



## MINUTES BOARD MEETING

Thursday 3 September 2020 at 6:00pm  
At The Sailing Club and via Zoom

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### 1 FORMALITIES

#### 1.1 OPEN MEETING – 6:05pm

##### PRESENT:

Peter Button	Vi Duong	Jen Bould (Z)
Julie Clinch	Maria Darby	Valda Cooper (Z)
Mick Cahill		Katherine Reid (Z)

#### 1.2 APOLOGIES:

Allison Bretones

#### 1.3 DECLARATIONS OF INTEREST

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

### BOARD POSITIONS

#### ▪ Election of Office Bearers etc

The following elections took place for Office Bearers:

President:	Peter Button – Moved: M. Darby, Seconded: J. Clinch – Carried.
Vice-President Male:	Vi Duong – Moved: J. Clinch, Seconded: M. Darby – Carried.
Vice-President Female:	Maria Darby – Moved: M. Cahill, Seconded: V. Duong – Carried.
Secretary:	Katherine Reid – Moved: M. Darby, Seconded: M. Cahill – Carried.
Treasurer:	Jennifer Bould – Moved: K. Reid, Seconded: V. Duong – Carried.

A welcome was given to Julie Clinch and Valda Cooper.

#### ▪ Portfolios – allocation

High Performance:	Vi Duong
P&D:	Vi Duong
Maintenance:	Mick Cahill
Volunteers:	Julie Clinch
Officials:	Julie Clinch
Cultural:	Maria Darby
DBSA/PAAF:	Mick Cahill, John Holland, Jennifer Bould (back up)
Sweep Committee:	Allison Bretones or second Mick Cahill (TBC)
Website:	Kat Reid
Grants:	Allison Bretones
Policies & Procedures:	Maria Darby
Racing Committee:	To be rotated

Noted Clubs to be informed. **Action: Kat (#1766)**

Copy of document produced some years back by John Harris on the Cultural Portfolio to be provided to Maria Darby. **Action: Julie (#1767)**

### 2 REPORT – AusDBF & Junior Development – John Holland

Nil report.

### 3 ADMINISTRATION

#### 3.1 Code of Conduct

MOTION: THAT Policy #019 – Directors’ Code of Conduct be adopted. Moved: M. Darby and Seconded: V. Duong	CARRIED.
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#### 3.2 Previous Meeting Minutes

MOTION: THAT the Minutes of the meeting held 11 August 2020 be accepted as a true and accurate record. Moved: M. Darby and Seconded: V. Duong	CARRIED.
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**Action: Marie (#1768)**

#### 3.3 Business Arising

Nil.

### 4 BOARD DISCUSSION/DECISION MAKING

#### 4.1 Any PF / AGM actions

- #29 Follow up for someone to replace Ronnie Lane on Sweep Committee. Done.
- #31 Look into how to spend allocated marketing budget to promote attracting younger people the sport.

Agreed to seek nominees for a P&D sub-committee which could then target universities, schools, sporting groups etc. Action: Vi (#1769)

- #32 Follow up Vogolonga event organiser to find out which Clubs have registered for the event so boats and trailers can be organised.

Done. Noted Clubs are organising this themselves.

#### 4.2 COVID-19 – Marshall requirements

Noted Clubs were reminded at RC meeting of requirements under the COVID-19 Safe Plan Alert Level 1 with a marshall required for every training session and event. It was agreed on race days that the organising Club would arrange the Marshall

DBSA has purchased the COVID Marshal Starter Kits for DBSA, ACDC and Black Sea Dragons and individual sets (1 x vest, 1 x lanyard) for the remaining Clubs. Clubs can pick their set up on race day from the Race Secretariat tent outside of the caravan.

**Action: Kat (#1770)**

Kits will be posted to regional Clubs who do not attend race days. **Action: Peter (#1771)**

A folder is now located at the Boatshed and The Sailing Club with a copy of COVID Marshal Certificates placed within by Peter Button. Each Club has its own sleeve and Clubs are to check through both and remove theirs from the general Club sleeve and place in their Club sleeve.

