



**MINUTES
GOVERNANCE MEETING**

Tuesday 20 July 2021 at 6pm

Via Zoom

1 FORMALITIES

1.1 OPEN MEETING – 6:30pm

PRESENT:

Peter Button

Mick Cahill

Kat Reid

Jennifer Bould

Maria Darby

Allison Bretones

1.2 APOLOGIES:

Julie Clinch

Vi Duong

1.3 DECLARATIONS OF INTEREST

- Standard acknowledgement to declare any conflicts of interest with any issue as they arise.

2 CARRY OVER FROM AusCHAMPS MEETING – 15/7/21

2.1 Sponsorship – Jennifer Halman status

- Noted Jennifer Halman is looking to head to America and given heavy work schedule is happy to hand over this role to someone else willing to take it on.
- Agreed to follow up with her to ascertain the situation. **Action: Peter (#8)**
- Agreed to contact “Marz” from Subsonix to see if she would be interested in taking on this role. **Action: Maria (#9)**

2.2 Sponsorship document – review

- The document was reviewed with the following amendments to be advised to Jen H:
 - Page 1 – place AusDBF event logo on front page
 - Page 2 – “AM Ramsey Regatta Course” to “A.M. Ramsay Regatta Course”
 - Page 2 – “six days” to “five days”
 - Page 2 – “Dragon boating is the world’s” to “Dragon boating is one of the world’s”
 - Page 2 – “four packages” to “three packages”
 - Page 3 – remove “6-day event”
 - Page 5 – note there is 1 x Gold, 3 x Silver and 5 x Bronze packages on page
 - Page 6 – change email to: info@dragonboatsa.com
 - Page 6 – change phone number to: 0409 144 122

Action: Peter (#10)

2.3 Following up of sponsors on boats – plan

- Noted reminder to contact Pat Doogue about boat sponsorship arrangement for last event with Telstra Goodwood and Apia. This is an Action item on the AusChamps Action List.

2.4 Follow up West Beach Parks for promotional code

- Agreed to follow up Narelle for a link for bookings and any promo code. **Action: Marie (#11)**

2.5 Follow up Quest apartments for any discount offer

- Agreed to follow up Quest and Semaphore Caravan Park for any accommodation offers.

Action: Marie (#12)

2.6 Update event briefing type presentation to be given at Members' meeting (Q3)

- Noted need to be in a position at this meeting to provide an update on event status (ie sponsorship, accommodation). **Action: Marie (#13)**

3 CARRY OVER FROM BOARD MEETING – 15/7/21

3.1 Policies for review

- **07 – Participant Clearance Procedure**
 - The Policy was reviewed with amendments to be made and provided to Secretariat for circulation. **Action: Mick (#13)**
- **28 – State Championships – Qualifying Regulation – carried over**
 - The Policy was reviewed with minor amendment made to remove the third bullet point and adopted. **Action: Marie (#14)**
- **38 – Annual Skills – Capsize and Swim Testing – carried over**
 - The Policy was reviewed with amendments to be made removing any reference to life jackets and a directive sent to Clubs reminding them of annual requirement to undertake capsize drill, 50m swim and tread water. **Action: Peter (#15)**
- **46 – Safe Transport**
 - The Policy was reviewed with amendments made and to be recirculated for further feedback / adoption. **Action: Marie (#16)**
- **21 – Risk Management Register**
 - Updated with Covid reference on each tab.

3.2 Draft Sponsorship Package 2021/22

- The document was reviewed, amendments to be made and copy provided to Secretariat for converting to a flyer in Publisher. **Action: Mick (#17)**
- Provide Secretariat with sample sponsorship flyer for modification. **Action: Marie (#18)**

4 PREVIOUS MEETING

4.1 Minutes – (reminder only)

- Noted.

4.2 Action List 8/7/21

ACTION ITEMS – MEETING 28/4/21				
NO.	ACTION	REQUIRED BY	WHO	STATUS
1	Review draft Constitution and advise of any changes or endorsement at Board meeting.	Ongoing	ALL	On hold
2	Follow up contact at Tindall Gask Bentley to ascertain if in a position to review the Constitution and provide a legal opinion. <ul style="list-style-type: none">▪ Noted advice received was to go back to Sport SA for details of their lawyer or contact the lawyers used by DBSA previously.	12-May	Maria	Done
3	Review Team Manual using Tracked Changes and send to Marie to arrange version control.	31-May	Julie	Ongoing
4	Review Risk Register document – West Lakes Risk Assessment Tab and advise Maria if any changes required.	Jun Aus Champs mtg	ALL	Done
5	Review Member Protection Policy by July Governance meeting.	Ongoing	ALL	Done
6	Circulate revised Race Charter with RC Agenda papers.	29-Apr	Marie	Done
7	Maria to ask Allison to follow up Sport SA for 2 x panellists for Club of the Year award selection panel.	08-May	Allison	Done

5 GOVERNANCE

5.1 Review of the Associations Act 1985

- Noted related to accountability of Directors and no need to incorporate into draft constitution.

5.2 Draft Constitution – review

5.2.1 From Board meeting 14/7/21 Action List:

Update Constitution to incorporate “removal of a Board member” and update Member Protection Policy

- On hold until after AusChamps.

5.3 ByLaws – Rules – discussion

- Noted on hold until Constitution is finalised.

5.4 Team Manual – review

- Noted on hold for now.

5.5 Life membership – review

- On hold until Constitution is finalised.

5.6 Annual Board Governance checklist

- On hold until after AusChamps.

5.7 DBSA Member Protection Policy #036

- Noted Mick Cahill had discussion with John Holland (AusDBF) that the AusDBF Policy is not necessarily relevant to SA and DBSA would be adopting own policy to meet SA legislation otherwise it may prove difficult to enforce. AusDBF will look into this.
- Agreed to provide the blurb to update reference etc. to child abuse. **Action: Maria (#19)**
- Noted CSEC form lodged back in 2020 would be updated and a Child Safe policy produced. **Action: Maria (#20)**

5.8 Strategy to be discussed to assist regional Clubs with provision of coaching and governance type opportunities for them

- Discussion on hold.

6 ADMINISTRATION

6.1 Charters – discussion

- Next one to be reviewed will be the Sweep Committee Charter.

7 CLOSING

7.1 Any Other Business

- Nil.

7.2 Next meeting

- TBA.

8 MEETING CLOSE

- Meeting closed at 8:30pm.



Signed: _____

President

Date: 4/8/21