



**DBSA MINUTES
BOARD MEETING**

**Wednesday 12 January 2022 at 6:00pm
via Zoom**

1 FORMALITIES

1.1 OPEN MEETING – 6:00pm

Present:

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

Invited:

Jennifer Bould

1.1 APOLOGIES

Nil.

1.2 DECLARATIONS OF INTEREST

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

2 REPORTS – John Holland

Nil.

3 ADMINISTRATION

3.1 Previous Meeting Minutes

MOTION:

THAT the Minutes of the meeting held 8 December 2021 be accepted as a true and accurate record.

MOVED: M. Darby and Seconded: C. Wood CARRIED.

Action: Marie (#2282)

3.2 Business Arising

Nil.

4 BOARD DISCUSSION / DECISION MAKING

4.1 Held over: RE: Paper to the Board and Sweeps Committee from R Lane – see #6.3 also

Noted is on hold until Sweeps Committee response is received and advice to be given to Ronnie Lane of this. **Action: Marie (#2283)**

4.2 Community Sporting Club Support - Free 10-Part Educational Series

Noted.

4.3 Dragon Pass – paddlers on a team sheet – “non-qualifying”?

Agreed that race fees will apply to Dragon Pass paddlers and a team will be considered to be “qualified”.

4.4 Board to advise when it will prepare paper for AGM to raise funds for Capital Fund

A proposal was submitted by Deb Grant outlining three options to raise \$100,000 capital for the purchase of dragon boats by 2026/2027.

Mick Cahill advised he had determined an approximate end of life scenario for the boats and with preventative maintenance and reactive maintenance undertaken, the expected time frame was 2028/29.

The three options put forward in the proposal were considered with the preference being to:

- assess the financial position at the end of each financial year before making a decision with the primary consideration being:
 - to keep the financial expenses down for members. Therefore, the preference would be to utilise the net profit at the end of each year and top up with available funds from working account and should avoid distributing a levy on paddlers until deemed necessary.

4.5 Accreditation expiry reminder - AusDBF Sweep Committee

Noted AusDBF had corresponded with Pat Doogue advising him that his two year term on the AusDBF Sweep Committee was due to expire and if he was interested to continue, he should contact the DBS Board otherwise a suitable replacement would need to be sought.

The covering document from Pat confirmed his willingness to continue in this role as well as on the DBSA Sweep committee.

The nomination for Pat Doogue to the AusDBF Sweep Committee was approved.

Action: Marie (#2284)

4.6 RC meeting 6/1/21 – actions / follow up

1. Trial by Chief Officials of hooter use for each race day due to neighbour complaint
The conversation thread of complaints via social media with Veronica Maidment and residents was tabled.

The Board agreed with the Race Committee that the horn should continue to be used for every boat that crosses the line and to dismiss any neighbour complaints. The Council has issued a permit for use of the lake which permits this activity.

Agreed further that the Chief Officials should consult with the Clubs at the time before implementing any changes of such magnitude.

2. Scullers Reserve power – access
Noted decision made during early discussion on Agenda item #5.1 – Round 5 planning to try and contact neighbour for power access rather than reverting to generator use.
3. Scullers Reserve – site map
Noted updated version has been provided to Council.
4. Scullers – tent allocation
Noted random draw for tent allocation would be done and advised to Clubs.
Action: Peter (#2285)
5. Corporate Challenge 30/1/22 – proceeding?
Noted this event would not be held this year due to the Covid situation.

4.7 FW: 2021-22 Infrastructure Projects - Notification of outcome

Noted advice received that the grant application was unsuccessful. A meeting would need to be set up with the Council to discuss the ramifications of this as the cost of the boat stackers has not been included in the Aquatic redevelopment. A Plan B would need to be sought from them as they were made aware of this initial requirement. **Action: Peter (#2286)**

4.8 Covid and Dragon Boating

The email from Julie Lister dated 11 January was discussed. Agreed to distill the content within to form a set of principles to manage Covid going forward. **Action: Julie L (#2287)**

5 EVENTS & PARTICIPATION

5.1 Round #5 – Sunday @ Scullers

Noted there has been a flurry of emails related to this even with both Mannum Dragons and Coorong Dragons withdrawing from the event.

Jennifer Bould as Chief Official, has directed that all Clubs must have their own boat as a risk mitigation strategy.

This meant that SADA, Subsonix and ACDC would require two boats for use to manage their additional teams and a total of 12 boats would be needed. Boat #4 was out of action and 2-3 boats at The Sailing Club would need to be towed around for use. Pat Doogue would be able to hook up 12 boats to his harness.