**Action: Marie (#1772)**

#### 4.3 Risk Assessment (quarterly review – discussion)

Agreed would remain on the Agenda each meeting to review.

#### 4.4 Officials & Coaches Course – feedback

Noted verbal feedback for both courses were positive. Agreed to follow up facilitator for written feedback. **Action: Peter (#1773)**

Suggested that in future the documentation for the Officials course should be circulated electronically to participants a few weeks prior to allow them time to digest.

#### **4.5 Discussion on offering rebate to Clubs for paddler registrations and remote location**

This was discussed at length.

Noted DBSA was not in a position currently to offer any rebate as had been previously advised until it could analyse the finances and determine the actual fixed fees for a registration payment. This would cover the AusDBF levy, insurance and administrative costs. **Action: Jen (#1774)**

#### **4.6 Insurance questions – answered**

Noted advice sought and received from the insurer on a number of questions posed re coverage under certain circumstances.

Agreed to provide a Come N Try generic template for use by all Clubs as there were some regional Clubs not sure how to manage this. Also, to reintroduce the lever arch folder with dividers for each Club to place an individual form for each paddler. **Action: Kat & Julie (#1775)**

#### **4.7 Treasurer position – 12 months left**

Agreed succession planning and a transitional plan was needed to manage this situation and the Board should follow up with suitable candidates with the appropriate skills to take on this role. **Action: Vi (#1776)**

#### **4.8 Play by the Rules Awards now open**

Agreed to submit a submission by the deadline of 13 September based on the COVID Management Plan which was introduced to help the association through COVID-19 and to return to the sport. **Action: Kat, Valda, Maria (#1777)**

#### **4.9 Strategic Plan v2 – draft**

Noted the Plan was almost finalised with Board members to do one final review and then it can be circulated to Clubs and posted to the website. **Action: Board / Marie (#1778)**

Agreed to review the Key Strategic Focus Areas each meeting.

#### **4.10 From PF: Action plan to be developed to attract younger paddlers to the sport.**

Noted discussed earlier.

#### **4.11 Vogolonga – entries / boats / towing**

Noted Clubs were now coordinating logistics themselves with Chris Wood to tow two boats on the one trailer for use by ACDC and Subsonix.

#### **4.12 Aquatic Reserve: Defibrillator**

Noted Paddle SA is purchasing a defibrillator available to all Boatshed users which will be placed at the top of the internal stairway and was seeking if DBSA was prepared to contribute to the purchase cost.

This was considered and agreed to advise that DBSA has its own unit and was therefore not interested. **Action: Peter (#1779)**

#### **4.13 ORDER NOW - Covid Marshal Starter Kits**

Discussed earlier.

#### **4.14 MPIO 2020/21 Season – Expression of Interest**

Noted interest expressed from Julieanne Kuhlmann (SADA) to take on this role however she had not yet undertaken the face-to-face training component which was the last step.

Agreed to respond that DBSA supports her interest and would be pleased to have her work with Mick Cahill in this role. **Action: Marie (#1780)**

#### 4.15 RC meeting – Dennis Whitford – race results

Noted ASA as organising Club for the first race day was following up on his availability during the upcoming race season.

The importance of having other people trained in this role was highlighted. Noted Maria Darby would be in the caravan on the first race day to gain an understanding of the tasks undertaken.

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

Noted had been further clarification sought on DBSA's level of involvement in this incident during the DDU event. Agreed to respond: "DBSA does not agree with the third dot point as it is factually incorrect as DBSA was not responsible for the event."

**Action: Marie (#1781)**

#### 4.17 Provide full Admin access for RevSport for the entire Sweeps' committee

Agreed this access would only be allowed for three nominated people on this committee.

**Action: Peter (#1782)**

#### 4.18 Dragonmites Brochure – new logo

The brochure was reviewed with further changes made. Noted the DBSA logo should be used only.

