



DBSA MINUTES BOARD MEETING

Tuesday 13 October 2020 at 6:00pm
At The Sailing Club and via Zoom

1 FORMALITIES

1.1 OPEN MEETING – 6:05pm

PRESENT:

Peter Button	Vi Duong	Jen Bould
Julie Clinch	Maria Darby	Valda Cooper
Mick Cahill	Allison Bretones	Katherine Reid
John Holland (invited)		

1.2 APOLOGIES:

Nil

1.3 DECLARATIONS OF INTEREST

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

2 REPORT – John Holland

- Junior Development – sessions as follows:
 - City of Charles Sturt – 2 x sessions – 40 kids in total – 4 x prospects
 - Mount Carmel – halfway through – 20 kids – 4 week program
 - Growing for gold – Port Adelaide Enfield Council – 6 kids so combined them on a Saturday
 - Portside Christian School – 2 boats – 26 kids – 2 week program – 2 x prospects
- Dragonmites – Team Snap app has been suspended as there is no training currently. Cost to renew is 99USD. Approval given to renew when needed to reinstate.
- AusDBF.
 - RevSport User Group. Noted meets monthly to discuss database issues and to learn what other members are doing, with representatives from each Member. Marie Cunningham is the DBSA representative. Noted Melanie Cantwell has reassigned some participants registration number as they were duplicated causing problems with accreditation being assigned to the wrong person on occasion.
 - MOU – noted some adjustments being made. Noted DBSA had requested a 2-year agreement and question the reasoning for this stating that it did not make sense as the arrangement was either going to work or not and there were processes to follow for any changes. AusDBF were trying to administer things on a national level which was proving difficult as Members all went on to RevSport at different times.
 - Code of Conduct. Being revised with the intent being to use the one Code for all users (ie Auroras, Sweeps, Coaches, participants). Will be put to the vote at the upcoming AGM.
 - AusChamps review. Board is discussing this tonight. Expected some recommendations which will not prove popular as need to reduce the number of Seniors races. Current recommendation is to race 40+ and 55+ categories. Will be put to the vote at the upcoming AGM. The background data on this to be circulated. **Action: John (#1809)**
 - Noted there are no contingency plans should border closures preclude the event from proceeding. Decision will be made in November.
 - WCCC qualification. AusDBF working through this. Likelihood is will be based on results from each Members' State Championships.

- Auroras. Noted as the team comprises mainly defence force personnel who are not allowed to travel to Macau, Hong Kong or China that there may be no participation in Hong Kong. EOI to be sent shortly.

3 ADMINISTRATION

3.1 Previous Meeting Minutes

MOTION: THAT the Minutes of the meeting held 3 September be accepted as a true and accurate record. Moved: M. Darby and Seconded: J. Clinch CARRIED.

Action: Marie (#1810)

3.2 Business Arising

Nil.

4 BOARD DISCUSSION/DECISION MAKING

4.1 Discussion on offering rebate to Clubs for paddler registrations and discounted membership for remote members.

Noted Treasurer had provided a summary of the cost per paddler for their registration fee against the expenses incurred ie (fixed/variable) for each membership category which was reviewed at length.

Noted it was beneficial to finally have this breakdown as several regional members had queried what their registration fee covered.

From a regional perspective it was requested that the figures be apportioned differently to reduce the amount for fixed costs for regional and remote members as their access to DBSA equipment and services was reduced in comparison to metropolitan members.

Differing viewpoints were put forward noting that regional members already paid a reduced fee.

Noted that the fees had already been set for 2021/22 season and any transition would be gradual.

Agreed to put together a position paper on the fees with a recommendation for the allocation per zone to propose a fairer allocation of the expenses to run the association.

Action: Valda / Jen (#1810)

4.2 Review TOR for Sweep Committee Charter

The Charter was reviewed with amendments agreed upon.

Noted the Committee currently comprises Jan Bice, Chris Kelley, Pat Doogue, John Holland and Steve Clinch. There is no regional representative.

Agreed to send updated version of Charter to the Sweeps' Committee and that Pat Doogue has been appointed as the Chair. **Action: Marie (#1811)**

As an aside it was agreed to follow up AusDBF for details of the DBSA state reps on their various committees. **Action: Marie (#1812)**

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

Noted meeting held with Katrina Fitzgerald, the lawyer for the DBSA insurers to provide clarification to her of the arrangements in place for the Dragons Down Under event. As a result, Minutes of the Organising Committee meetings were provided. Noted case is scheduled to go back to court in October with DBSA being the primary party and DDU the secondary.

