



**DBSA MINUTES
BOARD MEETING**

**Wednesday 8 December 2021 at 6:00pm
At The Sailing Club / Zoom**

1 FORMALITIES

1.1 OPEN MEETING – 6:00pm

Present:

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

Zoom:

Maria Darby

Invited:

Jennifer Bould

Observer:

Steve Clinch

1.1 APOLOGIES

Julie Lister,

1.2 DECLARATIONS OF INTEREST

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

2 REPORT – John Holland

The following reports were provided prior to the meeting:

▪ **Dragonmites**

Juniors are coming along well – I will be applying for a grant for uniforms when the grant opens on Dec 13th. (ASF)

▪ **AusDBF**

We have sent out an update from AusDBF so I will not have much more to add – the only thing

I would ask the board to look at is perhaps moving to the subscription membership model in RevSport from the annual system.

▪ **Other**

The air-conditioning has still not been repaired – I am waiting for Renewal SA to get back to me – I have left numerous messages and will keep trying.

3 ADMINISTRATION

3.1 Previous Meeting Minutes

MOTION:

THAT the Minutes of the meeting held 10 November 2021 be accepted as a true and accurate record subject to amending “DBA” to “DBSA” on the first page under AusDBF heading.

MOVED: M. Darby and Seconded: J. Clinch CARRIED.

Action: Marie (#2252)

3.2 Previous Meeting Minutes

MOTION:

THAT the Minutes of the Governance meeting held 17 November 2021 be accepted as a true and accurate record.

MOVED: D. Grant and Seconded: J. Clinch CARRIED.

Action: Marie (#2252)

3.3 Business Arising

Nil.

4 BOARD DISCUSSION / DECISION MAKING

4.1 Review of AusDBF Working Committees

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

The various appointments were reviewed. Agreed the following changes would be advised:

- ROMP – Julie Clinch, Chris Wood and Jennifer Bould
- Marketing Working Group – Chris Wood
- Athletes Commission – Vi Duong

Action: Marie (#2253)

4.2 Proposal for the funding of the sport

Agreed to add this Agenda item to the renamed Publicity & Promotion portfolio.

Chris Wood advised with the papers she had to table that they were a lot to digest, and it was agreed that she should form a sub-committee and come up with some recommendations to the Board.

Action: Chris (#2254)

4.3 Sweep Committee Charter

Reviewed.

4.4 Booking of toilets for event at Scullers on 16-Jan-22

Noted needed to be booked through Viking Rentals. **Action: Mick (#2255)**

4.5 RC meeting 18/11/21

- **Borders opening up / reconsider drinks afterwards**
Noted AIS guidance remains at “get in, compete and get out”.

Agreed it was not a good look for the sport to do otherwise at this stage. Advice to be sent to Clubs. **Action: Marie (#2256)**

- **Chief Official's report – need one for Wallaroo incidents and previous race days**
Discussed at length how best to manage this with varying viewpoints put forward.

Agreed:

1. Board to be provided with full report.
2. RC to be provided with a summary report.

Julie Clinch would consult with the Chief Officials on this process. **Action: Julie (#2257)**

4.6 Task List changes – Sandy

- **#41 – Set up Finish line – Scullers – instructions**
Chris Wood advised ACDC would write these instructions. **Action: Chris (#2258)**

Noted numbered squares for the pontoon would be needed from Rowing SA.

Action: Marie (#2258)

- **#51 – Make sure turn buoys are put out at apex on top and bottom of course for 2km race + 50m buoys – instructions**

Noted this depended on who will be the driver however agree to follow this up so some instructions can be produced. **Action: Julie (#2259)**

- **#59 - Torrens bridge toggles**

Noted the instructions for this activity can not be found. Agreed to look back through own documents for a copy. **Action: Chris & Steve (#2260)**

4.7 RC meeting 1/12/21:

- **Replacement “ears” for Boat engine need to be purchased.**
Noted is being followed up by Peter Button as an RC Action item.

- **ACDC Issues paper for RC meeting for Around the Island Race**
As part of this Julie Clinch read to the SC Minutes related to discussion on this.

Agreed to send the Minutes so that the recommendations within can be extracted for Board consideration. **Action: Julie / Marie (#2261)**

Noted a practice session will be scheduled for Clubs to train on reversing into the pontoon as a requirement for the upcoming AusChamps.

