



# DBSA MINUTES BOARD MEETING

Wednesday 13 January 2021 at 6:00pm  
At The Sailing Club and via Zoom

## 1 FORMALITIES

### 1.1 OPEN MEETING – 6:05pm

#### PRESENT:

Peter Button	Katherine Reid	Jennifer Bould
Mick Cahill	Allison Bretones	Valda Cooper
Vi Duong	Maria Darby	

### 1.2 APOLOGIES:

Julie Clinch

### 1.3 DECLARATIONS OF INTEREST

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

## 2 REPORT – John Holland

Noted John Holland attended the meeting part way through to provide an update as follows:

- Junior Development
  - Noted four new juniors trained on Sunday with 5-6 of the former ones not recommitting as they have most likely achieved the pinnacle of the sport in such a short time.
  - Advised consensus from juniors was in favour of the previous version of the Dragonmites brochure.
- AusDBF
  - Next Board meeting is Monday.

## 3 ADMINISTRATION

### 3.1 Previous Meeting Minutes

MOTION:  
THAT the Minutes of the meeting held 8 December 2020 be accepted as a true and accurate record.  
Moved: V. Cooper and Seconded: J. Bould CARRIED.

Action: Marie (#1930)

### 3.2 Business Arising

Nil.

## 4 BOARD DISCUSSION/DECISION MAKING

### 4.1 Aquatic Redevelopment

Noted supporting DBSA documentation had been submitted to Paddle SA as requested to be part of a joint application with the Charles Sturt Council to the ORS&R for their 'Grassroots-facility program and regional and districts facilities program'.

The below email advice was then received from the Council negating the need for the grant application to be submitted:

*“Under the federal governments Local Roads and Community Infrastructure program, Council will be in a position to allocate funding to a number of key projects across Charles Sturt, including the Aquatic Reserve redevelopment. This means we will no longer need to submit an infrastructure grant application via the competitive ORSR grant process, providing much greater certainty for the Aquatic Reserve project in 2021. Thanks to you and all parties contributing valuable information to get the ball-rolling.”*

Noted this was a pleasing outcome as it meant the redevelopment was guaranteed to proceed. Agreed Allison Bretones would be the main liaison person with the Council on this project.

#### 4.2 Course – First Aid – date

Noted Surf Life Savings SA (SLSA) also offer this course throughout the year which would provide another opportunity for those participants unable to attend the two courses scheduled by DBSA. Agreed to follow up for further details. **Action: Peter (#1931)**

Noted DBSA will sponsor first aid attendance programs for Regional Clubs.

#### 4.3 Course – Volunteers – date

Held over to February meeting.

#### 4.4 Course – AusDBF Level 1 Coaching – Sat 20 & Sun 21-Feb-21

Noted only two EOs received at this stage with an extension for registrations to be given after the deadline as 10 were required before it would commence.

#### 4.5 Paddles quote

Noted follow up with Merlin after the last meeting resulted in an even better offer being made:

- \$30 reduction off each paddle
- \$10 cap for freight (metro or regional)
- Clubs wanting to purchase more than 10 can liaise direct for larger discount
- Free Club sticker to be put on bottom of each paddle
- Paddler's name to be on top of paddle.
- Club can provide design for sticker at no cost

Noted 30 paddles have been purchased for use by experienced paddlers at Come & Try events.

Merlin will put on their website under 'special orders' a photo of a Club's paddle so orders can be placed by anyone online direct.

Agreed to send out details to Clubs on this opportunity as soon as possible and to upload their details to the website noting they are 'preferred suppliers'. **Action: Kat & Marie (#1932)**

#### 4.6 Review of AusDBF Working Committees

- <https://www.ausdbf.com.au/about/ausdbfworkingcommittees/>

Noted is now on the Governance Agenda.

#### 4.7 Dragonboat SA - Noise complaint and blocked access - Aquatic Reserve - 10 January 2021

Noted following complaints received from Council:

1. *"The first claims that your organisation had loud speakers that were being used in front of residents properties and a also mentioned that between races the presenter was "chit chatting" and had nothing to do about the race (preparing for a race or the calling of the race). Are you able to ensure that the PA system is only being used for racing purposes only and not before 8.00am please?"*

Noted the PA is generally not used before 9am unless for safety related announcements. On the day the loudspeaker was turned around once it was noticed that it was facing the wrong way.