4.4 Set Club Board Liaison contacts

Assigned as follows:

Peter Button:	ACDC
Mick Cahill:	PBs, Waiwilta
Alison Bretones:	Subsonix
Maria Darby:	BSD, DAA
Kat Reid:	SADA
Jennifer Bould:	Water Warriors
Julie Clinch:	BladeRunners
Vi Duong:	Adelaide Phoenix, ASA
Valda Cooper:	Regional Clubs: VDs, DAPL, KIDS, BWRs, CC, Mannum Dragons, Coorong Dragons, Vicki's Pride

4.5 Life jacket exemption – status

Noted exemption has been received from DIT for 2020/21 only and it was unlikely that it would be extended in future. Clubs are encouraged to purchase life jackets in preparation.

Agreed to send out the exemption to Clubs notifying them that they must adhere to the conditions as detailed within the exemption along with Policy #033 – Annual Skills and Capsize Swim Test.

Action: Marie (#1813)

4.6 Sweeps' panel – update

Noted discussed earlier under #4.2.

4.7 Race day catering – volunteers

Noted Mobile Coffee Bean charges DBSA \$7.50 per wrap for volunteers which was considered excessive. DBSA has purchased a portable coffee machine for use on race days to reduce this cost also.

Another business "Snag Wagon" is keen to provide catering for DBSA events and has a more extensive range at a cheaper cost. Agreed to provide approval for this on the proviso that they have PL insurance in place and a Council permit and to advise Mobile Coffee Bean of this new arrangement. To be set up on the other side of the lawn. **Action: Julie (#1814)**

4.8 Strategic Plan – final sign off

The final version of the Strategic Plan 2020-2025 was tabled.

MOTION:

THAT the Strategic Plan 2020-2025 be adopted.

Moved: J. Clinch and Seconded: K. Reid

CARRIED.

Agreed to circulate Plan to Clubs. **Action: Kat (#1815)**

4.9 Round 2 – Dragon Boat Association of South Australia – Recovering Clubs program

Noted grant was successful and has been acquitted for the purchase of COVID Marshal vests and kits for Clubs.

4.10 Electrical tagging - status

Noted Council requirement to have all electronic equipment tested and tagged annually. Will be done prior to race day. **Action: Mick (#1816)**

4.11 Chief Officials accreditation status – race days

Noted there was no actual requirement for the Chief Official to be IDBF or AusDBF accredited.

It was considered important however that they understand the rules of racing and do not undertake any other activity on the day (ie no paddling/sweeping) other than the Chief Official role.

Noted there are currently five Chief Officials rostered and the roster set for the season. Jennifer Bould does no on the water activity and Julie and Steve Clinch advised that they would refrain from this on any day they are rostered.

Agreed to contact John Holland and Chris Wood and advise them of these new conditions and seek their position as to whether they would be happy with this new arrangement.

Action: Marie (#1817)

4.12 Templates

Agreed to create a template document for Chief Official's and Race Officials to report back to the Racing Committee. **Action: Jen & Julie (#1818)**

4.13 Hi Vis Vests – order / quote

Agreed to accept quote from Sports Centre for vests as follows:

- Fluro green – volunteers
- Yellow – Race Officials
- Blue – Chief Official

Action: Jen (#1819)

4.14 Race Jury

Discussion held on having a Race Jury in place for the Peter Bristow event comprising the Sweeps as they can observe what is happening around them right around the course. The Chief Official can only see the Start/Finish line. Agreed to write a paper on this for Club feedback.

Action: Julie (#1820)

4.15 Come N Try Form

The draft form was tabled for review with amendments put forward.

Agreed that there should be two separate documents. One for Come N Try paddlers to tick off their attendance in the folder which will be kept at the Boatshed. The second for the Club contact to capture more detail for all Come N Try paddlers and group sessions (ie corporate, social teams). This is to be held securely and separately by the Club contact.

Action: Marie (#1821)

4.16 Dragonmites Brochure

The revised brochure was attached and noted one change required: info@dragonboatsa.com and then it can be printed. **Action: Marie & Vi (#1822)**

5 EVENTS & PARTICIPATION

5.1 AusChamps 2022 – Organisational Committee

Agreed to send out EOI seeking nominations for the committee. **Action: Marie (#1823)**

Noted the volunteers for 2021 event all received their shirts and hats.