- 4.8 RE: Dragonboat SA - Website contact form enquiry sent from the 'Contact' page**
Noted advice from SA Water confirming there would be no dragon boat activity at Happy Valley reserve.
- 4.9 RE: Paper to the Board and Sweeps Committee from R Lane – see #6.3 also**
Agreed SC would respond this correspondence. **Action: Julie (#2262)**

5 EVENTS & PARTICIPATION

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

Noted there were six participants and that there had been no opportunity for any on-water training due to the insufficient numbers. Agreed SC to follow up to ensure adequate on-water catch up training is provided. **Action: Julie (#2263)**

Julie Clinch advised she would be happy to offer drummer only training course for Clubs as needed and this may be beneficial to the regional Clubs.

Noted there are several Sweeps who have been around for a long time who have never undertaken the course and the SC will make a recommendation to the Board for a refresher course.
Action: Julie (#2264)

5.2 Any other courses / feedback

Nil.

6 CLUB / PADDLER MATTERS

6.1 Clearances

Nil.

6.2 Waiwilta – Covid vaccination email

Noted it is up to individual Clubs discretion to make their own determination on any Covid vaccination requirements or registration restrictions. DBSA will follow SA Health guidelines. Agreed to send Sport SA's advice on this. **Action: Marie (#2265)**

6.3 Ronnie Lane email – re Wallaroo event 13Nov21 – see #4.8 also

Discussed under #4.8 above.

6.4 KIDS – email re Covid No Vax policy

Agreed would send Sport SA's advice on this.

6.5 VDs – email re Covid vaccination status

Noted this Agenda item was the same as #6.4.

6.6 BSD email – re Chellie Hosking - to reclassify to B-Grade

Request for Chellie Hosking to be re-classified to B-Grade was approved. Reminder to be given of the following from Policy #05:

- Once a paddler has competed in 3 (three) A grade race days, he/she is no longer eligible to compete in B grade competition without special exemption from DBSA

Action: Marie (#2266)

Noted SADA have been entering a B-Grade Womens team in for recent events without seeking DBSA re-classification. Agreed to follow this up. **Action: Marie (#2267)**

6.7 Jane Gersch – email re Peter Bristow event – drumming

The various emails and papers received on this issue were discussed with an agreed response to be drafted. **Action: Mary-Ann (#2268)**

6.8 CDs – email re Dragon Pass

Noted response to be sent advising Coorong Dragons that they can continue to use the Come & Try, the new Dragon Pass or a combination of both, to suit. **Action: Marie (#2269)**

7 FINANCIAL REPORT

7.1 As at 30/11/21

MOTION: TO accept financial reports for November 2021 as tabled. Moved: D. Grant and Seconded: J. Clinch	CARRIED.
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Noted MYOB has been migrated to the cloud allowing for ready access with initial teething problems being resolved. The bank feed will be set up next.

Agreed receipt for reimbursement for toilet paper supplies for AusChamps should be sent to AusDBF (Martin).

Noted there are about five cartons with 48 rolls of toilet paper in each stored in a Sailing Club locker and these can be used for race days.

Noted budget line has been created for “whole sport promotion” with no dollar value yet assigned.

With respect to the missing timing equipment, it was noted it had not been found. A suitable replacement is being sourced. Photos of previous unit to be located if possible.

The pfd stocktake undertaken by Chris Wood was reviewed. Agreed a recommendation proposal is needed on the quantity to be ordered. **Action: Chris (#2270)**

7.2 The Sailing Club finances

Bank balance at 30/11/21 = \$3,365.65.

8 GOVERNANCE

8.1 DBSA Policies for review

- #05 – Conditions of Entry to Races etc. – held over until next meeting
- #10 – Heat – held over until next meeting
- #27 – Race day organisations and draws – held over until next meeting
- #45 – Reimbursement – julie to review – ratified with minor amendment
- #38 – Annual Skills – Swim Test and Capsize Drill – ratified

Action: Marie (#2271)

9 AusDBF

9.1 The Auroras High Performance Program 2021-23

Noted.

9.2 Sporting Schools Program – DRACADEMY

Noted.

9.3 AusDBF Committees – update

Reviewed earlier.

9.4 RevSport User Group – improvement request

Reviewed earlier.