Response to be sent to Council advising this would be addressed and to let Max Stevens (race announcer) know to keep announcements to a minimum. **Action: Peter (#1933)**

2. *"The second complaint claims the public footpath off Bower Road was closed for your event and that they had to, "assist an elderly gentleman with a walking frame up and around onto a different path around the event which significantly increased his walking distance". Could you advise the participants and groups at your events, that when they set up all pedestrians/public footpaths are to be kept clear and not blocked so they can be used for their intended purposes please?"*

*Please be aware the area you are requesting is considered public space and exclusive use is unable to be assured. Whilst most people are respectful and will not encroach on another person's event, the City of Charles Sturt cannot ensure exclusive use of the area.*

*Council Community Safety Officers have been advised of the above and will be allocating patrols of the location. Any breaches may result in expiations being issued."*

Response to be sent to Council advising them that the Council themselves had provided the signs to close off the pedestrian path on race days. **Action: Peter (#1934)**

#### **4.8 Email from Loreto College re safety concerns**

The below email complaint received from Loreto College via Rowing SA was discussed:

*"I was up the causeway with a group on Sunday, while the Dragonboat event was on. For their, what I assume to be, start and finish line, they put cables across the entire reserve and attached these to the concrete on the PAC side.*

*This caused a big safety hazard as the line was gradually going under water but very close to the surface.*

*I tested it with a sculler who could feel the cable under the boat, especially the fin, as well as the oars possibly hitting the cables.*

*I had to stand knee deep (and a coxswain pretty much waist deep) on top of the cable to allow the boats to row over them safely.*

*Could you please contact who ever is in charge of this to find a way to prevent this?"*

Agreed to review the set-up instructions for the 200m toggle line to ensure that the weights are also placed between the buoy and the shoreline as it was felt this may not have been the case. Clubs to also be reminded of this requirement to ensure line is 1.5 metres below the surface and response to be sent back to Rowing SA re related discussion on the day with complainant.

**Action: Peter (#1935)**

## **5 EVENTS & PARTICIPATION**

### **5.1 Volunteers thank you event – new date?**

On hold.

### **5.2 SA Regional Masters Games – Copper Coast 2021 – Saturday 17 April 2021**

Valda Cooper provided an update:

- Noted only a few registrations received at this stage may be due to confusion with Clubs over cost to enter so update to be given to them at next RC meeting:
- Entry cost - \$50 (to Council). First event (up to 3 x categories) entered is \$25 for an individual (\$10 to DBSA). Next event is \$10 (up to 3 x categories).
- Task list is being worked through.
- John Holland will produce the race draw.

### **5.3 Western Zone 2021 – 5-Mar & 12-Nov 2021**

Follow up to be had with organiser for this upcoming event. **Action: Vi (#1936)**

### **5.4 Sunday 10 January race day – feedback**

The Chief Official's Race Day report was reviewed.

Noted evaporative portable air conditioner unit is proving problematic to place and operate.

Noted Clubs are removing the results sheets from the plastic pockets on a number of occasions and would be requested not do to this at upcoming RC meeting and to contact the Race Secretariat in the first instance rather than those in the caravan. **Action: Marie (#1937)**

Noted the vests are all being placed in individual zip lock bags and some were not being returned for washing after use on race day.

Appreciation extended to SADA for assisting with the setting up and packing up of the caravan. Noted a procedure would be produced once final steps were known.

Noted cleaning products were made available for Sweeps and Drummers to use in between races if they were sharing their boat with a regional Club.

Noted Copper Coast have x8 large spray bottles purchased for use at the Wallaroo Marina Challenge for the cleaning of boats in between races. Noted they would not be needed at this stage.

Consensus was that scheduling 27 races was too many even though only 25 were held on the day.

## **5.5 State Champs - planning**

Noted stickers for the medal inserts have been ordered at USD\$1,140 in total.

Reminder given to review Task List for this event for any action items requiring attention now.

