



**MINUTES
GOVERNANCE MEETING**

Wednesday 19 October 2022 at 6pm

The Sailing Club / Zoom

1 FORMALITIES	
1.1	Meeting Open <ul style="list-style-type: none"> 6pm by Julie Lister (Chair)
	Present: <ul style="list-style-type: none"> Chris Wood (ACDC), Jennifer Bould (Life Member), Julie Lister (Powerblades), Norman Voss (ACDC), Tasha Youngman (Powerblades) and Tracey Gardiner (Powerblades) Apologies: <ul style="list-style-type: none"> Mary-Ann Holt (ASA).
1.2	Conflict of Interest Declarations <ul style="list-style-type: none"> Standard acknowledgement to declare any conflicts of interest with any issue as they arise.
2 CHARTERS	
	<ul style="list-style-type: none"> The Board discussed whether or not the various Charters for review required for sub-committees to be formed. Agreed that Portfolio Leads could decide whether they wished to form a sub-committee or a working group and that they would Chair their respective meeting.
2.1	Participation, Marketing & Promotion – Working Group <ul style="list-style-type: none"> Amended and adopted.
2.2	Equipment & Maintenance – Working Group <ul style="list-style-type: none"> Amended and adopted.
2.3	High Performance & Development <ul style="list-style-type: none"> To be redrafted for adoption at Nov/Dec Board meetings. Action: Julie (#1)
2.4	Volunteers & Officials <ul style="list-style-type: none"> Noted there was a separate Charter provided by Julie Clinch for Officials only with the consensus being that they should be managed jointly. Agreed to invite Julie Clinch to the next Governance meeting to workshop it to ensure that it is fit for purpose for both volunteers, officials and their development. Action: Marie (#2)
2.5	Social Media – Working Group <ul style="list-style-type: none"> Amended and adopted.
2.6	Safety and Risk <ul style="list-style-type: none"> To be redrafted for adoption at Nov/Dec Board meetings. Action: Julie (#3)
2.7	Charter – Race Committee <ul style="list-style-type: none"> To be redrafted for adoption at Nov/Dec Board meetings. Action: Chris (#4)
3 POLICIES	
Pre Governance Meeting Review and Agreement/Disagreement table was circulated prior to the meeting as part of the review process.	
3.1	The following policies were each reviewed, amended and adopted: <ul style="list-style-type: none"> 001 – SunSmart 004 – AusDBF Competition Regulations & Rules of Racing 019 – Directors’ Code of Conduct 020 – Life Member 025 – Paddler Event 029 – Appointment of Delegates to AusDBF 037 – AusDBF’s National Code of Conduct 038 – Annual Skills – Capsize and Swim Testing 043 – AusDBF Anti-Doping 044 – Interstate Paddling Visitor 045 – Reimbursement
3.2	Policy 013 – Nomination process for elected DBSA Board Director position <ul style="list-style-type: none"> To be compared with Constitution, then amended, circulated for adoption at November Board meeting.

