



**DBSA MINUTES
BOARD MEETING**

**Wednesday 12 October 2022 at 6pm
At The Sailing Club**

FORMALITIES

- **OPEN MEETING** – 6:05pm
*“We acknowledge the Kaurua people as the traditional owners of this land we meet on.
We acknowledge their living culture and unique role in the life of this region”.*
- **PRESENT**
Chris Wood (ACDC), Mary-Ann Holt (ASA), Jennifer Bould (Life Member), Julie Lister (Powerblades), Tasha Youngman (Powerblades), Tracey Gardiner (Subsonix) and Norman Voss (ACDC)
- **APOLOGIES**
Nil.
- **DECLARATIONS OF CONFLICTS OF INTEREST**
Standard acknowledgement given to declare any conflicts of interest with any issue as they arise.

1 ADMINISTRATION

1.1 Previous meeting Minutes – 13/9/22

MOTION That the Minutes of the Board meeting held 13 September be accepted as a true and accurate record. Moved: M.A. Holt and Seconded: J. Bould CARRIED.

Action: Marie (#2515)

1.2 Acceptance of Information Only Papers

Noted email circulated prior to meeting listing Agenda items for Information only was accepted.

2 GOVERNANCE

At this point of the meeting Marie-Therese Smith arrived

2.1 ORS&R – Governance Benchmarking Report

Marie-Therese Smith, Principal Policy Officer – Governance | Sector Capability and Partnerships provided an update on her position, the ASC’s Sport Governance Standards Benchmarking project and DBSA’s performance report.

Noted that the Benchmarking survey (self-assessment tool) would need to be completed annually in March with the summary report produced by ORS&R in July however an extension could be granted if the timing was not ideal for the DBSA Board. It was acknowledged that the Board comprised mostly newly elected members who were not involved in the initial survey.

Noted that AusDBF have committed to the National Integrity Framework, and once DBSA adopts it, a new Child Safe Environments Compliance statement will need to be lodged.

Details of a new module around risk management would be included in the next Governance newsletter.

At this point of the meeting Marie-Therese Smith departed.

2.2 Governance Meeting – Wed 19-Oct

Nil discussion.

3 PORTFOLIOS

3.1 Secretary

Noted the Secretary email was up and running.

3.2 Safety & Risk

3.2.1 24/8/2 - Les Sharp – training

Noted for information.

3.2.2 3/9/22 – Les Sharp – Hat Regatta capsized (duplicate event)

Noted for information.

3.2.3 3/9/22 – Hat Regatta – BWRs feedback

Noted for information.

3.2.4 8/10/22 – Darcy Knights Safe365 report

Noted for information.

Julie Lister advised going forward will include safety incident reports into a spreadsheet for regular monitoring. Follow up had been done with Les Sharp and Subsonix advised to submit an incident report for a paddler's fall on the weekend once they had set up their Safe365 access.

3.3 Equipment & Maintenance

3.3.1 DBVic request to hire boats and equipment for AusChamps 2023

The formal request was reviewed noting DBVic will bring over Peishing Boats for use in the interim until DBSA's Champion boats are returned. The transportation and any damages to boats and equipment during the event will be covered.

Agreed to respond back accepting the quote and to confirm how many boats would actually be needed for DBSA use (no more than six). **Action: Julie (#2516)**

3.3.2 Brook Group – training quote

The revised quote totalling \$5,786.00 was reviewed. Noted it was too expensive and what was being quoted for the training session would not work well in the caravan with limited space or on an actual race day.

Discussion held on the use of FinishLynx and RevSport on race days to update new Board members on both systems. The main issue being that they do not operate jointly. Noted the inordinate expense to date since purchasing the FinishLynx equipment several years back at a cost of \$35,000.

Agreed to seek further information from AusDBF member states as to what systems they each use for race days and who has a knowledge of both systems. **Action: Jennifer (#2517)**

Agreed to thank Brook Group for their quote and explain at this stage not in a position to accept as will be doing further research and investigation. **Action: Jennifer (#2518)**

Identified need to start thinking about a plan of having dedicated volunteers for race days to learn the Finish equipment. **Action: Board (#2519)**

3.3.2 Other

The repairs of DBSA equipment needed were discussed especially as some of it would need to be in a fit state to loan to DBVic.