**Action: Vi & Jen H (#1783)**

### 5 EVENTS & PARTICIPATION

#### 5.1 AusChamps 2022 – Organisational Committee

Noted the Board would need to drive this event with several expressing interest to be on this committee in different roles and then members to be invited on in the first instance.

Agreed to circulate the previous list of committee positions. **Action: Marie (#1784)**

#### 5.2 Season Launch / Volunteers thank you event – planning status

Importance of holding an event was noted and agreed to schedule at The Sailing Club on either of the following dates:

1. Sunday 29 November (after Peter Bristow)
2. Sunday 22 November

Follow up to be had with venue availability. **Action: Marie (#1785)**

Agreed to check with those on the Volunteers' contact list for their date preference.

**Action: Julie (#1786)**

Agreed to check who needs a 5-year pin or an update pin. **Action: Julie & Allison (#1787)**

#### 5.3 SA Masters Games – Copper Coast 2021 – Thu 15<sup>th</sup> to Sat 17<sup>th</sup> April

Noted organising committee comprises John Holland, Vi Duong and Valda Cooper.

Valda Cooper advised that she was also on the Council's organising committee.

Agreed to circulate the previous budget for the Tatiara Masters Games. **Action: Jen (#1788)**

Valda Cooper advised she was unfamiliar with what it takes to coordinate a Masters Games event and had stated that she would be happy to assist as needed, in similar fashion to coordinating the Cooper Coast Marina Challenge. It was agreed to provide her with a copy of the AMG outlining all the steps required. **Action: Julie (#1789)**

**5.4 Sacred Heart College - Champagnat Campus**

Noted this event would be held over three days from 14-16 October 2020 with two sessions (x50 each) held each day for over 300 kids in total resulting in several volunteers needed.

An expression of interest email will be sent out to Clubs seeking volunteers for Sweeps and Drummers. The preference is for Clubs to nominate to manage an entire day in return for a 50/50 return on income received, minus expenses to the Club rather than to individual volunteers.

**Action: Vi (#1790)**

Maria Darby offered to be the COVID Marshal each day.

**6 CLUB / PADDLER MATTERS**

**6.1 Clearances:**

The following clearances were approved outside of this meeting:

- Yvonne Watkinson – BSD to Copper Coast
- Liz Thomas – BSD to DBSA

**Action: Marie (#1791)**

**6.2 SOU – ACDC – status**

Noted the matter resides with Sports SA for a tribunal date.

**6.3 BSD – Remote / Regional membership category**

Noted the submission from Black Sea Dragons on behalf of regional Clubs first put forward at the Presidents’ Forum was discussed earlier under Agenda item #4.5.

Agreed to respond that the Board is reviewing the fee structure and will provide advice in due course. **Action: Kat (#1792)**

**6.4 ACDC – River Torrens activity**

Noted ACDC had advised at the Presidents’ Forum that they had applied to an ACC grant offer as they were looking at holding some activity on the river. They were requested to provide details of this activity should they receive funding so that the licence conditions can be updated.

Noted DBSA would be arranging a monthly social paddle on the river on Sunday afternoons and a COVID-19 Safe Plan would be submitted. **Action: Vi (#1793)**

Noted application had been submitted to the ACC for a licence.

**6.5 MPIO nomination – SADA – Julianne Kuhlmann**

Noted discussed earlier under Agenda item #4.14.

**6.6 ACDC – Boat requests and Vogolonga**

The boat requests from ACDC were reviewed and approved subject to there being an accredited Sweep on the back of each boat and a COVID Marshall in place for each event.

**Action: Kat (#1794)**

**7 FINANCIAL REPORT**

**7.1 As at 31/8/20**

MOTION:  
TO accept financial reports for August 2020 as tabled.  
Moved: J. Bould and Seconded: J. Clinch CARRIED.

