



DBSA MINUTES BOARD MEETING

Thursday 11 March 2021 at 6:00pm
At The Sailing Club and via Zoom

1 FORMALITIES

1.1 OPEN MEETING – 6:05pm

PRESENT:

Peter Button (Zoom)	Katherine Reid	Jennifer Bould (Zoom)
Mick Cahill	Allison Bretones	Valda Cooper (Zoom)
Julie Clinch	Maria Darby	Vi Duong

1.2 APOLOGIES:

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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
 - Approval sought for five unregistered juniors to compete in the State team to make up the crew as they are unable to register until they receive their next sports vouchers. Noted they would pay the race fee of \$15 which would cover their insurance. Approved.
- AusDBF
 - Noted at the end of this financial year, AusDBF will be seeking an idea of total paddler numbers in each state for the following year to arrange a blanket insurance coverage as it is too hard otherwise to arrange.
 - Official course – working with Pat Doogue on some of the Level 1 questions with some being somewhat ambiguous and they are being tidied up to ensure that they make sense. Will be a work in progress whilst resolving.
 - Requested Julie Clinch to provide list of Officials to John Holland. **Action: Julie (#1987)**
 - AusDBF Officials' caps are available to give out to those who pass the Level 1 test.
 - RevSport User Group. Noted Marie Cunningham represents DBSA on this group however requested that a Board member be involved instead as often permission is required from different state Boards to do things.
 - RevSport User Group. Noted RevSport works currently in silos and that if it worked from the top down then basic records would follow a participant everywhere. Main project is to make it more user friendly. Qld is practising lots of functions with online marshalling most likely to happen at the 2022 AusChamps and as a result many of the questions if the Level 1-3 exams will no longer be in existence. It is hoped that in the next 12 months AusDBF will have access to the entire database and there will be no need for State members to print ID cards and the access will help reduce many expenses no longer required. Paddlers will not be able to get on a Team Sheet unless registered.
 - Historical committee have produced the history book which has now been printed and that he needs to present them to those nominated recipients. He noted the book celebrated the 25th anniversary of AusChamps which has not happened yet. The Historical committee will continue to update the records, meet regularly and come up with some sort of plan to capture the information from each State member so that they are storing the same sort of information.
 - A copy of the book was then given to DBSA for their records. Peter Button noted that Peter Smith (SADA) is moving to Western Australia and that it would be a good idea to present it to him at his last race day being Sunday 14 March. Suggested should present all of the other ones on that day as well, rather than at the State Championships. **Action: Peter / John (#1988)**

- o Auroras – noted deadline for decision to enter is 31 March. David Abel is not permitted to go as he works for Defence and the feeling is that as 400 people have put up their hand, that the training should still proceed even if the team does not compete.

3 ADMINISTRATION

3.1 Previous Meeting Minutes

MOTION:
 THAT the Minutes of the meeting held 10 February 2021 be accepted as a true and accurate record.
 Moved: M. Cahill and Seconded: V. Cooper CARRIED.

Action: Marie (#1989)

3.2 Business Arising

Nil.

3.3 Governance meeting Minutes – 16/2/21

MOTION:
 THAT the Minutes of the Governance meeting held 16 February 2021 be accepted as a true and accurate record.
 Moved: M. Cahill and Seconded: V. Cooper CARRIED.

Action: Marie (#1990)

4 BOARD DISCUSSION/DECISION MAKING

4.1 Governance meeting – action items

Noted Paddle SA followed up and grant application submitted.

4.2 AGM planning

Requirements for AGM and committee elections to be discussed at next meeting.

4.3 PF follow up items

ACTION ITEMS – 26/11/20				
NO.	ACTION	DUE DATE	BY	STATUS
35	Circulate discussion paper for Clubs to advise preference for racing categories into the future and reasons for and against any change. <ul style="list-style-type: none"> Noted discussion to continue at next RC meeting. SADA have advised that if there are only x2 categories will decimate their membership. 	ASAP	Peter	Ongoing
37	Send reminder to Clubs to return (engraved) trophies by 28 February. <ul style="list-style-type: none"> Peter Button advised he has the Masters Mixed – 500m and Masters Womens 20 – 500m shields. List of trophies awarded and stocktake to be undertaken. Action: Julie (#1991) 	28-Feb	Marie	Done
38	Advise Clubs: <ul style="list-style-type: none"> That the 1 January registration fee will apply to anyone registering, irrespective if a new or returning paddler. 	ASAP	Marie	Done
39	Relocate spray bottles from office to Boatshed for trial of washing boats. <ul style="list-style-type: none"> Noted still waiting on ACDC to send details through of the mix that they use at The Sailing Club. Noted there is a fair bit being used as Clubs change over boats during training with aim being to reduce this. Preference is for Clubs to use the detergent to wash the boat at the end of a training session before putting the boat away in the shed. Procedure to be written up and placed on the inside wall and be mindful of using the detergents around asthma sufferers. Action: Peter (#1992) 	ASAP	Peter	Ongoing
40	Provide Peter with details of hospital grade disinfectant mix used at The Sailing Club.	ASAP	Sharon	Ongoing

