



**DBSA MINUTES
BOARD MEETING**

**Wednesday 10 November 2021 at 6:00pm
At The Sailing Club / Zoom**

1 FORMALITIES

1.1 OPEN MEETING – 6:00pm

Present:

Peter Button, Chris Wood, Mary-Ann Holt, Mick Cahill, Julie Lister, Deb Grant, Maria Darby, Vi Duong

Invited:

Jennifer Bould / John Holland

1.1 APOLOGIES

Julie Clinch

1.2 DECLARATIONS OF INTEREST

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

2 REPORT – John Holland

▪ **Dragonmites**

Noted there are x24 juniors in the Dragonmites squad which include x4 from other Clubs. ACDC has x29 on their books at the moment with some of them not yet registered as they are doing their x4 free paddles.

▪ **AusDBF**

Noted upcoming AGM scheduled for Sunday with some constitutional changes being proposed, some of which relate to DAA and their voting rights.

Dragon Pass has been launched and noted DBSA would be discussing this tonight.

Suggested Board may wish to consider offering an annual subscription rather than a seasonal membership (ie f/y). Noted it is difficult for AusDBF to ascertain how many members there are as they work off two different databases as a result.

3 ADMINISTRATION

3.1 Previous Meeting Minutes

MOTION: THAT the Minutes of the meeting held 10 October be accepted as a true and accurate record. MOVED: C. Wood and Seconded: D. Grant CARRIED.
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Action: Marie (#2233)

3.2 Business Arising

Nil.

4 BOARD DISCUSSION/DECISION MAKING

4.1 Council Storage Requirements – arrangements

Noted details were sent into Council re storage space requirements during redevelopment with no feedback received.

4.2 RC meeting 2/11/21 – purchase of a marine grade battery, isolation switch and solar panel for the Umpire's boat

Noted an isolation switch and a marine battery have been purchased with a solar panel for the container roof to charge the trailer, is next on the list.

4.3 RC meeting 2/11/21 – Umpire's boat trailer – needs updating

Noted will be looked at next time the trailer is used to determine the status.

4.4 Dragonboat SA - Website contact form enquiry sent from the 'Contact' page

Noted enquiry received from a former Mildura Dragon Boat Sweep who has moved to SA about a proposal for a Club on the Happy Valley reservoir when it opens to the public. He was keen to assist with the Club formation.

Agreed to follow this up with the local Council to ascertain what they know about this and if there are any available grants to assist. **Action: Chris (#2234)**

5 EVENTS & PARTICIPATION

5.1 Course – Sweep & Drummer – Sat 4/12/21

Noted there are five registered for the course to date and follow up would be had with Pat Doogue on the minimum number he requires to proceed.

Agreed that all participants are required to be a registered paddler and Tash Young from Powerblades was being followed up by Marie Cunningham.

5.2 Course – First Aid – Sat 6-Nov

Noted there were x16 participants and they had not yet been invoiced as waiting on final invoice from the course provider to work out the individual cost to charge.

Noted the two paddlers from KIDS had paid Susan direct for the course via their employers.

5.3 Race Day – Sun 24-Oct – 10s over 200m – rescheduled

Noted one regional Club had said they should have been consulted prior to the decision being made to shorten the race day due to inclement weather and the scheduling of races for them late in the day.

In response it was noted that they were each consulted individually as part of the process before the decision had been made. The programming issue was noted but noted it was sometimes unavoidable.

There was a complaint about the lateness of the presentations and noted there is always the endeavour to hold them as soon as possible upon race completion.

5.4 Riverdaze 2021 Girl Guides State Camp

Noted favourable feedback received with some Dragonmite brochures provided to them by Vi Duong.

5.5 Tatiara Masters Games – 2/4/2022

Noted.

5.6 Boat availability for next Vogalonga Down Unda – Bidgee Dragons

Noted enquiry received for boat hire for this event.

Agreed to advise Clubs that if they were interested in borrowing a boat from a regional Club that they should arrange for this soon as there may be several more interstate enquires impacting on the availability. There is the option however to tow boats down from Aquatic. **Action: Marie (#2235)**

5.7 Masters Games 2023 Interest

Noted Copper Coast had enquired whether DBSA or they are to complete the Council's Expression of Interest form with the response being it was up to them to do so. **Action: Marie (#2236)**

5.8 Cabra Dominican College – Event – April 2022

Noted school is looking for a session for their Year 9 & 10 students in April 2022 with the actual date and time to be advised.