The following expense were approved for reimbursement:

- \$156.70 – to Mick Cahill for consumables for the AGM
- \$234.49 – to Mick Cahill for lunch for the Coaches course
- \$ 52.70 – to Julie Clinch for catering for the Board meeting

Noted budget is being prepared.

## 7.2 PAAF

Bank balance: \$754.29.

Noted Council agreement after seeking some leeway, for June rates and half of the September rates to be paid now with the balance to be paid in December.

Budget is being prepared.

## 8 GOVERNANCE

### 8.1 Strategic Plan – status

Discussed earlier.

### 8.2 Draft Constitution – held over

Agreed to revisit this in about four weeks when the recent amendments have all been made.

Noted there has been a wholesale review of the constitution undertaken by the Board over several separate governance meetings. Legal advice will be sought on it once it is ready.

### 8.3 BSO position – held over

Noted it was important for a decision to be made as to whether this position is still required, and this would be discussed at the next Governance meeting.

### 8.4 DBSA Policies for review

Nil.

## 9 AusDBF

### 9.1 Memo #043 – RevSport and FinishLynx Integration

Noted this set up would allow for results to be received via the App once all the boats had crossed the line which could allow for protests to be lodged before the results were finalised.

Agreed to place on hold until this set up can be tested and proven at an AusChamps event.

### 9.2 Minutes – Members meeting held Q3

Noted.

### 9.3 RevSport MOU

Agreed to circulate a .doc version of the current agreement for any amendments for consideration. Noted consensus was not in favour of giving AusDBF approval to access membership data any further than current agreement. **Action: Marie (#1795)**

### 9.4 RevSport User Group Minutes – 31/8/20

Noted.

## 10 REPORTS

### 10.1 Secretary

Noted that DAA would commence training on Saturday and would send through a list of life jacket requirements.

AusDBF Marketing Group update. Noted following up EOI sent out to members with one person who compiled a master document explaining how the campaign would look for some changes to be made. Original intent was for a national campaign however is now unlikely given lock down status in Victoria.

### 10.2 Safety

Nil issues.

### 10.3 Equipment

Noted TK2 was nearly ready.

#### **10.4 Maintenance**

Noted showerhead spray in Ladies cubicle at Aquatic was repaired and the tap serviced.

All issues are to be reported through to Paddle SA in the first instance however apparent access issues for Paddle SA (David) has meant Mick has had to arrange some repairs.

Noted Male toilet room at The Sailing Club has apparent water damage. **Action: Mick (#1796)**

#### **10.5 Participation & Development**

Noted Cowell group was still seeking a trailer and there had been no response to the email sent out to Clubs seeking if they had one. They were not able to form a Club without a boat first to get some interest and members. Suggested they consider any grant options which would be difficult if they were not yet incorporated.

Valda Cooper advised that she had responded with some contact details of the supplier that Copper Coast had for their new trailer.

#### **10.6 High Performance**

Little activity currently.

#### **10.7 Publicity**

Nil report.

#### **10.8 Sweep Committee**

Agreed to review the terms of reference for this Committee in the Charter document and that it should have representation from DBSA at all meetings. **Action: Board (#1797)**

#### **10.9 RC Update**

Agreed that each Club would have their own dedicated boat each race day and be responsible for its cleaning, dressing and numbering.

Noted Peter Button would arrange to print (double sided) numbers (#1-8) and laminate them for attachment to each boat. What was decided about the Boat – RC each Club will keep a boat exclusively on the race day – he has printed up 10 sets of 1-8 – will clip them on to the front of the boat.

#### **10.10 Website / Facebook**

Noted revamped website is up and running.

#### **10.11 PAAF**

Noted next meeting is scheduled for October and that Renewal SA as leaseholder paid for the replacement air conditioner.

Mention was made of another possible venue down the street to be shared with various sporting groups and this would be followed up further. **Action: Mick (#1798)**

An invoice was received for \$40 for Security to come out and reset the alarm on Wednesday 19 August. The venue had been booked by SALA. Agreed to seek a copy of the MOU for venue hire. **Action: Jen (#1799)**

### **11 CORRESPONDENCE**

#### **11.1 Sport SA – MEMBER EXCLUSIVE EVENTS - with Professor Nicola Spurrier**

Noted.