9.5 AusDBF MOU with Member Bodies re RevSport

The draft MOU was reviewed. Agreed need to respond that there needs to be provision made to advise participants that their data may be used for the purposes within. **Action: Marie (#2272)**

9.6 Dragon Pass – further information

Noted the sample instructions provided by DBNSW would be circulated to Clubs.
Action: Marie (#2273)

9.7 Position Descriptions – Office Bearers

Agreed to place on the Governance Agenda. **Action: Marie (#2274)**

9.8 M062 – General Update #14 – November 2021
Reviewed.

10 REPORTS

10.1 Secretary

Busy working on Sweep matters and Chief Officials reports.

Correspondence sent to Clubs for details of their training times.

10.2 Safety

Nil issues.

10.2.1 Safe 365 update

Noted responses filtering in slowly from Clubs as to their two licence holders.

Agreed to circulate the checklist again for review. **Action: Marie (#2275)**

10.3 Equipment

10.3.1 FinishLynx / RevSport set up – update

Noted another training day is scheduled for 11am this Saturday with stop watches to be in place for Sunday's race day.

10.4 Maintenance

Noted ACDC to undertake boat maintenance at The Sailing Club by 30 January.

Issue of gravel on the boat ramp rather than sand was highlighted. Agreed to follow up with Allison Bretones for a Council contact to arrange to have the sand replenished. **Action: Maria (#2276)**

10.5 Participation & Development

Recent event on weekend with the Islamic Society of SA with 24 participants. Ended up with an abundance of volunteers. Aim is to encourage them to do the Corporate Challenge.

10.6 High Performance

Noted lack of people participating at this stage with several viewpoints put forward as to why.

Regional team has x14 men and over x20 women registered.

10.7 Publicity & Promotion

Discussed earlier.

10.8 Sweep Committee

Noted meeting dates needed.

10.9 Website / Facebook

Ongoing.

10.10 PAAF

Nil report.

11 AUSCHAMPS 2022

Draft Bulletin #1 was reviewed, noting feedback was sought for some sections.

Details re PFD exemption and requirements Clubs need to meet will be provided for inclusion.

Action: Peter (#2277)

Car parking options discussed and noted they were limited. Agreed to ask both Councils if can use Aquatic grassed areas (circle) and the other side and grassed areas also. **Action: Marie (#2278)**

12 CORRESPONDENCE

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

12.1 Volunteer Management Survey

Noted survey response done.

12.2 Sport SA – To Mandate or Not

Noted.

12.3 Triathlon Schools Competition

Noted.

12.4 Volunteers in Sport

Noted.

12.5 Child Safe Environments – Newsletter Nov

Noted.

12.6 2022 Rebate Review Request

Noted.

13 SPONSORSHIP AND MARKETING OPPORTUNITIES

13.1 Draft sponsorship packages season 2021/22

The sample documents were reviewed with some amendments to be advised and information provided as requested. **Action: Marie (#2279)**

Agreed to look for better quality photos for inclusion. **Action: Chris (#2280)**

13.2 State Champs

Noted stocktake of medals would be undertaken with Clubs advised they could return them readily if they no longer required them.

14 GENERAL BUSINESS

14.1 Assign next RC meeting reps

Noted Chris Wood would attend the next meeting as the DBSA rep.

14.2 Action List

ACTION ITEMS – 10/11/21				
NO.	ACTION	WHEN	WHO	STATUS
2233	Upload Minutes from 11-Oct meeting to website.	ASAP	Marie	Done
2234	Follow up Council in response to enquiry re a DB Club being formed to paddle on the Happy Valley reservoir.	ASAP	Chris	Done
2235	Advise Clubs to liaise with regional Clubs to book a boat for Vogalonga on 24-Apr in case they get booked by interstate Clubs in the interim.	ASAP	Marie	Done
2236	Advise Copper Coast that they are to complete the Council's EOI for Regional Masters Games in 2023.	ASAP	Marie	Done
2237	Advise at PF and to Clubs after of current stance re not mandating Covid vaccinations. <ul style="list-style-type: none"> 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. 	PF 11-Nov	Peter & Marie	Done
2238	Advise ASA of Board approval for Club to enter in as a B-Grade team for the 12-Dec regatta.	ASAP	Marie	Done
2239	Look into setting up an account with Detmold.	ASAP	Deb	Ongoing
2240	Upload Policy #2 and #30 to website and place #10 on Governance Agenda.	ASAP	Marie	Done
2241	Set up Safe365 for Club use and seek advice of x2 main users.	ASAP	Marie & Deb	Ongoing
2242	Review Safe365 Task list to look to separate safety & paddler related tasks for use.	Gov mtg 17-Nov	ALL	Ongoing
2243	Invite Craig (DBVic) to attend Governance meeting to help with some Dragon Pass queries.	ASAP	Marie	Done
2244	Follow up Ron for reimbursement chits for Girl Guide camp.	ASAP	Vi	Done
2245	AusChamps: follow up Rowing SA for quote for on water support. <ul style="list-style-type: none"> Noted they also use SLSA for the rescue boats. 	ASAP	Mick	Done

