



**DBSA MINUTES
BOARD MEETING**

**Tuesday 28 June 2022 at 6:00pm
The Sailing Club / Zoom**

1 FORMALITIES

1.1 OPEN MEETING – 6:00pm

Present:

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

Invited:

Steve Clinch	Observer
Jennifer Bould	Observer
Tasha Youngman	Observer (PBs)
Tracey Gardiner	Observer (Subsonix)
Julianne Kuhlmann	AusDBF D&I Committee – part meeting
John Holland	AusDBF & DBSA JD – part meeting

1.1 APOLOGIES

Michael Cahill	Powerblades
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 discussions, John Holland arrived.

2 REPORTS – John Holland

▪ **AusDBF**

- AusDBF seeking Member support for state delegates attending the Sweeps training program meeting in Sydney to be authorised to make decisions. The Board agreed to this.
- Officials course – will be seeking EOIs shortly for presenters who meet the criteria and they will be paid approx. \$300 per course to have them all trained to the same level.
- Branding Guidelines – modifying further and will be released in July.
- National Integrity Framework – signed off upon with a national Integrity manager appointed in a share relationship with Rowing Australia and Paddle Australia. Policies are being produced and updated accordingly.

▪ **Junior Development**

- State Dragonmites training held on 6 June with 7 in attendance and on water training session held.

At this point of the meeting, John Holland departed.

3 ADMINISTRATION

3.1 Previous Meeting Minutes

Agreed that the Minutes of the Meeting held 11 May 2022 be accepted as a true and accurate record.

Action: Marie (2413)

3.2 Business Arising

Nil.

3.3 Governance meeting Minutes – 18/6/22

Agreed that the Minutes of the Meeting held 18 June 2022 be accepted as a true and accurate record.

Action: Marie (2414)

4 EVENTS & PARTICIPATION

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

Noted feedback received was positive for the awards.

4.2 Awards dinner – Saturday 4 June

Noted feedback received was positive for the venue, food and band with there being 142 in attendance as opposed to over 90 the year prior.

Agreed to tentatively book the venue for Saturday 3 June 2023 and new committee to advise of preference for venue as some were in favour of a change.

4.3 Courses

Nil scheduled.

4.4 Race day – season opening ceremony – Sun 11 Sep

Noted plans are in place with those involved in the opening ceremony and follow up will be had on any donations to be given.

4.5 MFC Booking enquiry – Sat 2 July

Noted sufficient volunteers interested to coordinate this event on Saturday and that insurance coverage will be in place.

5. BOARD DISCUSSION / DECISION MAKING

5.1 DBSA / AusDBF DBSA logo

Agreed that a style guide was needed for this purpose with covering policy.

Action: Maria (#2415)

5.2 Dragon Pass – draft manual

The draft guideline provided by DBNSW had been updated and reviewed by the Board. Agreed to update the changes and send out to Clubs as will be an evolving document.

Action: Marie (#2416)

5.3 Dragon Pass Ts&Cs – NSW

[Temporary Member Terms & Conditions | Dragon Boats NSW \(dbnsw.org.au\)](#)

These were reviewed with some minor suggestions made and are to be included as part of Dragon Pass. Action: Marie (#2417)

5.4 Constitution amendments – George Galloway

Discussed at Governance meeting.

5.5 A question re Constitution

Discussed at Governance meeting.

5.6 Treasurer role – succession planning

Noted Tracey Gardiner had been invited along to meeting as an observer as she had expressed some interest in the role.

5.7 Volunteers' Policy – background on discussion for Governance meeting

Noted would be reviewed out of session as discussions required further to clarify the role of volunteers and officials on race days.

5.8 Catering next season – Mobile Coffee Bean

Agreed to confirm their booking for next season. Action: Marie (#2418)

Noted West Lakes Rotary Club had been invited to provide a barbeque on race days and awaiting confirmation. If received contact to be made with Mobile Coffee Bean to discuss how the relationship would work. Action: MA (#2419)

5.9 Race day – Chief Official reports – new process

An update was given on the process for next season noting that the RC would be provided with a check off type list for each race day and the Board a more detailed report.

