



**DBSA MINUTES
BOARD MEETING**

**Wednesday 11 May 2022 at 6:00pm
The Sailing Club / Zoom**

1 FORMALITIES

1.1 OPEN MEETING – 6:00pm

Present:

Peter Button (Chair)	Powerblades
Maria Darby (Vice Chair)	Subsonix
Julie Clinch (Secretary)	Blade Runners
Mary-Ann Holt	ASA
Julie Lister	Subsonix
Chris Wood	ACDC
Michael Cahill	Powerblades

Invited:

John Holland	AusDBF
Steve Clinch	Observer
Jennifer Bould	Observer

1.1 APOLOGIES

Vi Duong (Vice Chair) | Black Sea Dragons

1.2 DECLARATIONS OF INTEREST

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

At this point of the meeting John Holland arrived.

2 REPORTS – John Holland

▪ **Tatiara Regional Masters Games**

- Noted the event report had been provided along with the profit and loss report.
- Total surplus of: \$1,770.73

▪ **AusDBF**

- Noted at upcoming Members Quarterly forum there will be discussion on subscription membership through RevSport as some members states currently offer this now. Registrations offered are on a rolling 12 month basis throughout the season, at the one fee. They hope remaining member states will follow to simplify the administration of the sport and to easily gauge the membership numbers at any given time. This would mean there would be no DBSA Early-Bird membership offered and members would not be joining for smaller periods as currently offered (ie after 1st Jan to get a reduced rate).
- Keen for DBSA to permit AusDBF to use the generic AusDBF state logo on their website rather than “Nessie” and are also asking NSW to do the same.

At this point of the meeting John Holland departed.

3 ADMINISTRATION

3.1 Previous Meeting Minutes

Agreed that the Minutes of the Meeting held 12 April 2022 be accepted as a true and accurate record.

3.2 Business Arising

Nil.

4 AUSCHAMPS 2022

4.1 Feedback

- Agreed to schedule debrief meeting for 7:30pm on Tuesday 21 June and entire Organising committee to be invited. **Action: Marie (#2392)**

5 EVENTS & PARTICIPATION

5.1 Awards – Club of the Year (Regional / Metro)

Reminder to be given at Presidents' Forum to submit nominations.

5.2 Awards dinner – Saturday 4 June

Reminder to be given at Presidents' Forum for Clubs to register as response has been slow.

5.3 Courses

Scheduled as follows:

- 7&8 May – AusDBF Level 1 Coaching
 - Noted x8 participants.
- 14-May – Sweep & Drummer
 - Noted 20 participants registered.
 - Noted Chris Wood and Steve Holt would attend as Observers for part of the course
- 22 May – First Aid
 - Noted course is nearly full with 20 participants registered.

6 BOARD DISCUSSION / DECISION MAKING

6.1 Policy #07 – Clearance

The policy was reviewed and agreed to hold over until the Governance meeting.

6.2 Defibrillator for The Sailing Club

Agreed to follow up with John Holland re options for securing a defib unit and to follow up if there is fire blanket in the kitchen and a fire extinguisher. **Action: Chris (#2393)**

6.3 MS365 Exchange

Noted admin@, finance@ and secretary@ emails have been set up in MS365. The Google Drive is still being used for the time being and log in details to be sent out again. **Action: Marie (#2394)**

6.4 Training roster – during Aquatic upgrade

Noted some paddlers were having difficulty accessing the portable toilets and the remedy for this was to ensure that the padlock is facing the right way up so that the numbers can be entered in the right order.

Noted toilet paper is now kept in the Club container.

The current training roster is working fine as there are few Clubs out training or they are only taking one boat however noted that the big trailer is in the way. **Action: Peter (#2395)**

Agreed that smaller Clubs can take a boat on a trolley and larger Clubs are to take one from the containers.

Follow up to be had with Premier Trailer to find out status of trolleys.

