



**DBSA MINUTES
BOARD MEETING**

**Thursday 13 May 2021 at 6:00pm
At The Sailing Club and via Zoom**

1 FORMALITIES

1.1 OPEN MEETING – 6:04pm

PRESENT:

Peter Button	Valda Cooper	Jennifer Bould (Z)
Mick Cahill	Maria Darby	Vi Duong (Z)
Julie Clinch		

1.2 APOLOGIES:

Allison Bretones	Katherine Reid
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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 joined the meeting part way through to provide his report:

- Junior Development
 - Keen for Clubs with Juniors to have them join the Dragonmites team and in particular enter a 20s team in the upcoming AusChamps event. ACDC has 12 and there are 2 from Subsonix interested.
 - There are another 7 registered with various Clubs who would hopefully join.
 - Cassidy Burns (former junior) is undertaking the upcoming Level 1 Coaching course and he was keen for him to take start looking after the Junior crew and will be mentored in this role.
 - Hope is for DBSA to encourage these juniors to paddle with the Dragonmites team and races will be scheduled throughout the season.

Peter Button advised that the funds raised from the Merlin Paddles fundraiser will go towards Junior Development.

- AusDBF
 - An update was provided on the status of Dragons Abreast Australia (DAA) with a meeting held today with the current Chair noting they are looking to dissolve and come in under AusDBF. They are keen not lose their identify.
 - AusChamps – update was given on the quote for the procurement of Peishing boats with the reduced cost being around \$8,300 per boat (including freight, exchange rate, GST etc). Each boat used in the event (old or new) would be leased out at a \$1,000 each reducing the purchase cost. This would provide the ideal opportunity to replace the total fleet at Aquatic with the next generation boats in excellent condition.
- OzAsia
 - Reminder given to provide contact details of OzAsia contact to Peter Button to follow up to discuss the upcoming event scheduled for 21 October – 7 November.

3 ADMINISTRATION

3.1 Previous Meeting Minutes

MOTION:
THAT the Minutes of the meeting held 13 April 2021 be accepted as a true and accurate record.
MOVED: J. BOULD and SECONDED: J. CLINCH CARRIED.

Action: Marie (#2066)

3.2 Previous Meeting Minutes

MOTION: THAT the Minutes of the Governance meeting held 28 April 2021 be accepted as a true and accurate record.
MOVED: M. CAHILL and SECONDED: J. BOULD CARRIED.

Action: Marie (#2066)

3.3 Business Arising

Nil.

3.4 Action List

Reviewed at end of the meeting.

3.5 Resignation – Valda Cooper

The resignation tendered by Valda Cooper as at 31 May 2021 was accepted.

Appreciation was extended for her endeavours on the Board and in particular the sponsorship arrangement with Merlin Paddles and the complex review of the membership fee structure.

4 BOARD DISCUSSION/DECISION MAKING

4.1 AGM planning

Noted venue for this event would now be the Angle Park Training Centre.

The nomination form and Agenda were reviewed to ensure all is in order before circulation.

4.2 Rowing SA – Season Race Program – confirmation

Noted race program has been set for the 2021/22 season and will be provided to Rowing SA for inclusion in the user list for this season to the Council.

4.3 Governance meeting – Draft Constitution (final review)

After following up legal contact, Maria Darby advised that he is retiring and that Sport SA have a panel of solicitors available along with PhD (Law) students could review the Constitution. Noted however that a lawyer should be available to present the revised Constitution to the members.

A further week was given to review the document before following up Sport SA. **Action: All (#2068)**

4.4 RC meeting 6/5/21 – follow up

The following Action items were discussed:

1. Incentives to encourage Regional teams to participate more locally.

Different alternatives were discussed however noted it would be difficult to get some of them to compete regardless of what was being offered as it depended on their personal circumstances at the time.

Agreed there would be no monetary offer given and that the presentation of a shield / trophy would be difficult as some teams belonged to metropolitan Clubs and raced Sports, not B-Grade.

Agreed to consult with the Clubs and ask them what incentive they would need to participate and if there was a preferred date on the calendar for them to attend. **Action: Valda (#2069)**

2. Hat regatta – EOI

EOI to be sent to regional Clubs with support to facilitate to be offered by DBSA.

