



# DBSA MINUTES BOARD MEETING

Wednesday 10 February 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
Julie Clinch		

### 1.2 APOLOGIES:

Maria Darby	Vi Duong
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### 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 participations numbers are slowly increasing with Sunday afternoons most likely to be the assigned time for training for the 14 juniors.
  - Once details re the Coast-to-Coast event are published will ascertain if a team can be sent.
- AusDBF
  - The Code of Conduct is being revised to cover all participants and officials and will be put to members at the upcoming quarterly Members meeting for feedback.
  - AusChamps logo – developing the one generic one for use at each event with date and location only to be changed. Provides a number of benefits, ie volunteers shirts can carry on to the following year.
  - History book – is about to be printed with a distribution list of over 100 recipients. Those listed in the book will receive a gratis copy otherwise it can be purchased at a cost of \$25. Agreed DBSA would purchase 10 copies.  
Coast-to-Coast event is scheduled for 7-9 May with event information to be released soon by DBQ. A fee per boat will be charged for entry rather than per paddler. Entry fees are: \$550 – standard Adult, \$300 – small Adult, \$100 – standard Junior and \$50 – small Junior – GST inclusive. Categories will be Premier, Junior and trailing Senior 40+ and Senior 55+ and BCS in small and standard boats.
  - Level 2 Sweeps – noted brought to his attention that DBSA Level 2 Sweeps cannot sweep in State Champs and AusDBF had already decided last year that they could as this helped regional sweeps in Qld who travelled great distances to compete and they kicked up over this. He noted it was up to each individual state to decide on their rules for Sweep participation at State Championships.

## 3 ADMINISTRATION

### 3.1 Previous Meeting Minutes

MOTION: THAT the Minutes of the meeting held 13 January 2021 be accepted as a true and accurate record. Moved: K. Reid and Seconded: J. Bould CARRIED.
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Action: Marie (#1956)

### 3.2 Business Arising

Nil.

## 4 BOARD DISCUSSION/DECISION MAKING

### 4.1 Presidents' Forum 10/02/21

#### 4.1.1 Membership fee review document

Noted the document and spreadsheets had been updated and circulated to Clubs for discussion at the upcoming Presidents' Forum.

KIDS followed up Valda Cooper and advised it was a great idea and asked if they could be considered to be remote rather than regional.

### 4.2 The Stronger Communities – FYI Grant Program information

Not relevant.

### 4.3 Minister Wingard – GameOn initiative

Noted Allison Bretones attended the information session and this initiative was about partnering with another organisation on a project. Suggested perhaps Paddle SA may be suitable for this. Agreed to visit the SmartyGrants site to look into this further. Closing date is Wednesday 3 March 2021.

**Action: Julie (#1957)**

### 4.4 The Partnerships Program is NOW OPEN!

Noted.

### 4.5 State Champs – Marketing

Noted approach from Team Elite again to offer merchandising for upcoming State Champs under same arrangement as 2020 cancelled event. ACDC would manage this locally as they were the only Club to express an interest in 2020.

### 4.6 Revisit discussion of withdrawal of Club Affiliate Membership category next season

Agreed to defer until April meeting.

## 5 EVENTS & PARTICIPATION

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

Noted this event dating back to 2019 has been deferred several times for different reasons.

Agreed would be preferable to actually acknowledge volunteers at a full association function rather than just on their own as it would be more rewarding for all. This would be done most likely in May 2021 at an end-of-season function with volunteers to be invited as guests. Venue to be sourced and eligibility criteria to be set. **Action: Julie & Jen (#1958)**

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

Valda Cooper provided an update:

- An updated activity report was circulated to the Board and Officials.
- Regional Clubs are being updated monthly with assistance provided to register. BCS paddlers will register for free if they are in another event.
- Noted DAPL not participating.
- Registrations have been slow to date with only 20 individual entries received.
- Noted registration process is still problematic with individual entries and payments required.
- Event promotion is in place on DBSA website and FB page.
- Query into Council re if individuals need to all sign the waiver form or if the coach or team manager could do so on their behalf.

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

Noted follow up would be had with Vi Duong if any assistance is required and the volunteers needed.

