



DBSA MINUTES BOARD MEETING

Tuesday 12 April 2022 at 6:30pm
The Sailing Club / Zoom

1 FORMALITIES

1.1 OPEN MEETING – 6:30pm

Present:

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

Invited:

Jennifer Bould (former Treasurer), John Holland (AusDBF) – part meeting attendance

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. Julie Lister advised of conflict with Agenda item #7.2.

At this point of the meeting John Holland joined.

2 REPORTS – John Holland

▪ Tatiara Regional Masters Games

- Successful event enjoyed by all with plenty of medals handed out.
- Six clubs participated and 120 participants.
- No issues of note.
- Two guests from Wagga were mentored with some officials training.
- Timing system worked well.
- 36 races starting at 9:24am and finished at 4:30pm.
- Budget and report will be provided.

▪ AusChamps

- Successful event.
- U24s had an enjoyable function on the Saturday evening and will include this category in future events.
- Congratulations extended to the organising committee.
- Suggested that each area should have someone in charge and the area should be tested beforehand to ensure everything is running smoothly.
- Issue with PA speaker blowing out and having to be replaced.
- Noted the Schools Program coordinator ran over the cable to the pontoon speakers with his propellor which was duly fixed.
- Debrief meeting will be scheduled.
- Planning meeting scheduled with DBVic for 2023 event.

▪ Junior Development

- Dragonmites team competed and crews were on the water despite some paddlers withdrawing due to Covid-19.
- They are all enthused and majority looking to buy their state tops. Will probably end up with a stock of about 12 which will need to be replenished.
- All raced and managed to keep getting crews on the water.
- Participated in a 2000m race and held their timing throughout.
- They will train once a month until the end of August on a Sunday at 12 noon.

At this point of the meeting John Holland departed.

3 ADMINISTRATION

3.1 Previous Meeting Minutes

Agreed that the Minutes of the Meeting held 10 March 2022 be accepted as a true and accurate record.

3.2 Business Arising

Nil.

4 AUSCHAMPS 2022

4.1 Feedback

Of note:

- Rowing SA have a lot of ageing equipment.
- Megaphones were working as tested after event.
- Rowing SA advised place was left dirty.
- One vendor had left boxes and boxes of rubbish and the DBSA generator on the ground.
- Live streaming company took over the use of the tent provided for the Finish Line.

Agreed to provide feedback to Julie Lister and a debrief will be held separately after Anzac Day holiday. **Action: All (#2365)**

4.1 Action items – appreciation emails / follow ups

Letters of appreciation to be sent to Charles Sturt Council (Suzy Walker) and to Rowing SA.

Action: Peter (#2366)

5 EVENTS & PARTICIPATION

5.1 States – feedback

Of note:

- Successful event.
- Problems with FinishLynx which did not impact majorly. Alex (Brook Group) helped with some tips with some of the issues being related to the RevSport with no fixes. Issue with camera was resolved and details of use of the Lynx box were advised. Relay software will be an additional \$1,400.
- A manual for use of the system will be prepared by Maria Darby using some cheat notes from Rowing SA.
- Big job to pack up the event at the end of the day.
- Caravan to be tidied up in next few weeks.
- FinishLynx system will be kept at Maria's during the off-season. Noted advice given to keep it locked up rather than disconnecting it after each use. Cord labeller will be provided.

5.2 Tatiara Masters Games – feedback

Noted barbeque afterwards went well and was in a good location.

5.3 Awards – Clubs of the Year (Regional/Metro)

Agreed to modify previous event paperwork and send out to Clubs as a matter of priority given awards dinner is scheduled in June. **Action: Marie (#2367)**

Nominations to be sent into Secretary to form the judging panel, comprising a representative from Sport SA and a Board member with no conflict of interest. **Action: Julie C (#2368)**

5.4 Awards dinner – June

Scheduled for Saturday 4 June at Glenelg Golf Club. Details re event along the same lines of previous year to be circulated and promoted to Clubs. **Action: Julie C (#2369)**

5.5 Vogalonga – Sun 24 April

Noted event coordinator Michael Piovesan was at the AusChamps to promote this event. Details have been advised to Clubs.