**Action: Board (#1938)**

### **5.5.1 Pontoon move – details**

Noted Rowing SA have advised that 8 people are required to relocate the pontoon and they would provide four with DBSA to provide the remainder. Proposed dates have been booked.

## **5.6 Vogalonga – update**

Noted regular updates are being provided by event organisers.

## **5.7 10/01/21 – Race day feedback**

Noted the sharing of boats on race days needs to be revisited in regards to allocation of boat numbers and if additional boats need to be brought across.

## **5.8 Next race day – Peter Bristow**

Noted Task list has been circulated and each Club is to provide a timekeeper.

Agreed to purchase a replacement loud hailer as one has gone missing. **Action: Maria (#1939)**

Noted SLSA had been contacted to provide event support with either a boat or jet skis but were unavailable for this event.

Noted Umpire's Boat would be placed at the 500m mark and then follow the last boat.

Each boat is to take a mobile phone in a water proof bag and a radio for the Sweep & Drummer.

Agreed Pat Doogue could be the Chief Official as well as Starter as he was not actually involved in racing and if there was any conflict of interest with the starts then he would stand aside.

## **5.9 Corporate Challenge 31/1/21**

Noted there were a few entries being received and an update will be provided at the upcoming RC meeting.

## **6 CLUB / PADDLER MATTERS**

### **6.1 Clearances**

Nil.

### **6.2 ACDC Desert Dragons – boat/paddles**

Noted a photo of the old dragon boat and old paddles being stored by Heather Graham were provided upon request.

Agreed that there was no use for the dragon boat and that the team from Cowell should be contacted to ascertain if they would like to use this boat under a peppercorn type arrangement.

**Action: Vi (#1940)**

Agreed that ACDC DD could retain the paddles and they would be written off. **Action: Marie (1941)**

### **6.3 ASA Boat bookings – Come & Try**

Noted the request was approved.

### **6.4 ACDC GRD – Hat Regatta boat bookings**

Noted a form had been submitted to relocate x3 dragon boats from Aquatic Reserve for this event on the Wednesday night prior and to be returned on the Monday after.

This was discussed and John Holland advised during the meeting that the boats would actually be taken from The Sailing Club to avoid impacting on Clubs still training during this period.

### **6.5 White TK one left out**

Noted advice received from Chris Wood that a TK1 had been left outside sitting on racks after training on Monday evening. Follow up to be had with the hirer. **Action: Kat (#1942)**

## 7 FINANCIAL REPORT

### 7.1 As at 31/12/20

**MOTION:**

TO accept financial reports for December 2020 as tabled.

Moved: J. Bould and Seconded: M. Darby

CARRIED.

Agreed to set up a [finance@dragonboatsa.com](mailto:finance@dragonboatsa.com) email account as soon as possible so that the incoming Treasurer would have access to as many earlier emails as possible. **Action: Marie (#1943)**

### 7.2 The Sailing Club finances

Bank balance at 31/12/20 = \$1,968.44.

## 8 GOVERNANCE

### 8.1 Strategic Plan – status

Noted there was no need to review the Plan at this early stage after release.

### 8.2 Draft Constitution

Noted current version is in Apple and needs to be converted to MS Word via use of a Word program. Peter Button offered to provide a spare computer for this purpose. **Action: Peter & Mick (#1944)**

### 8.3 BSO position status

To be discussed at next Governance meeting.

### 8.4 Risk Assessment Quarterly Review

Nil issues of note.

### 8.5 DBSA Policies for review

The following policies were reviewed:

- 001 - SunSmart – amended and ratified
- 021 – Risk Management – amended and to be sent to Clubs for their input on the draft
- 032 – Board secondment – amended and ratified

**Action: Marie (#1945)**

## 9 AusDBF

### 9.1 AusDBF Office Closure and Season Greetings

Noted.

### 9.2 2021 National Dragon Boat Festival Celebration

Noted.

### 9.3 Travel Insurance Renewal

Noted.

### 9.4 Memo #048 – AusDBF General Update #9

Noted.

### 9.5 Memo #049 - AusDBF Buy-Swap-Sell-Donate Facebook group

Noted.