41	Seek EOIs from Clubs or participants to be involved in the filming of a capsized video for AusDBF use as a training drill. <ul style="list-style-type: none"> Noted ACDC has offered to coordinate this video with interest expressed from ASA and a Copper Coast paddler to be involved. Action: Peter (#1993) 	ASAP	Peter	Done
42	Send out sponsorship details for State Champs to Clubs.	ASAP	Marie	Done
ACTION ITEMS – ONGOING				
2	Check the slings at Aquatic to see how readily / easily the top boats can be moved and update Policy #043 – SOP Lifting Procedure.	ASAP	Mick & Peter	Held over
33	Follow up Council to see if another set of steps can be located nearer to the caravan.	ASAP	Board	Held over

4.4 Junior Registration fee – continue to offer free for first year?

Noted need to review the fee structure in order to attract and retain junior paddlers. Agreed to first look into previous seasons as to the number of first year paddlers that continued on in the second year. **Action: Marie (#1994)**

4.5 Complaint received for Events - Dragonboat SA - February 2021

Noted the issues outlined in the email regarding excess noise and use of the PA prior to 9am were addressed at the last race day. There was noise however from someone banging the star dropper pole into the sand and some security guards were noticed hanging around at the back until about 9am which may have been from the Council.

4.6 Tarp from City of Charles Sturt

Noted the photo on the tarp was an earlier one of Black Dragons and that the email should be forwarded them to follow up with Council if interested. **Action: Marie (#1995)**

4.7 Presidents' Forum – 11/2/21

Minutes noted and Action items discussed earlier.

4.8 Merlin Paddles – offer

Noted they have since offered some items for a fundraising raffle. Agreed to follow up and accept the offer and to coordinate a raffle if time permits at the State Champs which could continue up to the end of season function where the prizes could be presented. The funds would be put towards junior development. **Action: Valda (#1996)**

Noted raffle books would need to be purchased and given out to Clubs to sell if they chose and to place on the tables at the upcoming dinner event. **Action: Maria (#1997)**

Maria Darby advised that she has two boxes of Merlin paddles which would be collected by Allison Bretones along with the wine and placed in the office at Aquatic Reserve. **Action: Allison (#1998)**

Noted Vi Duong would then take the paddles up with him to Copper Coast for upcoming school event on 26 March. **Action: Vi (#1999)**

4.9 Camp Quality

Simon Renshaw joined the meeting at this point via Zoom and introduced himself as being the Community Partnerships representative for Camp Quality. He was seeking to understand more about the sport and if there is an opportunity for a unique experience for the kids and families across the year or to register as a partner.

The response given was that this is a great initiative and DBSA is keen to help out as needed. Agreed that both parties would keep in touch and that Simon would follow up in due course.

At this point of the meeting Simon departed.

4.10 Game On – grant application status

Noted grant application has been submitted in conjunction with Paddle SA who were happy to support it for a full time Marketing, Communication & Sponsorship person for a 3-year period. Decision is expected by end of May.

Paddle SA have a Community Development person appointed half time and these additional hours could expand that person's role. They will provide 'in kind' office space and DBSA will provide a car allowance. The salary and wages will need to be looked at over the period.

4.11 Shovel Ready Submissions Update - \$3.9M Federal Funding approved!

Noted Council have put out an announcement of this funding being approved and will set up a working group. Need to have name changed from Paddle SA to a more generic one covering all water sport users "ie Aquatic precinct" and to keep an eye on the timeframe in place and to have involvement.

Agreed to send out a communique to Clubs advising them of this funding. **Action: Peter (#2000)**

5 EVENTS & PARTICIPATION

5.1 Volunteers thank you event – new date?

- Scheduled for Saturday 29 May most likely at the Glenelg Golf Club once arrangements have been confirmed as suitable.
- Band is booked.
- Noted previous agreement that one delegate per Club will be invited free and it is up to Clubs to nominate this person.
- Volunteers will be invited as guests provided they meet the eligibility criteria.

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

Valda Cooper advised:

- Latest meeting held with Council and as of Wednesday there were 120 with a possible 180 in total
- Overall event has 754 entries currently with the sport of dragon boating having 120 of those currently. Noted some other sports are struggling.
- Bulletin #1 issues to registered participants and on Council and DBSA websites and DBSA Facebook page.
- Bulletin #2 will be issued after the State Championships showing where marquees will be set up, toilets, registration bag etc.
- Future Masters – noted Jen Halman, Vi Duong and Julie Lister are working hard on this with 9 confirmed comprising one team.
- Another Senior B team will be formed.
- Most likely only be about x3 corporate teams, possibly a fourth.
- Medal presentations – offer to be made to the Mayor and Deputy Mayor to be involved.