Various options were then considered to manage this. Noted ASA's boat would be available mid morning after they had completed racing and available for use once sanitised.

Powerblades had offered to load the trailers on the Saturday morning after training with ACDC and Adelaide Phoenix offering to assist if needed.

With respect to power access, it was noted the caravan would be situated too far away from the electricity bollard near the 500m line so the generator would need to be used. Agreed to contact Jenny Rosevear for the contact details of the resident who has previously offered use of her power and in return was given a case of beer. **Action: Chris (#2288)**

Noted response would be sent to the email received from Secure Fence Hire re toilet bookings for Sunday that it was not required as another company was booked, Viking Rentals.

Jennifer Bould advised that she was deemed a "close contact" and would be undertaking her next test on Friday and hopefully her results would be received by Sunday. If she is unavailable then Peter Button would take over the role of Chief Official.

5.2 State Champs – planning / Task List

Noted medals have been ordered and artwork received for approval. The order was placed on last year's event. They are seeking to change the lanyard in future from the 2023 State Championships.

Noted the recycling of medals has saved around \$1,200.

Task List would be updated to reflect changes made throughout the season to the general race day version. **Action: Marie (#2289)**

5.3 AusChamps Souvenir Book – follow up

Noted email advice received from AusDBF with requirements to be met re State Team Information, State Flag Bearers and Club Information. Of note:

State Team Information

All State Associations to provide their updated State Team BIO and Team photo (maximum one page in word format, & photo in jpeg format combined). BIO can include names of Coaches, Team Managers etc. All **content to be submitted by Sunday 06 March** and emailed to info@ausdbf.com.au. If States are wondering what they previously submitted – suggest looking at the 2019 Souvenir program (page 16) - <https://www.ausdbf.com.au/events1/auschampssouvenirbooks/>

Agreed for this to be coordinated with State Coaches. **Action: Julie L (#2290)**

State Flag Bearers

All State Associations to provide the name and BIO of their selected Flag Bearer for 2022 AusChamps. BIO should individual was selected to represent the State as their Flag Bearer. BIO and Flag Bearers photo (maximum one page in word format & photo in jpeg format combined). All **content to be submitted by Sunday 06 March** and emailed to info@ausdbf.com.au. Hopefully, the **06 March** is sufficient notice for all State Associations to have selected and announced who their Flag Bearers is going to be

Agreed Julie Lister would remain as the Flag Bearer as she was selected previously and due to AusChamps cancellations had not yet had this opportunity. Required info (bio / photo) to be provided for forwarding to AusDBF. **Action: Julie L (#2291)**

5.4 AusChamps – meeting follow ups?

Noted meetings are now scheduled more frequently and will commence at 7:45pm to allow those attending training earlier to join the meeting and they will all be held via Zoom.

The budget is updated progressively and the cost for the traffic plan and management of this has been approved.

5.5 Awards dinner – June

Noted the Glenelg Golf Club has been booked for June.

5.6 Courses 2022

Noted next Sweep & Drummer course is scheduled for Saturday 14 May.

Agreed to follow up with John Holland for when the next AusDBF Level 1 Officials course will be held. **Action: Marie (#2292)**

First Aid course – to be scheduled twice yearly as needed.

6 CLUB / PADDLER MATTERS

6.1 Clearances

Nil.

6.2 CDs – re Safe365

Noted advice received from Coorong Dragons that this App was not appropriate for their Club. Agreed to follow up for clarification. **Action: Mick (#2293)**

6.3 CDs – email re being a Covid Safe Team / Club

Noted advice received that they are required to be a fully vaccinated Club to use the Goolwa Aquatic Club and were requesting their own boat for use going forward.

6.4 WWs email from Jacky Smith – re Covid training

Noted discussed earlier.

6.5 Mannum – Hat regatta

Noted there has been only 40 registrations received thus far and they are required to spend \$600 to advertise the closure of the river so they were seeking guidance from the Board on this.

Options were discussed on how best to support this event and it was agreed to send an email to Clubs seeking confirmation of their number of attendees to ascertain if the event would be viable. A decision would be made early next week once the participant numbers were known and also if DBSA would then sponsor the amount of \$600 for advertising. **Action: Marie (#2294)**

The Club was also seeking advising if they could mandate that all paddlers be at least double vaccinated as they were receiving some enquiries on this from other Clubs.

