

**MINUTES
GOVERNANCE MEETING**

Wednesday 17 November 2021 at 6pm

The Sailing Club / Zoom

1 FORMALITIES**1.1 OPEN MEETING – 6:30pm****PRESENT:**

Peter Button	Mick Cahill	Chris Wood
Maria Darby	Mary-Ann Holt (part meeting)	

1.2 APOLOGIES:

Julie Clinch	Deb Grant	Julie Lister
Vi Duong		

1.3 CONFLICT OF INTEREST DECLARATIONS

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

1.4 MINUTES OF PREVIOUS MEETING – 20/7/21

- Noted ratified at August Board meeting.

1.5 ACTION LIST 20/7/21

ACTION ITEMS – MEETING 20/7/21				
NO.	ACTION	REQUIRED BY	WHO	STATUS
8	Contact Jen H to ascertain her situation re carrying on with the role on AusChamps committee.	23-Jul	Peter	Done
9	Contact “Marz” at Subsonix to see if she would be willing to take over Marketing & Sponsorship from Jen H.	30-Jul	Maria	N/A
10	Contact Jen H and advise of various amendments to Sponsorship proposal document:	23-Jul	Peter	Done
11	Follow up Narelle (West Beach Parks) for booking promo code and link then send to AusDBF.	Urgent	Marie	Done
12	Follow up Quest Port Adelaide and Semaphore Caravan Park for any accommodation offers.	Urgent	Marie	Done
13	Update Policy #07 – Clearance procedure and provide to Marie for circulation and adoption. <ul style="list-style-type: none">Noted Chris and Julie L are actioning this now.	ASAP	Mick	Ongoing
14	Amend Policy #28 - - remove third bullet point and circulate to Clubs.	ASAP	Marie	Done
15	Amend Policy #38 – Annual Skills ... removing any reference to life jackets and send a directive to Clubs reminding them of annual requirement to undertake capsized drill, 50m swim and tread water test <ul style="list-style-type: none">Noted directive was sent.Noted DIT permit requires 100m swim and AusDBF Safety Manual states 50m and to tread water for 15 minutes. Agreed to abide by DIT requirement and only tread water for x3 minutes.	ASAP	Peter	Ongoing
16	Amend Policy #46 – Safe Transport and circulate again for feedback or adoption.	ASAP	Marie	Done

17	Update Sponsorship package and send to Marie for converting into a .pdf flyer. <ul style="list-style-type: none"> ▪ Noted quote received from Barb Clarkson (WA) of \$300 to produce document. ▪ Approval given for this expenditure. 	ASAP	Mick & Marie	Done
18	Provide Marie with sample sponsorship flyer and matrix.	ASAP	Allison	N/A
19	Provide to Mick blurb to update the Member Protection policy related to child abuse in order to reference SA legislation.	ASAP	Maria	Ongoing
20	Update CSEC statement first lodged back in 2020 and produce a Child Safe policy.	ASAP	Maria	Ongoing
ACTION ITEMS – MEETING 28/4/21				
NO.	ACTION	REQUIRED BY	WHO	STATUS
1	After AusChamps review draft Constitution and advise of any changes or endorsement at Board meeting.	On hold	ALL	On hold
3	Review Team Manual using Tracked Changes and send to Marie to arrange version control.	On hold	Maria & Julie C	Ongoing

2 GOVERNANCE

2.1 Draft Constitution – review

- On hold until after AusChamps.

2.2 Bylaws – Rules – discussion

- On hold until after AusChamps.

2.3 Life membership

- On hold until after AusChamps.

2.4 Annual Board Governance checklist

- On hold until after AusChamps.

2.5 Team Manual – review

- Agreed to change name back to Club manual and to cull irrelevant information.
Action: Maria (#21)

2.6 Publicity & Cultural Guide

- Agreed to change name to Cultural Guide and separate Publicity content for a separate Guide to be produced. As part of this ensure our Strategic Plan matches up with the Publicity content.
Action: MA Holt (#22)

2.7 Caravan “how to” document

- Agreed to cull to remove irrelevant information. **Action: Maria (#23)**
- Noted equipment in caravan has been rearranged to provided better access and some was discarded.

2.8 DBSA Member Protection Policy

- On hold until after AusChamps.

2.9 Policy #010 – Heat

- Policy was reviewed and amended further. Agreed to place on next Board Agenda revised policy for review. **Action: Marie (#24)**

2.10 Charter – Sweep Committee

- Document was reviewed with various changes put forward. Agreed to send to Pat Doogue for comment in preparation for sign off at next Board meeting. **Action: Marie (#25)**

2.11 Induction Pack & Position descriptions – Office Bearers

- Agreed to follow up AusDBF members to see what they have in place with respect to Position Descriptions. **Action: Marie (#26)**

3 ADMIN

3.1 Proposal for the funding of the sport

- To be reviewed at next Board meeting.

3.2 Review of AusDBF Working Committees

<https://www.ausdbf.com.au/about/ausdbfworkingcommittees/>

- To be reviewed at next Board meeting.

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

- Held over.

3.4 Dragon Pass – DBVic – Craig Ryan

- Noted Craig attended the meeting earlier on via Zoom to provide some information on this new Come & Try initiative and to answer any queries.
- The questions held over from the Board meeting were addressed.
- Consensus was in favour of setting this new system up in RevSport and advising Clubs.

Action: Marie (#27)

4 GENERAL BUSINESS

4.1 Waiwilta vaccination queries

- The following email was received:

The Waiwilta committee have asked me to request some guidance from DBSA on the following Covid vaccination questions:

- *Does a club have the right to request proof of vaccination?*
- *Could a club insist that all paddlers in the boat must be double vaccinated?*
- *Could a club only accept registrations (in July) from double vaccinated applicants?*

We hope that DBSA will be able to offer guidance on these matters to all clubs.

- Agreed to seek advice from AusDBF, ORS&R and Sport SA. **Action: Marie (#28)**

4.2 AusChamps Covid Management Plan

- The document submitted this week was reviewed and certain priority action items noted.
- Noted Clubs will be requested to have their own Covid Marshall in attendance.

5 ANY OTHER BUSINESS

- Agreed to set up a meeting schedule on the website to include all Board and sub-committee meeting dates. **Action: Marie (#29)**

6 MEETING CLOSE

- Meeting closed at 8:15pm. Next meeting scheduled for 6:30pm on Tuesday 15 February 2022. **Action: Marie (#30)**



Signed: _____

President

Date: 8/12/21