



DBSA MINUTES BOARD MEETING

Tuesday 8 December 2020 at 6:00pm
and reconvened Monday 14 December 2020 @ 7:30pm
At The Sailing Club and then via Zoom

1 FORMALITIES

1.1 OPEN MEETING – 6:05pm

PRESENT:

Peter Button	Katherine Reid	Jen Bould
Julie Clinch	Allison Bretones	Valda Cooper
Mick Cahill	Maria Darby	Vi Duong

1.2 APOLOGIES:

Julie Clinch (14th December meeting)

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
 - Nil report
- AusDBF
 - Nil report

3 ADMINISTRATION

3.1 Previous Meeting Minutes

MOTION:
THAT the Minutes of the meeting held 11 November 2020 be accepted as a true and accurate record.
Moved: J. Clinch and Seconded: V. Cooper CARRIED.

Action: Marie (#1875)

3.2 Business Arising

Nil.

4 BOARD DISCUSSION/DECISION MAKING

4.1 AusChamps 2021 – alternate event Adelaide

Noted AusDBF was holding a Zoom meeting at 6:30pm with those Members (DBNSW, DBVic and DBQ) who have expressed an interest in holding this event. Maria Darby would represent DBSA.

A rudimentary bid had been submitted for DBSA which would involve a training session on the Friday, 500m on the Saturday and 200m on the Sunday. Other options for sprint racing, 100m relays would be considered.

4.2 ORSR Infrastructure Project Grants NOW OPEN!

The question was asked if DBSA should be applying for this grant or if the Council was doing so on behalf of DBSA and Paddle SA.

Peter Button advised he had met with a number of stakeholders on the Monday at Aquatic Reserve to discuss the notion of a full rebuild rather than an abridged version. It requires all users to agree on a plan. A minimum footprint has been requested with shared use of facilities.

Noted the Council was still dealing with Paddle SA (being the leaseholder) as the main point of contact which was concerning given DBSA position is to lease its own section within the new building.

Follow up to be had with Council as a matter of priority to ascertain whether they would be submitting a grant application to include DBSA or if one should be done separately. Noted Allison Bretones would be involved instead of Maria Darby. Action: Peter (#1876)

4.3 Scotch College – COVID requirements / request

Noted request received to be kept informed of any DBSA usage of the River Torrens facility so they can ensure correct COVID-19 cleaning practices are in place.

A response was given that there are no Clubs scheduled to use the venue at this stage and they would be kept informed should this change.

4.4 From PF - Follow up Council to see if another set of steps can be located nearer to the caravan

Agreed to first look at the venue next race day to ascertain exactly where any steps should be located. Noted the Council did not place the previous steps in the correct position.

4.5 Rotations paper

Noted Julie Clinch had submitted a paper on the rotations of volunteers and officials in response to recent RC discussion where some felt the volunteers were not being rotated or engaged usefully.

Action: Marie (#1877)

4.6 Volunteer / Official Co-ordinator position – coverage for Julie being away

Noted Julie Clinch would be unavailable up until 31 January 2021.

Peter Button would be the Volunteer Coordinator on race day of Sunday 13 December.

4.7 Chief Official coverage

Noted Julie and Steve Clinch would be unavailable up until 31 January 2021.

Agreed Chief Official would be Jennifer Bould for 13 December and 10 January race days.

Agreed to ask Chris Wood or John Holland if they were not competing in the Peter Bristow Long Course event if either would be Chief Official otherwise Pat Doogue would be approached.

Action: Kat (#1878)

The correspondence received from John Holland and Chris Wood in response to the email sent to them, seeking confirmation if they were prepared to still undertake the Chief Official role if they could not paddle or sweep going forward was tabled. A response had been sent back saying that they would be considered at tonight's Board meeting.

Noted the position remained the same.

DBSA would support them both with retaining their AusDBF Level 3 Race Official status should they wish to be Chief Official during the season however they would not be able to compete at the same time. The request from Chris Wood to be assigned the first race day under these conditions as Chief Official was granted. **Action: Kat (#1879)**

4.8 Max Stevens – Race Announcer

Noted Max Stevens had been appointed as the Race Announcer for the remainder of the season and would be reimbursed \$275 (GST incl.) for each race day with additional provision of accommodation should services be required over two days.