5.10 Chief Officials reports – 2021/22 outstanding

Noted reports needed reformatting due to computer issues and would be provided to the Board once done. **Action: Julie (#2420)**

5.11 From RC Meeting 24/5/22: Chief Officials – non-participating in season 2022/23

Discussed.

MOTION

THAT Chief Officials on a race day are not to race.

Moved: J. Clinch and Seconded: M. Darby

CARRIED.

MOTION

THAT All Officials on a race day are not to race.

Moved: C. Wood and Seconded: M. Holtz

CARRIED.

Noted Chief Officials going forward this season would be Jennifer Bould, Julie Clinch and Steve Clinch.

5.12 From PF 12/5/22:

- 5-year Business Plan – re Capital Funds Proposal
- Noted most Clubs were not in a position to respond until the Board provided a 5-year Business Plan.

Discussed and agreed that the current Strategic Plan should suffice and that a separate Business Plan was not needed. Agreed to review the situation after the 2021/22 finances have been audited and look towards transferring funds to the capital account if there was a surplus.

5.13 Volunteers – thank you function

Noted event had not yet been held and the option of holding a movie day instead was discussed and agreed upon. **Action: MA (#2421)**

5.14 RevSport – Seasonal mode versus Subscription mode

Discussion held on how to manage this with Clubs requested at the May Presidents' Forum to provide their feedback on their preference going forward.

The timing for this was discussed with some in favour of not bringing this in until 2024/25 season to allow Clubs time to check their Constitution in case any changes were required for payment of membership fees. This would allow them some time to arrange and to plan for this cost. Noted some Board members were not in favour of this and thought it should be brought in sooner.

Noted some AusDBF member states had mandated this for their members and the compulsory payment of membership fees by credit cards. To be discussed further at the Presidents' Forum.

5.15 Annual donation to Monks

Noted the Board was unaware that the Monks had never been paid other than for AusDBF involvement for their services. AusDBF have provided a \$300 donation from the AusChamps event which will be passed on.

The Cultural portfolio guidelines are being updated to reflect this.

Follow up to be had with the monks and anthem singer as to an amount to be given.

Action: MA (#2422)

5.16 Draft Policy #03 – Race Day allocation of points

Discussion held on whether this policy was needed with different positions put forward on whether wine or gift cards, movie tickets could be offered instead.

Chris Wood advised that she had contacted Good Sports for their position on wine being presented.

Agreed to prepare a position paper for discussion at the Presidents' Forum.

Action: Maria (#2423)

6. CLUB / PADDLER MATTERS

6.1 Clearances

The following clearances were ratified out of session:

- #4 – Gloria Brown – ASA to Victor Dragons
- #5 – Lexia Cherry – PBs to Waiwilta
- #6 – Kerry Rohlrach – VDs to CDs
- #7 – Brian Rohlrach – VDs to CDs

The following clearance was ratified at this meeting:

- #8 – Slobodanka (Bobana) Stanimirov – Subsonix to Powerblades
Action: Marie (#2424)

6.2 ASA reclassification request

Approval was given for ASA to be reclassified to B-Grade for the 2022/23 season and this covers all those listed in the Agenda papers.

6.3 VDs email re winning award

Noted.

6.4 BSD – fees – rounding up

Noted resolved already and agreed upon.

6.5 Hat Regatta – Mannum

Noted.

6.6 DAPL to Dragons Afloat Port Lincoln

Noted.

7. FINANCIAL REPORT

7.1 As at 31/5/22

The financial reports as at May 2022 were tabled and accepted.

Noted follow up will occur for Clubs with members who have outstanding payments for their state tops.

7.2 The Sailing Club finances

Noted.

7.3 Race fees 2022/23 – set

Agreed race fees would remain for the season at \$11 (GST incl.) per race day and \$16.50 for States Championships each day.

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

Submitted.

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

Submitted.

7.6 ORS&R Grant – State Sport & Recreation Development Program – due 30-Jun

Submitted. Jennifer Bould read to her grant acquittal response.

7.7 Bank signatories – change in preparation for Board changes

Agreed to leave until after the Annual General Meeting.

