



**DBSA MINUTES
BOARD MEETING**

**Wednesday 4 August 2021 at 6:30pm
At The Sailing Club and via Zoom**

1 FORMALITIES

1.1 OPEN MEETING – 6:04pm

PRESENT:

Peter Button	Maria Darby	Jennifer Bould
Mick Cahill	Allison Bretones	Vi Duong
Julie Clinch	Katherine Reid	

1.2 APOLOGIES:

1.3 DECLARATIONS OF INTEREST

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

2 REPORT – John Holland

Nil report.

3 ADMINISTRATION

3.1 Previous Meeting Minutes

MOTION:
THAT the Minutes of the meeting held 15 July 2021 be accepted as a true and accurate record.
MOVED: J. CLINCH and SECONDED: M. CAHILL CARRIED.

Action: Marie (#2142)

3.2 Minutes – Governance – 20/7/21

MOTION:
THAT the Minutes of the Governance meeting held 20 July be accepted as a true and accurate record.
MOVED: J. BOULD and SECONDED: J. CLINCH CARRIED.

Action: Marie (#2142)

3.3 Business Arising

Nil.

3.4 Action List

Reviewed at end of the meeting.

4 BOARD DISCUSSION/DECISION MAKING

4.1 AGM planning

Agreed Clubs and Life Members to be advised that nominations were received from Christine Wood, Julie Lister, Steve Clinch, Mary-Ann Holt and Deb Grant. Mick Cahill and Maria Darby would be restanding which would mean that a vote would need to be taken as there were only six positions vacant. The voting process to be followed would be:

1. Allison Bretones was appointed as the Returning Officer and has drawn names randomly from a hat for the candidate name order on the voting form.
2. Voting form to be sent to Clubs and Life members listing all 7 candidates with the below voting details:
 - i. Clubs and Life members to submit one form only.
 - ii. Clubs to indicate on form who their nominated representative will be.
 - iii. Club representatives and Life Members attending in person will be required to complete nomination form when voting is declared open.
 - iv. Club representatives and Life members attending via Zoom will be required to complete nomination form when voting is declared open, to take a photo of completed form and send image to the Returning Officer's mobile.

- v. Votes are to be recorded on the form by indicating the numbers “1-6 only” in the order of preference, with #1 being the first choice and so on.
- vi. Note vote will be considered invalid if the Club name, Club Representative, Life member name are not included or provided incorrectly.
- vii. Note vote will be considered invalid if votes are not listed with an order preference (1-6) against 6 of the 7 nominees.
- viii. Note vote will be considered invalid if 7 nominees are voted for or any number in the “1-6” range is missed.

Action: Marie / Kat (#2143)

Clubs will be requested to advise of their method of attendance and Club representative in advance of meeting and advised that the venue may change to The Sailing Club. **Action: Marie (#2144)**

4.1.1 Advice to Clubs re Board nominations received / voting process

Noted this would be sent out as soon as voting process and form have been completed.

4.1.2 Annual Report – draft v2

Reviewed and waiting upon Treasurer’s report only.

4.2 West Lakes Aquatic Reserve – Updated plans

Noted the latest version of the development plans had been received and there was still dissatisfaction with the allocated space. Follow up to be had in person with the Council to address concerns. **Action: Allison (#2145)**

4.3 Presentation – DBVic – on RevSport

Craig Ryan from DBVic provided a presentation on setting up of regatta draws and electronic marshalling via RevSport.

Jennifer Bould noted that she had done some trialling set up of a race draw in RevSport and held conversations with RevSport to ascertain how it would work. The licence cost for the Brookes Finnish Lynx system to work with RevSport was about \$1,460 and software to enable the results to be uploaded would also need to be purchase. Wi-Fi access would also be needed, and approval was given for these purchases. **Action: Jen (#2146)**

One of the advantages would be that race draw results could be published live on the internet or via phone.

Agreed to trial setting up of the race draw via RevSport for the first few race draws and to advise Clubs of this at the Presidents’ Forum prior to the RC meeting. The organising Club would not be required to set up the draw. **Action: Maria & Jen (#2147)**

Noted Phil Egel to be contacted to arrange to have the Finish line equipment serviced.

Action: Mick & Peter (#2148)

4.4 Boat lease renewal status – River Torrens

Agreed would renew in due course.

