



# DBSA MINUTES BOARD MEETING

Tuesday 13 April 2021 at 6:00pm  
At The Sailing Club and via Zoom

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## 1 FORMALITIES

### 1.1 OPEN MEETING – 6:04pm

#### PRESENT:

Peter Button	Katherine Reid	Jennifer Bould
Mick Cahill	Allison Bretones	Valda Cooper
Julie Clinch		Vi Duong

### 1.2 APOLOGIES:

Maria Darby

### 1.3 INVITED:

Deb Grant

### 1.4 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 provided the following written reports prior to the meeting:

- Junior Development
  - We are very grateful that the Board agreed to allow a number of Juniors to participate in the State Championships as social paddlers (paying the \$15 per person race fee).
  - There were 6 of these paddlers and they all thoroughly enjoyed their experience. These kids have only been to four training sessions, as Dragonmites have been struggling to get back into participation post Covid shutdown.
  - We have had 5 of our members sign up again but have lost another 6 who have not rejoined and at this stage will not be coming back.
  - The parents of the new participants are keen to sign up but I am concerned that the fees after July 1st will be a stumbling block particularly for one family (Eric and Erica Yang) who are from Korea and only have their mother in Australia. Kim Yang has 3 children and although keen to get the kids into our sport, finances are tight. ACDC are happy to waive membership fees for this group and we are asking DBSA if the group can treat 2021-22 as their first year. The other Juniors who are already registered and any who decide to return to our sport will of course be expected to pay full fees. We do have several other junior prospects which I expect to sign up for the next paddling year.
  - Our aim is to get a standard Junior boat entered in AusChamps in Adelaide – there will never be a better opportunity to establish a larger junior group as they will not have to travel to compete and the costs to parents will be minimal compared to an interstate AusChamps.
  - There are 6 definite possibilities for next year and I am hopeful of luring 3 of our former members back to the sport which will see us well on the way to field a standard boat (Subsonix also have a couple of juniors who have signed on to the Dragonmites app).

The Board considered the request to waive the membership fees for this group and agreed under special circumstances. **Action: Marie (#2041)**

- City of Charles Sturt School Holiday Programs
  - There are 2 of these sessions coming up and we have the majority of our current Juniors coming out to help – sessions are on 13<sup>th</sup> and 20<sup>th</sup> April. Our current juniors will be trying to encourage the participants at these sessions to join us to boost our numbers.

- AusDBF
  1. IDBF is currently planning its 30<sup>th</sup> Anniversary celebrations and will be producing a commemorative book – the AusDBF Historical Committee through Barbara Clarkson, condensed our history to around 2 pages for inclusion in the book.
  2. We met last Saturday with IDBF to review the progress on the Nations Championships planned for Hong Kong in November. They are proceeding with plans and have set the end of July as the deadline to either confirm or cancel the event.  
The Americans have the same problem as Australia in that both governments are not permitting travel to China which of course includes Hong Kong. The AusDBF Board will be discussing how we approach this at our next meeting.
  3. The AICD Governance course is almost filled and we will offer any vacant positions to potential committee members.
  4. The Safety Manual is still under review and is proving a bigger than expected task – the plan is to keep it as simple as possible and produce it in a logical sequence – currently there are different aspects noted in multiple areas within the manual. AusDBF has set aside a budget to produce the capsize video and we are currently waiting on advice from a production company. (this needs to happen soon before the water is too cold)
  5. The Code of Conduct is nearing completion with all the different roles within the sport covered in the one policy.

### 3 ADMINISTRATION

#### 3.1 Previous Meeting Minutes

MOTION:  
 THAT the Minutes of the meeting held 11 March 2021 be accepted as a true and accurate record.  
 Item 5.2 – Future Masters – amend Julie Clinch to Julie Lister.  
 MOVED: M. Cahill and SECONDED: A. BRETONES CARRIED.

**Action: Marie (#2042)**

#### 3.2 Business Arising

Nil.

### 4 BOARD DISCUSSION/DECISION MAKING

#### 4.1 AGM planning

The committee renomination status was discussed with Valda Cooper advising she will be relocating to Darwin in June and standing down. Allison Bretones advised she would not be renominating.