Action: Kat / Marie (#2070)

3. OzAsia event – follow up for dates

Noted OzAsia contact would be followed up once John Holland provided contact details.

Action: Peter (#2071)

4. Volunteers' management discussion

Noted discussion on this held at Presidents' Forum with most understandable of the situation.

5. Chief Official's report – brief bullet point summary etc.

Agreed a brief bullet point summary only would be required at his stage by the Chief Official.

6. Contact DIT re PFD exemption

Mention made of canoeists on the lake at night without lights. Will be followed up with DIT along with there being any possibility for an exemption extension for wearing of PFDs after 1 July.

7. Boat rotation – status

Noted would be arranged throughout the season.

8. Copper Coast – Qualifying event
Noted feedback received after the PF confirmed that the event had previously been made a qualifying event and would continue to be going forward.

4.5 West Lakes Aquatic Reserve – Concept Options

Maria Darby provided an update on the recent meeting attended by Allison Bretones, the Council, Paddle SA and other interested users to discuss the two versions of the concept plan.

Feedback was given by all parties on issues with the plan and in particular for internal access to toilets and changerooms.

Of note was that Paddle SA would remain as the primary leaseholder and were seeking as many revenue options as possible.

4.6 Club of the Year Awards – status

Noted there was one application from a regional Club and three from metropolitan Clubs.

Follow up to be had with Sport SA for them to form a panel and select the winner with Julie Clinch being appointed to assist them in this process. Applications and judging sheet to be provided to Julie Clinch to liaise with Sport SA to arrange as a priority. **Action: Maria, Julie, Marie (#2071)**

4.7 Email from DBACT re Constitution ideas

Noted below request received:

Hi State and AusDBF Colleagues

DBACT has begun planning for a review of our Constitution, and we are preparing a simple survey at club level in the ACT, to gather local ideas and wishes to feed our review.

I am hoping that we might also learn from your experiences or ideas about what worked or did not in your State. If you are prepared to share a copy of your constitution, for reading by DBACT

Committee, and/or make any comments, we would welcome them! We plan to put thoughts together by 22 May.

Response to be given that DBSA is not in a position to share the current Constitution as it is out of date and is currently being overhauled. **Action: Mick (#2072)**

4.8 FW: IDBF HALL OF FAME - Nominations (Australia)

An "in camera" discussion was held on this Agenda item.

4.9 PF – discussion re review of 'After AusChamps fee' to reduce further

Noted there were no objections raised to the proposed fee structure for discussion prior to the members for voting upon at the AGM.

Some Clubs raised issue of the high participant registration fee after the AusChamps which was deterring potential new paddlers from joining along with previous paddlers rejoining at that stage until the new season. It had been requested that the Board review this.

Noted that this could not be changed at this late stage for the 2021/21 season however could be done so for the 2022/23 season fees as this would be voted upon at the upcoming AGM.

As part of this review, the fee spreadsheet was recalculated to reduce the post AusChamps fee to become 25% of the Full rate fee. The spreadsheet would be updated accordingly to apply a correction factor and the recommendation tweaked as a result.

Consideration was then given as to whether there should be a fee increase recommended for the 2021/22 season noting there was no increase applied for the 2020/21 season.

Agreed to put forward recommendation that a 2% increase be applied overall to the membership fees for the various categories for the 2022/23 season.

Action is for the spreadsheet to be recalculated accordingly and circulated to the Board for review before putting to the membership at the AGM. **Action: Valda (#2073)**

4.10 Officials and Volunteers sign out – Regional Masters Games – Valda Cooper

Noted.

5 EVENTS & PARTICIPATION

5.1 Volunteers & Awards celebrations – Sat 29 May

Noted there are currently 96 attendees registered and plaques and shields are being made ready for presentation.

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

Noted event was an overwhelming success.

5.2.1 Incident Report #1 – Karen Davies

Noted incident when backing up from the finish line rocks with another team connecting with their tail and lifting it high and it eventually righted itself.

Noted reminder is given at every Captains' & Sweeps' meeting for Sweeps to be aware of their surroundings.

5.2.2 Incident Report #2 – Susan Mattschoss

Noted medical issue with medical care and advice given by Dr Vi Duong on the spot. He recommended if the issue were to arise again to be referred to hospital.