## 10 REPORTS

### 10.1 Secretary

Kat Reid provided an update of correspondence received. Of note:

- AusChamps 2022 Logo designs – several received
- EOI received from Deb Grant (Adelaide Phoenix) for Treasurer position.

Agreed to respond to Deb Grant that the Board is pleased she has nominated and will contact her in due course.

### 10.2 Safety

#### 10.2.1 Incident Report - CDs

The report was reviewed with follow up phone call to be made seeking clarification on how exactly the incident occurred and report to be updated with DBSA recommendations as discussed. **Action: Kat (#1946)**

### **10.2.2 Incident Report - Subsonix**

Agreed to send copy of Incident report to Council and for a sign to be erected "ramp slippery" however felt this may eventually become white noise for users. **Action: Peter (#1947)**

### **10.3 Equipment**

Noted future discussion item of a flat bottom safety boat similar to that used by Rowing SA however this could be offset by engaging SLSA to provide this service as needed.

Noted current chairs used in the caravan are inadequate and take up too much room. Agreed to look into purchasing alternate options (ie stool). **Action: Maria (#1948)**

### **10.4 Maintenance**

#### **10.4.1 Damage report – race day**

Noted it was reported that a Sweep oar snapped off at the base.

Consensus was that it was likely that it was weakened or damaged during placement in the boat stack. Agreed to inspect it to ascertain whether it could be repaired or should be written off. **Action: Peter & Mick (#1949)**

Agreed if oar is to be written off that it could be given to Copper Coast for use by the Council with the dragon boat that they are acquiring from them for placement in a dog park. Noted would need a bracket to secure it.

### **10.5 Participation & Development**

Noted upcoming Girl Guides event in October 2021 school holidays in Barmera with a 3-day dragon boat event planned for a total of 200 participants. Accommodation will be provided. Further arrangements to be advised when known.

### **10.6 High Performance**

Noted EOIs have been circulated for the Auroras team and close on 17 January. There have been a number approaching Vi Duong and expressing interest.

Noted DBSA purchase of a new Concept II rower with use to be restricted for Aurora paddlers.

Agreed to purchase a replacement monitor for the Kayak pro rower. **Action: Vi (#1950)**

### **10.7 Publicity**

Noted the Publicity and Cultural Portfolio manual has been updated by Jennifer Bould and now resides with Maria Darby for updating. This is the 2013/14 version.

### **10.8 Sweep Committee**

Follow up to be had for meeting schedule and Minutes of last meeting. **Action: Marie (#1951)**

### **10.9 RC Update**

Nil discussion.

### **10.10 Website / Facebook**

Nil discussion.

## **11 AUSCHAMPS 2022**

### **11.1 Committee – status before meeting 18<sup>th</sup> Jan**

Noted previous documentation on AusChamps event was requested from John Holland who offered to provide what was available.

### **11.2 Event logo designs – before meeting 18<sup>th</sup> Jan**

Noted a number of logo designs had been received by three people and were duly reviewed. Noted many did not meet the brief in that they were not an original design and included photos.

Agreed to send out the brief for the design to Mick Cahill to forward on to his contact.

**Action: Marie (#1952)**

## **12 CORRESPONDENCE**

The following correspondence was included in the Agenda papers:

### **12.1 Infrastructure Projects - Registration of Interest**

Noted.

### **12.2 Customer Care Message: Ensuring the security of your conferencing account**

Noted.

### 12.3 Drumming complaint – Victor

Noted.

### 12.4 ORS&R – Partnerships Program Registration of Interest

Noted.

### 12.5 Sports Connect - Edition 8

Noted.

### 12.6 REMINDER: Club Development survey - Request for information, Free training & Win

Noted.

### 12.7 Breakthrough Community Round - Summer Edition

Noted.

## 13 SPONSORSHIP AND MARKETING OPPORTUNITIES

Noted for upcoming State Championships that naming rights would be offered as follows:

- \$550 per day or \$880 for both days.

Agreed to produce a prospectus offering: event logo on all event documentation, website, presentation involvement which would be sent to Commercial & General (West development) and to Clubs.

**Action: Kat (#1953)**

## 14 GENERAL BUSINESS

### 14.1 Assign next RC meeting reps

Actioned.