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

Noted the March event was cancelled by the School however November event should proceed.

5.4 Race day 28/2/21 – 10s over 500m

Noted some Sweeps had expressed issue at the subsequent RC meeting on 18 March at having to all line up 50 metres behind the Start line before all going in together. Clubs agreed at the meeting however to abide by the Starter's directions.

Noted last race day that there had been several versions of the Race Draw released which proved to be problematic for Dennis Whitford to finalise the race draw in the laptop. The reasons for this were discussed and agreed that there should only be one issued on the Thursday prior, and Clubs should stick to this timeline.

Noted issue with organising Club around who should coordinate the Volunteers and Officials as BSD had contacted Tim White to be Starter and Julie Clinch had scheduled Pat Doogue. Noted Task List needed to be reviewed next season to make it clearer. **Action: Board (#2001)**

5.5 Next race day – 14/3/21

Noted.

5.6 Event – Minerals Australia Projects – Wed 24th March

Noted waiting to hear back whether this event for about 12 paddlers will proceed.

5.7 Future Masters Encouragement - we need paddlers

Discussed earlier.

5.8 Website contact – Indigenous community participation

Noted below email enquiry received:

I was looking to work on a program that has a focus on Aboriginal Men's & Women's Health, Fitness and Chronic Disease Prevention. I am already in the process of discussing options through a number of Aboriginal Health organisations to support the program. I think this would be a great direction to take as it is something different and it also exposes to healthy lifestyle initiatives and education.

Agreed this would be a good initiative and is supported with follow up to be had to explore options.

Action: Kat (#2002)

5.9 Seeking volunteers for a School Dragon Boat excursion Thursday 18th March 2021 8.30am -12noon

Noted some volunteers still being sought for this event with 120 students from Sacred Heart College. 8 x boats and 32 volunteers needed in total.

5.10 State Champs – planning / Task List

Noted Surf Life Saving SA are reluctant to commit any on water support which was felt being mainly due to reluctance to deal with such a large number of paddlers on the water at one time. Discussions to continue.

Agreed to check race categories in RevSport for State Championships to ensure that they are all in order so there is no need to change them after the RC meeting. **Action: Julie (#2003)**

Noted that there may be a shortage of medals which cannot be ascertained until teams have been entered in RevSport. This was surprising given that there were 2,700 ordered based on expected categories to be raced and 300 in stock. RevSport has been updated to reflect only 24 on the team sheet for 20s racing.

Agreed to advise Clubs of the following:

- 10s – 10 paddlers, 1 x Sweep/Drummer and 2 x reserves
- 20s – 18 paddlers, 1 x Sweep/Drummer and 4 x reserves

Action: Peter (#2004)

The Notice for Residents advising them of the event had been updated and circulated. Agreed DBSA would arrange for it to be printed and then distributed to residents. Map of the area to be printed to identify residential streets for this. **Action: Peter, Allison & Maria (#2005)**

Agreed after RC meeting to revisit the tent allocation for previous seasons to ensure that it is fair for this event. **Action: Mick (#2006)**

Noted Coffee Bean (Barb Weyers) would be present on both days to provide her usual catering and that another one was needed. Agreed to follow up with Council contact for Rotary possibility.

Action: Allison (#2007)

5.10.1 ACDC – email re State Champs

Noted request from ACDC advising that they have had a disruptive year due to Covid-19 (as have some of the other smaller Clubs) and seeking if there will be any changes to Regulations for entry into the State Championship to enable Clubs who have not been able to qualify during the 2020/21 season was considered.

It was noted that all programmed race days have been held with no cancellations and the request was denied. **Action: Kat (#2008)**

5.10.2 DBQ State Champs – Bulletin #2

Noted this had been provided by John Holland as an example for use for the State Championships. Agreed to produce something similar. **Action: Peter (#2009)**

5.11 Purchase of a DB – Mt Gambier – enquiry

Noted below enquiry received via the AusDBF contact portal:

Hello, I would like to know on how I can purchase a dragon boat and what the cost would be I live in Mount Gambier South Australia and although there is no Dragon boat racing here at the moment believe it's great opportunity for the region. Hence my inquiry.

Agreed to follow up to ascertain further details. **Action: Valda (#2010)**

Comment made if there was any interest in rotating the boats out from the Torrens Boatshed to share the wear and tear of them or move them on as had been discussed previously. Noted this needed further discussion at a later stage.