Noted that AusDBF would be mandating that all AusChamps attendees are to be double vaccinated at least and the Board would need to be mindful of this for the State Championships and for planning next season.

6.6 Request for reimbursement to ASA

Agreed to reimburse the registration fee minus the AusDBF levy which had already been paid. Noted this had been done already.

6.7 Waiwilta – Boat #4

Noted this boat is out of action and steps are being taken to repair.

7 FINANCIAL REPORT

7.1 As at 31/12/21

MOTION: TO accept financial reports for December 2021 as tabled. Moved: D. Grant and Seconded: C. Wood	CARRIED.
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Agreed to update the invoice payment terms to be 30 days from date of invoice and to also look at the wording for the general invoice terms to cover requirement for Clubs to be up to date with payments otherwise they forfeit the right to race. **Action: Deb (#2294)**

7.2 The Sailing Club finances

Bank balance at 31/12/21 = \$3,744.31.

7.3 Finish Lynx – Quotes

The quote for a RadioLynx transmitter at the 200m line for \$3,550 was considered and agreed to hold in abeyance at this stage.

Agreed to accept the quote of \$150 for a new Capture Button. **Action: Jen (#2295)**

The quote to have someone from FinishLynx attend a race day was considered and agreed the preferable option would be to cover the costs for Craig Ryan (DBVic) to attend an upcoming race day. **Action: Maria (#2296)**

8 GOVERNANCE

8.1 DBSA Policies for review

- #32 – Board secondment – ratified

Action: Marie (#2297)

9 AusDBF

9.1 MOU – respond to questions #1-3

Noted Board response was required for the following questions from the RevSport User Group:

1. Is the MOU still valid? Or do the Members feel we can do away with the MOU now?
2. If the MOU is still required is there any content/wording which could be updated to align with what is happening now with sharing of information
3. No change to the MOU, satisfied with current wording/content

The response to Question #1 is that an MOU is still required.

The response to Question #2 is that there needs to be a clause included noting the information accessed will be handled in the manner required by privacy legislation and principles and clarification to be sought that it is not used for marketing purposes. **Action: Marie (#2299)**

9.2 Re Sporting Schools Program – DRACADEMY – formal approval

Noted support was given for this AusDBF initiative.

9.3 Policies

Noted AusDBF were seeking feedback on the below draft policies with feedback to be given by the end of the week otherwise AusDBF will be advised there is no feedback except for that provided by Mary-Ann Holt to #3:

1. Framework
2. Gender Disability
3. D&I Strategic Inclusion
4. Inclusion Policy

Action: Board / Marie (#2300)

9.4 AusDBF Committees – Update

Agreed to follow up AusDBF to seek clarification on the length of term for those on the Athletes Commission. **Action: Marie (#2301)**

9.5 24U Virtual Games – between USA/CAN/USA

Noted.

9.6 Jon Taylor Memorial Award

Agreed to send this out to Clubs seeking nominations prior to the next Board meeting.

Action: Marie (#2302)

Agreed to provide list from AusDBF of previous applicants for consideration. **Action: Chris (#2303)**

10 REPORTS

10.1 Secretary

Nil report.

10.2 Safety

Nil issues.

10.2.1 Incident – Streaky Bay (BSD)

Noted incident report received via Safe365 App which was reviewed. Agreed to contact Club for further details and update on status of the boat repairs. **Action: Julie C (#2304)**

10.2.2 Safe 365 update

Noted waiting on KIDS and Vicki's Pride only for details of their two nominated persons for a licence to be issued to them.

Noted at this stage that Deb Grant and Marie Cunningham are the only ones with full access to the App and that it will be set up for email alerts to be received when incident reports are submitted.

Agreed to contact AusDBF (Martin) to allow access for whomever is in the Secretary role to the online App and back end. **Action: Deb (#2305)**

10.3 Equipment

Noted is important to ensure that all of the required equipment is available to facilitate the AusChamps event (ie boats, heads, tails, sweep oars, drums) so a database is being prepared and an audit undertaken.

PFDs – noted correspondence has been sent to DIT for them to include on the exemption “all participants” with a response awaited.

PFDs – once the quantity required is known when the order is placed agreed to advise Clubs that an order can be placed for them also. **Action: Chris / Marie (#2306)**

10.3.1 FinishLynx / RevSport set up – update

Discussed earlier. Noted issue with Capture Button last race day causing problems so replacement is being ordered.

Agreed access to caravan will be restricted further with a new sign to be made by Maria Darby advising of this.