Action: Peter (#2396)

6.5 RevSport – online registrations

Noted Clubs may be interested in setting themselves up for online registrations next season and below are some of the guidelines used by DBVic. Agreed DBSA would on charge any of the costs applied by RevSport to Clubs. To be discussed further at Presidents' Forum.

6.5.1 DBVic – Add pin payments as an option for membership

For information.

<https://www.dragonboatvictoria.com.au/policies-documents/how-to-revsport-work-instruction-for-clubs/>

6.5.2 DBVic – how to enable members to renew online

For information.

<https://www.dragonboatvictoria.com.au/policies-documents/how-to-revsport-work-instruction-for-clubs/>

6.5.3 DBVic – Add pin payments as an option for membership

Noted.

6.6 Constitution

The latest version was removed with some amendments put forward. Agreed to circulate to Board and Clubs for final feedback by mid June. **Action: Marie (#2397)**

6.7 West Lakes Event Schedule

Noted Rowing SA is once again coordinating the schedule and have tentatively booked most of March for end of season events. Agreed to advise them that DBSA will be booking the 25&26 March 2023 for the State Champs. **Action: Marie (#2398)**

7. CLUB / PADDLER MATTERS

7.1 Clearances

The following clearances were reviewed:

1. Max Smart – SADA to Subs – ratified
2. Alison Goss – SADA to Subs – ratified
3. Michelle Lennon – ASA to SADA – ratified

Action: Marie (#2399)

7.2 Enquiry re content in New Participant Manual

Agreed to respond that the manual has been sidelined due to State Champs and AusChamps events and will be reviewed in due course. Agreed to change name to Club Organisational Manual.

Action: Marie (#2400)

8. FINANCIAL REPORT

8.1 As at 30/4/22

The financial reports as at April 2022 were tabled.

Invoice to be sought from Goolwa River Dragons for boat hire for AusChamps. **Action: Jen (#2401)**

8.2 The Sailing Club finances

Bank balance at 30/4/22 = \$2750.51.

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

Noted.

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

Noted.

9. AGM – Thu 18/8/22

9.1 Reports – to be prepared

Noted due date for reports is 31 May.

9.2 Board nominations

Noted Board members will need to advise at next Board meeting if they will be restanding etc. so that the nomination paperwork can be sent out in accordance with the constitution.

10. AusDBF

10.1 Diversity & Inclusion Committee update

Noted Julieanne Kuhlmann who is the DBSA rep on this committee would be attending the next Board meeting to provide an update.

10.2 Other

The Board considered responses to the viewpoints put forward earlier by John Holland at upcoming Q2 Members forum with respect to setting up for rolling registrations in RevSport next season and use of the AusDBF generic logo on their website. Noted Julie Lister would represent DBSA.

- o Agreed to bring up rolling registrations at the Presidents' Forum however it would not be able to occur until 2023/24 season.
- o Agreed to change the DBSA logo (Nessie) on the AusDBF website to the generic state logo for SA for consistency.

11. REPORTS

11.1 Secretary

Update given on recent activity noting busy coordinating Awards dinner.

11.2 Safety

Noted incident report received via Safe365 during the meeting for ACDC paddler at The Sailing Club. Reviewed and agreed to follow up for further details. **Action: Julie (#2402)**

11.3 Equipment

Agreed to look towards obtaining replacement sweep oars for all the old stock.

11.4 Maintenance

Noted there was damage to the boats, heads and tails during AusChamps and that the damaged ones have been placed in a maintenance container for eventual repair.

Agreed Sweeps Committee to undertake in section of them to ascertain exact repairs required.

Action: SC (#2403)

Agreed DBSA will cover the cost of the minor repairs. It was determined however there are three non repairable tails and one head, which will be followed up with AusDBF to see if they will cover the cost to repair. **Action: Peter (#2404)**

Follow up to be had on costs to replace the tails, head and source more oars. **Action: Chris (#2405)**

Suggested that the octopus for the Drums seats be all replaced.