8. AGM – Thu 18/8/22

8.1 Reports – to be prepared

Noted some were still to be provided. A book-keeping report had been provided for the first time as this role had been formed this financial year.

8.2 Draft Agenda

Draft Agenda was reviewed and the following was agreed upon:

- 5 x committee positions vacant with one member restanding:
 - Restanding: Julie Clinch
 - Further 12 months to serve: Mary-Ann Holt, Julie Lister, Chris Wood
 - Not restanding: Peter Button, Vi Duong
 - Standing down: Maria Darby, Mick Cahill
 - Vacant Position: Deb Grant

At this point of discussions, Julianne Kuhlmann arrived.

9. AusDBF

9.1 Diversity & Inclusion Committee update

A presentation was provided on the activities of this committee. Of note:

- Looking to roll out a national policy and training program on how the sport engages the community to welcome new members from different cultures and disabilities to allow them to participate in the sport.
- Focus has been on policy development and as part of this working with other sporting codes both nationally and internationally to prepare a training program and governance principles around cohesive and thriving national communities to ascertain how this can be applied.
- Keen to continue to represent DBSA and to be point of contact for the Board and Clubs.

Agreed that a presentation should be given on this at the upcoming Presidents' Forum in August and an email sent out to Clubs in the interim on this activity. **Action: Julianne (#2425)**

9.2 ROMP Meeting Minutes – 10 May22

Information.

9.3 Members Q2 Forum – actions / update

Noted. Was discussion about the AusChamps being at Ballarat noting the course had improved over recent years.

9.4 DBACT – Committee Roles and Responsibilities

Hold over to incoming meeting and portfolios are assigned.

9.5 AusDBF Q2 Minutes

Noted.

9.6 AusChamps Budget

Noted the final profit and loss has been provided with a surplus of \$49,059.37 (60%) to be paid to DBSA upon receipt of an invoice "Agreed settlement of share of surplus for 2022 AusChamps". In addition an invoice for \$660 for "full and final cost to repairs to heads and tails" is to be issued.

Action: Jennifer (#2426)

9.7 State Sweep Coordinator – Face to Face workshop

Noted with details to be sent to Pat Doogue.

Action: Marie (#2427)

9.8 revSport and Year End Rollover

Noted.

9.9 Q2 Members Forum - Dragon Pass

Noted AusDBF are seeking feedback from each Member as to how the Dragon Pass scheme is working. Below is response to be sent:

- Clubs have been slow to take up Dragon Pass in 2021/22 season.
- Some Clubs have embraced it and some not so or going through learning curve.
- DBSA website has been updated to include details of Dragon Pass based on DBVic page.
- Only one SA Club has indicated they would not use Dragon Pass.
- DBNSW Guideline for Clubs has been modified to suit DBSA needs and awaits Board adoption.
- RevSport report options for Dragon Pass paddlers does not produce a list of all of those in the program who then joined a Club. Some Clubs bring them in as new members rather than upgrading their membership category from Dragon Pass to whichever appropriate membership category.

Action: Marie (#2428)

9.10 Electronic process for logging sweep hours

Noted AusDBF had provided an update on changes to be made to RevSport to allow logging of sweep hours readily by Sweeps and Sweeps' Coordinators. This would require registered participants to be given online access to their membership records which is being followed up with RevSport.

10. REPORTS

10.1 Secretary

An activity update was provided. Noted some issues with syncing of MS Exchange email accounts which will be resolved with support from the secretariat.

10.2 Safety

10.2.1 Incident report #1 – VDs

Noted and to be followed up in Safe365.

10.2.2 Incident report #2 – VDs

Noted and to be followed up in Safe365.

Action: Julie C (#2429)

10.3 Equipment

10.3.1 End of season maintenance

Noted issue of water leaking in one of the containers will be addressed this weekend with the placement of a tarp.

10.3.2 PA system – alternate option

Noted some expert advice needed on this. MA Holt advised she would follow up at Jaycar.

Action: MA (#2430)

10.4 Maintenance

Nil report.

10.5 Communications (P&D / M&P)

Nil report.