4.5 RC Task List – Sandy Douglas

Noted Sandy Douglas had revised the Task List and this was reviewed for feedback. Agreed to remove reference to COVID Safe Plans and for everyone to review and provide feedback to Julie Clinch. **Action: All (#2149)**

5 EVENTS & PARTICIPATION

5.1 Port River Sports Festival – Consultation

Noted correspondence received on this potential community event which would be best managed by the Board rather than the ACDC who received the initial approach. Follow up to be made with contact.

Action: Julie (#2150)

5.2 Course – Sweep & Drummer – Sat 28/8/21

Agreed that as there were only two registrations from Victor Dragons and Coorong Dragons that the course would be relocated to that location. Participants from other Clubs could travel there with advice to be sent to Clubs. **Action: Marie (#2151)**

5.3 OzAsia 2021 – Update

Noted Clubs and RC delegates have been advised that this event was no longer being supported by the event organisers and the event would be cancelled.

6 CLUB / PADDLER MATTERS

6.1 Clearances

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

- Chris Young – Central Coast to Subsonix
- Terry Baker – WWs to DBSA

Action: Marie (#2152)

6.2 Mannum – letter of thanks and gift voucher

Noted letter of appreciation and gift voucher received acknowledging the support and training provided by Mick Burridge and Bobana Stanimirov.

6.3 ACDC – Cassidy Burns - Nomination Form - Youth Racing Committee

Noted nomination form was endorsed by the Board and submitted to AusDBF.

6.4 ACDC – Boat & Equipment Booking Request Form – 28/9/21 – CSC Holiday Program

Approved.

6.5 ACDC – Boat & Equipment Booking Request Form – 25/9/21 – PAE Growing for Gold Holiday Program

Approved.

6.6 ACDC – Boat & Equipment Booking Request Form – 7/10/21 – CSC Holiday Program

Approved.

6.7 Waiwilta – new Boatshed queries

Noted email received with several questions posed for upcoming development at Aquatic with the situation being that the Board was not yet aware of how it would impact on operations.

6.8 SADA's 20th Anniversary Cocktail Party we'd love to see you there

Distributed.

6.9 Nomination – D&I Committee - Julianne Kuhlmann

Supported.

6.10 ACDC – Boat & Equipment Booking Request Form – 14/8/21

Approved. Action: Marie (#2153)

6.11 PBs – query re paddler here for six months

The request was discussed and a determination made.

7 FINANCIAL REPORT

7.1 As at 31/7/21

MOTION:

TO accept financial reports for July 2021 as tabled.

Moved: J. BOULD and Seconded: J. CLINCH

CARRIED.

7.2 The Sailing Club finances

Bank balance at 31/7/21 = \$2,585.07.

Noted PAAF have been advised via John Holland that Jennifer Bould be standing down as Treasurer from the AGM and he was following up with them if they would be happy to continue with the new incumbent. Any transition would require PAAF to use their own laptop and to be provided with a copy of the MYOB program. It was felt doubtful that they would take this on.

Marsh have been contacted to provide a quote for personal accident insurance for paddlers.

Boat lease form to be provided to KIDs and Mannum. Action: Kat (#2154)

7.3 Quotes – printers
Noted further quotes were being sought.

7.4 Audited Financial report 2020/21
This was reviewed and noted would be included in the Annual Report.

7.5 Budget 2021/22
Draft budget was tabled and reviewed.

8 GOVERNANCE

8.1 DBSA Policies for review
The following policies were ratified:

- 35 – Social media
- 43 – AusDBF Anti-doping

Action: Marie (#2155)

9 AusDBF

9.1 Cyber Policy
Noted and distributed to Clubs.

9.2 D&I Inclusion Charter – nominations
Noted.

9.3 AusDBF Youth Racing Committee – deadline extended
Noted.

9.4 Accreditation handling process – email Pat Doogue
Noted AusDBF are now managing the handling of all accreditations (Sweeps, First Aid, WWCC) via RevSport with there being a transition process for the Sweeps' committee causing some management problems.

Agreed to write to Sweeps' Committee authorising them to continue to manage their own records in RevSport and to put forward a paper for discussion at the upcoming AusDBF quarterly Members' meeting. **Action: Julie & Pat (#2156)**

9.5 RUG Minutes – 26/7/21
Noted.

9.6 AusDBF Emails re ANCAS Coach Accreditation & Currency
Noted.

9.7 AusDBF Incident Reporting System – update
Noted AusDBF is looking at using the program used by DBNSW to manage incidents as the RevSport one is unsuitable currently. This will be discussed at upcoming quarterly Member's meeting.