3.3	Policy 047 – Alcohol Management ▪ Amended, to be circulated for adoption at November Board meeting.		
3.4	Policy 012 – Protocol for race day disputes ▪ Amended, to be circulated for adoption at November Board meeting.		
3.5	Policy 003 – Style Guide ▪ Amended, to be circulated for adoption at November Board meeting.		
3.6	Policy 036 – AusDBF Member Protection Policy / DBSA version ▪ Held over for further discussion with MPIO.		
3.7	Policy 013 – Nomination for elected DBSA Board Director ▪ Duplicated with #3.2 above. Withdrawn.		
3.8	Policy 009 – Role of the Dragon Boat Drummer ▪ Wording to be aligned with AusDBF policies instead of DBSA where possible. Action: Jennifer (#6)		
3.9	To give context on all policies and position so we don't lose sight of what is required, the below list of policies are out of date. Objective is to discuss action in preparation for next meeting: <ul style="list-style-type: none"> ○ 039 Including people with disability (10/18) Requires new format header; indepth review ○ 008 Equity and inclusion policy (6/19) Requires new format header; Indepth review; Do we need to align to anything AusDBF? ○ 014 Infectious disease & blood rule (5/20) Policy not signed; does it need review Indepth review? ○ 040 Volunteer recognition (2/21) Indepth review ○ 035 Social media (8/21) Indepth review ○ 005 Conditions of entry to races etc 12/20) Review: 3.4 change Open to Premier, 6.1and 6.6 need review ○ 027 Race day organisation & draws 12/20) Review: Do we ask expert key persons such as Ronnie and Jacky? ○ 026 Allocation system for new paddlers to DB (4/21) Needs review do we actually do this as a process; is the policy still relevant? ○ 016 Breast cancer challenge races (8/18) For MA to focus on; is this we want for SA? Requires new format header ▪ Held over to next meeting.		
4.0 GENERAL			
The following Agenda items were held over.			
4.1	Team Manual	Review	Board
4.2	Manual – Caravan “how to”	Review	Board
4.3	Publicity & Cultural Guide	Review	Board
4.4	Review Safe365 Task list to look to separate safety & paddler related tasks	Review	Board
4.5	Cultural Portfolio Strategy – draft	Review	Board
4.6	DBACT Committee Roles & Responsibilities	Review	Board
4.7	Good Sports Inquiry: DBSA	Discuss	Board
4.8	Annual Board Governance checklist (was held over)	Discuss	Board
4.9	Proposal for the funding of the sport	Update	Chris
5. AusDBF NATIONAL INTEGRITY FRAMEWORK			
This new framework being introduced by AusDBF was discussed noting the actions required below.			
5.1	NIF Action Required <ol style="list-style-type: none"> 1. Formerly adopt all 6 NIF policies. 2. Confirm once adopted. 3. Website – update policies section to reflect the adoption of the NIF and relevant policies. 4. Review any independent State policies to ensure that they are consistent with the NIF and the balance of AusDBF's policies (which also apply to and bind States). Any inconsistent policies (or parts of policies) should be amended or annulled accordingly. Please let us know, by return email, if you are unsure in relation to a particular policy. 5. Update to Clubs. 6. Forward email to MPIOs. ▪ Agreed that before any decision could be made, that Board members should attend the travelling roadshow briefing being held on Tuesday 29 November to gain an understanding of requirements and to review the various documentation in the interim. Registration link to book by 26 Oct is: https://survey.alchemer.com/s3/7059990/National-Integrity-Framework-Training-Session Action: Board (#7)		

	<ul style="list-style-type: none"> ▪ Follow up to be had with AusDBF as to why they sought membership adoption before providing the information via the travelling roadshows. Action: Chris (#8)
5.1	ByLaws – Rules – discussion <ul style="list-style-type: none"> ▪ Held over.
6.1	Any Other Business <ul style="list-style-type: none"> ▪ Clearance application received from Kelly Cornish to transfer from Subsonix to DBSA, noting she had not yet registered for the season. Approved on the following proviso: <ul style="list-style-type: none"> ○ <i>There is no guarantee that approval will be given by the Board should another application to transfer to a choice of a Club, at any time in the current season, be received.</i> Action: Marie (#9) ▪ Agreed should any other such clearance requests be received to transfer to DBSA that the same proviso will apply until the Clearance Policy is reviewed. ▪ Norman Voss noted disappointment that only four Clubs had responded to his introductory email out to the Club Maintenance delegates with only two people offering assistance. To be brought up at Presidents' Forum. Action: Marie (#10) ▪ John Holland briefly attended the meeting. He advised that AusDBF had made some changes to some of the policies with the Health & Wellness policy being retired and replaced by 6 online E-learning modules. ▪ Agreed adopted charters and policies above to all be reformatted and uploaded to website. Action: Marie (#11)
6.2	Next Meeting – TBA
7. MEETING CLOSE	
7.1	Meeting closed at 8:42pm with next meeting date to be advised.

NO.	ACTION	WHO	WHEN	STATUS
1	Charter – HP&D redraft.	Julie	Nov/Dec Board mtg	
2	Charter – Volunteers & Officials – invite Julie Clinch to next Governance meeting to workshop.	Marie	Next Gov'n mtg	
3	Charter – Safety & Risk redraft for adoption.	Julie	Nov/Dec Board mtg	
4	Charter – Race Committee revisit.	Chris	Nov/Dec Board mtg	
5	Policy 013 – Nomination for elected DBSA Board Director – compare against Constitution.	Marie	Nov Board mtg	Done
6	Policy 009 – Role of the Dragon Boat Drummer realign wording with AusDBF.	Jennifer	ASAP	Done
7	Register for NIF session: <ul style="list-style-type: none"> ▪ Registration link to book by 26 Oct is: https://survey.alchemer.com/s3/7059990/National-Integrity-Framework-Training-Session 	Board	ASAP	
8	Follow up to be had with AusDBF as to why they sought membership adoption before providing the information via the travelling roadshows.	Chris	ASAP	
9	Advise Kelly Cornish of approved clearance under proviso noted.	Marie	ASAP	Done
10	Place on PF agenda issue of minimal response to Maintenance Delegates seeking maintenance assistance.	Marie	ASAP	Done
11	Reformat all adopted policies and Charters and upload to website and update any assigned to Marie..	Marie	Nov Board mtg	