**Action: Julie (#1959)**

### 5.4 Peter Bristow, Corporate Challenge & Sunday 31 January 2021 race day

Noted all events went well. The trophies for Peter Bristow were spectacular.

The Chief Official's report for 31 January event was read with issue of insufficient volunteers highlighted and suggestion to race 10s only on Corporate days due to length delay in loading and unloading 20s boats. Follow up to be had with AusDBF as to how they manage so many races daily during AusChamps, noting they have additional fleets. **Action: Julie (#1960)**

### 5.5 REGISTRATIONS NOW OPEN - Clubs & Sport Providers - School Holiday Sports (Friday, 9 April 2021 to Sunday 25 April 2021)

Noted event is being managed by John Holland.

## 5.6 AMG - Play Time in Perth: Entries now open

Noted event is scheduled during period of 9-16 October 2021.

## 5.7 AMG Adelaide 2023

Agreed to follow up AMG and advise of correct channel to follow to contact DBSA for future events.

**Action: Julie (#1961)**

## 5.8 Camp Quality email

Noted correspondence received from Simon Renshaw, Community Partnerships at Camp Quality keen to pursue options for a partnership arrangement for their kids and families throughout the year and to register as a partner.

Agreed to investigate options for a partnership and extend an invitation to attend the next Board meeting on Thursday 11 March. **Action: Kat (#1962)**

## 5.9 Next race day – Sun 28/2/20 – 10s over 500m

Noted BBC Plumbing is the race day sponsors and Adelaide Phoenix race coordinator.

## 5.10 State Champs – Task list – priority actions

Noted the following are priority tasks for this event:

- Security hire – quote received from In Tuto security for \$508.20 for 27 March. To be extended to the Friday 26 March. **Action: Jen (#1963)**
- Risk Management Plan – to be reviewed. **Action: Kat & Jen (#1964)**
- Letter drop.
- Medals & inserts – agreed to bundle up in bags for 20s and 10s categories prior to event with Clubs to place the inserts themselves. Superfluous medals can be returned for future use. Blade Runners offered to arrange this. **Action: Julie (#1965)**

## 5.11 Next First Aid course – date

Noted enquiry received from Sweeps Chair for when next course will be held as there are a number of Sweeps needing to update their qualification. Agreed to check with Susan Stevens (First in Sports First Aid) for suitable dates. **Action: Marie (#1966)**

## 6 CLUB / PADDLER MATTERS

### 6.1 Clearances

Nil.

### 6.2 CC – Equipment Request form – school program

Request supported. Initial training session was held indoors due to inclement weather with different stations set up (ie ergo, group paddling, warm-ups).

### 6.3 ACDC – Equipment Request form

Request supported.

### 6.4 ACDC – fees query

Noted below enquiry received from ACDC:

*Norman Voss sent me the email below requesting the registration fees which would be payable now for himself and his 2 junior daughters – They were all registered with ACDC last year but over the past 12 months they were building a house and moving in so did not have the time to participate in dragon boating.*

*When I checked the registration form it stated that only “new” registrations were eligible for the post 1<sup>st</sup> January fee. I would hope that Norman’s situation would see the post January 1<sup>st</sup> fee applicable. That is:*

*Full Metro - \$150, Junior Metro - \$74.50*

*ACDC would not charge the girls a club fee and to be consistent with others, the fee for Norman would be \$20 Please advise.*

This was considered and agreed that the current arrangement deterred a number of returned paddlers from returning to the sport.

Agreed that the following would now be in place and Clubs advised at the upcoming Presidents' Forum:

- *That anyone registering post 1 January will pay the applicable fee at that time.*  
**Action: Peter (#1967)**

Agreed to advise ACDC of approval for 1 January fee to be applied. **Action: Peter (#1968)**

#### 6.5 Insurance claim documentation – Tracey Gardiner

Noted enquiry received from V-Insurance to verify that Tracey Gardiner (Subsonix) was registered when her injury occurred. **Action: Jen (#1969)**

Noted Tracey had expressed disappointment that she had not been official contacted by DBSA as to her injury and recovery. Noted that Peter Button had enquired after her injury at recent race meetings.