5.2.3 Incident Report #3 – Valda Cooper report

Altercation between two paddlers which was addressed at the time. Situation was monitored throughout the remainder of the day.

5.3 Tatiara Regional Masters Games – 7-11 April 2022 – DBSA support availability

The conflict of dates was discussed noted because of AusChamps it would be difficult to loan any boats, equipment or volunteers / officials. Decision needed to be made as soon as possible whether to be involved in organising the event so that Sport SA and the event organisers could be advised.

Noted there might be some interest still from some regional and metro Clubs who would not be competing during the entire AusChamps event and also from local interstate Clubs.

Agreed the event would not proceed unless someone other than DBSA took on the role of coordinating the event. Boats could only be provided if DBSA were to purchase more for the AusChamps but may be able to be sourced from local interstate clubs. The timing equipment could be used.

Agreed to seek registrations of interest from the membership if there was anyone keen to take on the coordination of this event and to contact Sport SA to let them know this was being done and an update would be provided by the end of June. **Action: Marie (#2074a) & Valda (#2074b)**

The event folder was provided by Valda Cooper for DBSA to retain for future events along with a USB of the electronic files.

5.4 RMG – Budget & Merlin Raffle

Noted the raffle prizes are located in the caravan with attendees to each be given three tickets on arrival.

5.5 Course – Sat 1/5/21 – Sweep & Drummer Course

Noted there were 15 in attendance.

5.6 Course status – Sun 23/5/21 – First Aid

Noted there are 19 registered with one spot remaining.

5.7 Course status – Sat 22 & Sun 23-May – AusDBF Level 1 Coaching

Noted there are 19 registered with one place remaining.

6 CLUB / PADDLER MATTERS

6.1 Clearances

Clearance application received and granted as follows:

- Tim White – BSD to DBSA – 2020/21
- Sheryl Linane – DAA to BSD – 2020/21
- Maxine Timbs & Rob Bowen – VDs to Subsonix – 2021/22

Action: Marie (#2075)

6.2 Waiwilita Marshalls

Noted reminder given at the Presidents' Forum on COVID-19 requirements for a Marshall during events and a Safe Officer during training.

6.3 DBSA Board contact re race committee delegates query

Noted following email received from Victor Dragons was discussed at the Presidents' Forum:

“As background we have two members who have requested and been given permission to transfer to another club (Subsonix). However they intend to remain as associates of our club. They wish to continue to support the club in all ways except racing. Can they a. Still be a coach in our club b. Be our delegates to race Committee?”

The response given was that they could still Coach their Club and the Board would consider whether they could continue to be their race delegates.

The Race Committee Charter was then reviewed and noted there was nothing impeding this.

Action: Marie (#2076)

6.4 Cowell dragon boating email

Noted Cowell had provided a photo of the dragon boat that they will be using and an update. They are currently trying to source money to get a jinker/trolley/trailer made and have sourced some life jackets and next will be trying to find some paddles.

6.5 Query interstate paddler

Noted the process for any interstate paddler joining a local Club was the same and they would need to seek a clearance first. **Action: Marie (#2077)**

7 FINANCIAL REPORT

7.1 As at 30/4/21

MOTION:

TO accept financial reports for April 2021 as tabled.

Moved: J. CLINCH and Seconded: M. DARBY

CARRIED.

Noted as part of insurance renewal for 2021/22, V Insurance's renewal paperwork had been sent to all Clubs to update their assets. There has been no response yet re the enquiry for a separate stand-alone policy to provide extra benefits for paddlers that current policy does not cover adequately (ie personal expenses).

An invoice was submitted to the Copper Coast Council for the amount of \$9,285 (GST incl) for the Regional Masters Games.

7.2 The Sailing Club finances

Bank balance at 30/4/21 = \$3,348.33.

7.3 ORS&R – Submission: SRSP439 – Acquittal form due

Noted report has been updated to include correct figures and reviewed policies updated over the last 12 months. A copy of the P&L needs to be updated and final submission to happen at the end of the month. **Action: Jennifer & Marie (#2077)**

8 GOVERNANCE

8.1 DBSA Policies for review

The following policy was ratified:

- #21 – Risk Management

Action: Marie (#2078)

9 AusDBF

9.1 AusDBF Education and Upskill Grant

Noted. Coorong Dragons paddler applied for this for the upcoming Level 1 Coaching course and the application was supported by DBSA and forwarded to AusDBF.