10.6 High Performance

Nil report.

10.6.1 State coach appointments season 2022/23

On hold until new Board is in place.

10.7 Sweeps Committee

An update was given from the meeting held on 27 June and the changes made to the Charter.

The Committee had put forward their renominations (Steve Clinch, Pat Doogue and Chris Kelley) and the addition of a new nominee.

Question was asked as to how the election and nomination process worked for the committee as it needed to be inclusive and transparent and also the committee composition. This process was in line with the current Charter.

Agreed to review the Charter to reflect the need for inclusiveness. Additionally the committee should comprise a minimum of three and maximum of five persons and circulate for Board for review within a week. After that time if there is agreement on the updated version an EOI is to be sent out to Clubs seeking nominations. **Action: Julie C / Marie (#2431)**

10.8 Website / Facebook

Noted both platforms are being updated accordingly.

10.9 PAAF

Nil report.

10.10 Volunteers

Noted correspondence from Premier's Office re awards will be dispatched by them soon.

11. CORRESPONDENCE

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

11.1 Email re Putt Putt event on Torrens on 10th Sep

Noted.

11.2 A welcome from our VSA&NT ambassador
Noted.

11.3 Event notification – Corporate Cup
Noted.

11.4 Corporate Volunteering - what's in it for you?
Noted.

11.5 Invite to meet the Minister
Noted Julie Lister had been nominated previously to represent DBSA at this event.

11.5 Sport SA Membership – expiry
Noted advice received that membership would expire 30 June and to be followed up for renewal.
Action: Marie (#2432)

12. SPONSORSHIP AND MARKETING OPPORTUNITIES
Noted incoming Board to review for upcoming season.

13. GENERAL BUSINESS

13.1 AusChamps – feedback meeting – Tue 21-Jun
Noted summary report to be provided.
Action: Maria (#2433)

13.2 Governance Meeting – Sat 25-Jun
Noted the review of the Constitution took the majority of time and then several policies were reviewed and updated.

13.3 Observers – feedback
Nil.

13.4 Action List
Reviewed.

14. ANY OTHER BUSINESS

- Noted insurance follow up is in place for the stolen trolley with police report submitted.
- Noted Council contact advised that DBSA is responsible for security of the new compound however this is not the case as is only a sub-lease holder with Paddle SA.
- Noted Scullers Reserve was unavailable for last race day in December and had been swapped to the first race day in January and Race Program was updated.
- Noted Board meetings appear to be more often than not set on a Tuesday so this would be looked at going forward as was not a fair spread for some Clubs who have training on that night.

15. NEXT MEETING

The next Board meeting is set for Tuesday 12 July at 6pm at the Sailing Club and via Zoom.
Action: Marie (#2434)

Meeting close – at 9.27pm.

15.1 Meeting dates 2022/23:

Board meetings:

Agreed to reschedule meeting set for Wednesday 3 August to Monday 1 August.

Action: Marie (#2435)

▪ Mon 1-Aug	▪ Board	▪ Tue 7-Feb	▪ Board
▪ Thu 18-Aug	▪ AGM + PF	▪ Wed 15-Feb	▪ PF
▪ Tue 13-Sep	▪ Board	▪ Thu 16-Mar	▪ Board
▪ Wed 12-Oct	▪ Board	▪ Wed 12-Apr	▪ Board
▪ Mon 7-Nov	▪ Board	▪ Wed 11-May	▪ Board
▪ Tue 22-Nov	▪ PF	▪ Tue 16-May	▪ PF
▪ Tue 13-Dec	▪ Board	▪ Tue 13-Jun	▪ Board
▪ Wed 11-Jan	▪ Board		

RC MEETING DATES 22/23

▪ Tue 30-Aug	▪ Wed 14-Sep	▪ Thu 29-Sep
▪ Tue 11-Oct	▪ Wed 9-Nov	▪ Wed 30-Nov
▪ Thu 5-Jan	▪ Tue 24-Jan	▪ Thu 9-Feb
▪ Wed 22-Feb	▪ Tue 14-Mar	

Signed: _____
President

Date 12 July 2022