#### 6.6 Cowell – new Club update

Noted email received from Cowell advising of difficulty in setting up a new Club and that to progress this they are looking at becoming members of Blue Water Raiders and work through the process with them.

They currently use a dragon boat offered by Mannum delivered in November 2020 and their priorities are:

- source a club to support us
- source some funding to enable us to purchase equipment
- source/purchase a trailer or other method of transporting boat
- train a sweep
- find permanent storage solution for the boat
- purchase paddles and life jackets

Agreed to work with Vi and follow up to assist, enquire about insurance arrangement, for a phot of the boat and to confirm they do not need use of boat stored by ACDC Desert Dragons.

**Action: Julie (#1970)**

### 7 FINANCIAL REPORT

#### 7.1 As at 31/01/21

MOTION:

TO accept financial reports for January 2021 as tabled.

Moved: J. Bould and Seconded: J. Clinch

CARRIED.

Noted Copper Coast have asked for reimbursement for recent First Aid course which was approved.

Noted enquiry received by Copper Coast from a group in Port Augusta keen to have access to a boat. They will go up and run a session on 21 March. There is a Geelong boat at The Sailing Club and one held by ACDC Desert Dragons currently.

#### 7.2 The Sailing Club finances

Bank balance at 31/01/21 = \$2,383.94.

### 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 is awaiting document conversion from Apple to Microsoft Word.

#### 8.3 BSO position status

To be discussed at next Governance meeting on Tuesday 16 February 2021.

#### 8.4 Risk Assessment Quarterly Review

Nil issues of note.

#### 8.5 DBSA Policies for review

The following policies were reviewed:

- #040 – Volunteer recognition - ratified
- #042 – Medical - ratified
- #044 – Interstate visiting paddler – ratified

**Action: Marie (#1971)**

## 9 AusDBF

### 9.1 050 – AusDBF General Update 10 – January 2020

Noted.

### 9.2 Code of Conduct – amended version

Noted discussed earlier.

### 9.3 Update - AusDBF Safety Handbook and capsized drill - DBSA

Noted the below advice received:

The AusDBF Sweep Committee are currently reviewing the Safety Handbook and relevant attachments this week. Once the Sweeps Committee have agreed to their recommendations for changes to the content. The recommendations will then go to the Board for consideration. I am hoping the sweep recommendations will be ready for the AusDBF Feb Board meeting, but that all depends on the debate and agreement within the Sweep Coordinator group.

I would hope the Board could agree to their recommendations in February, but I anticipate it may take the March Board meeting as well to finalise edition 2.

Agreed that the Board would also like to see the draft Safety Handbook to be able to provide feedback and this would be raised at the upcoming Members' meeting. **Action: Peter (1972)**

### 9.4 AusDBF capsized video drill

Noted the below advice received:

Following the Sweep Committee meeting last Friday night, Deb Whitfield (Chair) and copied into this email confirmed that due to COVID restrictions over the last few months and also the water had only just warmed up in Canberra, they hadn't been able to schedule filming of the capsized drill.

The Sweep Committee have asked would DBSA be interested in running with the project and filming the capsized drill for AusDBF. Deb Whitfield and Rob Turnbull have a create a checklist of all the points which will need to be included and highlighted in the capsized drill.

If DBSA are able to take this project on and have it completed asap that would be a fantastic help.

Could you get back to me and let me know, and I will co-ordinate with Deb/Rob to go over the checklist of what needs to be filmed/included in the revised capsized drill to go on the AusDBF website

Agreed to raise at Presidents Forum and see if any Club is interested in arranging this video.

**Action: Peter (#1973)**

### 9.5 AusDBF WH&S Hazard / Incident Notification and Investigation

Noted the Injury/Incident report has been updated and included in the AusDBF Safety Handbook and the Auroras Team Manager Handbook.

Agreed to review and advise of any amendment or feedback at the upcoming Members' meeting.

**Action: All (#1974)**

### 9.6 Sweeps Data to AusDBF – members meeting consensus

Noted the below request received:

*Melanie advised if the data is entered at State level, AusDBF does not have access at this level. The only way for AusDBF to view the sweep data is for it to be entered at the National level. The sweep accreditation is a National Accreditation organised at the State level. The Sweep Coordinators agreed this is the process they would like to see happen and asked for the recommendation to be approved by the Member States at the AusDBF AGM in November 2020. The Members unanimously voted for this to happen.*

**Action: Marie (#1975)**

### 9.7 **Pride in Sport Survey**

Noted.