10 REPORTS

10.1 Secretary
Noted national Marketing Working Group (NWG) met recently with the revamped website reviewed. Link to be circulated for feedback. **Action: Kat (#2157)**

10.2 Safety

10.2.1 Incident Report – VDs – Les Sharp
Reviewed with response to be provided for closure.

10.2.2 Incident Report – CDs – Clare Van Rooy
Reviewed with response to be provided for closure. **Action: Kat (#2158)**

10.3 Equipment

Noted there had been no feedback received from Clubs to enquiry on missing paddles.

10.4 Maintenance

Noted maintenance program is in place on boats commencing this weekend with barbeque organised for both days afterwards.

10.4.1 Boat rotation status
Noted this would occur once the boat maintenance at Aquatic had been completed.

10.5 Participation & Development

Nil report.

10.6 High Performance

10.6.1 State Coach appointments

Appointments were ratified as follows:

- Senior A – Tony Morbidelli
- Senior B – Julie Lister
- Senior C – Sharon Knights
- Premiers – David Warren
- Regional – Chris Wood
- Juniors – Cassidy Burn (upon confirmation of acceptance)

Action: Vi (#2159)

Clubs to be advised in due course. **Action: Marie (#2160)**

10.6.2 Email – Steve White: Prebonding Socialising prior to Senior A State Training

Noted correspondence to be forwarded to Senior A Coach to consider.

Action: Vi & Peter (#2161)

10.7 Publicity

Nil report.

10.8 Sweep Committee

Nil report.

10.9 Website / Facebook

Noted is regularly being updated.

10.10 PAAF

Discussed previously.

11 AUSCHAMPS 2022

11.1 Boat fleet – status

Noted the DBSA x20s boats would be used with ACDC being contacted for use of their Peishing boat.

Follow up to be had with Neil Parker for quotes for tents and also with Rowing SA as to their large tent used for recent national events. **Action: Mick (#2162)**

Noted written confirmation to be sent to ACDC confirming of endorsement for them to coordinate the 2022 Regional Masters Games in Tatiara on the proviso that any DBSA boats or trailers would not be available due to AusChamps **Action: Kat (#2163)**

12 CORRESPONDENCE

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

- 12.1 OUT: Vogalonga Organiser re NZ team etc.
- 12.2 CEO moves on to new challenges and pursuing the next chapter
- 12.3 VDU 2021 Gallery pages are go
- 12.4 Help us recognise your local heroes
- 12.5 Re: Vogalonga - TransTasman VDU dreaming
- 12.6 Paddle SA - Re: COVID Restrictions SA
- 12.7 Council - RE: CM: DBSA Season 2021/22 - State Champs - Paperwork #1
- 12.8 Club Development Opportunity from Parks & Leisure Australia (PLA) - registrations open!
- 12.9 UPDATE: Responsible Service of Alcohol (RSA) training - Semaphore SLSC (9 August 2021)
- 12.10 Sports Roundtable Meeting
- 12.11 Lockdown Update
- 12.12 Covid-19 Summary of Updated Directions - published 20 July 2021
- 12.13 REGISTRATIONS OPEN - Clubs & Sport Providers - School Holiday Sports (24 Sept 2021 to Sunday 10 October 2021)
- 12.14 Last Chance to Win \$1,500 of New Sporting Equipment for your Club

- 12.15 5 Reasons to Nominate – SA Community Achievement Awards
 - To be followed up to investigate if appropriate to nominate Valda Cooper for her work in coordinating the Regional Masters Games. **Action: Kat (#2163)**
- 12.16 Sport SA – update regarding Partnership Grants
- 12.17 OUT: M012 – Resumption of training
- 12.18 COVID-Safe Plan – Aquatic
- 12.19 COVID-Safe Plan – Ramsay
- 12.20 COVID-Safe Plan – Torrens
- 12.21 COVID-Safe Plan – The Sailing Club
- 12.22 Paddle SA: - COVID update information
- 12.23 Rowing SA – Consolidated West Lakes Events Calendar
- 12.24 Sport SA – Lockdown Update - Tuesday 27 July
- 12.25 Sport SA – Covid-19 Summary of Updated Directions - published 27 July 2021

13 SPONSORSHIP AND MARKETING OPPORTUNITIES

13.1 Draft sponsorship packages season 2021/22

Noted was being reformatted.