Agreed to offer at the end of the season Dennis Whitford, the Powerblades Volunteer on race days a token in appreciation for his additional work undertaken to ensure that the Race Results program is up and running. **Action: Board (#1880)**

4.9 Membership Review

At the reconvened meeting the various spreadsheets and supplementary information provided by Valda Cooper as part of a review of the registration fees for the various membership categories were reviewed.

The intent behind this was to seek a fairer split of the fixed costs proportion of the DBSA fee for regional and remote Clubs as they were not in the same position as metropolitan Clubs to avail themselves of some of the benefits of membership, training offered (ie Sweeps/Coaches) and racing.

Many of them were finding it difficult to attract members due to the registration fee and had approached DBSA for a reduction.

The arrangement whereby some regional Clubs have use of a DBSA dragon boat under a peppercorn lease arrangement and have to arrange for any required maintenance with DBSA paying their insurance was discussed. Noted those Regional Clubs that purchased their own boat have to reimburse DBSA for insurance costs.

The proposal would be for no change to the metropolitan registration fees for 2021/22 however to seek a rebate for regional Clubs which would be covered by a slight increase in registration fees for metropolitan paddlers.

Agreed to undertake further review of the document in order to finalise and present at the February Presidents' Forum as a draft concept and then again at the May Presidents' Forum for further consideration before putting forward at the AGM for consideration. **Action: Valda (#1881)**

4.10 Quotes – timers

Noted Tim White had sent through some photos of various timing machines for consideration for use for the Peter Bristow event and as a possible back up for the FinishLynx system.

These were reviewed and agreed to purchase one and trial it for Peter Bristow Long Course event where it would best be suited. Noted cost was \$47.28. **Action: Julie (#1882)**

4.11 Paddle for Prostate date

Noted Paddle SA had corresponded to ascertain if Sunday 11 April 2021 was a suitable date for this event to be held with the response to be given that it is suitable. **Action: Marie (#1883)**

4.12 Paddle SA email re Community Recreation and Sport Facilities Program guidelines

Agreed to forward information sent in to Paddle SA earlier on this to Allison Bretones for review as part of a providing information again for submission by Paddle SA. **Action: Peter (#1884)**

Noted Allison Bretones has registered for the online ORS&R information session this Thursday for some guidance on the submission. Maria Darby offered to assist with the submission. **Action: Allison & Maria (#1885)**

5 EVENTS & PARTICIPATION

5.1 AusChamps 2022 Organisational Committee – status

Noted an email had recently been sent to Clubs seeking expression of interest for this committee and it was also mentioned at the recent Presidents' Forum.

A number of expressions of interest have been received and the committee list would now be circulated, and positions allocated. Meeting roster to be set at first meeting on Monday 18 January 2021. **Action: Marie (#1886)**

Noted the committee list was circulated after the adjourned meeting. Board members to review positions set by AusDBF and those in place for the DDU event to see which positions should remain and which were of interest. **Action: Board (#1887)**

One of the early tasks required to be completed is to have the Championship logo approved by AusDBF 12 months prior. As this would take some time it was agreed to organise it now and to hold a competition for Clubs to promote to their members with submissions to be received before the next meeting. Prize to be a \$200 gift card. The Ts&Cs for the competition would be circulated to the Board for feedback prior to sending to Clubs. **Action: Maria & Kat (#1888)**

Agreed to follow up John Holland for any of the paperwork submitted to AusDBF for the 2016 AusChamps held as part of the DDU event and if not available to approach AusDBF. **Action: Peter (#1889)**

Agreed to contact DBACT to ascertain if they had any suitable documentation that they submitted to AusDBF for the last AusChamps event held in Canberra which may be of assistance. **Action: Marie (#1890)**

5.2 Volunteers' appreciation event – status

Noted is on hold until COVID-19 restrictions are lifted for the operator.

5.3 SA Regional Masters Games – Copper Coast 2021 – Saturday 17 April 2021

An update was given on the event preparation by Valda Cooper.

Noted accommodation was booked for the one house for up to 8 guests for those involved as Officials and Volunteers and the cost would be covered by DBSA.