#### **11.2 Volunteering SA&NT Board member nominations now open**

Noted.

#### **11.3 SPORT ACCESS FOUNDATION 2020 GRANTS: Applications for 2020 sporting grants for children with a disability close Friday 21 August.**

Noted.

- 11.4 Your application for River Torrens activity licence has been received**  
Noted.
- 11.5 ACTIVE CLUB PROGRAM - what are you eligible for?**  
Noted.
- 11.6 Good Sports – Level 3 reminder**  
Noted.
- 11.7 Volunteering sector news and updates**  
Noted.
- 11.8 Membership of Volunteering SA & NT - Certificate**  
Noted.
- 11.9 COVID-19 Summary of Updated Directions - effective 21st August**  
Noted.
- 11.10 New Volunteering SA&NT Training dates for 2020**  
Noted.
- 11.11 REMINDER - CEO/President's Roundtable with Professor Spurrier**  
Noted.
- 11.12 Grants available to support the efforts of volunteers in building stronger, more resilient communities**  
Noted.
- 11.13 \$20k Grants now open! Free Inclusion Masterclass & get involved in Wellbeing Month**  
Noted.
- 11.14 Round 2 - Recovering Clubs in COVID-19 Grant program**  
Noted.
- 11.15 National Sports Census**  
Noted.
- 11.16 Season Events 2020 to 2021 - Covid-19 Requirements and Responsibilities - To the Stakeholders**  
Noted.
- 11.17 Sports Connect - Edition 6**  
Noted.
- 11.18 COVIDSAFE Procedures for Outdoor Mass Participation Events - Australian Government - 31 August 2020**  
Noted.
- 11.19 DBSA - Request for further information and moving of marquees/tents**  
Noted.
- 11.20 Adelaide Park Lands Vehicle Access Permit**  
Noted.

## **12 GENERAL BUSINESS**

### **12.1 PAAF update**

Noted next PAAF meeting is scheduled for 6 October.



## 12.2 Set RC meeting Reps

Next meeting.

## 12.3 Action List

ACTION ITEMS – 11/8/20				
NO.	ACTION	WHEN	WHO	STATUS
1729	Upload Minutes from meetings held 15 July and 2 August.	ASAP	Marie	Done
1730	Review and update Risk Assessment for West Lakes courses. ▪ To be sent to Maria for checking risk levels.	ASAP	Kat & Mick	Ongoing
1731	Review AusDBF's policy on Risk Management to see if it should be incorporated into DBSA draft Policy #021.	ASAP	Maria	Ongoing
1732	Circulate draft Policy #021 – Risk Management to Clubs for PF discussion.	ASAP	Marie	With-drawn
1733	Place Risk Management on Agenda as a standing Agenda item for quarterly discussion.	ASAP	Marie	Done
1734	Arrange with Maria for her to be available when "The Darcy" sticker is ready to be placed on the caravan.	When ready	Jen & Maria	Done
1735	Check caravan measurements to ensure placement of plastic sleeves for race results does not compromise any future fitting of an awning. ▪ Noted will be hooked on temporarily to the Race Secretariat's tent adjacent to the caravan and that it only has 26 x pockets so results can be doubled up.	ASAP	Peter	Done
1736	Submit a River Torrens Activity Licence for the River Torrens	14 <sup>th</sup> Aug	Marie	Done
1737	Arrange catering (morning tea, lunch, afternoon tea), coffee, o/j etc for both days of Coaches course training (22 <sup>nd</sup> & 23 <sup>rd</sup> Aug)	22 <sup>nd</sup> & 23 <sup>rd</sup> Aug	Mick	Done
1738	Upon advice from insurance company re clarification sought re insurance issues follow up with ACDC accordingly.	ASAP	Peter	Done
1739	Advise Pat Doogue of approval of request for DBSA to fund Glyn Wyngard to do the First Aid course.	ASAP	Marie	Done
1740	Provide catering on weekend of Coaches course (22&23 Aug) – lunch, tea, coffee etc.	22&23 Aug	Mick	Done
1741	Read the entire AusChamps Hosting Guidelines document	B4 03-Sep meeting	ALL	Done
1742	Process clearances: ▪ Pam & Peter Bastable – BSD to SADA ▪ Lorraine Ashford – WWs to SADA ▪ Darcy Knights – DBSA to ACDC ▪ Luca Nicolotti – Powerblades to DBSA	ASAP	Marie	Done
1743	Follow up Sport SA seeking their direct contact on any tribunal with ACDC to be held.	12-Aug	Peter	Done
1744	Update boat allocation maintenance rosters for next season.	ASAP	Marie	Done
1745	Review AusDBF's Regatta Operational Guidelines to ensure procedures are being followed and produce a policy if needed.	03-Sep meeting	Maria	Ongoing
1746	Write to ACDC GRD advising them that the Board is considering entering into a peppercorn lease arrangement with them on a "as is" condition and seek their position on this. Note they would be responsible for ongoing maintenance and insurance costs and DBSA would cover the registration.	ASAP	Kat	Ongoing