### 9.8 **Communications Survey**

Circulated.

### 9.9 **RevSport User Group Minutes – 210201**

Noted AusDBF is looking into incident and injury reports submitted at the Club level to be notified to both the Member state association and AusDBF.

### 9.10 **Next Members' meeting**

Noted is scheduled for Thursday 18 February 2021.

## 10 **REPORTS**

### 10.1 **Secretary**

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

- Camp Quality – email enquiry about partnership.
- Mt Barker Football Club – event enquiry.

### 10.2 **Safety**

#### 10.2.1 **Subsonix Incident report**

Noted Council has followed up on the incident report submitted to them and was seeking a number of responses. Email to be circulated and assistance provided for a response by COB Monday. **Action: All (#1976)**

### 10.3 **Equipment**

Noted DBSA has now purchased a Concept II and Paddle Adapter for use for Aurora paddlers assessments only. Follow up to be had with Vi on location and insurance. **Action: Julie (#1977)**

### 10.4 **Maintenance**

#### 10.4.1 **Damage report – race day 31/1/21**

Noted the tail is being repaired by a contact who works at DST.

Agreed to purchase a stainless steel hose reel (\$178) with a manual rewind.

**Action: Peter (#1978)**

### 10.5 **Participation & Development**

Nil discussion.

### 10.6 **High Performance**

Nil discussion.

### 10.7 **Publicity**

Noted photos from events are added to Facebook and the website.

### 10.8 **Sweep Committee**

#### 10.8.1 **Minutes 27/10/20**

Noted.

#### 10.8.2 **Next meeting – Tuesday 9/3/21**

Noted.

#### 10.8.3 **Recommendation**

The following recommendation from the SC Chair was received:

*This then is the formal recommendation to the board.*

*That clubs, in line with the AusDBF sweep manual, be given notice that L2 will not sweep at Champs in 2022.*

*Should the manual change due to whatever pressure, we still believe that L2 sweeps should have full rating (L3, having proved themselves at regular races) before sweeping at State Champs.*

*If the board do not like that suggest that is up to them.*

This Recommendation was agreed with and would be advised at the Presidents' Forum.

**Action: Peter (#1979)**

## 10.9 RC Update

Noted information appears not to be fed back to Clubs from RC meetings so agreed to include Club Secretaries as well as the Presidents on RC correspondence.

## 10.10 Website / Facebook

Being updated accordingly.

## 10.11 PAAF & Minutes 2/2/21

Noted.

## 11 AUSCHAMPS 2022

### 11.1 Status – organising committee

Noted Mick Cahill would meet with Rowing SA on 11 February to discuss preliminary arrangements for this event. Enquiry to be made about use of their boats for the AusChamps. **Action: Mick (#1980)**

Noted the date on the AusDBF website for this event is incorrect and should actually be:

- Bump in: Sun 03-April
- Bump out: Tue 12-April

**Action: Marie (#1981)**

Agreed that the event logo designed by Jen Halman should be modified for use for State Championships and promotional use along with the Nessie logo. In addition it should be included where possible on the Team Elite design for upcoming State Champs. Follow up to be had with Jen to finalise and seek Board approval and then advise Team Elite. **Action: Kat & Marie (#1982)**

### 11.2 Council email re event

Noted would be discussed at AusChamps meeting.

### 11.3 Logo update

Agreed to ask Jen to modify the AusChamps logo for use for DBSA state Championships and future DBSA events.

### 11.4 MOU to host the 2022 AusChamps between AusDBF and DBSA

Noted AusDBF to be advised that the date of event is incorrect and to provide updated version for signing by Peter Button electronically. **Action: Marie (#1983)**

## 12 CORRESPONDENCE

The following correspondence was included in the Agenda papers and noted.