Agreed to follow up John Holland to ascertain what level of involvement he would like if not attending as several of the positions have been assigned already. **Action: Valda (#1891)**

Noted need to change the website contact for DBSA as it currently shows John Holland and Valda Cooper is coordinating the event. Email to be sent to change. **Action: Valda / Kat (#1892)**

Agreed to arrange to purchase sandbags to place on the tent pegs. **Action: Maria (#1893)**

5.4 **Western Zone 2021 – 5-Mar & 12-Nov 2021**

Email request received for event to be held in March for seniors and in November for junior students.

6 **CLUB / PADDLER MATTERS**

6.1 **Clearances**

Nil.

6.2 **KIDS – accident at American River**

The incident report was reviewed. Agreed recommendation in response would be:

- The Board reviewed the information provided and actions taken and supports the recommendations put forward by KIDS.

Action: Kat (#1894)

6.3 **Copper Coast – Dragon Boat Marina Challenge / Walkway area – incident**

The incident report was reviewed. Agreed recommendation in response would be:

- The Board reviewed the information provided and actions taken by the Council to remedy the situation and prevent further occurrences.

Action: Kat (#1895)

6.4 **Victor Dragons – Boat lifting system**

Noted email received from Victor Dragons seeking information on the boat lifting system at the Boatshed and if any DBSA funding was available.

This request was considered and noted that the system was purchased from Nobles (Grand Junction Road) and they also accredited the lifting capability. There is no DBSA funding available and they should seek grant opportunities themselves via organisations such as the Council or ORS&R.

Action: Marie (#1896)

6.5 **Dragonboat SA - Website contact form enquiry sent from the 'Contact' page**

Noted these relocating paddlers from Queensland were advised that they would be entitled to four free paddles only before deciding on a Club to join.

7 **FINANCIAL REPORT**

7.1 **As at 30/11/20**

MOTION:

TO accept financial reports for November 2020 as tabled.

Moved: J. Bould and Seconded: J. Clinch

CARRIED.

Noted it was not worthwhile to transfer funds into a term deposit account given the low interest rates currently and for the foreseeable future.

7.2 **The Sailing Club finances**

Bank balance as at 30 November = \$1,961.96.

Noted Council rates for December are to be paid along with the arrears in December.

8 **GOVERNANCE**

8.1 **Strategic Plan – status**

Noted final version has been circulated and no need to review at this stage.

8.2 **Draft Constitution**

Noted layout reviews are being undertaken currently.

8.3 BSO position status

To be discussed at next Governance Meeting Agenda for consideration as a priority.

8.4 Risk Assessment Quarterly Review

Noted has been done previous meeting.

8.5 DBSA Policies for review

The following policies were reviewed:

- 005 – Conditions of entry to races – ratified
- 027 – Race Day Organisation & Draws – ratified
- 045 – Reimbursement – ratified

Action: Marie (#1897)

9 AusDBF

9.1 National COVID Regatta Options

Noted update from AusDBF meeting held earlier in the evening is that further discussion will be held the following Tuesday (15th Dec) to allow interested Members the opportunity to consider their options further.

Noted AusDBF will not wear any risk for this event and as it is not under their auspices and Members would need to arrange for an event insurance policy to be in place which may be difficult. Negotiations may need to be done with individual suppliers. AusDBF would offer assistance but the extent to this was not known. Any profit or loss would be worn solely by the Member.

Follow up to be had with insurer prior to the meeting on an event policy. **Action: Peter (#1898)**

Noted after the adjourned 8 December meeting the insurance company was contacted with the response given that there would be no additional cost for an insurance policy to cover this event as long as it was a DBSA sanctioned event.

The Board considered the viability of organising this event with such short notice noting the priority would be to organise the AusChamps in 2022 and would withdraw the submission.

Action: Peter (#1899)

9.2 2021 AusDBF National Festival Options – survey results

The survey results provided by AusDBF were reviewed as part of the Agenda papers and noted.

9.3 Memo #047 – AusChamps 2021

Noted.

9.4 Constitutional amendments – 22 Nov 2020

Noted there was still some confusion around the below clause with clarity to be sought from AusDBF.

Action: Peter (#1891)

5.7 d. Club Membership may be granted by the Directors in respect of an application made under clause 5.7 on such terms as the directors may see fit.