5.2 Volunteers appreciation event

Noted tentative booking placed for Sunday 29 November on the Dolphin Explorer with a cruise and lunch package for 57 people at a cost of \$25 per person. Partners can attend at a cost of \$27 per person. Purchase own drinks.

Invitation to be sent out to Volunteers and 5-year pins to be awarded finalised.

Action: Julie & Kat (#1824)

5.3 SA Regional Masters Games – Copper Coast 2021 – Thu 15th to Sat 17th April

Noted budget and task list have been produced. Event information will appear on the Council website in November.

The Council will arrange for the Sailing Club to be the Aquatic Club and they are keen to host a dinner there.

Discussion held on whether the caravan or trailer would be used for this event which would be considered later depending on registration numbers.

Noted at this stage it was not possible to know how many would participate especially since a decision has not yet been made by AusDBF if the AusChamps, scheduled for the same time in Perth will proceed.

5.4 Sacred Heart College – Champagnat Campus

Noted the three day event will commence on Wednesday with over 300 kids in total.

Agreed to work towards volunteers involved in such events to hold a WWCC.

6 CLUB / PADDLER MATTERS

6.1 Clearances:

The following clearances were approved outside of this meeting:

- Lynda Edwards – Waiwilta to Victor Dragons – ratified
- Pamela Howard – ASA to DBSA – ratified

Action: Marie (#1825)

6.2 SOU – ACDC – status

Noted awaiting for Sport SA to advise of tribunal date.

6.3 Email from Sharon Knights – financial queries

Noted discussion was held over to the end of meeting at which point Marie Cunningham was asked to leave the meeting. An “in camera” discussion was held.

6.4 CONGRATULATIONS Dragons Abreast Port Lincoln - you have achieved STARCLUB Recognition!

Congratulations extended.

6.5 Good Sports Accreditation Approved – ASA

Congratulations extended.

6.6 Coorong Dragons Risk Management Policy – Appendix 1

Noted there is no need for this Club to provide Good Sports with a copy of their ‘Event Risk Management Form’ as part of their application and to advise that they adopt their parent organisations policies and procedures as part of membership. **Action: Marie (#1826)**

6.7 ACDC & ASA emails re criteria for boat allocation

Noted both Clubs had asked for further details on how the Board will allocate boat use in future. Agreed Clubs are to submit their application for use of equipment and the Board will determine on a fair allocation.

6.8 ACDC Torrens boat bookings

Noted advice of bookings made as part of grant application received. Agreed to follow up for booking form to be completed. **Action: Marie (#1827)**

6.9 Boat Bookings & Equipment – template

A booking form for the use of DBSA equipment, boats and trailers was produced and would be circulate to Clubs for completion for all bookings other than general training. Clubs with such

bookings already in place are to complete form and this will ensure that DBSA recoups any fees due in for paddles in future. **Action: Marie (#1828)**

6.10 Membership application – Mannum Dragon Boat Club

Noted membership application and accompanying documentation (Certificate of Incorporation, Constitution) and members list had been submitted by Mannum Dragon Boat Club.

MOTION: THAT Mannum Dragon Boat Club be ratified as members. Moved: J. Clinch and Seconded: J. Bould	CARRIED.
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Congratulatory letter to be sent. **Action: Kat (#1829)**

6.11 Clearances – Mannum Dragon Boat Club

The clearance application form for the following ASA members to transfer to Mannum Dragon Boat Club under special circumstances was approved:

- Alison Barr, David Barr, Simone Berry, Bronte Elliot, Bronwyn Ellul, Rhonda Fey, Carolann Hodshon, Jason Kuhlmann, Robyn McLaren, Georgia McLaren, Julie Metcalfe, Janice Mildwaters, Susie Pethick, Colleen Walker and Joy Vincent.

Action: Marie (#1830)

6.12 Subsonix – Trailer query

The correspondence received from Michael Petrovs with respect to the borrowing of the DBSD trailer for Vogalonga was reviewed. Noted the issue with the trailer rear lights would be looked at this week.

6.13 ACDC GRD trailer lease agreement

Noted agreement has been sent and a response is awaited.