- 12.1 Infrastructure Projects - Registration of Interest
- 12.2 News and updates from the volunteering sector
- 12.3 Out: L053 - Rowing SA – response re Loreto College complaint
- 12.4 Out: L054 – Council – re boat ramp incident
- 12.5 CSC: Incident at Aquatic Reserve - Footpath/Pedestrian Path Closure - DBSA - Peter Button
- 12.6 Dragon Boat Club Events | Catering with Aussie Ripper Roasts
- 12.7 Out: Sponsorship proposal for State Champs – to West
- 12.8 Volunteering news and updates
- 12.9 School Sport SA Triathlon
- 12.10 Adelaide Open call for Volunteers
- 12.11 New training topics and dates!

## 13 SPONSORSHIP AND MARKETING OPPORTUNITIES

### 13.1 Status – State Champs

Noted sponsorship offer had been sent to Commercial & General (West) with no response received to date so would be offered to Clubs at Presidents' Forum. **Action: Peter (#1984)**

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

## 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.

### 14.3 Action List

ACTION ITEMS – 14/1/21				
NO.	ACTION	WHEN	WHO	STATUS
1930	Upload Minutes of 8 December 2020 meeting.	ASAP	Marie	Done
1931	Follow up SLSA for details of their First Aid course.	ASAP	Peter	Ongoing
1932	Send out details to Clubs re Merlin being preferred supplier of paddles and the new arrangement being offered to them. Update logo to website.	ASAP	Kat & Marie	Ongoing
1933	Respond to Council re noise complaint and to ask Max Stevens to keep announcements to a minimum (ie safety/race related).	ASAP	Peter	Done
1934	Respond to Council that they themselves had provided the signs to block off the pedestrian path.	ASAP	Peter	Done
1935	Review set up procedures for 200m Start line to ensure it states that weights must also be placed between the buoy and shoreline on the western side to ensure the rope is 1.5 metres below the surface. Respond to Rowing SA re incident with complainant.	ASAP	Peter	Done
1936	Follow up re details for Western Zone event on 5 March 2021.	ASAP	Vi	Ongoing
1937	Advise Clubs not to remove race results from plastic pockets and to approach Race Secretariat first for any issues.	RC meeting	Marie	Done
1938	Review States Task List for any action items needing to be addressed now. <ul style="list-style-type: none"> <li>Noted security is being booked.</li> </ul>	ASAP	Board	Done
1939	Purchase a replacement loudhailer from Jaycar (\$39). <ul style="list-style-type: none"> <li>Noted cost was around \$60 with another one to be purchased in due course.</li> </ul>	ASAP	Maria	Done
1940	Follow up with Cowell if they would like use of the boat being stored by Heather Graham (ACDC DD).	ASAP	Vi	Done
1941	Advise ACDC DD that they can retain the old paddles and that they would be written off by DBSA.	ASAP	Marie & Jen	Ongoing
1942	Follow up with TK1 hirer who left it outside on racks after training.	ASAP	Kat	Done
1943	Set up a <a href="mailto:finance@dragonboatsa.com">finance@dragonboatsa.com</a> email address.	Priority	Marie	Done
1944	Provide Mick with a spare laptop to convert Apple version of draft Constitution into MS word.	ASAP	Peter & Mick	Ongoing
1945	Policies to be uploaded and circulated: <ul style="list-style-type: none"> <li>001 – SunSmart – amended and ratified</li> <li>021 – Risk Management – amended and to be sent to Clubs for their input on the draft</li> <li>032 – Board secondment – amended and ratified</li> </ul>	ASAP	Marie	Done
1946	Follow up CDs incident report to establish how it actually occurred and then update report with recommendations noted.	ASAP	Kat	Ongoing
1947	Send copy of Subsonix Incident report to Council and request for a “ramp slippery” sign.	ASAP	Peter	Done
1948	Look into options for alternate chairs/stool set up for caravan.	ASAP	Maria	Ongoing
1949	Inspect damaged oar to ascertain if repairable or should be written off. <ul style="list-style-type: none"> <li>Noted was written off.</li> </ul>	ASAP	Peter & Mick	Done
1950	Purchase a replacement monitor for the Kayak pro rower.	ASAP	Vi	Ongoing
1951	Follow up SC for meeting schedule and latest Minutes.	ASAP	Marie	Done
1952	Send logo design brief for AusChamps to Mick Cahill to forward on to contact.	ASAP	Marie	Done
1953	Produce a prospectus offering: event logo on all event documentation, website, presentation involvement which would be sent to Commercial & General (West development) and then on to Clubs.	ASAP	Kat & Marie	Ongoing
1954	Schedule Governance meeting for Tuesday 16 February.	ASAP	Marie	Done
1955	Ask JH on status of broken paddle replacement and numbers of DBSA paddles left for sale. <ul style="list-style-type: none"> <li>Follow up to had on status of replacement paddle for broken one and invoice for remaining two sales.</li> </ul>	ASAP	Jennifer	Ongoing