9.2 Jon Taylor Memorial Award

Noted.

- 9.3 ANCAS Level 1 & 2 Coaching Administration Procedures**
Noted.
- 9.4 National Code of Behaviour**
Noted.
- 9.5 ANCAS – accreditation details – website**
Noted.
- 9.6 AusDBF Athletes Commission - Introducing new members**
Noted.
- 9.7 AusDBF – release of new policies**
Noted that when next review related DBSA polices can refer back to AusDBF version and include a link where applicable.
- 9.8 RevSport User Group meeting Minutes – 26/421**
Noted.
- 9.9 M-0056 – AusDBF Participation Levy 2021/22 fy**
Noted there would be no increase applied.
- 10 REPORTS**
- 10.1 Secretary**
Nil report.
- 10.2 Safety**
- 10.2.1 Incident Report – PBs – Pam Thompson**
Noted tripping incident with first aid applied. No further action.
- 10.3 Equipment**
A laminated flip chart for the setting up of the caravan will be produced along with the pre-start instructions to relocate the caravan for events and to set it up and pack it down.
Action: Maria & Mick (#2079)

Noted caravan needs a good clean out and new tubs purchased.
- 10.4 Maintenance**
Complaint received re female showers has been resolved with washers being replaced.

Mobile Fleet have been booked to undertake service of trailers and caravan.
- 10.5 Participation & Development**
Nil report.
- 10.6 High Performance**
Noted Auroras participation in Hong Kong was unlikely to proceed.

Advertisement for coaches for the various State Team positions is being finalised.
- 10.7 Publicity**
Noted local publicity for the Regional Masters Games in media and on the radio.
- 10.8 Sweep Committee**
Noted meetings are proceeding well.
- 10.9 Website / Facebook**
Ongoing.
- 10.10 PAAF**
Nil report.
- 11 AUSCHAMPS 2022**
- 11.1 Status**
Noted organising meetings are being held on a regular basis.

12 CORRESPONDENCE

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

- 12.1 NOW ONLINE ONLY - Workshop 3 – Marketing and Communications for clubs (19 April 2021)
- 12.2 Claim by Holly Barnes against Dragon Boat SA and DDU - Finalised [GC-INLIB.FID195259]
 - Agreed to pay the excess invoice.
- 12.3 OUT: L057 – Programmed Electrical Technologies
 - Noted invitation would be extended to attend upcoming end-of-season dinner.
- 12.4 BREAKING VOGALONGA NEWS ...
- 12.5 URGENT REMINDER: Good Sports
- 12.6 Have you registered to take part in our Volunteer Parade and BBQ during National Volunteer Week
- 12.7 Do you have your Bunnings Powerpass account yet...?
- 12.8 Welcome to the Vogalonga Down Unda 2021
- 12.9 Vogalonga - Why so soon?
- 12.10 Inaugural Vogalonga Down Unda video featuring dragon boats
- 12.11 Last Chance to REGISTER - Stakeholder Engagement - Active Inclusion (Workshop 4)
- 12.12 Last call for Registrations for Vogalonga Down Unda 2021
- 12.13 National Volunteer Week 17-23 May 2021
- 12.14 New club websites from revolutioniseSPORT
- 12.15 Email complaint re DB on Sunday
 - Noted mention of this incident was raised at Presidents' Forum.
- 12.16 FREE CLUB TRAINING - Club Website & Social Media - Monday night, May 17 (Semaphore SLSC)
- 12.17 West Lakes Course Closures / Restrictions, Sunday 16th May - STARTING PONTOON SHIFT FROM 2000m START TO 1000m START

13 SPONSORSHIP AND MARKETING OPPORTUNITIES

13.1 Status

Noted would be seeking sponsorship in October 2021 for the State Champs.

14 GENERAL BUSINESS

14.1 Assign next RC meeting reps

Noted Mick Cahill would be standard Board rep and Peter Button would attend the planning meeting in July and first RC meeting.

Agreed to provide Sandy Douglas with the Task List to review first. **Action: Marie (#2080)**

14.2 Action List

Reviewed below.