Invitation to be extended to Robyne Jarvis (BSD) to attend the next Board meeting as an Observer.

**Action: Vi (#2043)**

#### 4.2 Council email – noise complaint #2

Meeting to be arranged next month with Council (Kristy) to discuss issues and AusChamps planning.

**Action: Peter & Allison (#2044)**

#### 4.3 Club of the Year award – status

Noted has been circulated to Clubs.

#### 4.4 Chief Official Race Day template

Noted at last RC meeting that the question was asked as to what the purpose was of using this template as it was felt any issues should be raised and dealt with on the day. It was also felt that it should be non-punitive. Agreed to ask the committee what they actually want from it and if it is needed as has only been recently introduced.

Noted a complaint was passed on to an official during the State Championships which did not get passed on to the Race Secretariat as was expected. This will be followed up separately. It was noted that not all Clubs are aware of the Race Secretariat role on a race day.

#### 4.5 Risk Assessment – Ramsay Course

Noted the document was quite comprehensive and feedback would be sought at the next meeting.

**Action: All (#2045)**

#### 4.6 Support - Provide First Aid courses

Noted SLSA have offered a 20% discount for their First Aid course offered regularly at Surf Central in West Beach as follows:

- \$136 – Provide First Aid
- \$ 44 – CPR

Noted this is comparable to the current provider and could be used as needed as an alternate provider.

#### 4.7 Club of the Year awards

Discussed earlier.

#### 4.8 Dragon Boat Club Interest – Port Augusta

Noted there is strong interest from a group in Port Augusta to start up a Club and a copy of the draft Club manual has been provided to them by Valda Cooper who is liaising with them along with Julie Clinch. They will be advised of the upcoming Masters Games event and follow up will be had afterwards.

#### 4.9 Revisit of withdrawal of Club Affiliate membership fee

As part of a review of the Constitution it was noted that this registration fee was no longer needed as it was not actually included within it and Club Volunteers are covered under DBSA insurance policies.

MOTION:

THAT the registration category of Club Affiliate membership will be removed.

MOVED: J. CLINCH and Seconded: V. COOPER

CARRIED.

Action: Marie (#2046)

#### 4.10 Registration fees 2022/23

Noted fees for 2022/23 season will be set at the upcoming AGM.

The proposed changes being put forward by Valda Cooper for a reduction in regional registration fees would be discussed again at the upcoming May Presidents' Forum. The intention is if they are agreed upon by Clubs to put them to the vote at the AGM to take effect in the 2022/23 season.

It was noted that any agreed change in fees would be too late to take effect for the 2021/22 season as these fees were set at the 2020 AGM. It had been agreed that there would be no increase due to COVID-19 impact on Clubs.

#### 4.11 Junior fee – renewal chart

The chart comparing junior registrations over the various seasons from 2017/18 onwards was reviewed. It was noted there has been a decline in registrations which was concerning.

Discussion held on options to address this decline.

MOTION:

THAT Vi Duong establish a school program under the P&D portfolio with a vision for students to compete at the State Championships and AusChamps.

MOVED: M. CAHILL and Seconded: J. BOULD

CARRIED.

Action: Vi (#2047)

A focus will be placed on reducing the costs for Juniors and a raffle will be held with the items donated by Merlin for this purpose.

### 5 EVENTS & PARTICIPATION

#### 5.1 Volunteers thank you event – Sat 29 May

Event is scheduled for the Glenelg Golf Club and will also be an Awards evening.

The order of proceedings was discussed with recognition pins (ie 5 year, 10 year) to be awarded to qualifying volunteers first followed by the trophies from the State Championships. Certificates of recognition will also be given to The Groove Brothers and Soul Sister will be the band and \$3 from each ticket will go towards Junior Development.

Clubs will be invited to nominate one person to attend gratis and some free or reduced price tickets will be offered to volunteers and officials depending on their participation throughout the season.

Agreed that shields would all presented for the State Championships rather than trophies going forward. **Action: Julie (#2048)**

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

Valda Cooper provided an update noting there were a record 284 registrations.