Noted the draft Team Manual had recently been upgraded and would be reviewed at the next Governance meeting.

6 CLUB / PADDLER MATTERS

6.1 Clearances

Nil.

6.2 Copper Coast – AusDBF capsized video drill input

Noted that there were two capsizes during this event, one during a race and one whilst a boat was backing out.

As a result there were several emails from individuals and Clubs who had participated in the event expressing concerns over safety issues. i.e. no First Aid Officer, incomplete First Aid kit, the course.

Agreed it was important the Board have more oversight of the event in future covering areas such as risk management, race plans, first and rescue facilities etc. A response would be sent to each thanking them for their input and that their recommendations would be passed on to ACDC who is organising the capsized video. **Action: Valda / Kat (#2011)**

6.3 ACDC – State Champs – medal inserts

Noted.

6.4 Upskilling Grant Program – CDs – Annabel Kitchin

Noted request received for DBSA endorsement of Annabel Kitchin's application to apply for AusDBF's Upskilling Grant Program for reimbursement for registration fee. Agreed to support the application. **Action: Marie (#2012)**

6.5 Goolwa Hat Regatta – Mannum Dragons email

Discussed earlier under #6.2.

6.6 ACDC – request for refund for 2 x paddlers

Agreed to provide reimbursement to ACDC for a registration oversight of two paddlers who did not end up joining sometime back. Covers Eureka Ilagan and Hannah Lea. **Action: Jen (#2013)**

6.7 Pete Smith – Life Member – relocation

In addition to presenting Peter Smith with his AusDBF 25th AusChamps Anniversary book it was agreed to arrange a Kaw Tao for him at the end of Sunday's race day and to present him with a certificate of appreciation. **Action: Kat (#2014)**

Agreed that the rest of the presentation of books would be held over to the State Championships. **Action: Peter (#2015)**

The importance of recognising people other than Life Members who have been involved in the sport for a long time was acknowledged.

Suggested that Dianne Monson and Bernice Bristow be invited along to the end-of-season dinner as guest and be presented with one of the AusDBF books.

Action: Julie (#2016)

Follow up to be had with George Galloway (Life member) to invite him along also to the dinner and present him with the book. **Action: Marie (#2017)**

6.8 ASA email re COVID check in requirements

The email enquiry from ASA seeking clarification about requirement for paddlers to log in either via the App or a register on race days was noted.

Peter Button advised that he followed this up and the only requirement is for a Club to maintain a register of attendees and agreed to send respond and include some of the screen shots from the website advising this. **Action: Peter (#2018)**

6.9 CC – Equipment request form 31/3/21

Request approved.

6.10 First Aid at Rollover at Goolwa Hat Regatta
Discussed earlier.

7 FINANCIAL REPORT

7.1 As at 28/02/21

MOTION: TO accept financial reports for February 2021 as tabled. Moved: J. Bould and Seconded: M. Darby	CARRIED.
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7.2 Insurance Quote – Concept II

Noted once it has been put together it will be stored at The Sailing Club for use for Aurora testing only and that it has been insured.

7.3 Quote – Security State Champs

Quote received and accepted for two evenings.

7.4 The Sailing Club finances

Bank balance at 28/02/21 = \$2,383.94.

8 GOVERNANCE

8.1 Strategic Plan – status

Agreed to relocate to Governance Agenda.

8.2 Draft Constitution

Agreed to relocate to Governance Agenda.

8.3 Risk Assessment Quarterly Review

Agreed to relocate to Governance Agenda.

8.4 DBSA Policies for review

The following policies were reviewed:

- #06 – Use of DBSA Assets
- #12 – Protocol for race days

Action: Marie (#2019)

9 AusDBF

9.1 AusDBF announces appointment of new Board Directors

Noted.

9.2 Members Forum Q1 – additional information

Noted.

9.3 Coast-to-Coast event

Noted.

9.4 Insurance coverage – AusDBF

Discussion held on the minimal reimbursement given to a Subsonix paddler who submitted a claim to V Insurance for out-of-pocket expenses for an incident that occurred on the boat ramp recently.

Noted that when Marsh previously provide insurance the payout for out-of-pocket expenses was much higher and that this was disappointing.

Suggested that the paddler look to recouping costs from the Council.

Agreed to let John Holland know that after an incident with an insurance claim which does not appear to have covered the person very well that DBSA is looking at other insurance.

Action: Peter (#2020)

Agreed to follow up AusDBF quote for comparison purposes on coverage for medical gaps.

Action: Jen (#2021)

9.5 AICD Governance course 29/30 May

Noted course attendees would be: Peter Button, Kat Reid, Mick Cahill and Maria Darby. Agreed to extend invitation to Deb Grant. **Action: Kat (#2022)**

9.6 Members' Quarterly meeting – 18/2/21

Noted awaiting Minutes.