After the adjourned meeting AusDBF was contacted for clarification noting the below response which was deemed satisfactory. Other Member states had been contacted and expressed no concerns.

i.e. does this mean that Club Members do not need to meet the other requirements? **NO. Club members would be required to meet requirements as set down by the State body in which they the club is located**

Could a club that is already a Member Club in South Australia utilise this to become a Club Member of AusDBF? **Definitely Not. Clause A and B are very clear. Th intent of this new membership category was to try and assist the 2 NT clubs back into dragon boat community.**

Agreed to advise AusDBF of support for amendments. **Action: Peter (#1901)**

9.5 National Code of Conduct

Noted AusDBF have circulated draft version for feedback. Mick Cahill provided a number of amendments which were reviewed and would be forwarded to AusDBF. **Action: Marie (#1902)**

9.6 AusChamps Purpose and Definition

Noted AusDBF had provided their position statement on this event. Maria Darby offered to circulate her thoughts on this. **Action: Maria (#1903)**

Noted the response submitted to AusDBF had also included Club feedback re the categories being raced which caused some confusion with AusDBF.

In the interim Clubs have been given until 21 December to provide their feedback to DBSA for collation to AusDBF. **Action: Marie (#1904)**

9.7 Launch of the AusDBF – “Are You Ready Campaign”

Noted.

9.8 2021 AusDBF National Festival – survey results

Noted.

9.9 AusDBF Marketing Director (appointed) – vacancy

Noted.

9.10 Proposal to AusDBF re 2021 Festival

Noted.

9.11 RevSport User Group Meeting Minutes – 30/11/20

Noted.

10 REPORTS

10.1 Secretary

Kat Reid noted the following:

- Requests received for use of TK1 with online booking system (PickTime) now set up with information sent out on this to Clubs.
- Response received from Sharon Knights re volunteer pins most likely being in the office.
- Some expression of interest responses received for P&D committee and State Coach position. The former to be forwarded to Vi Duong for follow up. **Action: Kat & Vi (#1905)**

Noted the TK1 is now repaired and will be set up for online bookings once photos have been provided by Avi Kleinburd. **Action: Kat (#1906)**

Agreed to arrange a token of appreciation (Bunnings card) for the repair of the TK1.

Action: Peter (#1907)

10.2 Safety

Nil issues.

10.2.1 Safety Audit Manual - etc

Noted email received from Pat Doogue with some queries around safety after he reviewed the AusDBF Safety Manual.

In response it was noted that DBSA had already asked AusDBF to review the Manual as there were a number of inconsistencies within along with some outdated information which would be done by them.

The question of whether “should safety be a Board portfolio – or external Committee” was considered and noted that it was a Board responsibility.

With respect to have a safety officer at local regattas as well as major events it was noted that Surf Life Saving Association had been approached to provide a quote for this service utilising a jet ski.

Agreed to review Pat's email and documentation provided for discussion at the reconvened Board meeting. **Action: Board (#1908)**

This documentation was subsequently reviewed at the reconvened Board meeting.

Noted again that safety is the responsibility of the Board but also Clubs, paddlers and subcommittees such as Racing and Sweeps' and should be placed on their Agendas as a standing item. **Action: Marie & Kat (#1909)**

Agreed to place a link to AusDBF on the home page of the website. **Action: Marie (#1910)**

10.3 Equipment

Agreed to send reminder out to Clubs about their ongoing maintenance of their assigned boat throughout the season and to report any maintenance issues required. **Action: Marie (#1911)**

10.4 Maintenance

Noted a number of the Drummers' seats have some minor cracks with most of them being replaced. Agreed to set up a Project Plan for a working bee to fix up the seats. **Action: Mick (#1912)**

Noted any condemned paddles would need to be written off from the Asset register.

Noted two new block and tackles have been purchased and the one dated September 15 would need to be replaced and load tested. **Action: Mick (#1913)**

10.5 Participation & Development

Noted 100 copies of the Dragonmites brochure had been printed at \$1.38 each which was quite expensive. Agreed to forward .pdf version of brochure to Peter Button to arrange for him to print some additional copies. **Action: Vi & Peter (#1914)**

Valda Cooper advised of a school program being run in 2021 and was requested to send in an email with further details for the Board's consideration. **Action: Valda (#1915)**

10.6 High Performance

Noted World championships would be held in Hong Kong in 2021 with AusDBF reviewing whether it will be sending a team.

10.7 Publicity

Nil.