1747	If ACDC GRD agree on a lease arrangement draft the document for provision to them. <ul style="list-style-type: none"> <li>Noted lease template just needs to be modified and sent with the above email.</li> </ul>	ASAP	Maria	Ongoing
1748	Advise Tina of the ability to paddle socially with DBSA and with others under set conditions.	ASAP	Peter	Done
1749	Highlight the high number of enquiries re wanting to just paddle and not train and some Clubs not having Social membership category to allow this.	PF 19-Aug	Peter	Done
1750	Follow up with Ronnie Lane for reason for her resignation as Chair of the Sweep committee.	ASAP	Allison	Done
1751	Process Darcy Knight's registration with ACDC at no cost.	ASAP	Marie	Done
1752	Provide to Allison reasons behind needing a Smart TV for a funding application and quote.	ASAP	Marie & Allison	Done
1753	Contact Paddle SA to ascertain their level of interest in a joint approach to Council for funding to have the Boatshed upgraded. <ul style="list-style-type: none"> <li>Noted meeting was held on site with Paddle SA to discuss possibilities.</li> <li>Paddle SA was looking to just build an adjacent shed however would now revisit options with their architect and arrange for them to come on site.</li> <li>Noted Council has allowed \$15k for scoping.</li> <li>Noted if this approach did not work that follow up would be held with Council and Local Members.</li> <li>Follow up to be had with Paddle SA on progress.</li> </ul> <b>Action: Maria (#1800)</b>	ASAP	Maria	
1754	Forward Subsonix Issues paper re "reinstatement of Senior A, B and Open at AusChamps". <ul style="list-style-type: none"> <li>Noted AusDBF (Melanie) had advised that their review will purely be driven by data from previous events and not member feedback.</li> <li>Response to be given back to Subsonix.</li> </ul> <b>Action: Peter (#1801)</b>	B4 13-Aug meeting	Peter	Done
1755	Update Reconciliation report to amend \$46 to 0.46c as noted.	ASAP	Jennifer	Done
1756	Update Policies: <ul style="list-style-type: none"> <li>043 – AusDBF Anti-Doping Policy</li> <li>035 – Social Media</li> <li>047 – Alcohol Management</li> </ul>	ASAP	Marie	Done
1757	Follow up AusDBF as to DBSA representation on AusChamps Working Group and any other committees the Minutes show it being John Holland which was not correct. <ul style="list-style-type: none"> <li>Noted it was DBSA responsibility to choose who represents it on AusDBF committees and working groups.</li> </ul>	ASAP	Peter	Done
1758	Modify DBNSW Winter Warmer update to suit DBSA race day. <ul style="list-style-type: none"> <li>To be circulated to Clubs. <b>Action: Marie (#1802)</b></li> </ul>	B4 RC meeting	Peter	Done
1759	Seek update on TK1 repair status from Julie Lister. <ul style="list-style-type: none"> <li>Noted final repairs being undertaken and will be ready mid month.</li> </ul>	ASAP	Mick	Done
1760	Circulate link to revamped website for one final check before going live.	ASAP	Marie	Done
1761	When received from AusDBF circulate revised AusDBF Safety Manual Policy for review first before sending out to Clubs.	When received	Marie / Board	Done
1762	Provide some photos of state top to replace Auroras photo in Strategic Plan document.	ASAP	Vi	Done