9.7 Capsize Video – status

Noted ACDC are coordinating this video for AusDBF with the information already provided to them from AusDBF and a copy provide for DBSA reference.

Peter Button advised that he had notified ACDC seeking that a blend of Club uniforms be worn and to send out an ROI seeking interest from Clubs and for the project plan to be provided and would follow this up. **Action: Peter (#2023)**

9.8 AusDBF History – copies for DBSA

Discussion held again on who copies could be given to with a few suggestions put forward (Council, State Library, Glyn Chillingworth, Ron Ottaway, Dennis Whitford) and agreed to revisit this prior to the May dinner. **Action: Board (#2024)**

9.9 M-051 - EOI for 2022 IDBF CCWC Sarasota, Florida, USA

The below qualification advice was received from AusDBF on 1 March and noted that it was contrary to what had been advised previously in that it would be taken from times at Member states State Championships.

Dear Members,

Please forward to your Clubs.

Due to the interruptions caused to our 2021 AusDBF Australian Championships by COVID 19 restrictions, no qualification can be achieved.

Therefore, AusDBF have decided that qualifications for 2022 IDBF Club Crew World Championships, Sarasota Florida USA will be as follows:

1. All interested Clubs are to complete the attached [CCWC Qualification Form \(M-051\)](#) and return it to events@ausdbf.com.au no later than midnight **Tuesday, 16 March 2021**.
2. AusDBF will advise all Clubs of their qualification success **by Sunday, 21 March 2021**.
3. Should there be more than five (5) standard boats and two (2) small boats per racing class complete the CCWC Qualification Form, all concerned Clubs will be required to attend either the DBV Festival in April 2021 or the DBQ Festival in May 2021. Further details regarding this will be conveyed to the concerned Clubs directly.

Agree to raise this at the next quarterly Members' meeting that this was disappointing as not all Clubs could travel interstate to either of these events and to also respond in the interim of this.

Action: Peter (#2025)

9.10 RevSport User Group – meeting 1/3/21

Noted Minutes were circulated. Some States are going down the path of marshalling online via the use of laptops. Suggested that a presentation be given to the Board for next season should they wish to go down this path.

9.11 Are you ready to get involved?

Campaign noted.

10 REPORTS

10.1 Secretary

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

- Camp Quality – email enquiry about partnership.
- COVID 19 marketing group – circulated – Facebook frames available for use.
- Dragon Pass – being discussed and used by some State members, similar to a Come & Try arrangement.
- Email received from Pat Doogue with some updates to the Sweeps information on the website and enquiring if there is a DBSA website committee and he would be happy to be involved. Noted there was not at this stage.
- Excursion enquiries being received and forwarded on to Vi Duong.

10.2 Safety

Nil issues raised.

10.2.1 Incident Report – Hat Regatta (+ comments) – Copper Coast
Discussed and response to be sent. [Action: Kat \(#2026\)](#)

10.2.2 Incident Report – Hat Regatta – Sweep Oar – Jeremy Sanders
Discussed and follow up needed. [Action: Kat \(#2027\)](#)

Noted that Adelaide Phoenix paddler has been assisting with repairs to heads and tails. Agreed in ff season to identify if any replacements need to be purchased.

[Action: Mick \(#2028\)](#)

10.2.3 Injury Report – Hat Regatta – Andrea Coleman

Discussed noting that many did not follow the process for a roll over properly. Need to follow up to get a clear understanding from Jeremy Sanders for further clarity on what happened and if matches up that at #10.2.1.

[Action: Kat \(#2029\)](#)

10.2.4 Incident Report – Hat Regatta – Boat Roll over #2

Discussed and follow up needed. [Action: Kat \(#2030\)](#)

10.2.5 Incident Report – DAA – Sheryl Linane

Noted and form to be completed advising investigation undertaken. Club to be advised to be aware all participants are aware of a duty of care for themselves and others.

[Action: Kat \(#2031\)](#)

10.2.6 Incident Report – SADA

Report noted and Clubs to be reminded at Captains & Sweeps meeting that there is an etiquette to reversing boats from the shore and for Sweep to look behind and incoming boats to give way. [Action: Jen & Julie \(#2032\)](#)

10.3 Equipment

Noted service has been carried out on the Umpire Boat.

Noted queries being received about use of the ergo at The Sailing Club if it is available and noted that the unit has gone missing and would not be replaced at this stage.

10.4 Maintenance

10.4.1 Damage Report – SADA – broken tail

Closed out.

10.4.2 Damage Report – ACDC – trailer light

Noted issue was dealt with on the day and contact will undertake a temporary fix on Friday and do a proper weld at season end.