10.8 Sweep Committee

10.8.1 Sweep & Drummer course report – 6/12/20

Noted the report received from Pat Doogue on this course was submitted and that Julie Clinch had been asked to conduct the Drummer component of the course going forward.

There were 11 attendees in total: 4 x Subsonix, 2 x DAA, 4 x VDs – 3 Drummers + 1 Sweep who is also a Drummer.

10.9 RC Update

Noted earlier discussion on reviewing the number of volunteers required for a race day.

10.10 Website / Facebook

Noted minor changes made to content. ACDC page updated.

*The meeting was adjourned at this point at 8:30pm and would be reconvened on Monday 14 December 2020 at 7:30pm via Zoom. **Action: Board (#19016)***

11 CORRESPONDENCE

The following correspondence was included in the Agenda papers and noted

- 11.1 {PBTR} - Risk Management Practices in Community Sport research
- 11.2 Happy International Volunteer Managers Day (for last week!)
- 11.3 Sport Australia and Volunteering Australia team up to bring Aussies back to sport
- 11.4 COVID Safe Plan updated – Paddle SA – The Boatshed
 - Noted documentation is being updated continuously as needed.
- 11.5 Paddle SA – updated COVID
- 11.6 Fortnightly update for the volunteering sector
- 11.7 New Date set for Vogalonga Down Unda - 16 May 2021
- 11.8 Sports Connect - Edition 7
- 11.9 Quotes – Paddles
 - The quotes for 30 x paddles received from Merlin Gear and JPX2 (Hornet) were reviewed noting Merlin is the only Australian manufacturer and it was not possible to find one around the benchmark price of \$150.
 - Noted JPX2 were offering three options for consideration for Clubs to order direct with them online for Hornet Wear paddles only as JPX2 would be closing down soon.
 - Noted neither company offer the cheaper (wooden) paddles for Come & Try paddlers.

- Of note:
 - DBSA would no longer purchase paddles from overseas suppliers for Clubs and individuals as they are to arrange this themselves. Details of the supplier to be provided to Clubs. **Action: Peter/Kat (#1917)**
 - DBSA would source overseas suppliers as needed only for corporate paddles if they are competitively priced.
 - DBSA is interested in supporting Australian companies and would look into sourcing a quality local producer with the intention of having a group buying power arrangement for Clubs to contact them direct to order.
 - Agreed to follow up with Merlin for 30 Come & Try paddles and on their quote advising that DBSA would be willing to promote them as a “preferred” supplier and place their logo on the website. **Action: Valda (#1918)**
- 11.10 RE: Claim by Holly Barnes against Dragon Boat SA and DDU [GC-INLIB.FID195259]
 - Julie Clinch advised that additional documentation had been sought for and provided to the insurer’s lawyer and identified that DBSA is not a party in this claim anymore.
- 11.11 Sport SA – COVID directions updated
- 11.12 RE: DBSA Club training times – Scotch College
- 11.13 Share your thoughts about the Good Sports program today
- 11.14 Club Development Update - Active Inclusion partners with Charles Sturt to assist local sporting clubs
- 11.15 Sport SA - Is the 27th of January 2021 in your diary?
- 11.16 COVID Safe Plan – The Sailing Club
- 11.17 The Sailing Club Minutes – 201201
- 11.18 From PF - Follow up insurer to ascertain if non registered paddler can attend Sweep course.
 - This was done after the adjourned meeting and noted that there would be no issue with this if sanctioned by DBSA.
- 11.19 Letter #052 – Paddle SA – Space requirements
- 11.20 PBTR New magazine, reminder and thanks
- 11.21 Copper Coast email re DBSA Sponsored School program for low socio economic students
 - This email request was considered noting that Wallaroo Primary School was keen to start up a junior paddling program to give their students exposure to a sporting experience which was different and outside of something that normally happened each year.
 - Noted that the program would start on 6 February 2021 and be for six weeks and in the seventh week a big celebration and race off event would be held.
 - DBSA would provide paddles and equipment as needed.
 - Agreed this event would be a DBSA and Copper Coast Battle Dragons sponsored school program providing future prospects for students to transition to junior membership.**Action: Peter (#1919)**
- 11.22 Email to CSC re Community Grant
- 11.23 City of Charles Sturt - Draft Disability Access and Inclusion Plan (DAIP) – Have Your Say!
 - Noted is an overarching policy from state government.
- 11.24 Active Inclusion - Club Development - Request for information, Free training & Win
- 11.25 VNews - 2020 Supplementary Volunteer Grant successful recipients
- 11.26 Email out to Max Stevens (Copper Coast) – re Race Announcer appointment
 - Consensus was that a great job was done by Max Stevens on his first race day on 13 December.
 - Information had been provided to him on DBSA, the race day sponsor and Clubs to assist him to promote them and provide some background.
 - Noted Max had provided his email address for Clubs to forward him any specific stories of note (ie personal) for race days. **Action: Kat (#1920)**
- 11.27 COVID Safe Check In – QR Code - Park Lands
- 11.28 Your COVID-Safe Plan and QR Code - 14 December 2020 are attached - Receipt number 9109724
 - Noted this is the latest version received since the adjourned meeting.
 - Noted follow up call expected from SAPOL after they visited the Boatshed on Saturday 12 December during training and expressed some concern over the plan. They had been advised to contact Peter Button.

