Noted.

8.23 COVID-Safe plans by June 1 2020

Noted.

8.24 Submission: SRSP439 – Obligation Report due

Noted.

8.25 Submission: SRSP439 - Acquittal form due

Noted.

9 GOVERNANCE

9.1 Strategic Plan – status

Noted was updated at recent Governance meeting and will be sent out to Clubs for their feedback then to Sport Sa, ORS&R and AusDBF concurrently for their feedback. Quotes are being sourced for its redesign.

9.2 Draft Constitution – status

Noted review will continue at next Governance meeting on 27 June.

9.3 Life membership

Held over to Governance meeting on 27 June.

9.4 DBSA Policies for review

The following policies were reviewed:

- #021 – Risk Management – held over to 27 June Governance meeting.
- #028 – State Championships – Qualifying Regulations – ratified with agreed changes
- #033 – State Register and Database Management – ratified
- #037 – AusDBF Code of Conduct – ratified

Action: Marie (#1700)

10 AusDBF

10.1 Auroras – updated Campaign info

Noted.

10.2 Working Group for Return to Dragon Boating Marketing Plan

Noted Kat Reid represented DBSA during the first meeting held on Saturday to brainstorm ideas.

AusDBF will be putting \$5,000 towards the development of a marketing plan and was seeking if member states would contribute any funds towards this.

This was considered and would be revisited once a plan had first been produced.

10.3 Memo #041 – AusDBF General Update #6 – May 2020

Noted.

10.4 Personal Accident & Public Liability Insurance

Noted extension to coverage received until 31 August 2020.

10.5 Level 1 Officials Course

Noted has been rescheduled to Saturday 15 August 2020 and would remain with no course fee imposed to encourage registrations.

11 REPORTS

11.1 Secretary

Noted requests are being received for use of the TK1s noting that they are scheduled to undergo maintenance and would be available for use in July.

Noted the left over clothing belonged to a former Adelaide Phoenix member and had since been donated to charity.

11.2 Safety

Nil issues.

11.3 Equipment

Noted the removal of OC1 by John Holland from the Boatshed which belonged to him and had been loaned to DBSA for use by members for a number of years.

Follow up to be had if it will be made available again for members use otherwise insurance would be cancelled. **Action: Kat (#1701)**

11.4 Maintenance

Noted next meeting of delegates is scheduled for Tuesday 21 July.

11.5 Participation & Development

Nil activity.

11.6 High Performance

Noted Asian Championships were cancelled with next campaign being for 2021 WCCCs.

11.7 Publicity

Nil activity.

11.8 Website / Facebook

Noted revamp is being undertaken by Jen Hallman.

12 GENERAL BUSINESS

12.1 Presidents' Forum – Wed 13th May – feedback

Noted meeting went well with Clubs acceptive of Return to Sport plan and working with AusDBF.

12.2 Action List

ACTION ITEMS – 2//6/20 – GOVERNANCE MEETING				
NO.	ACTION	WHEN	WHO	STATUS
1685	Send revised Strategic Plan to Presidents for feedback within a month, changes to be incorporated and then send to Sport SA, ORS&R and AusDBF concurrently for feedback.	ASAP	Marie & Peter	Ongoing
1686	Source three design quotes for Strategic Plan.	ASAP	Maria	Ongoing
1687	Set up a Risk Register. ▪ Noted has been done and will be reviewed at next Governance meeting.	ASAP	Maria	Done
1688	Place on Agenda quarterly discussion item on Risk Register.	When ready	Marie	Done
1689	Develop a policy for use of RevSport.	ASAP	Jen / Marie	Done
ACTION ITEMS – MEETING 12/5/20				
1669	Upload Minutes from April meeting to website.	ASAP	Marie	Done
1670	Upload Policies: #011, 14 and 34	ASAP	Marie	Done
1671	Once Volunteers Coordinator PD is ready advertise the position to Clubs. ▪ Need to follow up with Julie to provide some feedback on what has been written so far.	ASAP	Kat	Ongoing
1672	Set up online booking system for TKs & OCs. ▪ Noted this has been done via PickTime with a link to be sent out to Clubs for online bookings. Confirmation booking email is received.	ASAP	Kat & Marie	Done
1673	Once access is allowed check The Sailing Club office to see if signed copies of the boat leases are held there. Arrange for new ones to be signed.	When allowed	Kat	Ongoing
1674	Set up the Asset register to include the boat lease renewals, assign an asset number to each and set an audit schedule (5-yearly). ▪ Noted has been done and working with Julie Clinch to assign locations for various assets.-	ASAP	Jen	Done
1675	Arrange to reimburse ASA member's registration fee minus AusDBF levy.	ASAP	Jen	Done
1676	Progress SOU with ACDC with the facilitator.	ASAP	Peter	Ongoing