A radio interview is scheduled for Friday meeting on ABC Country to promote the event and another later that day on another station.

## **5.3 State Championships**

Noted the event went very well with positive feedback received from several individuals.

Agreed that instead of the Board having an annual Christmas dinner and cutting short the December meeting to do this on the same evening, that a separate dinner should be held. The timing would be after the State Championships as an end-of-season celebration. This would allow the Board to focus fully on the December meeting and not cut short the time devoted to it.

Dinner to be held on Monday 31 May 2021. **Action: Julie (#2049)**

Noted there were delays during the event due to backing up by some teams and the Policy will be revisited to look at changing the order of categories throughout the day. This would be dependent on what the RC agrees on for categories to be raced next season. **Action: Julie (#2050)**

## **5.4 Re: School excursion**

Noted awaiting further details for an October event.

## **5.5 AMG Perth – Update**

Noted.

## **5.6 Next RC meeting**

Scheduled for Thursday 6 May 2021.

Agreed to set the date for the Cooper Coast Marina Challenge for Saturday 6 November as accommodation is scarce and some regional Clubs are seeking confirmation so they can book.

## **5.7 Course status – Sat 1/5/21 – Sweep & Drummer Course**

Noted there are 13 registered for this course.

## **5.8 Course status – Sun 23/5/21 – First Aid**

Noted there are 19 registered for this course.

## **5.9 Course status – Sat 22 & Sun 23-May – AusDBF Level 1 Coaching**

Noted there are 5 registered for this course with a number of forms yet to be received.

## **5.10 Vogalonga – 5 weeks to go**

Noted.

## **6 CLUB / PADDLER MATTERS**

### **6.1 Clearances**

Clearance application received and granted as follows for the 2021/22 season:

- Peter Hotere – Black Sea Dragons to ACDC Desert Dragons

**Action: Marie (#2051)**

### **6.2 Email ACDC – re exemption from B-Grade team**

Noted.

### **6.3 ACDC re DBSA Ergo Machine (x2) – plus invoice**

Vi to follow up.

### **6.4 CDs - New Ruling for Sweeps at State Championships - 28th March 2021**

Noted Coorong Dragons withdrew from competing at this event despite several phone calls after the email was received offering support on the day.

Noted the Sweep Committee is looking to hold some mock race days for Sweeps to practice under different conditions with a toggle start.

Noted uncertainty with some regional Clubs in knowing their B-Grade team can compete on all race days so race program will be changed to include this.

**6.5 ACDC email re Request for exemption**

Noted request was denied.

**6.6 Waiwilta email re Paddlers returning from injury**

Email request was considered and supported noted that they have since renewed their membership.

**6.7 Email Tim White re Come & Try status**

Noted Tim White was advised he could have four free paddles only returning from injury and that he has advised he will now be seeking a clearance.

**6.8 ACDC re DBSA Caravan pack up status**

Appreciation extended to John Holland for providing the photos of how the caravan should be packed up on race completion and these will be used in the manual for the caravan.

**6.9 ASA email re lunch catering for Sweep & Drummer course**

Request to cover the cost of lunch for this course in a similar fashion to providing catering at the Presidents' Forums was considered. Noted it differed as one was in appreciation of the Presidents contribution to the sport. Agreed to revisit this next course and add on this cost for the course registration. **Action: Marie (#2052)**

**6.10 WWs – Premiers' information request**

Noted this query was responded to by AusDBF as the original email was sent to them.

**6.11 Email from GRD re Penang Boat**

Agreed response to email from Jeremy Sanders re the status of the "Penang" boat sitting on their boat ramp was discussed. Agreed that it could be loaned to the community for the 'wooden boat festival' and the Vogalonga event.

With respect to the long-term status of the trailer under a lease agreement for a further 12 months' a decision has not yet been reached. **Action: Marie (#2053)**

**6.12 Email Mary-Ann Holt – re available BBQ for Aquatic Reserve**

Email enquiry received from Mary-Ann Holt if DBSA was keen to have a BBQ that had been offered to ASA for use by all Clubs at Aquatic. This was considered and noted that there was already a BBQ there and no room for any further equipment. **Action: Marie (#2054)**

**6.13 Email from Mary-Alice Swan re State Champs (KIDS)**

Email of appreciation for the event was noted.