<b>ACTION ITEMS – 8/12/20</b>				
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	Done
1882	Follow up with Tim White for him to purchase timing unit for Peter Bristow (\$47.28).	ASAP	Julie	N/A
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	Done
1906	Arrange for photos of TK1 for online bookings to be provided to Kat.	ASAP	Vi	Done
1911	Send out a reminder to Clubs re their ongoing requirement for maintenance of their assigned boat and any maintenance issues required.	After season	Marie	Ongoing
1912	Set up a Project Plan for a Working Bee to fix up any Drummers seat that needs repair and to varnish paddlers' seats.	ASAP	Mick	Ongoing
1913	Replace the block & tackle dated September 15 with one of the new ones purchased and load test. <ul style="list-style-type: none"> <li>▪ Noted new ones are longer and can't lift boats high enough so trolley needs to be modified.</li> </ul>	ASAP	Mick	Ongoing
1919	Respond to Copper Coast email re support for a DBSA/Cooper Coast Battle Dragons sponsored school program.	ASAP	Peter	Done
1921	Ask Clubs and individuals to return any restricted keys they may have (Boatshed / Scotch College) as a matter of priority noting they would be re-issued on an as needs basis.	ASAP	Kat	Ongoing
1926	Follow up Council for placement of another set of steps to assist with people traffic management.	On hold	Peter	On hold
<b>ACTION ITEMS – 11/11/20</b>				
1866	Follow up SLSA contact for indication of costs for fee for service for 'around the island'.	ASAP	Peter	Remove
1869	Collect sample of artificial turf from Allison for trial for landing of the boats.	On hold	Mick	On hold
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.	ASAP	Peter	Done
<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	N/A
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. <ul style="list-style-type: none"> <li>▪ Will print as needed.</li> </ul>	ASAP	Marie & Peter	Done
1824	Reschedule Volunteers' lunch on the River Dolphin cruise when venue is available.	When able	Julie & Kat	N/A
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"> <li>▪ Noted preference is to address issue of the actual ditch and filling this in to raise the ground height.</li> </ul>	ASAP	Peter	Ongoing
1839	Place Complete Caravan Solutions logo everywhere and make announcements of them during race day on 31 January.	31-Jan	Jennifer & Marie	Done
<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>▪ Service scheduled for 18<sup>th</sup> February.</li> </ul>	ASAP	Mick	Next week.
<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 & Jen	Ongoing
1745	Review AusDBF's Regatta Operational Guidelines to ensure procedures are being followed and produce a policy if needed.	ASAP	Maria	Ongoing

#### 14.4 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
▪ Thu 18-Feb-21	Mick & Jen	▪ Wed 03-Mar-21	TBA
▪ Wed 17-Mar-21	Peter		

#### 15 ANY OTHER BUSINESS

- Noted AusDBF COVID Marketing group is ongoing and will provide an update next on how the "Are you ready" campaign is going.
- Agreed to revisit the AusDBF Committee lists for DBSA representatives. **Action: Peter (#1985)**
- Follow up correspondence to be sent to Minister Wingard on lifting restriction of 20 only in a dragon boat. **Action: Peter (#1986)**
- Noted Council had enquired as to how many medals are to be awarded for Regional Masters Games with advice given that it should be gold, silver and bronze for any categories with three entered.

#### 16 NEXT MEETING

The next Board meeting is set for Wednesday 10 March 2021 at 6pm however is rescheduled to Thursday 11 March.

**Meeting close** – at 9:50pm.

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

President

Date: \_\_ / \_\_ / \_\_\_\_