7 FINANCIAL REPORT

7.1 As at 30/9/20

MOTION: TO accept financial reports for September 2020 as tabled. Moved: J. Bould and Seconded: K. Reid	CARRIED.
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7.2 Budget – Copper Coast AMG

Tabled.

7.3 PAAF

Bank balance 1st October: \$524.32. Noted electricity invoice received for \$817.80, security invoice for \$214 and a refund of \$250 for a cancelled venue booking. Funds will be transferred.

The committee has been asked to review the electricity invoice as it has been quite high for the last two quarters.

Noted copy of the venue lease agreement was supplied by John Holland.

8 GOVERNANCE

8.1 Strategic Plan – status

Noted no need to review this meeting.

8.2 Draft Constitution

Agreed to schedule review meeting for Tuesday 10 November 2020 at The Sailing Club.

Action: Marie (#1831)

8.3 BSO position

Held over for discussion later in the meeting.

8.4 Risk Assessment

Nil discussion.

8.5 DBSA Policies for review

The following policies were reviewed:

- #033 – Annual Skills – Capsize and Swim Testing – ratified
- #018 – State Team Selection Process - ratified
- #039 – Including people with disability – held over

Action: Marie (#1832)

8.6 Discipline Policy – email

Noted there was no need to produce a separate policy on this as it is covered under the AusDBF Member Protection Policy.

9 AusDBF

9.1 Annual report 2019/20 – member States

The DBSA report was tabled for information.

9.2 Memo #045 – General Update 7 – September 2020

Noted.

10 REPORTS

10.1 Secretary

Noted unsuccessful with the Play By the Rules grant.

Feedback received from Chris Wood as COVID Marshal for the last race day was discussed and would be dealt with and followed up. Supplies of toilet paper, hand rolls and sanitiser would be purchased and kept in the office at Aquatic. Action: Peter (#1833)

10.2 Safety

Nil incidents.

10.3 Equipment

Noted TK1 has been repaired and is available for hire by Clubs. Details of new online booking arrangements to be circulated. Action: Kat (#1834)

10.4 Maintenance

Noted seat anchors have been repaired, LED sign is upon the rafter and the broken socket outlet inside the roller door has been repaired.

All mobile equipment at The Sailing Cub will be serviced on Wednesday.

Noted caravan needs an additional 35mm height so a standalone base for it to roll on will be made. Action: Peter (#1835)

Caravan needs an additional 35ml height – will make a standalone base for it to roll on to.

Noted the placement of the caravan at Aquatic has created some ruts and an uneven surface. It will be monitored to ascertain if is likely to be a trip hazard.

10.5 Participation & Development

Noted Clubs were appreciative of Coaching session conducted by Vi Duong at Goolwa prior to Vogalonga event.

Noted Sacred Heart three-day event scheduled for this week at Aquatic Reserve.

Email to be sent out for upcoming Western Zones School event on the 29th October seeking volunteers. Action: Vi (#1836)

10.6 High Performance

Agreed to send EOI out for State Coach positions. Action: Marie & Kat (#1837)

10.7 Publicity

Noted 25/10/20 race day will be sponsored by BBC Plumbing and be named the “BBC Plumbing 500s”. Logo to be placed on website, FB promotion, race results and announcements made throughout the day. **Action: Marie & Jen (#1838)**

Noted Complete Caravan Solutions are sponsoring the December race day with the same arrangement to apply. **Action: Marie & Jen (#1839)**

10.8 Sweep Committee

Discussed earlier re Charter.

10.9 RC Update

Charter to be circulated for Board review. **Action: Marie & Board (#1840)**

10.10 Website / Facebook

Positive feedback received on new website.

10.11 PAAF

Discussed earlier.

11 CORRESPONDENCE

11.1 2021 SA Masters Games – keep up to date

Noted.

11.2 Essentials to keep everyone safe

Noted.

11.3 West Lakes Canoe Club - West Lakes Classic Rescheduled Sunday 27 September

Noted.

11.4 REMINDER: Round 2: Recovering Clubs in COVID-19 Grant program

Noted.

11.5 PFDs a must for VDU

Noted.

11.6 Active Club Program - Dragonboat SA - ineligible application

Noted.

11.7 2020 Supplementary Volunteer Grants

Noted.

11.8 Club Development at Charles Sturt - Quick Survey - FREE Social Media Workshops in Oct/Nov 2020

Noted.