**6.14 Email from SADA re Wallaroo Marina Challenge dates**

Agreed to set date for Saturday 13 November to allow Clubs to book accommodation as it was starting to become limited. **Action: Valda (#2055)**

**6.15 Email from Pat Doogue re AusDBF response to article in DS news**

Noted response is that the Board is actively working towards an amicable solution in the interest of the demographics of the association. **Action: Marie (#2056)**

**6.16 Email from Pat Doogue re AusDBF response to article in DS news**

Noted forms received from ACDC for use of boats and equipment for CSC School Holiday program on 13 & 20 April were approved. **Action: Marie (#2057)**

**6.17 Copper Coast – Sweep & Drummer Course**

Noted Sweep committee will be conducting this course in Wallaroo on Saturday 5 June with invitations extended to other regional Clubs to attend.

## 7 FINANCIAL REPORT

### 7.1 As at 31/03/21

**MOTION:**

TO accept financial reports for March 2021 as tabled.

Moved: J. Clinch and Seconded: A. Bretones

CARRIED.

Query was received from two Clubs after State Champs enquiring about the race fee of \$17.50 being charged as they were not aware there was a different fee from during the season. In response noted it should have actually been \$15 (plus GST) = \$16.50 so a refund was made to some Clubs who paid their invoice early. This higher fee is charged to cover the cost for the hire of the course and additional expenses for the 2-day event and had been charged in previous years but it appears not recently. Clubs will be advised at upcoming RC meeting and Presidents' Forum. **Action: Marie (#2058)**

### 7.2 The Sailing Club finances

Bank balance at 31/03/21 = \$2,383.94.

## 8 GOVERNANCE

### 8.1 DBSA Policies for review

The following policies were reviewed:

- #26 – New Paddler allocation – ratified
- #31 – AusDBF Junior Paddler protection - ratified

**Action: Marie (#2059)**

## 9 AusDBF

### 9.1 Review AusDBF Committee List for DBSA Reps

The website list was reviewed and agreed to advise AusDBF to make the following changes:

- ROMP: Julie Clinch and Jennifer Bould

Letter of appreciation to be sent to John Holland and Chris Wood for taking on these roles previously.

**Action: Peter (#2060)**

### 9.2 EOI for Athletes Commission - closes 28 March

Noted.

### 9.3 AusDBF Education and Upskill Grant

Noted and that Annabel Kitchin (Coorong Dragons) had applied for this grant funding to cover the cost of the Coaching course.

### 9.4 National Code of Behaviour

Noted no objections to this new version to cover everybody in the sport.

### 9.5 revSPORT - Events Calendar

Noted.

### 9.6 National Race Officials Re-accreditation for 2021-2022

Noted.

### 9.7 Level 1 Coaching Course 2020 – results

Noted results received from John Holland for the previous course held.

### 9.8 AusDBF History book – email from JH re distribution

Noted John Holland presented several of these to SA recipients at the last race day.

A copy would be given to Di Monson and Bernice Bristow at a special occasion as they are unable to attend the end-of-season dinner.

The copy for Mick Burridge would be held for the time being and it was proving difficult to contact George Galloway.

**9.9 Jon Taylor Memorial Award**

Noted circulated to Clubs.

**9.10 AusDBF Update #11 - March 2021**

Noted circulated to Clubs.

**9.11 Coast to Coast Dragon Boat Festival**

Noted circulated to Clubs.

**9.12 AusDBF Diversity & Inclusion Membership Survey**

Noted circulated to Clubs.

**9.13 AusChamps – response to article in Dragon Sport News**

Noted.

**9.14 EOI for 2021 Auroras Divisional Coaches**

Noted circulated to Clubs.

**9.15 Rule Query - Jacky Smith**

Noted.

**9.16 RevSport User Group Minutes – 29/3/21**

Noted.

DBVIC offer an annual subscription from the actual joining date with payments made online.