5.6 Courses

Scheduled as follows:

- 14-May – Sweep & Drummer
Noted 8 registrations to date.
- 22 May – First Aid
Noted 15 registrations to date. Will cap at x20.
- 7&8 May – AusDBF Level 1 Coaching
Noted 9 registrations to date.

6 BOARD DISCUSSION / DECISION MAKING

6.1 Around the Island Regatta

Noted course map from Rowing SA was provided as to how they race around the island.

Suggested look to book Umpire's Boats from Rowing SA to place at strategic positions around the course.

6.2 Registration fees – continue to offer first year free for Juniors – 2022/23 season

Agreed.

6.3 Registration fees – 2022/23 – reminder from AGM – calculations

The spreadsheet was reviewed and noted the 2% fee increase was correct along with the figures which could be duly advised to Clubs once the CPA form had been updated. **Action: Marie (#2370)**

6.4 Registration fees – 2022/23 – early-bird date

Agreed to set Early-Bird period again from 1 July – 14 July. **Action: Marie (#2371)**

6.5 Registration fees – 2022/24 – online

Noted ACDC had recently enquired if registrations could be done online next season. Agreed to investigate this option with RevSport if both options can be offered. **Action: Marie (#2372)**

6.6 Training roster – during Aquatic upgrade

Noted Julie Lister has prepared the training roster for the off-season up until end of August to incorporate reduced options because of the boatshed redevelopment occurring. Noted has been no negative feedback and will be circulated to Clubs. **Action: Julie L / Marie (#2373)**

7. CLUB / PADDLER MATTERS

7.1 Clearances

Noted policy will reviewed as a matter of priority by Chris Wood and Julie Lister.

7.2 Ronnie Lane – response sought to her email of 23Nov21

Agreed to follow up with Pat Doogue status of this email issue re the Copper Coast Marina Challenge as to whether any further information is to be provided to assist with the response.

Action: Peter (#2374)

7.3 Anita – Waiwilita re Boat shed rebuild

Noted email query received about status of the rebuild, the impact and if a reduction in membership fees would be offered because of the inconvenience.

Agreed to respond, working way through the various issues. Noted there will be no reduction in membership fees and that toilets and showers will be located imminently. **Action: Marie (#2375)**

Agreed to send advice out to Clubs on the status noting the late notification from Paddle SA to remove equipment as a matter of priority and given the AusChamps event have not had the opportunity yet to do so. **Action: Peter (#2376)**

Suggested look to using Annie Watt Reserve instead however this was considered not to be viable.

Agreed to follow up Council about becoming co-tenants. **Action: Peter (#2377)**

8. FINANCIAL REPORT

8.1 As at 31/3/22

MOTION:

TO accept financial reports for March 2022 as tabled.

Moved: D. Grant and Seconded: C. Wood

CARRIED.

Noted there are some outstanding race fees (9 from States and 2 from BSD) which will be followed up. **Action: Deb (#2378)**

Noted Paddle SA inadvertently charged rent for April and will refund the money.

Reminder to be given at PF that from 1 July 30 days payment terms will be strictly enforced otherwise a late payment fee may be applied. **Action: Marie (#2379)**

Noted amount of \$1,650 for the FinishLynx relay equipment will need to be budgeted in 2022/23. **Action: Deb (#2380)**

8.2 The Sailing Club finances

Bank balance at 31/3/22 = \$2,622.01

8.3 ORS&R Grant – Obligation report – due 30-Jun

Noted.

8.4 ORS&R Grant 2021-22 – Acquittal report – due 30 Jun

Noted.

8.5 Covid-19 recovery stimulus funding

The online application for this funding via SmartyGrants was accessed and the application duly completed for \$7,470.00.

9. AGM – Thu 18/8/22

9.1 Reports – to be prepared

Due date for reports is 31 May. **Action: All (#2381)**

9.2 Registration fees 2024/25 – to recommend

Agreed to recommend a 2% increase.

9.3 Committee positions – staying / going / status

Noted there would be several members either not re-nominating or leaving halfway through their term.

Deb Grant-Clark advised she may be standing down as Treasurer.

Noted Clubs have been continually reminded that there will be several Board vacancies and they will need to look for nominees.