### 14.2 Governance meeting next – set date

Set for Tuesday 16 February 2021 at 6pm at a venue to be advised. **Action: Marie (#1954)**

### 14.3 Action List

ACTION ITEMS – 8/12/20				
NO.	ACTION	WHEN	WHO	STATUS
1875	Upload Minutes of 11 November meeting.	ASAP	Marie	Done
1876	Follow up Council if they would be submitting a grant to ORS&R Infrastructure Project Grants on behalf of DBSA or if it needed to be done separately.	ASAP	Peter	Done
1877	Include paper written by Julie Clinch on the rotation of Volunteers & Officials on RC Agenda.	ASAP	Marie	Done
1878	Ask John and Chris if they are not competing in Peter Bristow event if they would be Chief Official otherwise ask Pat Doogue. <ul style="list-style-type: none"><li>▪ Noted they will most likely compete, and Pat Doogue would be Chief Official.</li></ul>	ASAP	Kat	Done
1879	Write to John and Chris advising that the position remains the same with respect to Chief Race Officials not competing on the same day and that Chris has been allocated the first race day next season as Chief Race Official.	ASAP	Kat	Done
1881	Finalise position on review of Regional registration fees to be put at PF first in Feb and then again at May meeting prior to the vote at the AGM.	Jan Board meeting	Valda	Ongoing
1882	Follow up with Tim White for him to purchase timing unit for Peter Bristow (\$47.28).	ASAP	Julie	Ongoing
1883	Advise Paddle SA that Sunday 11 April 2021 is a suitable date for the Paddle for Prostate event.	ASAP	Marie	Done
1884	Forward to Allison all the information sent into Paddle SA re requirements for new Boatshed for her use in submission to ORS&R re Community Recreation & Sport Facilities Program required to be provided to Paddle SA.	<b>Urgent</b>	Peter	Done
1885	Work together on response to be sent to Paddle SA grant application to ORS&R for their CR&SFP.	<b>Urgent</b>	Allison & Maria	Done

1886	Circulate AOC-22 committee list for positions to be allocated and book meeting for Monday 18 January 2021.	ASAP	Marie	Done
1887	Board members to review committee list for AOC22 and look to volunteer for 1-2 of the required positions.	13-Jan meeting	BOARD	Done
1888	Prepare wording for competition to design the AOC22 logo to Board for review and then circulate to Clubs. Note closing date of COB Monday 11 January 2021.	Urgent	Maria	Done
1889	Follow up John for any of the paperwork submitted to AusDBF for the 2016 AusChamps event and if not available ask AusDBF if they have this on file for reference.	ASAP	Peter	Ongoing
1890	Contact DBACT if they have any AusChamps paperwork which may be of use in preparing for the 2022 event.	ASAP	Marie	Done
1891	Follow up John Holland to ascertain what level of involvement he would like at Wallaroo if not attending as several of the positions have been assigned already. <ul style="list-style-type: none"> <li>Noted he will produce the race draw and has been helpful with provision of historical event information.</li> </ul>	ASAP	Valda	Done
1892	Provide Marie with contact email to change DBSA contact on the Masters Games event page for dragon boating from John to Valda.	ASAP	Valda & Kat	Done
1893	Purchase sandbags for use on the tent legs.	ASAP	Maria	Done
1894	Respond to KIDS incident report for accident at American River that: <ul style="list-style-type: none"> <li>The Board reviewed the information provided and actions taken and supports the recommendations put forward by KIDS.</li> </ul>	ASAP	Kat	Done
1895	Respond to CC incident report for accident at American River that: <ul style="list-style-type: none"> <li>The Board reviewed the information provided and actions taken by the Council to remedy the situation and prevent further occurrences.</li> </ul>	ASAP	Kat	Done
1896	Advise VDs that Nobles was the supplier of the boat lifting equipment and that there was no DBSA funding available and they should seek grant opportunities via the Council and ORS&R.	ASAP	Marie	Done
1897	Upload policies: #005, #027 and #045	ASAP	Marie	Done
1898	Follow up insurer for an event policy for a 2021 Festival event whether separate policy is required.	9-Dec	Peter	Done
1899	Advise AusDBF of Board decision to withdraw bid to host the 2021 National Festival.	14-Dec	Peter	Done
1900	Seek clarity on Constitutional amendment #5.7d around Club Membership.	ASAP	Peter	Done
1901	Advise AusDBF of support for Constitutional amendments.	ASAP	Peter	Done
1902	Forward Mick's amendments to AusDBF's National Code of Conduct.	ASAP	Marie	Done
1903	Circulate thoughts on AusDBF's AusChamps Purpose and Definition paper and submit to AusDBF.	ASAP	Maria	Done
1904	Send AusDBF's AusChamps Purpose and Definition paper to Clubs for feedback by COB Monday 21 December.	ASAP	Marie	Done
1905	Forward Kirra Taylor (WWs) contact details to Vi for the P&D committee to follow up.	ASAP	Kat & Vi	Done
1906	Set up TK1 for online bookings via PickTime once photos have been provided by Vi Duong.	ASAP	Kat & Vi	Ongoing
1907	Arrange a token of appreciation (Bunnings card) for the repair of the TK1	ASAP	Peter	Done