This was considered with the preference being to maintain the status quo.

**9.17 Immediate Feedback Required - Coast to Coast Dragon Boat Festival 7-9 May**

Noted was circulated to Clubs to provide their feedback.

**10 REPORTS**

**10.1 Secretary**

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

- The Dragon Pass option of free paddling and racing for a month being offered by some States would be a focus going forward. Noted DBVIC offer this and it is proving to be successful for them.
- Noted could be offered by DBSA with own parameters set for its use.
- The online booking system for the single craft is working well and proving popular.

**10.2 Safety**

**10.2.1 Incident Report – 210318 – School volunteer**

An update was given by Vi Duong who was present at the time of the incident. Agreed to follow up on completion of the second part of the form. **Action: Kat (#2061)**

A sign in sheet has been introduced for corporate paddlers to complete and provide emergency contact details should an incident arise.

**10.3 Equipment**

Follow up to be had with ACDC Desert Dragons on the number of paddles they have to write off so the books can be adjusted and to let them know options are being sought for the boat held there. **Action: Marie (#2062)**

Suggested that the boat stored at Naracoorte could go to Mount Gambier once they are up and running and the spare one at The Sailing Club could go to Port Augusta.

**10.4 Maintenance**

Appreciation is extended to John Holland for arranging for the repair of the dolly at Aquatic Reserve and to the Club who tidied up the boatshed recently.

Noted the gantry trolley has been measured for the block and tackle maintenance job.

A working bee will be held to rotate the boats from The Sailing Club to Aquatic Reserve.

## 10.5 Participation & Development

The Girl Guides 3-day event will be held at Barmera from 5-7 October with over 200 participants. Volunteer assistance as needed will be sought prior.

## 10.6 High Performance

Noted still waiting to hear on the Auroras competing overseas.

Agreed to seek EOIs for separate State Coaches for each category for the upcoming season.

**Action: Vi (#2062)**

## 10.7 Publicity

### 10.7.1 Wallaroo Primary School newspaper article

Noted the program went very well with a lot of mileage from it however it is reliant on support from the parents. It was expected to be requested again.

## 10.8 Sweep Committee

### 10.8.1 Minutes 9/3/21

Julie Clinch advised that she would instruct the Drummer component of the course and also the use of the 2-way radio for all.

## 10.9 Website / Facebook

Noted is being updated regularly.

## 11 AUSCHAMPS 2022

### 11.1 Status – organising committee

Noted meeting is scheduled for the following evening with AusDBF invited to attend.

### 11.2 AusDBF email re AusChamps logos & MOU change

Noted AusDBF seeking to see DBSA version of the logo for State Championships which will be done after it is chosen at this meeting.

AusDBF had submitted a slight change to the MOU which was reviewed and endorsed.

## 12 CORRESPONDENCE

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

12.1 Announcing new Independent Chair of the Volunteering Strategy for SA Partnership Board

12.2 OUT: M006 – Aquatic Upgrade

- Received good positive feedback from this announcement. Construction to commence in October.

12.3 Construction Notification - New Lighting Aquatic Reserve

12.4 CSC: NOMINATIONS OPEN - 2021 City of Charles Sturt Sports Awards!!!

12.5 AMG: Perth

12.6 Have you signed up to the rebel Community Givebacks program yet?

12.7 SLSA – response re Support

12.8 Noise Complaint received for Events - Dragonboat SA

12.9 Vogalonga – 8 weeks to go

12.10 Course restrictions Saturday 20th, Sunday 21st. HoR/Triathlon, START PONTOON SHIFT

12.11 Training for Volunteer Managers

12.12 Fairmont Homes have just announced a GRASSROOTS funding Initiative to assist junior sporting clubs (up to \$3K)

12.13 Paddle SA re Aquatic Reserve – speaker control power box

12.14 Paddle SA re Aquatic Reserve – toilet cleaning

12.15 Paddle 4 Prostate

12.16 PBTR Magazine and new Manager

12.17 Clean Life opportunities - Local Sporting Clubs

12.18 Active Inclusion - Workshop 2 - hosted by Woodville South Sports & Community Club (Monday, 29 March 2021)

12.19 Sports SA – Sports Connect

12.20 REMINDER | River closed Thursday 24th March for Riverside regatta

12.21 Personal Accident insurance quote

- Noted third party insurer suggested contact V-Insurance as they do not offer this. V-Insurance advice was to seek permission from AusDBF in the first instance for a separate policy to be maintained and that they would not cover out of pocket expenses anyway.