1763	Forward contact details at DPTI to Peter to follow up re Dragonboat Trailer towing exemption. ▪ Noted DPTI had been emailed and response is awaited.	ASAP	Maria & Peter	Ongoing
1764	Follow up with Caravan company on Tapleys Hill Road re seeking help with purchase all old window frames rubber seals, stay's/latches and replace with identical new ones.	ASAP	Kat	Done
1765	Place on next Agenda discussion re rebate to Clubs for paddler registrations.	Next Agenda	Marie	Done
<b>ACTION ITEMS – 2/8/20</b>				
NO.	ACTION	WHEN	WHO	STATUS
1	Incorporate changes to Constitution and advise when ready for another look through.	ASAP	Mick	Ongoing
4	Follow up ACDC re Groupon issue.	ASAP	Peter	Ongoing
5	Follow up insurer to clarify insurance coverage queries raised for Clubs contravening DBSA policies.	ASAP	Peter	Done
<b>ACTION ITEMS – 15/7/2020</b>				
NO.	ACTION	WHEN	WHO	STATUS
1706	Update Dragonmites brochure with minor changes, send to Marie for circulation to Clubs and John Holland for feedback, then print x500.	ASAP	Vi & Marie	Ongoing
1707	Redraft Policy #05 to include the following: <b><i>outlining rules and criteria for racing for composite teams, cross referencing policy #05 clearly outlining those paddlers when racing in a composite crew are exempt from sections 1.6, 1.7 and 6.1 for that race.</i></b>	ASAP	Maria	
1715	Update the race day Task List for Clubs to maintain a log of all their participants and visitors on a race day. This is to be handed in to the Organising Club prior to presentations being held.	ASAP	Marie	Done
1723	Arrange for website to go live and include a section on COVID-19.	ASAP	Marie	Done
1728	Follow up AusDBF as to why Memo #042 was not also circulated to DBSA for information and as to why it only had one SA ROMP contact listed.	ASAP	Peter	
<b>ACTION ITEMS – 27/6/20 – GOVERNANCE</b>				
NO.	ACTION	WHEN	WHO	STATUS
7	Follow up with DPTI re conditions for Dragonboat Trailer Towing Exemption.	ASAP	Peter	See #1763
<b>ACTION ITEMS – MEETING 12/5/20</b>				
1671	Circulate draft Volunteers' Coordinator PD to Board for feedback. ▪ Noted Julie Clinch would undertake this role.	ASAP	Kat	With-drawn
<b>ACTION ITEMS – MEETING 21/4/20</b>				
1657	Coordinate Season Launch & Volunteers' thank you function to be held four weeks prior to season commencement. ▪ See #1786	On hold COVID-19	Vi & Allison	With-drawn
1668	Follow up Working with Children Check clearance	ASAP	Peter	Ongoing
<b>ACTION ITEMS – MEETING 11/3/20</b>				
1604	Do an audit of Juniors once most regos are processed and then consult Clubs about their paddling with the Dragonmites team.	<b>October</b>	Vi	Ongoing
1607	Conduct an audit of keys held by Clubs of various DBSA assets once Gmail account is set up. ▪ Noted following up with one last Club.	ASAP	Kat	Ongoing