Suggested AICD be contacted to provide a freshness to the Board and perhaps deliver a mini-course to Clubs to provide them with some governance.

Agreed to bring above up at PF. **Action: Peter (#2382)**

10. AusDBF

10.1 Revisit AusDBF Action Item (Q1 Forum) about setting a date to conduct a “rainbow come & try event”

Suggested look to schedule this during the Feast celebrations to be held from 6-27 November and on a Sunday. Proposed dates are Sunday 6 or 27 November and on the River Torrens.

Action: Marie (#2383)

10.2 2022 Women Leaders in Sport Grant

Noted was offered to Sharon Knights, Julie Lister, Tash Youngman and Christine Wood.

10.3 2022/23 Season Calendar

The draft calendar was reviewed with some dates tentatively set.

Noted with redevelopment at Aquatic might be better to start season later this year but leave it up to Clubs to decide.

Dates for A.M. Ramsay Course to be checked for scheduling of State Champs.

Action: Marie (#2384)

10.4 Dragon Pass Data

Noted information being sought from a member state on the number of converted paddlers which has not yet been looked at.

10.5 AusDBF Membership Numbers

Noted this was the last call with registration numbers confirmed with AusDBF being 705 in total.

10.6 Q2 Members Forum – Thu 26-May – attendance

Noted Peter Button would be unavailable and either Vi Duong or Maria Darby will attend.

11. REPORTS

11.1 Secretary

Nil report.

11.2 Safety

Nil report.

11.3 Equipment

Noted stocktake will be done of equipment after AusChamps as several sweep oars and drums were damaged.

Case to be provided to Maria Darby for FinishLynx equipment. **Action: Mick (#2385)**

11.4 Maintenance

Maintenance program to be set to repair heads and tails damaged. **Action: Mick (#2386)**

Noted Pat Doogue had offered to adopt looking after the Umpire's Boat during the off season along with the P.A. system.

11.5 Participation & Development / Publicity & Promotion /

Noted the last event held was for the Islamic Society which was a good day. The Charles Sturt Council schools program will be held soon and managed by John Holland.

11.6 High Performance

State team performed well winning three gold, four silver and six bronze.

Regional team finished fourth and they were happy with their participation.

11.7 Publicity / Promotion / Marketing

Noted radio interview conducted by Peter Button with 5AA on the Tuesday evening.

Promotional article in the Sunday Mail from Ben Hook.

11.8 Sweep Committee

Nil report.

11.8.1 Minutes SC – 21/3/22

Noted.

11.9 Website / Facebook

Noted is being updated regularly.

11.10 PAAF

Minutes of 1 March 2022 were included in the Agenda papers. Of note:

- AGM scheduled for this evening.
- Meetings – held bi-monthly.

11.11 Volunteers

Mary-Ann Holt provided a report on this portfolio for the AusChamps. Of note:

- was an extraordinary effort to pull that altogether.
- 108 volunteers over x5 days
- 95 registered online rest from friends/others.
- 14 people came for the five full days.
- huge learning curve.
- had 4 x good team leaders
- praise given by everyone for cleanly state of toilets
- radios – need separate set for volunteers / organisers to get in touch with each other

Acknowledgement to be sent out to all involved for their assistance in AusChamps event.

Action: Peter (#2387)

12. CORRESPONDENCE

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

12.1 Covid-19 recovery stimulus funding – Reminder

Completed.

12.2 Sport Governance Standards benchmarking survey due 31 March 2022

Noted completed previous meeting.

12.3 2022 Council Sport Awards

Noted.

12.4 Sport SA - Partnerships Program Update

Noted.

12.5 Rowing SA – A.M. Ramsay Regatta Course – Facebook link

Noted they are looking to change from A.M. Ramsay Rowing Course.

13. SPONSORSHIP AND MARKETING OPPORTUNITIES

Nil discussion.

14. GENERAL BUSINESS**14.1 Assign next RC meeting reps**

Noted as is a planning meeting will be coordinated by DBSA with Peter Button to represent DBSA.

14.2 End of season Board dinner (Oar Cafe) – set date

Agreed to schedule at Portobello's on Friday 17 June. **Action: Chris (#2387)**

14.3 Set RC meeting planning date

Scheduled for Tuesday 24 May 2022 @ 7pm.