14.3 Governance meeting next – set date

Set for Thursday 8 July 2021 at 7pm.

14.4 Meeting dates 2021/22:

Meetings changes / bookings as follows:

- Tue 06-Jul Board meeting is now Thu 15-Jul
- Wed 14-Jul RC planning meeting is new date

Board meetings:

▪ Tue 08-Jun	Board	▪ Tue 12-Oct	Board
▪ Thu 15-Jul	Board	▪ Wed 10-Nov	Board
▪ Wed 11-Aug	Board	▪ Thu 11-Nov	Presidents' Forum
▪ Wed 18-Aug	AGM & Presidents' Forum	▪ Wed 08-Dec	Board
▪ Wed 08-Sep	Board		

RC meetings:

▪ Wed 14-Jul	▪ Tue 02-Nov	▪ Thu 06-Jan	▪ Wed 23-Feb
▪ Tue 31-Aug	▪ Thu 18-Nov	▪ Tue 18-Jan	▪ Tue 15-Mar
▪ Wed 06-Oct	▪ Wed 01-Dec	▪ Thu 10-Feb	▪

15 ANY OTHER BUSINESS

- Request received from Victor Dragons for access to Boatshed at Aquatic to allow Nobles to look at the gantry and hoist used to assist with design for their own. **Action: Mick (#2081)**

- Noted importance of lobbying Council before the current lease expires on the Boatshed for DBSA to be included also going forward. Contact details of appropriate person to approach to be provided.

- **Action: Allison (#2082)**

16 NEXT MEETING

The next Board meeting is set Tuesday 8 June 2021 at 6pm at The Sailing Club and via Zoom.

Meeting close – at 9:45pm.



Signed: _____

Date: 8 June 2021

President

ACTION ITEMS – 14/4/21				
NO.	ACTION	WHEN	WHO	STATUS
2041	Advise ACDC of waiver of membership fees for juniors (x3) as requested under special circumstances.	ASAP	Marie	Done
2042	Upload Minutes of 11 March meeting once amended.	ASAP	Marie	Done
2043	Invite Robyn Jarvis (BSD) to attend next Board meeting – 13 May as an Observer. ▪ Follow up for June meeting.	June meeting	Vi	Ongoing
2044	Arrange meeting with Council (Kristy) to discuss noise issues and AusChamps planning. ▪ Noted was a good meeting with Council keen to remain in contact for AusChamps planning. ▪ Control measures being put in place for noise control were discussed with assurance given not to use tent pegs before 9am.	Priority	Peter & Allison	Done
2045	Review the Risk Assessment Template document and provide feedback at next meeting. ▪ Moved to Governance Agenda.	May meeting	ALL	Withdrawn
2046	Advise Clubs that the Club Affiliate Registration category has been withdrawn.	ASAP	Marie	Done
2047	Establish a school program under the P&D portfolio with a vision for students to compete at the States and Nationals.	Priority	Vi	Ongoing
2048	Arrange for shields to be presented at the dinner on 29 May for the State Champs and maintain a register of shields and trophies held.	B4 29-May	Julie	Done
2049	Schedule end-of-season Board dinner at the Palais for Monday 31 May 2021.	ASAP	Julie	Done
2050	After RC meeting with decision to be made on categories to be raced going forward, review respective Policy around race order for categories to avoid backing up causing delays. ▪ Position paper to be produced for RC planning meeting.	After RC meeting	Julie	Ongoing
2051	Advise ACDC of clearance approval for Peter Hotere from BSD to ACDC Desert Dragons.	ASAP	Marie	Done
2052	Advise Mary-Ann Holt that the Board will revisit provision of lunch for those attending the Sweep & Drummer course next time around.	ASAP	Marie	Done
2053	Respond to Jeremy Sanders that a decision has not yet been reached on the long term status of the trailer under lease by ACDC.	ASAP	Marie	Done
2054	Thank MA Holt for offer of use of a BBQ at Aquatic but note there is no room for it and is already one there.	ASAP	Marie	Done
2055	Advise Mary-Alice Swan of Sat 13-Nov being the date for the Wallaroo Marina Challenge.	ASAP	Valda	Done
2056	Thank Pat Doogue for his email re the AusDBF response to article is DS news and advise that the Board is actively working towards an amicable solution in the interest of the demographics of the association.	ASAP	Marie	Done
2057	Advise ACDC of approval to use boats and equipment for upcoming CSC School Holiday program on 13&20 April.	ASAP	Marie	Done
2058	Inform Clubs at RC and PF of \$15 (plus GST) fee for State Champs to cover cost of course hire and 2-day event.	RC meeting	Marie	Done
2059	Upload Policies: #26 – new paddler allocation #31 – AusDBF Junior Paddle protection	ASAP	Marie	Done