2246	Find best x2 locations along Port Road for AusChamps banner.	Priority	Chris	Done
2247	Advise Sport SA of attending AGM on Fri 26-Nov @ 2pm. ▪ Noted Mary-Ann Holt represented DBSA at this meeting.	ASAP	Peter	Done
2248	Contact Cowell to see where they are at with forming a Club and seeking use of a dragon boat from ACDC DD. ▪ Proving to be too difficult for them to set themselves up as their own entity so will not proceed with this. ▪ They have x2 boats (x1 from Mannum) which they no longer wish to retain. ▪ Agreed to retrieve the boat and as first option see if Port Augusta contact (physio) would like to use it otherwise it will be offered to regional Clubs. Action: Julie (#2280)	ASAP	Vi	Ongoing
2249	Place on Governance Agenda 'Position descriptions' for Office Bearer positions.	Next Agenda	Marie	Done
2250	Search downstairs lockers for the old timing system otherwise ask Clubs if they know where it is.	ASAP	Chris	Done
2251	Set next Board meeting for Wed 8-Dec.	ASAP	Marie	Done
ACTION ITEMS – 13/10/21				
2213	Send an email to Clubs seeking names x2 to allocate a licence for Admin use for the Safe365 App.	ASAP	Marie & Deb	Done
2214	Set up a "training" checklist which can be uploaded to Safe365 for Club use.	Priority	Deb & MA	Ongoing
2219	Review Policy #07 – Clearance to ensure it meets needs.	ASAP	Chris & Julie L	Ongoing
2228	Undertake stocktake of life jacket sizes.	ASAP	Chris	Done
2229	Find out from Harmony (Subsonix) where she got her PFD from.	ASAP	Julie L	Done
ACTION ITEMS – 13/9/21				
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 account for: Female VP	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.	ASAP	Chris	Done
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 at the Governance meeting.	18-Nov	Chris	N/A
2193	Arrange with Pat to set up online MYOB account.	ASAP	Jen & Deb	Done
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). ▪ = still waiting for CC who handed it in Wallaroo, told not complete – handed in to Joy apparently.	ASAP	Julie C	Ongoing
2200	Review incident report from CDs for Oct-24 event at Aquatic with Club and update form.	ASAP	Julie C	Ongoing
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.	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. <ul style="list-style-type: none"> Noted exercise went well however the footage obtained was not useful so alternate professional quotes are being sourced. 	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

14.3 Governance meeting

Noted meeting scheduled for Tuesday 15 February 2022 at 6pm.

14.4 Meeting dates 2021/22:

Meetings changes / bookings as follows:

Board meetings:

▪ Wed 12-Jan	▪ Board	▪ Tue 10-May	▪ Board
▪ Tue 08-Feb	▪ Board	▪ Thu 12-May	▪ PF
▪ Tue 15-Feb	▪ Governance	▪ Thu 09-Jun	▪ Board
▪ Wed 16-Feb	▪ PF	▪ Tue 12-Jul	▪ Board
▪ Thu 10-Mar	▪ Board	▪ Wed 10-Aug	▪ Board
▪ Wed 13-Apr	▪ Board	▪ Thu 18-Aug	▪ AGM / PF

RC meetings:

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

15 ANY OTHER BUSINESS

- An update was provided on the officials' status for upcoming race day noting they were becoming harder to retain and source. The importance of recognition of both volunteers and officials throughout a race day was highlighted.

16 NEXT MEETING

The next Board meeting is set for Wednesday 12 January 2022 at 6pm at The Sailing Club / Zoom.

Action: Marie (#2281)

Meeting close – at 10:33pm.

Signed: _____

President

Date 10 November 2021