12 SPONSORSHIP AND MARKETING OPPORTUNITIES

Noted race day sponsor for 13 December (Complete Caravan Solutions) was happy with the level of acknowledgement given to him and was invited to distribute the prizes at the end of the day.

13 GENERAL BUSINESS

13.1 PAAF update

Nil.

13.2 Key register

The registered was reviewed and noted the main priority was to ask Clubs or individuals to return any restricted keys (ie Boatshed office and Scotch College) as these would be handed out on an as needs basis. **Action: Kat (#1921)**

Noted a spare key to the Boatshed office is kept in the caravan and that DBSA would no longer store the wine or any thing else of importance there as it was accessible by Paddle SA.

13.3 Action List

ACTION ITEMS – 11/11/20				
NO.	ACTION	WHEN	WHO	STATUS
1844	Upload Minutes of 13 October Board meeting and 10 November Governance meeting.	13-Nov	Marie	Done
1845	Follow up AusDBF for more details (paper) on AusChamps alternate event.	13-Nov	Marie	Done
1846	Reminder at PF – Clubs not to use blue paddles.	18-Nov	Peter	Done
1847	Obtain quote to source paddles (racing / training) locally for about 30 of each.	ASAP	Valda	Ongoing
1848	Advise RC for Peter Bristow event: <ul style="list-style-type: none"> ▪ All Sweeps are to have the radio placed around their neck so they can contact the Umpire's boat on any issues with boats around them and have a mobile phone. ▪ Spotters to be positioned on each bridge with a mobile phone to report on any incidents 	17-Nov RC meeting	Marie	Done
1849	Advise Council will not be proceeding with submitting any TM plan.	ASAP	Marie	Withdrawn
1850	Contact Max Stevens (Copper Coast) to ascertain whether he would be willing to take on the Announcer role.	ASAP	Valda	Done
1851	Contact Sharon Knight for location of Volunteer pins.	ASAP	Kat	Done
1852	Process clearances for: <ul style="list-style-type: none"> ▪ Reg Stone – BSD to SADA ▪ Luca Nicolotti – DBSA to PBs 	ASAP	Marie	Done
1853	Advise Mannum no issue with logo or top design.	ASAP	Marie	Done
1854	Send JH correct logo for use for invoices.	ASAP	Marie	Done
1855	Ask John Holland to provide contact details of overseas supplier of medals, ribbons, paddles etc.	ASAP	Peter	Ongoing
1856	Look into increasing payment limits to ATO and some suppliers.	ASAP	Jen	Done
1857	Sign off on Scotch College boatshed lease for 2021	ASAP	Jen	Done
1858	Circulate Treasurer role PD and place on PF Agenda.	ASAP	Marie & Kat	Ongoing
1859	Review final draft version of Constitution when received from Mick. <ul style="list-style-type: none"> ▪ Noted document would be reformatted in Word and sent to Board members to provide final review in a week. Action: Mick (#1922) 	ASAP	Board	Ongoing
1860	Upload Policies: <ul style="list-style-type: none"> ▪ 010 – Heat – v8 - ratified ▪ 020 – Life membership – ratified ▪ 027 – Race Day Organisation & Draws – ▪ 030 – On water training protocol – West Lakes & Port River ▪ 036 – AusDBF Member Protection 	ASAP	Marie	Done
1861	Review AusDBF Member Protection Policy (#036) to ensure that it covers DBSA and DBSA member Clubs adequately and if not produce separate policies as needed. <ul style="list-style-type: none"> ▪ Noted some related forms would need to be updated in due course. 	ASAP	Mick	Done