10.4 Maintenance

Noted replacement microphone for PA system is being sought.

10.5 Participation & Development

Noted waiting to hear back from Cabra College re their event after the AusChamps.

10.6 High Performance

Noted training is happening.

Approval given for Senior C squad to access x3 boats on Sat 15-Jan to conduct ergo tests. Access to walkie talkies will need to be followed up with Pat Doogue and the stop watches are kept in the caravan.

10.7 Publicity & Promotion

Noted a Charter for this subcommittee will be circulated for Board adoption and then an EOI sent out to Clubs seeking nominations. **Action: Chris (#2307)**

Suggested that Sponsorship and Marketing also be included in this portfolio.

10.8 Sweep Committee

Noted Subsonix has a Junior sweep just learning and that advice was sought from Pat Doogue on the assessment as the AusDBF criteria is generally set for adults. There is some concern with having to sweep a stronger adult crew. Interstate the Junior sweeps generally come through the school system and only ever sweep other junior paddlers rather than adults.

Noted Subsonix may look to put a boat that she is sweeping in an outside lane regardless of seeding during her training.

Agreed that as this Sweep is a Dragonmite paddler that the opportunity would be given to Sweep the Junior crew at time to gain experience rather than to paddle.

10.9 Website / Facebook

No updates.

10.10 PAAF

No report.

11 AUSCHAMPS 2022

Discussed earlier.

12 CORRESPONDENCE

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

12.1 Invite to SportsGrid 202X conference

Noted.

12.2 Council – request for updated Risk Assessment to include Covid mitigation

Noted Council are requesting the Risk Assessment include more detail around mitigation.
Action: Maria (#2308)

13 SPONSORSHIP AND MARKETING OPPORTUNITIES

13.1 Draft sponsorship packages season 2021/22

Noted awaiting updated version from Barb Clarkson.

13.2 State Champs

Noted will not seek to source sponsorship for this event at this stage.

14 GENERAL BUSINESS

14.1 Assign next RC meeting reps

Agreed Peter Button would represent DBSA at the 18 January meeting and Vi Duong at the 9 February meeting.

14.2 Action List

ACTION ITEMS – 8/12/21				
NO.	ACTION	WHEN	WHO	STATUS
2252	Upload amended Minutes from 10-Nov meeting and Governance meeting on 17-Nov to website.	ASAP	Marie	Done
2253	Advise AusDBF of following Working committee changes: <ul style="list-style-type: none">▪ ROMP – Julie Clinch, Chris Wood and Jennifer Bould▪ Marketing Working Group – Chris Wood▪ Athletes Commission – Vi Duong	ASAP	Marie	Done
2254	Form a subcommittee to work on Publicity & Promotion and come up with some recommendations to the Board.	ASAP	Chris	Ongoing
2255	Book portable toilets for event at Scullers on 16-Jan.	ASAP	Mick	Done
2256	Send advice to Clubs of need to continue to “get in, compete and get out” for events and training at this stage.	ASAP	Marie	Done
2257	Consult with Chief Officials about reporting requirements as follows: <ol style="list-style-type: none">1. Board to be provided with full report.2. RC to be provided with a summary report.	ASAP	Julie C	Ongoing
2258	Find out from Rowing SA about borrowing / using numbered squares for the pontoon at Scullers on 12-Dec.	ASAP	Marie	Done
2259	Follow up with Pat, Ron etc on producing some instructions on putting gout the buoys for the 2km races.	ASAP	Julie C	Ongoing
2260	See if you can locate instructions to set up the Torrens bridge toggles.	ASAP	Chris & Steve	Ongoing
2261	Send to Marie the recent SC Minutes so the recommendations can be extracted for Board consideration.	ASAP	Julie C & Marie	Ongoing
2262	SC to send a response to Board paper from Ronnie Lane.	ASAP	Julie C	Ongoing
2263	SC to arrange catch up on-water training for recent S&D course participants.	ASAP	Julie C	Ongoing
2264	SC to provide a recommendation to the Board for a Sweeps refresher course for those who have never done one.	ASAP	Julie C	Ongoing
2265	Circulate Sport SA’s advice re mandating of Covid vaccinations.	ASAP	Marie	Done
2266	Advise BSD that Chellie Hosking was re-classified to B-Grade and to be aware of Policy #05 extract - 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.	ASAP	Marie	Done
2267	Follow up SADA to seek re-classification for their B-Grade Womens team.	ASAP	Marie	Done
2268	Draft a response to Jane Gersch and Copper Coast emails re the Peter Bristow drumming issue as discussed. <ul style="list-style-type: none">▪ Noted an abridged version was sent by Peter Button.	ASAP	Mary-Ann	Done