10.5 Participation & Development

Noted team building day early March for the Mt Barker Football Club with 33 footballers participating and enjoying it very much.

10.6 High Performance

Awaiting advice from AusDBF.

10.7 Publicity

Nil.

10.8 Sweep Committee

10.8.1 Minutes 9/3/21

Noted Julie Clinch is now the Board Liaison officer and reported as follows from this meeting:

- Suggesting that all new Officials should do the Sweep & Drummer course.
- Next course: Saturday 1 May 2021.
- First aid: Sunday 23 May 2021 – day #2 of the AusDBF Coaching course.
- Remaining meeting dates and courses have been set for 2021.

- Noted question arose re a B-Grade Club with a qualified sweep in the boat seeking dispensation to use a pool sweep which was denied.
- During off season aim will be to hold training session for inexperienced Sweeps to do some starts with other boats at the same time in support, toggle starts etc.
- Requirement for Provisional sweeps to do Race starts has been removed. They can observe only.
- National Sweeps coordinators – noted AusDBF website lists Pat Doogue, Chris Kelley and John Holland which was felt to be too many, and that Pat Doogue only should be represented.

Noted this latter bullet point was being addressed by DBSA.

10.9 RC Meeting 3/3/21 - minutes

Noted email request from Water Warriors for DBSA to review the trophy allocations and status of their condition for next season had been discussed earlier. Steve Clinch was putting together a list of those held at The Sailing Club.

Agreed to review this and come up with a strategy for next season. **Action: All (#2033)**

10.10 Website / Facebook

Noted both are being updated regularly.

10.11 PAAF & Minutes

No update.

11 AUSCHAMPS 2022

11.1 Status – organising committee

Noted AusDBF at this stage to only receive ratified Minutes and that it was too soon in the planning stage to invite them to attend meetings.

12 CORRESPONDENCE

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

- 12.1 River Torrens - water quality information
- 12.2 Vital free or low-cost training for volunteers and volunteer managers
- 12.3 FREE Club Development Training - Workshop 1: Activating Inclusion
- 12.4 Vogalonga Down Unda - Bigger and Better in 2021
- 12.5 REGISTER NOW: Club Development - Workshop 1 - Fitzroy Community Club (Monday night, 1 March 2021)
- 12.6 FW: DBSA State Championships Merchandise – 2021 status
- 12.7 OUT: DBSA Merlin Paddles Partnership Announcement
- 12.8 Re-engaging Volunteers and COVID-19
- 12.9 OUT: EMAIL - IC21-21 - Gardiner - Slip and Fall - Aquatic Reserve - Bower Road - Request for more information to DBSA President.
- 12.10 River Torrens Event Access - Notification for River Users
- 12.11 Do you know about our FREE Vitality volunteering magazine?
- 12.12 Premier's Certificate of Recognition for outstanding volunteer service - Hon Michelle Lensink MLC
 - Agreed to submit application by 26th March once suitable volunteers have been identified.**Action: Julie (#2034)**
- 12.13 West Lakes Course Closures / Restrictions, Sat 6th/ Mon 8th Mar, RowingSA / Paddle SA State Champs
- 12.14 ACC – SA Plastics Ban Effective on Mon 1 Mar 2021
- 12.15 Paddle for Prostate event – Sun 11 Apr 2-21
- 12.14 Registrations Open – Club Development – Workshop #2

13 SPONSORSHIP AND MARKETING OPPORTUNITIES

13.1 Status – State Champs

Noted that all sponsors had withdrawn their offer at late notice and that this would be visited much earlier in the season next year in preparation for the State Championships and AusChamps.

13.2 General

Nil update.

14 GENERAL BUSINESS

14.1 Assign next RC meeting reps

Noted Peter Button would Chair the meeting.

14.2 Action List

See over.

14.3 Governance meeting next – set date

Set for Wednesday 28 April 2021 at 6pm.

14.4 Board meeting dates 2021:

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

15 ANY OTHER BUSINESS

- Noted ACDC have two outstanding invoices totalling \$534 and the refund of \$173.50 for 2 x registrations would be deducted from this amount. Agreed.
- Appreciation extended by Valda Cooper to Vi Duong for going up to Wallaroo on 26 March to be part of the final day of the school children program and to present some awards and participation certificates.
- Noted Incident report received from Sue Powell with reminder to be given to be careful in future.
Action: Kat (#2035)
- Agreed to extend invitation to Debbie Grant (Adelaide Phoenix) to attend future Board meetings in preparation should she be elected to the Board and in the position of Treasurer. **Action: Kat (#2036)**
- Kat Reid advised that she would be standing down from the Board at the August AGM as she would be having a baby. Congratulations were extended.
- Allison Bretones thanked the Board for the flowers sent to her on the passing of her mother.
- Request received from Subsonix on how they are to access the office at Aquatic Reserve to turn on the radios if they don't have a key. Suggested that they ask Pat Doogue to assist.
- Follow up to be had with Chris Wood for an Incident report to be submitted for when she allegedly fell into the Port River whilst Sweeping. **Action: Kat (#2037)**
- Club of the Year – agreed to review the criteria, include a checklist and contact Sport SA if they would be willing to judge. **Action: Kat & Maria (#2038)**
- Noted the earlier request from John Holland for a Board representative to be on the RevSport User Group in lieu of Marie Cunningham was declined at this stage.