6 CLUB / PADDLER MATTERS

6.1 Clearances

Clearance application for the 2021/22 season was ratified out of meeting:

- Marcel Kucmierz – Powerblades / DBSA / Subsonix - ratified

6.2 Powerblades Dragonboat Racing Club – re Tasha Youngman – free sessions x4

Noted the request was approved out of session.

6.3 Debbie King – DBSA/AusDBF Covid conditions

The email enquiry seeking clarification if DBSA and AusDBF would take a stance to have paddlers be vaccinated was discussed.

This was discussed with the below position agreed upon and to be advised to Clubs firstly at the upcoming Presidents' Forum:

- *DBSA has received several requests with regards to clarification as to whether DBSA will be mandating vaccinations for individuals to continue to be an active registered paddler. DBSA will be following all SA Health and government directions. At this point of time DBSA will not be mandating vaccinations however will continue to follow SA health and government guidelines and directions.*

Action: Peter & Marie (#2237)

6.4 ASA B-Grade – email

The one off request from ASA seeking approval to enter in the B Grade category for the 12 December regatta as a NQ team was discussed.

The request was approved under special circumstances. **Action: Marie (#2238)**

7 FINANCIAL REPORT

7.1 As at 31/10/21

MOTION:

TO accept financial reports for October 2021 as tabled.

Moved: M. Darby and Seconded: MA Holt

CARRIED.

Noted there will be some reimbursement claims submitted by Tim White and Neil Parker.

7.2 The Sailing Club finances

Bank balance at 31/10/21 = \$2,302.45/

Agreed to follow up with Detmold if an account can be set up. **Action: Deb (#2239)**

Noted had been mentioned at last meeting that only \$10,000 was transferred to the capital fund account as the balance of \$4,000 was expended on replacement radios and a new Finish Lynx laptop.

8 GOVERNANCE

8.1 DBSA Policies for review

The following policies were reviewed:

- #02 – Smoke Free – ratified with proposed changes
- #10 – Heat – review for Governance meeting – held over to Governance meeting
- #30 – Dragon boat training protocol – West Lakes & Port River – ratified with proposed changes
- #36 – AusDBF National Member Protection – on hold

Action: Marie (#2240)

Agreed that the majority of policies when reviewed would have their next review extended to a three year period and could be updated as triggered in the interim.

9 AusDBF

9.1 State policy/ruling on being fully vaccinated

Noted AusDBF position is:

The AusDBF Board agreed at their meeting last week, they would not be dictating a policy or setting their own rules. They would follow the government advice/regulations in the State where AusChamps were being held. So for 2022 AusDBF will be following South Australian government policy.

AusDBF appreciates this an everchanging environment and unfortunately even though we are one country all the States are differing in their policies, plans and road maps out of COVID. AusDBF will be working closely with DBSA for next year and ensure all appropriate information is forwarded with as much notice as possible to ensure paddlers comply with the local requirements.

9.2 Safe365 App

Noted advice had not been sent out to Clubs re the availability and use of this App as it had been confirmed by AusDBF afterwards that only x2 users per Club would be given the main access.

Further discussion was held on how this would work and agreed to roll it out.

Action: Deb & Marie (#2241)

9.3 Safe365 – Checklist Aquatic Reserve

Noted a draft checklist had been produced for Clubs to use in RevSport prior to going out for training.

Agreed to review this prior to the next Governance meeting and separate those tasks related to water and paddler safety. **Action: All (#2242)**

9.4 Club Finder – AusDBF website

Noted had been circulated to Clubs and AusDBF had been helpful in pointing out to Clubs their missing information.

9.5 2021 AusDBF AGM Agenda+Papers and GM Agenda+Papers - Sun 14 Nov

The Agenda for the AGM was reviewed and a position on the various Motions to be voted upon agreed upon.

9.6 AusDBF Annual Report 2020-2021

Noted.

9.7 2022 AusChamps - Accommodation Offers

Noted.

9.8 Dragon Pass – update

Memo 00-60 re Dragon Pass and Club Finder was reviewed including the specific instructions for use of the Dragon Pass and RevSport set up.