2060	Advise AusDBF of the revised ROMP mentors.	ASAP	Peter	Ongoing
2061	Advise ACDC DD that an update on the boat being stored there will be given shortly and for them to advise of the number of paddles that are being written off.	ASAP	Marie	Done
2062	Seek EOIs for State Coaching positions.	ASAP	Vi	Ongoing
2063	Follow up Sport SA to raise issue of difficulty with RevSport registration process for Regional Masters Games causing so much angst and for Sport SA to contact DBSA for any timing of future events to avoid any conflicts.	ASAP	Valda	Done
2064	Advise Clubs of early-bird fee from 1 June and advise AusDBF of this first to set up in RevSport.	ASAP	Marie	Done
2065	Place on RC Agenda discussion on using Scullers also to avoid receiving noise complaints at Aquatic.	Next RC Agenda	Marie	Done
ACTION ITEMS – 10/2/21				
1992	Write up another procedure for use of detergents / spray bottles when washing down the boats.	ASAP	Peter	Ongoing
1997	Purchase some raffle books for tickets for Merlin prizes at Regional Masters Games and take up.	Masters Games	Valda & Peter	Done
2001	Next season review Task List overall and to better assign Volunteers and Officials. ▪ Noted Task List is being given first to Sandy Douglas and then RC committee.	July	Board	Withdrawn
2002	Follow up Indigenous Community Participation email contact and explore possibilities.	ASAP	Kat	Ongoing
2017	Follow up George Galloway (Life Member) to present him with his book and invite him to the dinner. ▪ Noted is proving difficult to locate him.	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.	ASAP	Peter	Ongoing
2021	Follow up AusDBF quote for comparison purposes on coverage for medical gaps.	ASAP	Jennifer	Ongoing
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 trying to source someone a filming company.	Priority	Peter	Ongoing
2024	Revisit allocation of AusDBF History books. ▪ Books to be given to: Dennis Whitford, Ron Ottoway, Glyn Chillingworth, Di Monson and Bernice Bristow	B4 May dinner	ALL	Done
2025	Advise AusDBF that their email advice re qualifying for 2022 IDBF CCWC differs from that previously advised which is disappointing.	Priority	Peter	Withdrawn
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. ▪ Noted is dependent if new boats are bought for this event and decision to be made at June Board meeting. ▪ Repairs are being done by Peter Lister and Valerian Kuznetsov.	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. ▪ Noted brand new ones have been sourced for each category and when any new category is raced at the State Champs.	Next season	All	Done
2035	Respond to Incident report from Sue Powell to be more careful in future.	ASAP	Kat	Ongoing
2040	Produce a Sponsorship proposal with different levels and check 2003 version for suitability.	ASAP	Julie & Allison	Ongoing
ACTION ITEMS – 10/2/21				
1961	Contact AMG and advise of correct channel to follow to contact DBSA for future events.	ASAP	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	Ongoing

ACTION ITEMS – 14/1/21				
1944	Provide Mick with a spare laptop to convert Apple version of draft Constitution into MS word.	ASAP	Peter & Mick	Done
1950	Purchase a replacement monitor for the Kayak pro rower.	When can find	Vi	Ongoing
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	Done
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	Done
1913	Replace the block & tackle dated September 15 with one of the new ones purchased and load test once trolley is modified. <ul style="list-style-type: none"> ▪ Noted small engineering job is required as part of this. 	After season	Mick & Peter	Ongoing
1926	Follow up Council for placement of another set of steps to assist with people traffic management.	On hold	Peter	Onh old
ACTION ITEMS – 11/11/20				
1869	Collect sample of artificial turf from Allison for trial for landing of the boats.	On hold	Mick	With-drawn
ACTION ITEMS – 13/10/20				
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.	On hold	Peter	Ongoing