12.22 NOMINATIONS OPEN - 2021 City of Charles Sturt Sports Awards!!!



- 12.23 ACC – Alternative Grant Funding Opportunity
- 12.24 Free Webinar - Good Sports
- 12.25 National Volunteer Week (17-23 May 2021) will launch in Adelaide with a Volunteer Parade
- 12.26 Your COVID-Safe Plan - 31 March 2021 is attached - Receipt number 9619950
- 12.27 We're on board with Paddle SA - Our new event Partner
- 12.28 Aquatic Reserve – Fire extinguisher check
- 12.29 Member survey, National Volunteer Week and more...
- 12.30 UPDATE - NOMINATE TODAY - 2021 City of Charles Sturt Sports Awards!!!
- 12.31 JUDGES CONFIRMED - 2021 City of Charles Sturt Sports Awards!!!

**13 SPONSORSHIP AND MARKETING OPPORTUNITIES**

**13.1 Status**

Agreed to revisit this in October to allow sufficient time before the State Championships.

**14 GENERAL BUSINESS**

**14.1 Assign next RC meeting reps**

Peter Button will Chair the first meeting for the season.

**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:**

▪ 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
▪ Wed 18-Aug	AGM & Presidents' Forum		

**15 ANY OTHER BUSINESS**

- Valda Cooper advised of significant issues with the Masters Games registration process this year via RevSport along with the need for Sport SA to liaise with DBSA for the timing of any future events to avoid any conflicts. Agreed to follow up with Sport SA. **Action: Valda (#2063)**
- An information folder has been produced for the games for future use.
- Agreed early bird registration fee would apply from 1 June. **Action: Marie (#2064)**
- Noted the Torrens boat lease is due for renewal later this year and DBSA would consult with Clubs prior to check their proposed usage of the venue before making any decision.
- Agreed at RC meeting to discuss using Scullers Reserve due to number of noise complaints being received at the Council. **Action: Marie (#2065)**
- Noted ACDC was the only Club to advise of any medal inserts required.

**16 NEXT MEETING**

The next Board meeting is set Thursday 13 May 2021 at 6pm at The Sailing Club and via Zoom with the Presidents' Forum scheduled for Wednesday 12 May at 8pm.