Agreed to invite Craig Ryan (DBVic) to the upcoming Governance meeting to discuss some of the issues raised and to gain an understanding as to how it works there as it has been in place for some time now. **Action: Marie (#2243)**

9.9 REMINDER: AusChamps Rotation & Format for racing for 2022 – Club Feedback

Noted Club feedback had been sought on the race format for the AusChamps 2022 so a DBSA position could be put forward as part of the vote on this at the upcoming AusDBF Members' meeting on Sunday.

The general Club consensus was in favour of the change to the race format being 3 separate competitions. Mixed. Women. Open.

10 Reports

10.1 Secretary

Noted the Secretary's report was provided prior to the meeting. Of note:

- secretary@dragonboatsa.com email account has been set up.
- Bank SA account has been updated with x3 signatories.
- Noted individual's personal property is not covered under DBSA insurance policies.
- Tim White – receipts for reimbursement for Wallaroo and Masters Games will be submitted.
- Accommodation reimbursement sought for \$180 for Wallaroo event for various Officials. This was discussed and Board approval given.

10.2 Safety

Nil issues raised.

10.3 Equipment

Noted waiting on additional Sweep oars to arrive from overseas.

10.4 Maintenance

Noted boat seats are complete and boat #9 has a gap in the seat #4 gunnel. Focus is on repair of hull repairs next.

10.5 Participation & Development

Noted Girl Guides camp was successful. Follow up to be had with Ron Ottoway for reimbursement.

Action: Vi (#2244)

Noted Henley High withdrew from Friday's Western Zones event which was disappointing, and the Islamic Society have booked another event for 5 December.

10.6 High Performance

An update was given on the status of the various teams.

Julie Lister advised of discussion the night prior about ordering some additional generic sized state racing tops as there are several new participants.

At this point of the meeting Maria Darby and Jennifer Bould left the meeting.

10.7 Publicity

Nil report.

10.8 Sweep Committee

Noted there has not been a local meeting held recently however there was a National Sweeps meeting held recently.

The next local course is set down for Saturday 4 December.

10.9 Website / Facebook

Nil report.

10.10 PAAF

Deb Grant provided an update of the meeting attended yesterday. Of note:

- Renewal SA Lease – noted JH is following up on advice received of a possible option going forward.
- Meeting room a/c – Renewal SA have been asked to have it repaired.
- Overdue accounts – resolved.
- Life Drawing classes – looking for an alternate larger venue

11 AUSCHAMPS 2022

- Noted event signage on tram would be well over \$1,000.
- Covid Management Plan – needed ASAP for lodgement to Council
- Grange SLSC – quote for \$3,500 to provide on water support.
- SA Rowing – to be followed up for quote for on water support. Action: Mick (#2245)
- Look into x2 suitable locations for Banner to be placed along Port Road. Action: Chris (#2246)

12 CORRESPONDENCE

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

- 12.1 Adelaide Park Lands Authority - Community Forum - 23 October 2021
- 12.2 revolutioniseSPORT AusDBF & States webinar session
- 12.3 RE: River Torrens Activity Licence Holders - 2021/22
- 12.4 RE: PBTR query
- 12.5 A letter to Sport SA Members
- 12.6 New Website Changes Reminder
- 12.7 ORSR - Club Development conference - Sunday, 21 Nov 2021@ Adelaide Oval
- 12.8 Don't miss this new event by The City of Charles Sturt on 15 Nov.
- 12.9 GRANTS NOW OPEN - CADBURY - Get in the Game Grants Program + ORSR - Active Club Grant
- 12.10 FW: WORKSHOP - Promoting Your Club - Why Words & Images Matter / St Clair Recreation Centre
- 12.11 Sport SA AGM – postponed
- 12.12 ACDC – Equipment Booking form
- 12.13 On water activity restrictions - Delfin Island footbridge - West Lakes
- 12.14 West Lakes Course Closures / Restrictions, Saturday 30th Oct RowingSA 1.9km Time Trial\ Paddle SA
- 12.15 PBTR Magazine out now
- 12.16 revolutioniseSPORT October EDM
- 12.17 Last chance tomorrow - national sports census
- 12.18 WEST LAKES COURSE RESTRICTIONS, Sat 6th Nov, Paddle SA Regatta
- 12.19 Sport SA Election Forum and AGM – new date – Fri 26-Nov @ 2pm
 - Noted Peter Button would endeavour to attend. Action: Peter (#2247)
- 12.20 2021 SA Sport Awards - ticket sales close this Sunday!
- 12.21 Hey Sport, R U OK?