14.4 Governance meeting date – set

Noted priority is for constitution to be reviewed by a lawyer. Agreed to contact Sport SA for recommendations on who to contact and to send details around out-of-session.

Action: Maria & Mick (#2388)

14.5 Action List

ACTION ITEMS – 10/3/22				
NO.	ACTION	WHEN	WHO	STATUS
2345	Upload Minutes of meeting held 8 February 2022.	ASAP	Marie	Done
2346	Nominate Glyn, Ron and Peter for Premier's Certificate of Recognition.	ASAP	Mary-Ann	Done
2347	Purchase Time Trial plug in from Brook Group for next season.	August	Jennifer	Ongoing
2348	Follow up with Neil and Pat re replacing safety side fenders on Umpire's Boat and the vertical poles on the trailer.	ASAP	Peter	Ongoing
2349	Advise Coorong Dragons that their request to borrow a L3 Sweep was denied as is against the Rules otherwise will set a precedence. They can register their team and Male L3 Sweep and should there be any unforeseen circumstances in the lead up to the event with him being unavailable then an exemption under special circumstances could be sought.	ASAP	Mick	Done
2350	Look to offer BBQ fundraiser for both days of State Champs (ASA Sat) and (Waiwita Sun).	ASAP	MA / Mick	Done
2351	Test camera / finish line system at Rowing SA with Brett Ralph.	Fri 25-Mar	Maria & Jennifer	Done
2352	Thank Sharon for providing Ted Talk YouTube video on Acknowledgement of Country and post to FB.	ASAP	Marie	Done
2353	After AusChamps revisit process for out-of-session determinations.	May	Board	Ongoing
2354	Advise Ronnie Lane that her email requesting response to her 23Nov21 email would be revisited after AusChamps and request some latitude with this.	ASAP	Marie	Done
2355	Place on next Agenda revisit of AusDBF Action Item (Members Q1 Forum) about setting a date to conduct a "rainbow come & try" event.	Apr mtg	Marie	Done
2356	Enter into Safe365 incident report re Judge's / Secretary's tent blowing over on race day.	ASAP	Deb	Ongoing
2357	Respond to above incident report (#2356).	ASAP	Julie L	Ongoing
2358	Purchase x4 water bags to secure tent pegs.	ASAP	Chris	Ongoing