16 NEXT MEETING

The next Board meeting is set for Tuesday 13 April 2021 at 6pm at The Sailing Club and via Zoom.

Meeting close – at 11:00pm.



Signed: _____

Date: 13/4/21

President

ACTION ITEMS – 10/2/21				
NO.	ACTION	WHEN	WHO	STATUS
1956	Upload Minutes of 13 January 2021 meeting.	ASAP	Marie	Done
1957	Look at SmartyGrants website and into application process for GameOn initiative and for a possible partner to collaborate with (ie Paddle SA).	25-Feb	Julie	Done
1958	Schedule Volunteers' function as part of end-of-season function in May.	Next meeting	Julie & Jen	Ongoing
1959	Follow up Vi to assist with coordinating Western Zone event on 5 March and volunteers needed.	ASAP	Julie	Defunct
1960	Follow up AusDBF as to how they manage to schedule so many races during AusChamps. <ul style="list-style-type: none"> ▪ Noted just need to follow Tail Race plan and it depends on numbers of boats / fleets being used. 	ASAP	Julie	NFA
1961	Contact AMG and advise of correct channel to follow to contact DBSA for future events.	ASAP	Julie	Ongoing
1962	Extend an invitation to Simon Renshaw (Camp Quality) to attend next Board meeting on Thursday 11 March.	18-Feb	Kat	Done
1963	Extend security for State Champs to the Friday evening 26 March with InTuto security.	ASAP	Jen	Done
1964	Review Risk Management Plan for Ramsay Course to identify any amendments, anomalies for State Champs. <ul style="list-style-type: none"> ▪ Noted covers the entire lake and not just Ramsay Course. ▪ Suggested review the one for the 2016 DDU event. 	ASAP	Jen & Kat	Done
1965	Arrange for medals and inserts to be bagged up for 20s and 10s races for States.	Next meeting	Julie	Done
1966	Follow up Susan Stevens (First in Sport) for suitable dates for next course in March or May.	ASAP	Marie	Done
1967	Advise Clubs of change to 1 st January fee for returning paddlers: <ul style="list-style-type: none"> ▪ That anyone registering post 1 January will pay the applicable fee at that time. 	PF 11-Feb	Peter	Done
1968	Advise ACDC in response to email that 1 January fee can apply for regos for Norman Voss and children.	ASAP	Peter	Done
1969	Respond to V-Insurance that Tracey Gardiner (Subsonix) was registered at the time of her injury.	ASAP	Jen	Done
1970	Agreed to work with Vi and follow up to assist, enquire Cowell contact about insurance arrangement, for a photo of the boat and to confirm they do not need use of boat stored by ACDC Desert Dragons. <ul style="list-style-type: none"> ▪ Noted follow up had been had with Cowell who are still keen to start up their own Club and finding this difficult, will need to join BWRs in the first instance. ▪ Noted ACDC DF have loaned them a boat. Follow up to be had on status of boat etc. 	ASAP	Julie	Ongoing
1971	Upload policies: <ul style="list-style-type: none"> ▪ #040 – Volunteer recognition ▪ #042 – Medical ▪ #044 – Interstate visiting paddler 	ASAP	Marie	Done
1972	Raise at AusDBF Members' meeting that the Board would also like to provide feedback on changes made to the Safety Handbook.	18-Feb meeting	Peter	Done
1973	See if any Club is interested in filming a capsized drill for AusDBF.	PF	Peter	Done
1974	Review AusDBF's WH&S Hazard / Incident Notification and Investigation form and advise Peter of any amendments or feedback prior to Members meeting on 18-Feb. <ul style="list-style-type: none"> ▪ Noted concern if engage another insurer that this information will not need to go back to AusDBF via RevSport. ▪ Agreed prior to next quarterly Member forum to review the form and process to provide a position to AusDBF. ▪ Noted AusDBF are developing an online and accident investigation form in RevSport for use by all paddlers. 	18-Feb	ALL	Ongoing
1975	Provide AusDBF with Sweep database copy.	ASAP	Marie	Done