14.2 Action List

ACTION ITEMS – 15/7/21				
NO.	ACTION	WHEN	WHO	STATUS
2106	Upload Minutes of June meeting.	ASAP	Marie	Done
2107	Seek a quote from SA Trophies for lanyards.	ASAP	Julie	Done
2108	Respond to survey: Has your club fully recovered from the impact of Covid-19?	ASAP	Kat	Done
2109	Update Chief Official's roster for the season and check availability of Chris Wood for first race day. <ul style="list-style-type: none"> ▪ Noted roster would be rotated between Steve Clinch, Julie Clinch and Jen Bould only. 	ASAP	Julie & Marie	Ongoing
2110	Remind Clubs can have 20 paddlers in a boat.	ASAP	Peter	Done
2111	Contact Dennis Whitford for a quote to set up the Race Draw and attend race days. Ask if he would be prepared to train a few up as a group. <ul style="list-style-type: none"> ▪ Noted would trial online regatta entries and race results via RevSport first. 	Urgent	Mick & Peter	On hold
2112	Contact Joy Fisher and Wendy Campbell to see if willing to assist in the caravan this season on the Finish Line.	Urgent	Julie	Ongoing
2113	Place on PF Agenda: race announcer future	18-Aug	Marie	Done
2114	Advise at RC meeting of cut-off time for race entries and no further changes allowed after first draw is issued.	31-Aug RC mtg	Peter	Ongoing
2115	Ask DBVic to present on RevSport at next Board meeting (4 th Aug) in regard to online race draws and online marshalling.	ASAP	Marie	Done
2116	Advise ACDC of their being awarded the Tatiara Games to coordinate. The conditions will be that any dragon boats used would be sourced from interstate given the remainder would be used for AusChamps (19 x DBSA and 1 x GRD) and for a budget to be provided. Noted the GRD dragon boat would not be available for use as it would be collected by DBSA three weeks before AusChamps	ASAP	Kat	Ongoing
2117	Write back to Vogalonga organisers advising that given the event was scheduled over the Anzac Day weekend, it was unlikely teams would hang around on the Sunday afternoon to participate in any other events being touted or to join in on any festivities the day prior. The offer to billet or host any New Zealand contingent was not considered favourably given Covid restrictions currently.	ASAP	Marie	Done

2118	Process clearance applications:	ASAP	Marie	Done
2119	Advise Mannum their application to host the 2022 Hat Regatta on 12 Feb was supported.	ASAP	Marie	Done
2120	Provide VDs with letter of support for their grant as requested.	ASAP	Mick	Done
2121	Respond to Chris Wood that only one coach per category would be assigned however she could work with Sharon but would need to advise the one person holding the lead. To also note coaching qualifications for Chris Wood have expired	ASAP	Mick	Done
2122	Send email to Clubs advising stocktake has revealed 73 missing paddles and ask them to advise if they have taken any.	ASAP	Marie	Done
2123	Advise at PF that a Capital expenditure line has been set up to accumulate funds for purchase of future dragon boats, paddles, PFDs etc.	PF 18-Aug	Peter	Ongoing
2124	Provide quote for a MFC printer/copier and summary argument for its purchase.	ASAP	Jennifer	Done
2125	Policies #07, 28, 38, & 46 to be placed on Governance Agenda.	20-Jul meeting	Marie	Done
2126	Place on PF Agenda a review process for clearance management. <ul style="list-style-type: none"> ▪ Noted is not required now as there is no requirement to have a clearance for interstate paddlers. 	20-Jul meeting	Marie	Done
2127	Advise RevSport User Group meeting of okay for Accreditation access to be given to Admin people only.	Next RUG mtg	Marie	Done
2128	Advise AusDBF of support to adopt National DragonPass however on proviso it is only for new paddlers only.	ASAP	Marie	Done
2129	Send out AusDBF Youth Racing Committee memo to Clubs seeking nominations for the State Rep and Athlete.	Urgent	Marie	Done via AusDBF though
2130	Send out AusDBF D&I email seeking nominations.	ASAP	Marie	Done
2131	Contact Whitworths for their opinion on PFDs having to meet any Australian Standard and for expiry date for use. <ul style="list-style-type: none"> ▪ Noted website advises that AS4758 is the new Standard and to be on all PFDs going forward. ▪ Discussion then held on status of PFDs. ▪ Agreed to relocate yellow PFDs from the Torrens to Aquatic and the red ones from Aquatic into the office. Action: Mick (#2164) ▪ The various prices for replacement PFDs were advised. 	ASAP	Julie	Done
2132	Obtain quote for replacement stackers and advise Allison so grant can be submitted. <ul style="list-style-type: none"> ▪ Noted follow up to be had with Council to see if they can assist with grant application. 	Urgent	Peter & Allison	Done
2133	Advise State Coach applicants whose accreditation has expired of need to re-accredit or prove working towards re-accreditation.	Urgent	Vi	Done
2134	Place on PF Agenda discussion on new PBTR e-learning hub and suggestion for those with full Admin access in RevSport to upskill on the 2 x courses. <ul style="list-style-type: none"> ▪ Agreed Clubs to be advised courses to be undertake by year end. 	PF Agenda	Marie	Done
2135	Complete Volunteering SANT Survey.	ASAP	Julie	Done
2136	Advise at PF that paddlers are not covered for out-of-pocket expenses.	PF Agenda	Peter	Done
2137	Schedule Governance meeting for Tue 20 Jul.	ASAP	Marie	Done