1862	Place on Governance Agenda – review of AusDBF Working Committees. <ul style="list-style-type: none"> Noted Pat Doogue had been nominated on the Sweeps' Working Group Agreed to now place on next Board Agenda rather than leave to the Governance meeting. Action: Marie (#1923)	ASAP	Marie	Done
1863	Advise AusDBF that Pat Doogue is the only DBSA rep on the AusDBF Sweep Working Group.	ASAP	Marie	Done
1864	Ask Pat Doogue to follow up AusDBF for further clarification on what their “administering” of Sweep records in RevSport will actually entail so that a decision can be made to support this or not at the GM meeting.	Urgent	Pat	Done
1865	Place AusChamps National review paper on PF Agenda and RC Agenda for any feedback.1	Urgent	Marie	Done
1866	Follow up SLSA contact for indication of costs for fee for service for 'around the island'.	ASAP	Peter	Ongoing
1867	Provide photo of TK1 to Kat for updating to online booking program. <ul style="list-style-type: none"> Noted second boat is now available for use. 	ASAP	Peter & Mick	Ongoing
1868	Update Reimbursement Claim form / policy to delineate maintenance expenditure authority levels.	ASAP	Mick	Done
1869	Provide sample of artificial turf for trial for landing of the boats. <ul style="list-style-type: none"> Noted time needs to be arranged to collect sample. 	ASAP	Allison & Mick	Ongoing
1870	Remove Paint Supplies & La Tombola logos from website.	ASAP	Marie	Done
1871	Locate earlier version of DBSA sponsorship levels offered and update.	ASAP	Julie & Allison	Ongoing
1872	Make up laminated expiry dates for De-fib.	ASAP	Peter	Done
1873	Arrange to purchase first aid kit for Umpire's Boat. <ul style="list-style-type: none"> Noted has been ordered by PBs with reimbursement to be sought in due course. 	ASAP	Peter	Ongoing
1874	At PF advise Clubs they will need to advise of race categories for State Champs by 30 November so medal inserts can be ordered in time. <ul style="list-style-type: none"> Noted Clubs have responded with spreadsheet for order to be finalised and circulated to Board before placing order. Action: Peter (#1924) 	18-Nov	Peter	Done
ACTION ITEMS – 15/7/2020				
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	Done
ACTION ITEMS – 11/8/20				
1730	Review and update Risk Assessment for West Lakes courses. <ul style="list-style-type: none"> Noted Risk Assessment submitted to Council is also to be reviewed as part of this. 	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"> Noted DBSA policy as is would remain in place and is to be circulated again for adoption. Action: Marie (#1925)	ASAP	Maria	
1745	Review AusDBF's Regatta Operational Guidelines to ensure procedures are being followed and produce a policy if needed.	ASAP	Maria	
1761	When received from AusDBF, circulate to Board revised AusDBF Safety Manual Policy for review first before sending out to Clubs.	When received	Marie	