**Meeting close** – at 10:10pm.



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

Date: 13/5/21

President

ACTION ITEMS – 10/2/21				
NO.	ACTION	WHEN	WHO	STATUS
1987	Provide list of Officials to John.	ASAP	Julie	Done
1988	Arrange to present Pete Smith with AusDBF History book at Sunday's race day and for a Kaw Tao at race end.	14-Mar	Peter & John	Done
1989	Upload Minutes of Board meeting held 10 February.	ASAP	Marie	Done
1990	Upload Minutes of Governance meeting held 16 February	ASAP	Marie	Done
1991	Undertake stocktake of State Champs trophies and maintain a list of them and which ones are to be awarded. Establish a database.	B4 States	Julie	Ongoing
1992	Write up another procedure for use of detergents / spray bottles when washing down the boats.	ASAP	Peter	Ongoing
1993	Advise ACDC that ASA and a Copper Coast paddler have expressed interest in being involved in the capsized video.	ASAP	Peter	Done
1994	Produce report into number of first year paddlers that renewed the following year for the past few seasons.	Next meeting	Marie	Done
1995	Send photo of Council tarp with BDs image on it to BSD to follow up.	ASAP	Marie	Done
1996	Follow up Merlin paddles on fundraising raffle prize offer.	ASAP	Valda	Done
1997	Purchase some raffle books for State Champs / Dinner for Merlin prizes. <ul style="list-style-type: none"> <li>Agreed to sell at Reginal Masters Games at \$1 a ticket and to split the prizes being offered.</li> </ul>	State Champs	Maria	
1998	Collect Merlin paddles and wine from Maria's place and take to the office at Aquatic.	B4 14-Mar race day	Allison	Done
1999	Take Merlin paddles up to Copper Coast for event on 26 March.	26-Mar	Vi	Done
2000	Send out communique to Clubs re Shovel Ready Submission Federal funding.	ASAP	Peter	Done
2001	Next season review Task List overall and to better assign Volunteers and Officials.	July	Board	Ongoing
2002	Follow up Indigenous Community Participation email contact and explore possibilities. <ul style="list-style-type: none"> <li>Noted waited on response to approach made.</li> </ul>	ASAP	Kat	Ongoing
2003	Check RevSport categories for States to make sure all is in order.	19-Mar	Julie	Done
2004	Advise Clubs of State team compositions as follows: <ul style="list-style-type: none"> <li>10s – 10 paddlers, 1 x Sweep/Drummer and 2 x reserves</li> <li>20s – 18 paddlers, 1 x Sweep/Drummer and 4 x reserves</li> </ul>	15-Mar	Peter	Done
2005	Print off Notice for Residents, map of the residential area near the course and distribute to residents before event.	19-Mar	Peter, Allison, Maria	Done
2006	Update site mud map for States after RC meeting once Clubs entering is known.	17-Mar	Mick	Done
2007	Follow up Council contact to see if his Rotary Club can do catering for State Champs.	17-Mar	Allison	Done
2008	Respond to ACDC email advising that Board has denied their request for consideration to change the Regulations for entry into the State Champs.	ASAP	Kat	Done
2009	Produce Bulletin for State Champs. <ul style="list-style-type: none"> <li>Appreciation extended to John Holland for providing sample bulletin for modification.</li> </ul>	15-Mar	Peter	Done
2010	Follow up enquiry from Mt Gambier to ascertain further detail.	ASAP	Valda & Julie	Done
2011	Write back to those Clubs and Participants expressing safety concerns after the Hat Regatta, distill any recommendations and forward to ACDC for consideration when producing the capsized video for AusDBF.	17-Mar	Valda & Kat	Done
2012	Advise Annabel Kitchin of DBSA support for her application to AusDBF's Upskilling Grant Program for reimbursement for AusDBF Level 1 Coaching Course scheduled 22-23 May.	ASAP	Marie	Done