1639	Setup a trophy register once Clubs respond. ▪ A review of the key allocation would be undertaken once register is complete.	ASAP	Kat	Ongoing
<b>ACTION ITEMS – MEETING 11/2/20</b>				
1570	Review the BSO PD to ensure that it meets requirements and note any changes to be made for discussion at next Governance meeting.	Next Gov'n meeting	Board	Ongoing
1595	Check out status of broken ergo machine and if unable to be repaired follow up on quote received by BSD. ▪ Noted cable is fixed however the computer is missing. ▪ To be followed up with John Holland first and then Clubs if needed.	When can access	Vi	
<b>ACTION ITEMS – MEETING 23/1/20</b>				
1563	Get office key copied from Council and place in the caravan on a hook for ready access (ie toilet paper)	B4 next Race day	Peter	Done
<b>ACTION ITEMS – MEETING 10/12/19</b>				
1521	Undertake online RSA course	ASAP	Peter	Ongoing
<b>ACTION ITEMS – MEETING 9/10/19</b>				
1475	Checklist for caravan to be cleaned and prior to being towed for use for each race day. ▪ To be sent to Waiwilta contact for review.	ASAP	Mick	Ongoing
1485	Look into Neon sign (App/Windows laptop) as to how to operate.	ASAP	Peter & Mick	Done
<b>ONGOING – MEETING 11/6/19</b>				
1399	Purchase 2 x plugs for the 2 x holes at bottom of OC2.	ASAP	Vi	Done
<b>CARAVAN ACTION ITEMS</b>				
1	Once caravan can be re located on site at Aquatic measure up to purchase spare set of blocks (feet) to go underneath jacks on the water side and measure height.	Next race day	Peter	
11	Purchase fans or Air/Con for hot days later in season if feasible. ▪ To look into evaporative options.	Revisit Nov-Dec	Peter & Jen	

## 13 CLOSING

### 13.1 Any Other Business

- Agreed to send letter of appreciation to Ronnie Lane for her work as Sweep Committee Chair. Background information on involvement to be provided. **Action: Kat, Julie & Peter (#1803)**
- Noted approach to Mick Cahill from a potential sponsor seeking details of opportunities. Agreed in return for this offer to install a new hose reel (\$380) to prepare a package along the lines of “naming rights” for a race day, distribution of flyer and being part of presentation ceremony. To be placed on Agenda for further discussion. **Action: Mick (#1804)**
- Agreed to prepare a traffic management plan for beach access now that the steps have been installed by the Council. Boats #1 & #2 will have a bunted laneway each with loading to be done via the steps and egress via the ramp. **Action: Mick (#1805)**
- Strategy to be discussed to assist regional Clubs with provision of coaching and governance type opportunities for them. **Action: Board (#1806)**
- Quote received from Complete Caravans (Luke) for \$1,800 to service the trailers which would include a new handbrake assembly. A further 25% would most likely be charged for the caravan service. Approval given to arrange services as soon as possible.  
**Action: Mick (#1807)**

Quote to be sourced from Pacific Marine for boat service. **Action: Julie (#1808)**

**13.2 Review of the meeting**

Done.

**13.3 Remaining meeting dates/times 2020:**

DATE	MEETING	DATE	MEETING
▪ Tue 13-Oct	Board	▪ Wed 18-Nov	<i>Presidents' Forum</i>
▪ Wed 11-Nov	Board	▪ Tue 08-Dec	Board + Christmas dinner

DATE	RC BOARD REP	DATE	BOARD REP
▪ Thu 01-Oct	Mick	▪ Wed 20-Jan	TBA
▪ Wed 14-Oct	Mick	▪ Thu 18-Feb	TBA
▪ Wed 30-Oct	Mick	▪ Wed 03-Mar	TBA
▪ Thu 03-Dec	Mick & Maria	▪ Wed 17-Mar	TBA

**13.4 Next meeting**

The next Board meeting is set for Tuesday 13 October 2020.

**Meeting close** – at 11:27pm.



Signed:

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Date: 13/10/20

President