



**MINUTES
GOVERNANCE MEETING**

Tuesday 16 February 2021 at 6pm

Maria Darby's Home and via Zoom

1 FORMALITIES

1.1 OPEN MEETING – 6pm

PRESENT:

Peter Button

Mick Cahill

Jennifer Bould

Katherine Reid

Allison Bretones

Mick Cahill

Vi Duong

1.2 APOLOGIES:

Maria Darby

1.3 DECLARATIONS OF INTEREST

None heard.

Purpose of meeting is around ways to find efficiencies in the Association.

2 GOVERNANCE

2.1 BSO position

General comments:

- The existing position description is incredibly broad and the current responsibility list exceeds a 10-12 hr per week allotment.
- Business development (i.e. growing the sport) is an obvious gap in the Association. This position promotes growth and should eventually pay for itself.
- One of the roles on the Board is Marketing and Publicity- this is an underdeveloped Portfolio at this time.
- Considering overheads, dragonboating is one of the cheapest sports to get into.
- There has been some scope increase in administration of the Association; COVID related correspondence has increased this work exponentially.
- We need to think about development of Manuals for containment and transfer of Corporate knowledge

General suggestions for efficiency:

- Putting more responsibility onto other committees to undertake their own minutes.
- Racing committee: club who is organising the next race meet provides a minute taker.
- Could we get a grant and partner with Paddle SA to fund BSO/Marketing and sponsorship role?
- Partner with a car dealership and get a car added to the Sponsorship and Marketing role.
- Welcome applications from final year marketing students at University SA.
- Changing email structures e.g. membership@dbsa email address.

Action: Ask Paddle SA if they are interested in partnering to apply for a Partnerships Grant- Alison to call Paddle SA contact to gauge interest.

Action: Jen to review itemised admin responsibilities and compare each financial year.

- General discussion regarding fees and maintenance costs.
- Group went through the BSO position description line by line, and divided responsibilities between existing Board, the administration role and the proposed BSO/marketing and sponsorship position.

3 CLOSING

3.1 Any Other Business

There has been considerable interest in sponsorship of State Championships

Action: We will have Principal Sponsor for naming rights for each day (Hearing People and Harcourts)

Future sponsorship activities:

- More developed tiered sponsorship prospectus
- Trade fair (e.g. \$300 each)
- Naming rights on a boat for the season (e.g. \$1000 per boat)

3.2 Next Meeting

TBA.

Meeting close – at 9pm.

Signed:



President

Date: xxxx