1677	Respond to Chris Wood's correspondence re Groupon Voucher. Note to reflect that the GROUPON initiative is in conflict with Policy #025.	ASAP	Peter	Done
1678	Ask Council if they will arrange for letter drops of neighbours for race days. ▪ Noted is done for all race days and venues.	ASAP	Allison	Done
1679	Post to website details re Volunteer week thanking our volunteers.	ASAP	Marie	Done
1680	Schedule Governance meeting for Tue 2 nd June @ 6:30pm.	ASAP	Peter	Done
1681	Arrange catering for Governance meeting.	B4 2 nd June	Allison	Done
1682	Ask Clubs at PF if they know who the boxes of Legionnaires hats belong to that were in the Boatshed and now held by Kat and that clothing was also being held.	13 th May PF	Peter	Done
1683	Follow up with Julie Lister for repair of TK1 and OC2 with company in Woodville.	ASAP	Mick	Ongoing
1684	Finalise Dragonmites brochure.	ASAP	Vi	Done
ACTION ITEMS – MEETING 21/4/20				
1649	Finalise the 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. To be sent to RC for feedback when ready and printed out for Volunteers' Coordinator on the day to use. Action: Marie (#1702)	ASAP	Jen & Mick	Done
1655	Set up Governance meeting for Tue 2 nd June at Training Centre face-to-face.	ASAP	Peter & Marie	Done
1656	Follow up with John for OzAsia volunteers, Julie Clinch for Around the Island and Marie to provide Copper Coast letter of volunteers. ▪ Agreed to revisit spreadsheet and identify those who should receive letter of appreciation. Action: Marie (#1702)	Urgent	Allison, Kat & Marie	Done
1657	Coordinate Season Launch & Volunteers' thank you function to be held four weeks' prior to season commencement.	When allowed	Vi & Allison	Ongoing
1659	Follow up with Council if they have any issues with teams setting up on the grass circular area with the palm trees. ▪ Follow up to be had on closing car park when full on race days.	ASAP	Peter	Ongoing
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. ▪ Noted AusDBF website reflects Julie as being a ROMP mentor.	ASAP	Peter	Ongoing
1668	Follow up Working with Children Check clearance.	ASAP	Peter, Kat	Ongoing
ACTION ITEMS – MEETING 11/3/20				
1604	Send email to Juniors (non ACDC) inviting them to paddle with Dragonmites next season.	Next season	Vi	Ongoing
1607	Conduct an audit of keys held by Clubs of various DBSA assets once Gmail account is set up.	ASAP	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 / project plans etc) from previous events. ▪ Noted intention is to have others familiar with the process to organise such events.	ASAP	Vi	Ongoing
1618	Send out EOI again for Copper Coast Masters Games.	On hold	Marie	On hold
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 and for sign to be put up stating this. ▪ Noted slippery ramp issue has been followed up.	ASAP	Allison	With Council
1634	Follow up website upgrade.	ASAP	Marie	With Jen Hallman
1638	Look at Volunteers pivot table to determine who is eligible for a "5 year" volunteer recognition pin.	ASAP	Allison	Done

1639	Setup a trophy register. ▪ Awaiting response from Clubs.	ASAP	Kat	Ongoing
ACTION ITEMS – MEETING 11/2/20				
1570	Review the BSO PD to ensure that it meets requirements and note any changes to be made in preparation for next governance meeting.	27-Jun 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	Done
1580	Write a Club Uniform policy. ▪ Noted is covered now in the new Team manual so policy will not be needed.	ASAP	Mick	With drawn
1595	Check out status of broken ergo machine and if unable to be repaired follow up on quote received by BSD.	When can access	Vi	Ongoing
1596	Look into options for shed hose.	When can access	Peter & Mick	Ongoing
ACTION ITEMS – MEETING 23/1/20				
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). ▪ Noted key to be purchased from Council and that Torrens shed key is not a restricted key.	B4 next Race day	Peter	Ongoing
ACTION ITEMS – MEETING 10/12/19				
1521	Undertake online RSA course ▪ Noted Vi has commenced 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: ▪ #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.	When can access	Mick	Ongoing
ACTION ITEMS – MEETING 9/10/19				
1475	Checklist for caravan to be cleaned and checking 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 Governance meeting discuss setting up of Bylaws / Rules.	27-Jun meeting	All	On Agenda
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
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. – done. 3. Purchase spare set of blocks (feet) to go underneath jacks on the water side and measure height once can take caravan on site. ▪ Noted Chris Wood agreed at PF to follow up caravan company for #1 items. ▪ Noted caravan has been measured for cover.	ASAP	Peter	Ongoing
3	Measure/purchase/Install “pocket sleeve” for results and notices for placing on side of caravan. ▪ Waiting to hear back from company requested quote from.	ASAP	Peter	
11	Purchase fans or Air/Con for hot days. ▪ Agreed to revisit later in season.	ASAP	Peter & Jen	

13 CLOSING

13.1 Any Other Business

- Noted request for Council to defer payment of rates was successful with extension granted until September.
- Noted PAAF invoices have been sent for 16 x DBSA meetings for Jan-Mar period at \$20 each = \$320 with request for training day invoice for 21-Feb to be cancelled as venue was changed. Noted an event is booked for 31 July.
- Noted during Marketing Plan Working Group meeting that Victoria was looking at restructuring their fee model and possibly introducing a subscription type service (ie 3 months, 6, 9 months membership packages) in order to be more flexible and appealing. Uncertainty as to how this would impact on insurance coverage.

13.2 Review of the meeting

Done.

13.3 Remaining meeting dates/times 2020:

▪ Wed 26-Jun	Governance	▪ Thu 10-Sep	Board
▪ Wed 15-July	Board	▪ Tue 13-Oct	Board
▪ Tue 11-Aug	Board	▪ Wed 11-Nov	Board
▪ Thu 13-Aug	<i>AusDBF Quarterly meeting</i>	▪ Tue 08-Dec	Board + Christmas dinner
▪ Wed 19-Aug	<i>AGM + Presidents' Forum</i>		

13.4 Next meeting

The next Board meeting is set for Wednesday 15 July with a Governance meeting scheduled for Saturday 27 June at 9am.

Meeting close – at 9:10pm.

Signed:



President

Date: 15 July 2020