11.9 Dragon Boat SA - Good Sports Awards 2020

Noted.

11.10 Proud Sport SA Members

Noted.

11.11 Sport SA Letter to members re Grant Review

Noted.

- 11.12 Sport SA – information from our partners**
Noted.
- 11.13 FINAL REMINDER: Round 2: Recovering Clubs in COVID-19 Grant program**
Noted.
- 11.14 Diversity Forum and PBTR Magazines**
Noted.
- 11.15 South Australian Sport Hall of Fame Media Partners announced**
Noted.
- 11.16 Letter of appreciation to Mary-Ann Holt re Opening ceremony**
Noted.
- 11.17 SA Sports Medicine Association: FREE Community Concussion Forum**
Noted.
- 11.18 LAST CHANCE EXTENSION: Round 2: Recovering Clubs in COVID-19 Grant program**
Noted.
- 11.19 Confirmation and Invoice - Dragonboat SA - Marie Cunningham - Aquatic Reserve - 2020 to 2021 season**
Noted.
- 11.20 Letter of appreciation to Ronnie Lane in resignation as Sweep Chair**
Noted.
- 11.21 Volunteering SA/NT AGM – invitation**
Noted Peter Button will attend this breakfast AGM on 22 October 2020 at 7am.
Action: Peter (#1841)
- 11.22 Attracting and retaining Volunteers webinars**
Noted.
- 11.23 Vogalonga – we did it**
Noted.
- 11.24 PAAF Minutes – 200804**
Noted.
- 11.25 Sport SA – letter from the Treasurer**
Noted.
- 11.26 Athletics SA - Board Opportunities**
Noted.
- 11.27 CSC – Permit for Parking**
Noted received.
- 11.28 Active Inclusion Connected Community Grant Program - OPEN**
Noted not applicable.
- 11.29 Register now! Changing the Game: Mental Health & Wellbeing in Sport - FREE Forum**
Noted.
- 11.30 FREE Norman Waterhouse Webinar - Sporting Clubs and Community Organisations through the COVID-19 Crisis**
Noted.
- 12 SPONSORSHIP AND MARKETING OPPORTUNITIES**
- 12.1 Status**
Noted discussed earlier with two sponsors on board and further to be sought.
- 13 GENERAL BUSINESS**
- 13.1 PAAF update**

13.2 Action List

ACTION ITEMS – 3/9/20				
NO.	ACTION	WHEN	WHO	STATUS
1766	Advise Clubs of Office Bearers and Portfolio allocations.	ASAP	Kat & Marie	Ongoing
1767	Send to Maria John Harris's document re Cultural Portfolio.	ASAP	Julie	Done
1768	Upload August Minutes to website.	ASAP	Marie	Done
1769	Send out email seeking EOIs for a P&D committee.	ASAP	Vi	Ongoing
1770	Advise Clubs that DBSA has purchased a COVID Marshall Starter Kit or single individual set sets (1 x vest, 1 x lanyard) for them which can be collected on race days from the Race Secretariat tent outside of the caravan.	ASAP	Kat & Marie	Done
1771	Upon provision of list of addresses for regional Clubs post Marshal Starter kits.	ASAP	Marie & Peter	Done
1772	Advise Clubs that there is a folder at both venues with COVID Marshal certificates within. They are to go through and move their records from the general Club sleeve to their Club sleeve.	ASAP	Marie	Done
1773	Ask John for a copy of any written course feedback for the Officials and Coaches courses held recently.	ASAP	Peter	Done
1774	Determine the fixed costs of a registration payment. To include AusDBF levy, insurance, and administration costs.	ASAP	Jennifer	Done
1775	Provide a Come N Try generic template for use by all Clubs and reintroduce the lever arch folder with dividers for each Club.	ASAP	Julie & Kat	Done
1776	Follow up paddler contact to ascertain interest in taking on the Treasurer's role next financial year. Noted EOI to be sent to Clubs. Action: Kat (#1842)	ASAP	Vi	Marie & Kat
1777	Submit entry for the PBTR Awards.	B4 13-Sep	Kat, Maria, Valda	Done
1778	Undertake one last review of Strategic Plan and let Marie know if any issues otherwise it will be uploaded and circulated to Clubs.	ASAP	Board & Marie	Done
1779	Respond to Paddle SA enquiry re defibrillator purchase offer to contribute costs that DBSA has its own unit. <ul style="list-style-type: none"> ▪ Note defib needs new pads and peter to check date. ▪ Peter to check. 	ASAP	Peter	Done
1780	Advise Julianne Kuhlmann (SADA) that DBSA supports her nomination as MPIO and supports her finalising the qualification with the face-to-face training component.	ASAP	Marie	Done
1781	Respond to claim by Holly Barnes against DBSA that: "DBSA does not agree with the third dot point as it is factually incorrect as DBSA was not responsible for the event."	ASAP	Marie	Done
1782	Advise SC that only 3 x nominated people will be given full Admin access to RevSport Accreditation module.	ASAP	Peter	Done
1783	Advise Jen of further changes to Dragonmites brochure and to only use DBSA logo.	ASAP	Vi & Jen H	Done
1784	Circulate DDU committee list positions to Board.	ASAP	Marie	Done
1785	Check availability of The Sailing Club for Volunteers' lunch on 29 or 22 November.	ASAP	Marie	Done
1786	Check those on Volunteers' list for their date preference of 22 or 29 November and coordinate luncheon. <ul style="list-style-type: none"> ▪ Locked in 29th 	ASAP	Julie	Done
1787	Work with Allison on determining Volunteer pin requirements.	ASAP	Julie & Allison	
1788	Circulate previous budget for Tatiara Games to John, Vi and Valda.	ASAP	Jennifer	Done
1789	Provide Valda with a copy of the AMG organising event folder.	Next race day	Julie	Done
1790	Seek EOIs for the 14-16 October SHC schools' event.	11-Sep	Vi	Done