2359	Provide Board "view only" access to incident reports in Safe365.	ASAP	Deb	Done
2360	Respond in Safe365 to incident report from ACDC – Lee Am.	ASAP	Julie C	Ongoing
2361	Inspect Boat #10 for a crack in the floor and rectify as needed. <ul style="list-style-type: none"> ▪ Working bee to be set to flip over boats to check bottoms. Action: Mick (#2389)	ASAP	Mick	Ongoing
2362	Send email seeking volunteers for working bees to relocate boats and note to contact MA if available.	ASAP	Marie	Done
2363	Source a lectern for AusChamps.	Aus Champs	Chris	Done
2364	Schedule next Board meeting for Wed 13-Apr at TSC / Zoom.	ASAP	Marie	Done
ACTION ITEMS – 8/2/22				
2312	Update Dragon Pass guideline to DBSA format and put on for review end of season.	Season end	Marie	Ongoing
2314	Review Julie Clinch's report for feedback next meeting. <ul style="list-style-type: none"> - Marie to send it around again. 	ASAP	All	Ongoing
2318	Produce an indication pack for those appointed as State Rep to AusDBF committees advising them of their responsibilities and expectations (ie report back, provide Minutes, not to favour Club's position).	ASAP	Julie C	Ongoing
2321	Follow up with Pat to organise a Working Bee to relocate boats to / from The Sailing Club, Torrens to Angle Park for storage and weighing and then to Rowing SA.	Urgent	Peter	Done
2331	Review ASA's Incident Report (#10.2.1 agenda item) and provide recommendation / follow up with Club.	ASAP	Julie C	Ongoing
2333	Send volunteers names to MA for any P&D events.	ASAP	Vi & Chris	Done
2339	Follow up Council if they will place sand at the Rowing Course once advised by Peter or Chris after checking site.	ASAP	Marie	N/A
2341	1. Check AusDBF Operational Guidelines for quantity of life jackets needed and then place order after liaising with interstate Schools clubs for AusChamps after seeking Board approval. 2. Work out order for PFDs and let Marie know so Clubs can be advised that an order can be placed for them as well.	Aus-Champs	Chris	Done
2343	Arrange informal catch up with Jacky Smith and Julie Lister re WWs paper.	ASAP	Peter	Done
ACTION ITEMS – 13/1/22				
2286	Arrange a meeting with Council (and Allison) to discuss ramifications of unsuccessful grant for boat stackers and work out on a Plan B. <ul style="list-style-type: none"> ▪ Noted one trolley has been stolen already. 	Urgent	Peter	Ongoing
2287	Distill content from email dated 11 Jan re Covid and Dragon Boating to produce a set of principles to manage Covid going forward.	ASAP	Julie L	Done
2304	Contact Streaky Bay in response to their Incident report to follow up for more details and status of boat repairs. <ul style="list-style-type: none"> ▪ Noted QBE have paid out for boat repairs. 	8-Feb mtg	Julie C	Ongoing
2306	Work out order for PFDs and arrange order and let Marie know so Clubs can be advised that an order can be placed for them as well.	Urgent	Chris & Marie	N/A
2307	Draft a Charter for the Publicity & Promotion / Marketing & Sponsorship / Grants committee and then seek EOLs for a sub-committee.	ASAP	Chris	Ongoing
ACTION ITEMS – 8/12/21				
2257	Consult with Chief Officials about reporting requirements as follows: 1. Board to be provided with full report. 2. RC to be provided with a summary report.	ASAP	Julie C	Ongoing
2259	Follow up with Pat, Ron etc on producing some instructions on putting out the buoys for the 2km races.	ASAP	Pat	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	Pat	Ongoing
2263	SC to arrange catch up on-water training for recent S&D course participants.	ASAP	Pat	Ongoing
2264	SC to provide a recommendation to the Board for a Sweeps refresher course for those who have never done one.	ASAP	Pat	Ongoing

2280	Contact physio in Pt Augusta to see if he would like use of the excess boat at Cowell.	ASAP	Julie C	Ongoing
ACTION ITEMS – 10/11/21				
2241	Follow up KIDS and BRs to set up Safe365 access.	ASAP	Deb	Done
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				
2172	Undertake 2 PBTR courses (H&D, CP&S) and provide current WWCC clearance. <ul style="list-style-type: none"> https://elearning.sportintegrity.gov.au/ https://screening.sa.gov.au/applications/application-information-for-individuals 	ASAP	ALL	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
ACTION ITEMS – 10/2/21				
2023	Provide an update on status of capsized video for AusDBF.	ASAP	Chris	Ongoing
ACTION ITEMS – 8/12/20				
1926	Follow up Council for placement of another set of steps to assist with people traffic management. <ul style="list-style-type: none"> Noted steps not able to be placed at requested location due to irrigation pipes being there. 	On hold	Peter	Ongoing

15. ANY OTHER BUSINESS

- Jennifer Bould advised she had lodged an incident report via RevSport for falling over during a medal ceremony.
- Noted Chinese Association have two very old Chinese dragon boats which they were looking for a new home as they would be thrown away otherwise. Sample photos were shown and noted they dated back to mid 80s. Will look to store them someone or possibly offer them a new home interstate.
Action: Chris (#2390)
- Noted Heather Graetz is eager for the dragon boat still sitting in her front yard to be removed as a matter of priority. Agreed to circulate photo to Clubs to see if they are interested otherwise offer it perhaps to McLaren Vale School. **Action: Chris (#2391)**

16. NEXT MEETING

The next Board meeting is set for Wednesday 11 May at 6pm at the Sailing Club and via Zoom.
Action: Marie (#2392)

Meeting close – at 10:15pm.

16.1 Meeting dates 2021/22:

Board meetings:

▪ Thu 12-May	▪ PF	▪ Wed 10-Aug	▪ Board
▪ Thu 09-Jun	▪ Board	▪ Thu 18-Aug	▪ AGM / PF
▪ Tue 12-Jul	▪ Board		

Signed: _____



President

Date 11 May 2022