2138	Create a template based on the DBNSW Chief Official's report template modified for use when reporting back at RC meetings. A third document would be created by the Sweeps' Committee to provide feedback to a Club to inform them when a paddler/sweep/drummer has erred.	ASAP	Julie	Ongoing
2139	Upload and circulate AMG information provided by John.	ASAP	Marie	Done
2140	Reschedule Board meeting from Wed 11-Aug to Wed 4-Aug	ASAP	Marie	Done
2141	Follow up with JH for PAAF meeting dates.	ASAP	Mick	Done
ACTION ITEMS – 8/6/21				
NO.	ACTION	WHEN	WHO	STATUS
2089	Update Good Sports Club website as required.	When able	Marie	
ACTION ITEMS – 13/5/21				
NO.	ACTION	WHEN	WHO	STATUS
2079	Caravan – provide flip chart for setting up and instructions for relocation, set up and pack down. ▪ Noted delay due to caravan being under wrap currently.	On hold	Maria & Mick	
ACTION ITEMS – 14/4/21				
NO.	ACTION	WHEN	WHO	STATUS
2047	Contact Jacky Smith (WWs) to establish her interest in setting up a school program under the P&D portfolio with a vision for students to compete at the States and Nationals.	ASAP	Julie	Ongoing
2060	Advise AusDBF of the 2 allowed revised ROMP mentors for the website being Julie Clinch and Jennifer Bould.	ASAP	Marie	Ongoing

ACTION ITEMS – 10/2/21				
1992	Write up another procedure for use of detergents / spray bottles when washing down the boats.	ASAP	Peter	Done
2002	Follow up Indigenous Community Participation email contact and explore possibilities. ▪ Noted was actioned with no response received.	ASAP	Kat	Done
2023	Follow up ACDC on status of capsize video and that a blend of Club uniforms will be worn, an ROI to be sent out and project plan to be provided.	Priority	Peter	Ongoing
ACTION ITEMS – 8/12/20				
1913	Replace the block & tackle dated September 15 with one of the new ones purchased and load test once trolley is modified.	18-Jul	Peter	Done
1926	Follow up Council for placement of another set of steps to assist with people traffic management.	On hold	Peter	On hold
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	On hold

14 GENERAL BUSINESS

14.1 Assign next RC meeting reps

Noted Mick Cahill and Peter Button would attend the next RC meeting.

14.2 Governance meeting – Thursday 8 July

The Action List was reviewed.

14.3 Meeting dates 2021/22:

Meetings changes / bookings as follows:

Board meetings:

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

RC meetings:

▪ Tue 31-Aug	▪ Thu 18-Nov	▪ Tue 18-Jan	▪ Tue 15-Mar
▪ Wed 06-Oct	▪ Wed 01-Dec	▪ Wed 09-Feb	▪
▪ Tue 02-Nov	▪ Thu 06-Jan	▪ Wed 23-Feb	▪

15 ANY OTHER BUSINE

- Agreed to schedule a farewell dinner for the outgoing Board members with partners invited.

Action: Maria (#2166)

- Follow up to be had on the recent advice from Sport SA re available grants. **Action: Allison (#2167)**

16 NEXT MEETING

The next Board meeting is set for Wednesday 8 September 2021 at 6pm at The Sailing Club / Zoom.

Meeting close – at 11:40pm.



Signed:

Date: 13/9/21

President