1791	Process clearance applications for: Yvonne Watkinson – BSD to Copper Coast and Liz Thomas – BSD to DBSA.	ASAP	Marie	Done
1792	Respond to Chris Payne (BSD) email proposal re the Board introducing a Remote membership category at a reduced amount.	ASAP	Kat	Done
1793	Write a COVID-19 Safe Plan for the River Torrens.	ASAP	Vi	Ongoing
1794	Advise ACDC of approval of their boat bookings subject to “there being an accredited Sweep on the back of each boat and a COVID Marshall in place for each event.”	ASAP	Kat	Done
1795	Convert MOU document with AusDBF for RevSport for changes to be made.	ASAP	Marie	Done
1796	Look into water damage in Male toilet roof at The Sailing Club.	ASAP	Mick	Ongoing
1797	Review Terms of Reference for Sweep Committee (Charter).	ASAP	Board	Done
1798	Follow up discussion re possible use of shared facilities down the road.	ASAP	Mick	Ongoing
1799	Source a copy of the MOU for venue hire at The Sailing Club.	ASAP	Jennifer	Done
1800	Follow up Paddle SA after on-site visit to discuss their progress with the architect. <ul style="list-style-type: none"> ▪ Noted meeting held with Council and Paddle SA on site to discuss type of facilities desired. A rudimentary architect’s plan was then submitted for consideration to include a compound for trailers. Awaiting response. ▪ Need to think about how larger government grants can be attained. 	ASAP	Maria	Done
1801	Respond to Subsonix Issue paper re “reinstatement of Senior A, B and Open at AusChamps” that AusDBF were only considering data from previous events. <ul style="list-style-type: none"> ▪ Mel has provided info on what they are doing for that which will be disappointing – will be driven by previous data 	ASAP	Peter	Ongoing
1802	Circulate Winter Warmer update for next race day to Clubs.	B4 race day	Marie	Done
1803	Julie to send to Kat background details of Ronnie’s involvement on SC and as Chair for a letter of appreciation to be sent. Peter to send generic letter template to Kat.	ASAP	Julie, Peter & Kat	Done
1804	Prepare a sponsorship package for contact who is installing a new hose reel at the Boatshed.	B4 race day	Mick	Done
1805	Prepare Traffic Management Plan for beach access via steps and egress via the ramp. <ul style="list-style-type: none"> ▪ Needs to be set up and explained. 	B4 race day	Mick	Next race day
1806	Strategy to be discussed to assist regional Clubs with provision of coaching and governance type opportunities for them.	ASAP	Board	Ongoing
1807	Arrange for service for trailers and caravan.	ASAP	Mick	Done
1808	Obtain quote from Pacific Marine for Umpire’s Boat service. <ul style="list-style-type: none"> ▪ Will fit in when they can. 	ASAP	Julie	Ongoing
ACTION ITEMS – 11/8/20				
1730	Review and update Risk Assessment for West Lakes courses.	Next Race day	Kat & Maria	Ongoing
1731	Review AusDBF’s policy on Risk Management to see if it should be incorporated into DBSA draft Policy #021. <ul style="list-style-type: none"> ▪ Going with ours – send out for Clubs for feedback. 	ASAP	Maria	Ongoing
1741	Read the entire AusChamps Hosting Guidelines document	B4 11-Nov meeting	ALL	Done
1745	Review AusDBF’s Regatta Operational Guidelines to ensure procedures are being followed and produce a policy if needed.	ASAP	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. Note they would be responsible for ongoing maintenance and insurance costs.	ASAP	Kat	Done
1747	Send ACDC GRD a lease arrangement for them to sign if they are happy with the emailed arrangement (send together).	ASAP	Kat	Done
1761	When received from AusDBF, circulate to Board revised AusDBF Safety Manual Policy for review first before sending out to Clubs.	When received	Marie	Ongoing