11.5 Participation & Development / Marketing / Publicity & Promotion

Agreed to review the draft Charter for this joint committee at Governance meeting.

11.6 High Performance

Noted reports from State Coaches have been uploaded to the meeting GDrive folder for review and opportunity will be given to modify them accordingly for the Annual Report.

Discussion was held on the State team for AusChamps noting late withdrawal of some paddlers. Agreed to revisit this at the AusChamps Review meeting. **Action: All (#2406)**

11.7 Sweeps Committee

Nil report.

11.8 Website / Facebook

Nil report.

11.9 PAAF

Nil report.

11.10 Volunteers

Mary-Ann Holt provided an update on the status of the allocation of pins (5+, 10+ etc) to be presented at upcoming Awards dinner. Agreed would work with Julie Clinch to re-establish the Volunteers database to ensure is up to date. **Action: MA / Julie C (#2407)**

12. CORRESPONDENCE

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

12.1 AusChamps – Rowing SA

Noted.

12.2 AusChamps – DBNSW email

Noted.

12.3 Rowing SA re Facebook “check in” location change

Noted.

12.4 ACC – Vehicle Access Permit

Noted has arrived.

12.5 Child Safe Environments Newsletter

Noted.

13. SPONSORSHIP AND MARKETING OPPORTUNITIES

Agreed to update the Sponsorship proposal to cover 2022/23 and circulate to the Board.

Action: Marie (#2408)

Agreed to remove all sponsors (except Council) from the website as will start afresh for the new season.

Action: Marie (#2409)

14. GENERAL BUSINESS

14.1 Assign next RC meeting reps

Noted all Board members required to attend this planning session to be held at 7:30pm on Tuesday 24 May.

14.2 Governance Meeting

Set for Saturday 25 June at Angle Park Training Centre from 9am-1pm.

Noted Marie Cuningham would not be able to attend due to being interstate so notes will need to be taken by someone else. Action: Marie (#2410)

14.2 End of season Board dinner

Noted is set for Friday 17 June at Portobello's at New Quay. It was unlikely that Deb and Clive Grant would be able to attend due to other arrangements.

14.3 Action List

Reviewed. Of note:

- #2382 – discussed whether to invite AICD or Sport SA to assist with advertising for expected vacant positions and agreed to leave on hold for incoming Board if needed.
- #2388 – noted would be cost prohibitive to seek legal advice on the Constitution rewrite and in any case was not needed as the CBS template was followed.
- #2257 – Chief Officials' reports – will be circulated after Awards evening.

15. ANY OTHER BUSINESS

- Suggested that Rowing SA be approached for use of an Umpire's Boat during upcoming season for use at Aquatic and Scullers to assist Officials with their accreditation and with the umpiring of the event.
- Noted Maria Darby is updating the Lynx Manual with valuable input provided from Rowing SA and also compiling a photo log of how the equipment is put together. Wine was given to Alex and Geoff in appreciation.
- Noted Water Warriors needed replacement stickers for their batch of gold medals and leftover stock will be located for this. Action: Chris (#2411)

16. NEXT MEETING

The next Board meeting is set for Thursday 9 June at 6pm at the Sailing Club and via Zoom.

Action: Marie (#2412)


Meeting close – at 10:45pm.

16.1 Meeting dates 2021/22:

Board meetings:

▪ Thu 12-May	▪ PF	▪ Tue 13-Sep	▪ Board
▪ Thu 09-Jun	▪ Board	▪ Wed 06-Oct	▪ Board
▪ Tue 12-Jul	▪ Board	▪ Mon 07-Nov	▪ Board
▪ Wed 10-Aug	▪ Board	▪ Tue 08-Nov	▪ PF
▪ Thu 18-Aug	▪ AGM / PF	▪ Tue 13-Dec	▪ Board

Signed:



Date 28 June 2022

President