ACTION ITEMS – 3/9/20				
1769	Send out email seeking EOIs for a P&D committee.	ASAP	Kat	Done
1787	Work with Allison on determining Volunteer 5-year pins to be awarded. <ul style="list-style-type: none"> Noted if pins cannot be found that a new supply is to be arranged. 	ASAP	Julie & Kat	Ongoing
1793	Write a COVID-19 Safe Plan for the River Torrens and is needed by Scotch College also asap.	ASAP	Vi	Done
1808	Obtain quote from Pacific Marine for Umpire's Boat service.	ASAP	Julie	Ongoing
ACTION ITEMS – 13/10/20				
1810	Produce 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.	ASAP	Valda & Jen	Done
1814	Advise Mobile Coffee Bean that alternate arrangements are in place for the catering for volunteers on race days. Advise Snag Wagon they can provide catering for volunteers provided once they have a Council permit and PL in place.	ASAP	Julie	Ongoing
1817	Contact Chris Wood and John Holland to ascertain if they still want to be Chief Official if they cannot paddle or sweep going forward.	ASAP	Kat	Done
1820	Write a position paper on having a Race Jury for Peter Bristow comprising the Sweeps on the water.	ASAP	Julie	Ongoing
1822	Arrange to print 500 copies of Dragonmites brochure. <ul style="list-style-type: none"> Noted 100 have been printed. Agreed to provide .pdf version to Peter to see if able to print remainder. 	ASAP	Vi	Ongoing
1823	Send out EOIs for AusChamps 2022 Organising Committee	ASAP	Kat	Done
1824	Send out invitation for Volunteers lunch on Sunday 29 November on the River Dolphin cruise from 11am. <ul style="list-style-type: none"> Noted event was postponed due to COVID-19 restrictions and would be rescheduled in due course. 	ON HOLD	Julie & Kat	Ongoing
1834	Inform Clubs of new online booking process for TK1 and availability.	ASAP	Kat	Done
1835	Make a 35mm standalone base for caravan for extra height or look into other option to increase ground height. <ul style="list-style-type: none"> Noted preference is to address issue of the ditch and filling this in to raise the ground height. Follow up to be had with Council on a second set of steps as suggested by Chris Wood to assist with people traffic management. Action: Peter (#1926)	ASAP	Peter	Ongoing
1839	Place Complete Caravan Solutions logo everywhere and make announcements of them during race day on 13 December and 31 January.	13-Dec	Marie & Jen	Ongoing
1842	Send EOI for Treasurer's role – handover.	ASAP	Kat & Marie	Duplicate
1843	Review allocation of keys to Clubs.	ASAP	Kat	Ongoing

14 CLOSING

14.1 Any Other Business

- Noted correspondence received by the Secretary regarding a resident at Victor Harbor having some health issues and being a bit anxious about the drumming would be forwarded to Victor Dragons to address. **Action: Kat (#1927)**
- Discussion was held on the Task List and the issues around setting up of the caravan and equipment within each race day as it was time consuming and some of the equipment was heavy and cumbersome to move.

Clubs assigned with the task of bringing the caravan to the venue and returning it are not responsible currently to help with setting it up and packing it down at the end of the day.

Noted there was also some equipment left within the caravan previously taken from the trailer which had not been returned, some equipment was not labelled, and the use of the portable air conditioner was not viable for a number of reasons.

Felt that the task list was getting too complicated for Clubs to coordinate. It was suggested that separate lists be used for each venue however noted that this was done. Previously when a common task had to be added to all venue task lists it was a timely process and could accidentally be left off and the RC felt it was better to have just the one task list.

Agreed to place on the RC agenda for discussion. **Action: Marie (#1928)**

- As there were no grants readily available for a Smart TV it was agreed to look into the sales currently being offered for a 65+” up the value of \$1,200 with quotes to be sourced.
Action: Board (#1929)
- Agreed RC meetings set for 29 December 2020 and 6 January 2021 would be held via Zoom only.

14.2 Review of the meeting

Held over.

14.3 Board meeting dates 2021:

▪ Wed 13-Jan	Board	▪ Wed 14-Jul	Board
▪ Wed 10-Feb	Board	▪ Wed 11-Aug	Board
▪ Thu 11-Feb	Presidents' Forum	▪ Wed 18-Aug	AGM & Presidents' Forum
▪ Wed 10-Mar	Board	▪ Wed 08-Sep	Board
▪ Tue 13-Apr	Board	▪ Tue 12-Oct	Board
▪ Wed 12-May	Presidents' Forum	▪ Wed 10-Nov	Board
▪ Thu 13-May	Board	▪ Thu 11-Nov	Presidents' Forum
▪ Tue 08-Jun	Board	▪ Wed 08-Dec	Board

14.4 RC meeting dates 2021:

DATE	BOARD REP	DATE	BOARD REP
▪ Tue 29-Dec-20	Peter & Mick	▪ Thu 18-Feb-21	TBA
▪ Wed 06-Jan-21	Peter	▪ Wed 03-Mar-21	TBA
▪ Wed 20-Jan-21	Allison	▪ Wed 17-Mar-21	Peter Button

14.5 Next meeting

The next Board meeting is set for Wednesday 13 January 2020 at 6pm.

Reconvened meeting close – at 10:35pm.



Signed: _____

Date: 13/01/2021

President