1763	Follow up DPTI for clarification on Dragonboat Trailer towing exemption. ▪ Generic response received back.	11-Sep	Peter	Done
ACTION ITEMS – 2/8/20				
1	Incorporate changes to Constitution and advise when ready for another look through.	ASAP	Mick	Done
4	Follow up ACDC re Groupon issue.	ASAP	Peter	Ongoing
ACTION ITEMS – 15/7/2020				
1706	Update Dragonmites brochure with revisions and circulate again for approval before printing.	ASAP	Vi & Marie	Done
1707	Draft a Policy: <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>	ASAP	Maria	Ongoing
ACTION ITEMS – MEETING 21/4/20				
1668	Follow up Working with Children Check clearance.	ASAP	Peter	Done
ACTION ITEMS – MEETING 11/3/20				
1604	Do an audit of Juniors once most regos are processed and then consult Clubs about their paddling with the Dragonmites team.	October	Vi	N/A
1607	Conduct an audit of keys held by Clubs of various DBSA assets once Gmail account is set up. ▪ Review allocation of keys. Action: #	ASAP	Kat	Done
1639	Setup a trophy register once Clubs respond.	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 for discussion at next Governance meeting.	Next Gov'n meeting	Board	Ongoing
1595	Check with John Holland if he knows where the computer is for the ergo machine and if not send an email out to Clubs. ▪ Send email out to Clubs if they know where it is.	ASAP	Vi & Kat	Done
ACTION ITEMS – MEETING 10/12/19				
1521	Undertake online RSA course	ASAP	Peter	Done
ACTION ITEMS – MEETING 9/10/19				
1475	Send caravan check list (prior to being towed) to Waiwilta contact to check if is in order.	ASAP	Mick	Done
CARAVAN ACTION ITEMS				
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	Done
11	Look into quote / options for small evaporative AC unit for summer. ▪ Quote approved to purchase a small evaporative cooler unit for \$179.	ASAP	Julie	Done

14 CLOSING

14.1 Any Other Business

- Noted advice received from Julianne Kuhlmann (SADA) that she has attained her MPIO qualification fully and was available when needed. Advice sent back that she would be contacted as needed.
- At this point of the meeting Marie Cunningham departed and an “in camera” discussion was held.

14.2 Review of the meeting

Done.

14.3 Remaining meeting dates/times 2020:

DATE	MEETING	DATE	MEETING
▪ Wed 11-Nov-20	Board	▪ Wed 18-Nov	<i>Presidents' Forum</i>
▪ Tue 08-Dec-20	Board + Christmas dinner		

DATE	BOARD REP	DATE	BOARD REP
▪ Wed 14-Oct-20	Mick & Maria	▪ Wed 20-Jan-21	TBA
▪ Wed 28-Oct-20	Mick & Maria	▪ Thu 18-Feb-21	TBA
▪ Tue 17-Nov-20	?	▪ Wed 03-Mar-21	TBA
▪ Thu 03-Dec-20	Mick & Maria	▪ Wed 17-Mar-21	Peter Button
▪ Tue 29-Dec-20			

14.4 Next meeting

The next Board meeting is set for Wednesday 11 November 2020.

Meeting close – at 11:27pm.



Signed: _____

Date: 11/11/2020

President