- 12.22 revSPORT Platform Insiders November
- 12.23 Happy International Volunteer Managers Day!
- 12.24 DBVic – Cross Border Challenge
- 12.25 Ordering dragon boat paddle
- 12.26 WORKSHOP - Promoting Your Club - Why Words & Images Matter / St Clair Recreation Centre
- 12.27 SA Sport Hall of Fame – Legend Status – Russell Ebert
- 12.28 2022 Tatiara SA Masters Games - Dragon Boats
- 12.29 Event Notification for the Sunday 14th November

Agreed to only include correspondence requiring noting, discussion or action in future.

13 SPONSORSHIP AND MARKETING OPPORTUNITIES

13.1 Draft sponsorship packages season 2021/22

Agreed to decide next meeting if the package will be for the remainder of the season or just offer it for the state championships.

14 GENERAL BUSINESS

14.1 Assign next RC meeting reps

Noted Chris Wood would represent the Board at the remaining RC meetings for 2021.

14.2 Action List

ACTION ITEMS – PREVIOUS				
NO.	ACTION	WHEN	WHO	STATUS
2208	Provide a RevSport / program update to the RC meeting.	14-Oct	Julie C	Done
2209	Update race results from 26-Sep to include composite crews.	ASAP	Jennifer	Done
2210	Send an email out to Clubs seeking Sweeps to assist on the Start line.	ASAP	Julie C & Pat	Done
2211	Send out RC Charter to Clubs and delegates.	ASAP	Marie	Done
2212	Extract from previous RC meetings motions of note, decisions etc to include in a reference guide and be updated each season. <ul style="list-style-type: none"> ▪ Agreed to relocate to RC Agenda. 	ASAP	Chris	Moved to RC Action
2213	Send an email to Clubs seeking names x2 to allocate a licence for Admin use for the Safe365 App.	ASAP	Marie	Ongoing
2214	Set up a “training” checklist which can be uploaded to Safe365 for Club use.	Priority	Deb & MA	Ongoing
2215	Check with Martin if any Safe365 user can update the Checklist or only the Admin user.	ASAP	Marie	Done
2216	Send in details re Genesis Care prostate males Come & Try event on Sun 14-Nov	ASAP	Mary-Ann	2022
2217	Advise Veronica Maidment of clearance approval from PBs to BRs.	ASAP	Marie	Done
2218	Seek confirmation from PBs (Joan) that Marcel Kucmierz was actually registered with their club and not just with DBSA and endorse clearance application if approved. Advise Board of outcome.	ASAP	Peter	Done
2219	Review Policy #07 – Clearance to ensure it meets needs.	ASAP	Chris & Julie L	Ongoing
2220	Advise BSD of re-classification to B-grade of following paddlers: <ul style="list-style-type: none"> ▪ Kath de Ross, Cheryl Parker, Deslie Goudie, Thalia Palmer, Heather Mack, Jude Owen, Beth Dunchue, Robyne Jarvis, Joy Fisher, Carol Cheetham and Jan Cowley. 	ASAP	Marie	Done
2221	Advise Subsonix of approval given for them to register 8 year old Harmony Mundy.	ASAP	Marie	Done
2222	Seek a quote for insurance on x10 new radios.	ASAP	Jennifer	Done
2223	Upload Policies, #18, #22, #24	ASAP	Marie	Done
2224	Purchase cannister for syringes, rubber gloves and BBQ tongs.	ASAP	Mary-Ann	Done

2225	Advise Craig that DBSA is not in a position to hire our FinishLynx to them for their Cross Border Champs as it falls between two race days.	ASAP	Marie	Done
2226	Place on next AusChamps Agenda discussion around covid vaccinations / testing requirements for all and sundry.	ASAP	Marie	Done
2227	Send out details to access GoogleDrive documents.	ASAP	Marie	Done
2228	Undertake stocktake of life jacket sizes. ▪ Note Boatshed has been done to date.	ASAP	Chris	Ongoing
2229	Find out from Harmony (Subsonix) where she got her PFD from.	ASAP	Julie L	Ongoing
2230	Find out from ACDC DD what boat they use for training if they old boat is upside down in Heather's back yard and previous reference to moving it. ▪ Noted the Peishing boat is being used and the upside down one is an old Geelong version. ▪ Agreed to follow up with Cowell contact if they are still interested in sourcing a boat. Action: Vi (#2248) ▪ Noted Geelong boat could be returned if needed by year end rather than waiting for the Tatiara games.	ASAP	Chris	Ongoing
2231	Rescheduled 18-Oct Governance meeting to Wed 17-Nov.	ASAP	Marie	Done
2232	Look into setting up an Instagram account for DBSA. ▪ Noted Sharon Knights will set this up.	ASAP	Chris	Done