1908	Review Pat's email re Safety Audit etc prior to the reconvened meeting.	B4 13-Dec meeting	BOARD	Done
1909	Reply to Pat that the Board has review his suggestions around safety and AusDBF and note that safety is everyone's responsibility and is to be included on RC and Sweeps' committee Agendas.	ASAP	Kat	Done
1910	Place a link to AusDBF on website home page.	ASAP	Marie	Done
1911	Send out a reminder to Clubs re their ongoing requirement for maintenance of their assigned boat and any maintenance issues required.	ASAP	Marie	Ongoing
1912	Set up a Project Plan for a Working Bee to fix up any Drummers seat that needs repair and varnishing of paddlers' seats.	ASAP	Mick	Ongoing
1913	Replace the block & tackle dated September 15 with one of the new ones purchased and load test.	ASAP	Mick	Ongoing
1914	Forward .pdf version of Dragonmites brochure to Peter Button to print x400.	ASAP	Vi & Peter	Done
1915	Email Board re details of Copper Coast program for schools in 2021.	ASAP	Valda	Done
1916	Meet again at reconvened Board meeting on Monday 14 December @ 7:30pm.	14-Dec	BOARD	Done
1917	Once paddle quote has been accepted with Merlin, advise Clubs of the arrangement whereby they can purchase paddles from former DBSA supplier themselves direct from now on as DBSA would no longer offer this service.	Once quote accepted	Kat	Done
1918	Follow up Merlin's quote for the 30 x Come & Try paddles needed and note DBSA is willing to promote their logo on website as "preferred supplier" for paddles as they are manufactured in Australia and report back. ▪ - Noted quote was accepted with paddles ordered.	Jan meeting	Valda	Done
1919	Respond to Copper Coast email re support for a DBSA/Cooper Coast Battle Dragons sponsored school program.	ASAP	Peter	Ongoing
1920	Circulate Max's email to Clubs asking them to provide personal stories / Club information for him when he is Race Announcing.	ASAP	Kat	Done
1921	Ask Clubs and individuals to return any restricted keys they may have (Boatshed at Aquatic (office) / Scotch College) as a matter of priority noting they would be re-issued on an as needs basis.	ASAP	Kat	Ongoing
1922	Circulate reformatted Word version of the draft Constitution to Board for review.	ASAP	Mick	Ongoing
1923	Place on next Board Agenda review of AusDBF Working Committees.	Next Agenda	Marie	Done
1924	Circulate final list of medal inserts to Board for comment before placing order with overseas supplier.	<b>Urgent</b>	Peter	Done
1925	Circulate Policy #021 – Risk Management again for adoption.	ASAP	Marie	Done
1926	Follow up Council for placement of another set of steps to assist with people traffic management.	ASAP	Peter	Ongoing
1927	Forward correspondence to VDs re Drumming noise complaint from resident.	ASAP	Kat	Done
1928	Place on RC Agenda revision of Task List action for setting up and packing down of caravan equipment.	Next RC Agenda	Marie	Done
1929	Look into quotes to purchase a Smart TV (65"). ▪ Noted TV has been purchased along with some wi-fi speakers and will be installed prior to the PF.	ASAP	BOARD	Done
<b>ACTION ITEMS – 11/11/20</b>				