Agreed that any newer equipment (drums/sweep oars) should be put away out of use in the back office container. **Action: Julie (#2520)**

Agreed to start maintaining the remainder of the equipment and to follow up what is needed to actually repair the drums. **Action: Norman (#2521)**

3.3.3 Trailer/boat booking – PBs 26-Nov – 27-Nov – Sema4 Street Fair

Noted that DBSA equipment is not insured if left out in the open.

This request is approved provided that the boat and trailer is accessed direct from Angle Park on the morning of the event or brought to the compound at The Sailing Club.

Action: Marie (#2522)

3.3.4 Trailer/boat booking – PBs 5-Nov – Torrens

Approved.

3.4 Participation, Marketing & Publicity

3.4.1 Race Day #2 – 25-Sep – feedback

Noted weather was ideal and event went well.

3.4.2 Race Day #3 – 09-Oct – cancelled

Noted disappointing that the event was cancelled with discussion held on the various reasons why some Clubs were not in a position to participate.

3.4.3 Events (schools, corporate)

Noted there are several upcoming events which have all been captured on a Come & Try Bookings register which was uploaded to the GoogleDrive. Volunteers will be sought as required.

3.5 High Performance

3.5.1 Juniors

Noted 20 juniors were taken out for a training session on Sunday.

Recent Charles Sturt Council School Holiday Program was held on 6 and 11 October at Aquatic Reserve with good attendance and some potential new members.

3.5.2 State Team Coaches 2022-2024 – EOI / Survey

Suggested that a membership survey be conducted to ascertain why there was little interest in applying for any of the available State Coach positions.

This was discussed and noted there was only a small pool of 44 accredited coaches to choose from so no need for an entire survey.

Noted not all of accredited Coaches were necessarily interested in coaching either for their Club or at the state level, some did not have the time to dedicate with some undertaking the course purely for their own personal reasons with no inclination to continue on as a coach.

It was highlighted that there would be two local Clubs who will soon not have an accredited coach which was of concern.

The need to develop regional coaches to develop their paddlers so they feel more competitive and engaged and have opportunities available to them was also highlighted. This would require some strategic planning over a period of time.

Agreed in the interim to compile a list of fit for purpose survey questions to be sent to all registered participants via their Clubs seeking their feedback in general. List to be reviewed and once approved, sent out to Clubs and also promoted on social media, seeking paddlers overall perceptions on the sport. **Action: Tash (#2523)**

3.5.3 State Coach – Juniors – John Holland EO

The application for State Junior Coach was reviewed.

MOTION:

THAT John Holland be appointed as Junior Coach up until July 2024.

Moved: T. Gardiner and Seconded: J. Bould

CARRIED.

Action: Chris (#2524)

3.5.4 State Coach – Senior C

Noted there is someone interested in this position and an application will be circulated for out of session approval. **Action: Chris (#2525)**

3.5.4 State Coach – Senior A & B – Julie Lister [Sharon Etherington]

The application for Senior A&B Coach was reviewed.

MOTION

THAT Julie Lister be appointed as State Senior A & B Coach, to be assisted by Sharon Etherington up until July 2024.

Moved: T. Youngman and Seconded: C. Wood

CARRIED.

Action: Chris (#2526)

As an aside, noted there were no expressions of interest received for the Premier Coach position and agreed to readvertise the position seeking EOIs by 31 October.

Action: Marie (#2527)

With respect to a State Regional Coach position, it was agreed to contact regional Clubs first to ascertain if they or their paddlers would be competing at the AusChamps. If there was no regional team formed, then encouragement would be given to regional paddlers to compete in the State team, in their respective age category. **Action: Julie (#2528)**

3.5.4 Aurora's Come & Try – Sun 6-Nov

Noted there are 49 currently registered with AusDBF to resend the registration details out this week. List to be circulated once final names added. **Action: Julie (#2529)**

The venue is The Sailing Club as it provides more options than at Aquatic (i.e. meeting space, ergo training).

Confirmation of the date to be advised to Pat Doogue as he will be operating the Safety Boat.

Action: Julie (#2523)

3.5.5 Strategy to be discussed to assist regional Clubs with provision of coaching and governance type opportunities. To include research as to what the regional clubs require, nice to have, must have etc. not for board to determine what we think they need.

Held over.

3.6 Social Media

An update was given on the various statistics of use since the Instagram account was established.

Agreed at future meetings that a snapshot would be provided highlighting any positives, gaps, or areas to strengthen.

3.7 Officials / Training & Development

3.7.1 Report from Julie Clinch

Noted for information.