ACTION ITEMS – 13/9/21

NO.	ACTION	WHEN	WHO	STATUS
2169	Look at other Board Code of Conduct policies and adapt as needed to Policy #019.	ASAP	Maria	Ongoing
2170	Produce an Induction pack for incoming Board members.	ASAP	Julie C & Marie	Ongoing
2171	Set up Gmail accounts for: ▪ Female VP / Maintenance	ASAP	Marie	Ongoing
2172	Undertake 2 PBTR courses (H&D, CP&S) and provide current WWCC clearance. • https://elearning.sportintegrity.gov.au/ • https://screening.sa.gov.au/applications/application-information-for-individuals	ASAP	ALL	Ongoing
2182	Look into life jacket order / quote / supplier and order as needed once stocktake has been done.	After stock take	Chris	Ongoing
2191	Prepare a paper for 2022 AGM on funding models for Capital Fund.	Jan-22	Deb & Jen	Ongoing
2192	Submit a proposal to fund the promotion of the sport. ▪ Did have one prepared but ran out of ink. - If she can bring to the governance meeting.	ASAP	Chris	Ongoing
2193	Arrange with Pat to set up online MYOB account.	ASAP	Jen & Deb	Ongoing
2194	Arrange for boat lease for BWR, Mannum, KIDS. Check lease if it is in perpetuity or annual and arrange for one for ACDC (x2).	ASAP	Julie C	Ongoing
2200	Review incident report from CDs with Club and update form.	ASAP	Julie C	Ongoing
2201	Replace tubs in caravan with sturdier option.	ASAP	Mick	Done
2203	Follow up Barb Clarkson to finalise sponsorship proposal.	ASAP	Mick	Ongoing

ACTION ITEMS – 4/8/21

2157	Follow up Kat for link to draft AusDBF website to Board for feedback. - Marie to follow up	ASAP	Julie C	Ongoing
2161	Advise Steve White that his email suggestion re socialisation of Senior A team would be sent to Senior A coach to consider.	ASAP	Vi	Done

2166	Follow up Allison for eligibility for recent round of grants promoted by Sport SA.	ASAP	Maria	Ongoing
ACTION ITEMS – 10/2/21				
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.	ASAP	Peter	Ongoing
ACTION ITEMS – 8/12/20				
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	Done

14.3 Governance meeting

Noted meeting scheduled for Wednesday 17 November 2021.

14.4 Meeting dates 2021/22:

Meetings changes / bookings as follows:

Board meetings:

▪ Thu 11-Nov	Presidents' Forum	▪ Wed 08-Dec	Board
▪ Wed 17-Nov	Governance		

RC meetings:

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

15 ANY OTHER BUSINESS

- Agreed to review Sweeps' Charter next Governance meeting.
- Noted Chris Wolf had sent in a text to Peter Button asking who he should contact in the event of bad weather for the Copper Coast Marina Challenge to cancel.

The response given was that as Clubs would already be travelling up on the Friday that the event would proceed as planned subject to the weather on the day.

- Question asked as to whether there is a position description for the various Office Bearer positions with the response being there is not. Agreed this should be deferred to the Governance Agenda.

Action: Marie (#2249)

- Question asked as to was anyone aware of where the old timing system last used in Wallaroo in 2019 was located now as it could not be found. Suggested that a search be made of the downstairs lockers otherwise to seek feedback from Clubs. **Action: Chris (#2250)**


16 NEXT MEETING

The next Board meeting is set for Wednesday 8 December 2021 at 6pm at The Sailing Club / Zoom with a Governance meeting scheduled beforehand for Wednesday 17 November at 6:30pm.

Action: Marie (#2251)

Meeting close – at 9:43pm.

Signed:



President

Date 8 December 2021