1855	Ask John Holland to provide contact details of overseas supplier of medals, ribbons, paddles etc. <ul style="list-style-type: none"> <li>Noted this information was provided.</li> <li>Noted follow up to be had with JH on whether broken paddle was now replaced upon receipt of new order and how many DBSA paddles remain.</li> </ul> <b>Action: Jen (#1955)</b>	ASAP	Peter	Done
1858	Circulate Treasurer role PD to Clubs.	ASAP	Kat	Done
1859	Review final (draft) version of Constitution when received from Mick	When received	BOARD	Later
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.	ASAP	Peter & Mick	Duplicate
1869	Collect sample of artificial turf from Allison for trial for landing of the boats.	ASAP	Mick	Ongoing
1871	Locate earlier version of DBSA sponsorship levels offered and update.	ASAP	Julie & Allison	Ongoing
1873	Arrange to purchase first aid kit for Umpire's Boat. <ul style="list-style-type: none"> <li>Noted PBs have placed an order for this.</li> </ul>	ASAP	Peter	Ongoing
<b>ACTION ITEMS – 13/10/20</b>				
1814	Advise Mobile Coffee Bean that alternate arrangements are in place for the catering for volunteers on race days when Snag Wagons have their Council permit in place.	ASAP	Julie	Ongoing
1820	Write a position paper on having a Race Jury for Peter Bristow comprising the Sweeps on the water.	ASAP	Julie	Done
1822	Provide PDF version of Dragonmites brochure to Peter to arrange to print a further x400 copies.	ASAP	Marie & Peter	Done
1824	Reschedule Volunteers' lunch on the River Dolphin cruise when venue is available.	When able	Julie & Kat	Ongoing
1835	Make a 35mm standalone base for caravan for extra height or look into other option to increase ground height. Noted preference is to address issue of the actual ditch and filling this in to raise the ground height.	ASAP	Peter	Ongoing
1839	Place Complete Caravan Solutions logo everywhere and make announcements of them during race day on 31 January.	31-Jan	Jennifer	Ongoing
<b>ACTION ITEMS – 3/9/20</b>				
1808	Obtain quote from Pacific Marine for Umpire's Boat service. <ul style="list-style-type: none"> <li>Noted assigned to Mick Cahill.</li> </ul>	ASAP	Julie	Ongoing
<b>ACTION ITEMS – 11/8/20</b>				
1730	Review and update Risk Assessment for West Lakes courses. <ul style="list-style-type: none"> <li>Noted Risk Assessment submitted to Council is also to be reviewed as part of this.</li> </ul>	Next Race day	Kat & Maria	Ongoing
1745	Review AusDBF's Regatta Operational Guidelines to ensure procedures are being followed and produce a policy if needed.	ASAP	Maria	Ongoing
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

	<ul style="list-style-type: none"> <li>Agreed to follow up AusDBF on status and to confirm to be sent to Members first for input.</li> </ul>			
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**15 CLOSING**

**15.1 Any Other Business**

- Approval given to Copper Coast to borrow 10 paddles for their event with Wallaroo Primary School noting more may be required and to liaise with Vi Duong as needed.
- Noted one Club had sought clarification from the Board if the race categories in future would remain at Open, Senior A, B and C because otherwise it may decimate their Club. In response they were asked to submit a discussion paper on this, and this would be requested from other Clubs also in the future.

**15.2 Board meeting dates 2021:**

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

**RC meetings 2020/21:**

DATE	BOARD REP	DATE	BOARD REP
▪ Wed 20-Jan-21	Valda Cooper	▪ Wed 03-Mar-21	TBA
▪ Thu 18-Feb-21	TBA	▪ Wed 17-Mar-21	Peter Button

**15.3 Next meeting**

The next Board meeting is set for Wednesday 10 February 2021 at 6pm.

**Meeting close** – at 10:35pm.



Signed: \_\_\_\_\_

Date: 10/2/2021

President