1976	Provide assistance to Council email seeking responses as a result of Subsonix incident (Tracey).	URGENT	ALL	Done
1977	Follow up Vi for location of Concept II and Paddle Adapter and insurance coverage with Jen.	ASAP	Julie	Done
1978	Purchase a stainless steel hose reel (\$178 – Ebay).	ASAP	Peter	Done
1979	Advise at PF: <i>That clubs, in line with the AusDBF sweep manual, be given notice that L2 will not sweep at Champs in 2022.</i>	PF 11-Feb	Peter	Done
1980	During meeting with Rowing SA enquire about use of their boats for the event. <ul style="list-style-type: none"> ▪ Noted can use their boat with own driver or Rowing SA's. ▪ Agreed would use Umpire's Boat and hire x1 Rowing SA boat noting there are sufficient licensed drivers available. ▪ Book x1 boat and find out cost. Action: Mick (#2039) 	11-Feb	Mick	Done
1981	Advise AusDBF to change AusChamps 2022 dates on website to: <ul style="list-style-type: none"> ▪ Bump in: Sun 03-April ▪ Bump out: Tue 12-April 	ASAP	Marie	Done
1982	Advise Jen Halman to finalise her state logo asap and Team Elite to hold off to include and provide design.	URGENT	Kat & Marie	Done
1983	Advise AusDBF of incorrect dates on MOU for AusChamps 2022.	ASAP	Marie	Done
1984	Advise Clubs of sponsorship offer for States - \$550 one day or \$880 both days.	PF 11-Feb	Peter	Done
1985	Review AusDBF Committee list for DBSA Reps. <ul style="list-style-type: none"> ▪ Agreed to review next Board meeting and change as needed. 	ASAP	Peter	Ongoing
1986	Contact Minister Wingard to see if he will lift restrictions in boat to 20 paddlers. <ul style="list-style-type: none"> ▪ Recommendation is two weeks out to remain with this. 	URGENT	Peter	Done
ACTION ITEMS – 14/1/21				
1931	Follow up SLSA for details of their First Aid course. <ul style="list-style-type: none"> ▪ Noted emailed Surf Life Saving this morning in response to his email about inability. 	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	Done
1936	Follow up re details for Western Zone event on 5 March 2021.	ASAP	Vi	NFA
1941	Advise ACDC DD that they can retain the old paddles and that they would be written off by DBSA. <ul style="list-style-type: none"> ▪ Noted to be done once known how many paddles are involved. 	ASAP	Marie & Jen	Done
1944	Provide Mick with a spare laptop to convert Apple version of draft Constitution into MS word.	ASAP	Peter & Mick	Ongoing
1946	Follow up CDs incident report to establish how it actually occurred and then update report with recommendations noted. <ul style="list-style-type: none"> ▪ Noted could encourage use of bum mats and when pulling on ropes to do so from a forward direction. 	ASAP	Kat	Done
1948	Look into options for alternate chairs/stool set up for caravan.	ASAP	Maria	Done
1950	Purchase a replacement monitor for the Kayak pro rower.	ASAP	Vi	Ongoing
1955	Ask JH on status of broken paddle replacement and numbers of DBSA paddles left for sale. Follow up to had on status of replacement paddle for broken one and invoice for remaining two sales. <ul style="list-style-type: none"> ▪ Noted the fourth paddle has been found and there are no paddles left. 	ASAP	Jennifer	Done
ACTION ITEMS – 8/12/20				
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 once trolley is modified.	After Season	Mick	Ongoing
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. <ul style="list-style-type: none"> ▪ Noted waiting on SADA's (Julianne) 	ASAP	Kat	Done

1926	Follow up Council for placement of another set of steps to assist with people traffic management.	On hold	Peter	Ongoing
ACTION ITEMS – 11/11/20				
1869	Collect sample of artificial turf from Allison for trial for landing of the boats.	On hold	Mick	Ongoing
1871	Locate earlier version of DBSA sponsorship levels offered and update. <ul style="list-style-type: none"> ▪ Noted 2003 version found and will be circulated to Allison. Action: Julie & Allison (#2040)	ASAP	Julie & Allison	Done
ACTION ITEMS – 13/10/20				
1835	Make a 35mm standalone base for caravan for extra height or look into filling ditch with dirt.	Season end	Peter	Ongoing
ACTION ITEMS – 3/9/20				
1808	Obtain quote from Pacific Marine for Umpire's Boat service. <ul style="list-style-type: none"> ▪ Service scheduled for 18th February. 	ASAP	Mick	Done
ACTION ITEMS – 11/8/20				
1745	Review AusDBF's Regatta Operational Guidelines to ensure procedures are being followed and produce a policy if needed. <ul style="list-style-type: none"> ▪ Noted is currently being reviewed by AusDBF. 	ASAP	All	NFA