2013	Advise ACDC that reimbursement will be given for registration of Eureka Illagan and Hannah Lea who never ended up joining and arrange.	ASAP	Jen	Done
2014	Print up a certificate of appreciation for Pete Smith to be presented after the Kaw Tao on Sunday's race day.	B4 Sunday	Kat	Done
2015	Advise John that presentation of 25 <sup>th</sup> AusChamps Anniversary book (other than Pete Smith's) will be held over to State Champs.	ASAP	Peter	Done
2016	Invite Di Monson and Bernice Bristow to the end-of-season dinner and to present them with their books. ▪ Noted are unavailable with separate catch up to be held.	ASAP	Julie	Done
2017	Follow up George Galloway (Life Member) to present him with his book and invite him to the dinner. ▪ Noted is proving difficult to contact.	ASAP	Marie	Ongoing
2018	Send to all Clubs advice of requirement to only have paddlers recorded on a register on race days rather than having to check in via the App or manually and include the related screen shots. ▪ Noted if registered with Club only need to put their names down as already have their contact details.	ASAP	Peter	Ongoing
2019	Upload Policies: #06 – Use of DBSA Assets #12 – Protocol for race days	ASAP	Marie	Done
2020	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 options.	Priority	Peter	Done
2021	Follow up AusDBF quote for comparison purposes on coverage for medical gaps.	ASAP	Jennifer	Ongoing
2022	Invite Deb Grant to see if she is willing to do the AusDBF AICD Governance course on 29 & 30 May. ▪ The response was affirmative.	ASAP	Kat	Done
2023	Follow up ACDC on status of capsized video and that a blend of Club uniforms will be worn, an ROI to be sent out and project plan to be provided. ▪ Noted ACDC are waiting on quote for film production.	Priority	Peter	Ongoing
2024	Revisit allocation of AusDBF History books. ▪ Agreed to include one copy in to the raffle.	B4 May dinner	ALL	Ongoing
2025	Advise AusDBF that their email advice re qualifying for 2022 IDBF CCWC differs from that previously advised which is disappointing.	Priority	Peter	Ongoing
2026	Respond to Incident Report #10.2.1 from Copper Coast.	ASAP	Kat	Done
2027	Follow up Jeremy Sander's Incident report re the broken Sweep oar at the Hat regatta.	ASAP	Kat	Ongoing
2028	Identify maintenance plan for heads and tails during off season and if any need to be purchased prior to AusChamps.	Off season	Mick	Ongoing
2029	Follow up Jeremy Sanders (#10.2.3) to get clear understanding of how roll over occurred in relation to incident report from Andrea Coleman or further clarity on what happened and if matches up that at #10.2.1.	ASAP	Kat	Ongoing
2030	Follow up incident report #10.2.4 for boat roll over.	ASAP	Kat	Ongoing
2031	Respond to DAA Sheryl Lane's Incident report – re duty of care etc.	ASAP	Kat	Ongoing
2032	Remind at C&S meeting of reversing etiquette.	14-Mar race day	Jen & Julie	Done
2033	Develop strategy for the trophy and shields allocation / status etc.	Next season	All	Done
2034	Identify suitable volunteers for Premier's Certificate of Recognition for outstanding volunteer service and submit. - Noted being recognised by DBSA	26-Mar	Julie	With drawn
2035	Respond to Incident report from Sue Powell to be more careful in future.	ASAP	Kat	Ongoing
2036	Invite Deb Grant to attend future Board meetings.	ASAP	Kat	Done
2037	Withdrawn.	ASAP	Kat	N/A
2038	Club of the Year award – review criteria, set checklist, contact Sport SA to see if they will judge.	Priority	Kat & Maria	Ongoing
2039	Book Rowing SA boat for State Champs for both days and advise cost.	19-Mar	Mick	Done

2040	Produce a Sponsorship proposal with different levels and check 2003 version for suitability.	ASAP	Julie & Allison	Ongoing
<b>ACTION ITEMS – 10/2/21</b>				
1958	Schedule Volunteers' function as part of end-of-season function in May.	Next meeting	Julie & Jen	Done
1961	Contact AMG and advise of correct channel to follow to contact DBSA for future events.	ASAP	Julie	Ongoing
1964	Review Risk Plan for DDU (Worlds) event and produce one for Ramsay Course or update current version.	ASAP	Kat	Done
1970	Follow up Cowell for photos of boat, status and assist to form as a new Club, Sweeps etc.	ASAP	Vi & Julie	Ongoing
1974	Review AusDBF's WH&S Hazard / Incident Notification and Investigation form and advise of a position prior to May Member meeting.	01-May	Maria & Pete	Ongoing
<b>ACTION ITEMS – 14/1/21</b>				
1931	Follow up SLSA for details of their First Aid course.	ASAP	Peter	Done
1941	Advise ACDC DD that they can retain the old paddles and that they would be written off by DBSA and to let Jen know how many are involved.	ASAP	Marie & Jen	Duplicated
1944	Provide Mick with a spare laptop to convert Apple version of draft Constitution into MS word.	ASAP	Peter & Mick	Ongoing
1950	Purchase a replacement monitor for the Kayak pro rower.	When can find	Vi	Ongoing
<b>ACTION ITEMS – 8/12/20</b>				
1911	Send out a reminder to Clubs re their ongoing requirement for maintenance of their assigned boat and any maintenance issues	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.	After season	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
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>				
1869	Collect sample of artificial turf from Allison for trial for landing of the boats.	On hold	Mick	Ongoing
<b>ACTION ITEMS – 13/10/20</b>				
1835	Make a 35mm standalone base for caravan for extra height or look into other option to increase ground height by filling ditch with dirt.	ASAP	Peter	Ongoing