2269	Advise advising Coorong Dragons that they can continue to use the Come & Try, the new Dragon Pass or a combination of both to suit.	ASAP	Marie	Done
2270	Submit a recommendation for the PFD quantities to be ordered. ▪ New action item #2270.	ASAP	Chris	N/A
2271	Upload policies #45 – Reimbursement and #38 – Annual Skills test...	ASAP	Marie	Done
2272	Circulate DBNSW's Dragon Pass set up guidelines to Clubs.	ASAP	Marie	Done
2273	Provide feedback for changes to RevSport MOU with respect to privacy of participants details. ▪ Discussed earlier with new action item #2299.	ASAP	Marie	Done
2274	Place on Governance Agenda – PDs discussion	ASAP	Marie	Done
2276	Follow up with Allison Bretones for a Council contact to arrange to have the sand replenished. ▪ Agreed to follow up with Suzy at the Council.	ASAP	Maria	Ongoing
2277	Provide info for Bulletin #1 around the PFD exemption and Club requirements.	10-Dec	Peter	Done
2278	Ask both Councils for use of grassed car parks at Aquatic etc. ▪ Will just identify the grassed areas and car park to the west of our building	ASAP	Marie	Done
2279	Advise Barb Clarkson of amendments required to Sponsorship & Marketing Opportunities	ASAP	Marie	Done
2280	Contact physio in Pt Augusta to see if he would like use of the excess boat at Cowell.	ASAP	Julie	Ongoing
2281	Arrange next Board meeting for Wed 12-Jan at 6pm.	ASAP	Marie	Done
ACTION ITEMS – 10/11/21				
NO.	ACTION	WHEN	WHO	STATUS
2239	Look into setting up an account with Detmold. ▪ Noted has been set up for AusChamps as needed to purchase masks etc.	ASAP	Deb	Done
2241	Set up Safe365 for Club use and seek advice of x2 main users.	ASAP	Deb	Ongoing
2242	Review Safe365 Task list to look to separate safety & paddler related tasks for use.	Next Gov mtg	ALL	Ongoing
ACTION ITEMS – 13/10/21				
2219	Review Policy #07 – Clearance to ensure it meets needs.	Next season	Chris & Julie L	Ongoing
ACTION ITEMS – 13/9/21				
2169	Look at other Boards' 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	N/A
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
2191	Prepare a paper for 2022 AGM on funding models for Capital Fund.	Jan-22	Deb & Jen	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).	ASAP	Julie C	Ongoing
2200	Review incident report from CDs with Club and update form.	ASAP	Julie C	Ongoing
ACTION ITEMS – 4/8/21				

2166	Follow up Allison for eligibility for recent round of grants promoted by Sport SA. <ul style="list-style-type: none"> Noted Grants should sit under Publicity / Promotions etc subcommittee. 	ASAP	Maria	Done
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 event occurred however film quality was not ideal so a professional one will now be 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	Ongoing

14.3 Governance meeting

Agreed to postpone meeting set for Tuesday 15 February 2022 until after AusChamps given the busy meeting schedule.

14.4 Meeting dates 2021/22:

Agreed to reschedule the Presidents' Forum from Wednesday 16 February to Thursday 17 February 2022. **Action: Marie (#2309)**

Board meetings:

▪ Tue 08-Feb	▪ Board	▪ Thu 12-May	▪ PF
▪ Thu 17-Feb	▪ PF	▪ Thu 09-Jun	▪ Board
▪ Thu 10-Mar	▪ Board	▪ Tue 12-Jul	▪ Board
▪ Wed 13-Apr	▪ Board	▪ Wed 10-Aug	▪ Board
▪ Tue 10-May	▪ Board	▪ Thu 18-Aug	▪ AGM / PF

RC meetings:

▪ Tue 18-Jan	▪ Tue 22-Feb
▪ Wed 09-Feb	▪ Tue 15-Mar

15 ANY OTHER BUSINESS

- Race Day scullers – 2000m
 - Noted course will be modified so that the full 2000m distance can be raced.
- Agreed to continue to present wine and chocolate on race days and revisit this next season.

16 NEXT MEETING

The next Board meeting is set for Tuesday 8 February 2022 at 6pm via Zoom.

Action: Marie (#2281)

Meeting close – at 9:15pm.



Signed: _____

Date: 8 February 2022

President