3.7.2 Chief Official availability

Noted update for information.

Noted Sandy Douglas is now available for Wallaroo event and this will be advised at the RC meeting.

3.8 Cultural

Nil update.

3.9 Sweeps' Committee

Noted update report will be provided by Pat Doogue for November meeting.

3.10 The Sailing Club

Nil update.

3.11 Masters Games Working Group

Noted John Holland, Sharon Knights and Chris Wood attended a soft opening along with other major sports on Friday.

First committee meeting is set for 25 October 2022.

Noted Council has approved the event however require supplementary information (i.e. Traffic Plan).

3.12 Volunteers

Noted arrangement worked well last race day.

A draft Volunteers & Officials Charter prepared by Chris Wood would be reviewed at the Governance meeting.

With respect to the draft Officials Charter provided by Julie Clinch, follow up conversation was held with her to understand its purpose and objective. This will be discussed further at the Governance meeting.

4 GENERAL BUSINESS

4.1 Clearances

At this point of the meeting Tracey Gardiner left the meeting.

An update was given on the action taken to date by the sub-committee reviewing the clearance applications for Raylene Sutton and Tracey Gardiner, from Subsonix to Powerblades. It was noted that Julianne Kuhlmann (SADA) was approached to provide her opinion as a DBSA appointed MPIO.

- Raylene Sutton – Subsonix to Powerblades
Approved in consultation with Julianne Kuhlmann.
- Tracey Gardiner – Subsonix to Powerblades
Approved in consultation with Julianne Kuhlmann.

Agreed that Julianne would be contacted to assist in writing the approval correspondence to all parties. **Action: Chris (#2531)**

Note that this would result in having three Powerblades members on the Board which would require approval to be sought from the Members at a Special General Meeting. This would be actioned after the clearance correspondence had been sent. **Action: Julie (#2532)**

At this point of the meeting Tracey Gardiner rejoined the meeting.

4.2 Sport Governance Education and Training – Sport Australia

Held over.

4.3 RC meeting – 30-Aug follow up

Referred to Governance meeting.

4.4 RC Meeting 14/9 – follow up:

- Recommendation is that the Board reverts just to the use of FinishLynx and advise what are the advantages of its use if it cannot download results as intended. *(Note is actually FinishLynx being the issue).*
 - Noted the issue was actually with FinishLynx and not RevSport so is not relevant, and this had been advised to the RC committee at a previous meeting.
- Look to re-engage Max Stevens as the race day announcer once PA system is in place.
 - Noted.

4.5 PF Thu 17-Nov agenda items

Noted will be updated on Agenda accordingly.

4.6 RC meeting 29-Sep – follow up

- DBSA to look to purchase own laptop for use to download the Stopwatch App to record the 2000m races.
 - Agreed to circulate costs of a tablet and seek approval out of session for the purchase along with the respective stopwatch App. **Action: MA (#2533)**
- 2000m turn buoys set up – Clubs or Umpire's Boat
 - Not discussed. RC decision.
- Invite Brookes to a race day to check equipment, provide training on its use and to then look to train others on its use.
 - Discussed earlier.
- Follow up Volunteer SA/NT to seek volunteers to learn FinishLynx etc and look to pay a stipend if needed.
 - Discussed earlier, noting preference is not to pay a stipend.

4.7 PDF exemption – management of licence conditions

Noted.

4.8 Annual Memorial Ceremony

Held over.

4.9 Charter – Officials

Deferred to Governance meeting.

4.10 ACDC Desert Dragons – new boat enquiry

Noted they are looking to source a new boat and that Black Sea Dragons have recently advised they are looking to off load one of their boats. Agreed to follow up direct with both Clubs to see if can assist with a solution. **Action: Chris (#2534)**

4.11 Review previous advice out to Clubs re Covid 19 – rule “get in, train, get out”.

Held over.

4.12 Action List

Reviewed. Of note:

- #2491 – note interstate Members either use a venue with a PA or hire one.
- #2509 – insurance of caravan contents. Quote received for \$129.33 p/a with a \$250 excess. Agreed to take out policy. **Action: Tracey (#2535)**

5 AusDBF

5.1 Update

Held over.

5.2 AusDBF AGM & GM – Sun 20-Nov

Agreed Julie Lister will attend and represent DBSA and seek reimbursement for any travel and accommodation costs.

5.3 Sporting Schools Dracademy Update

Noted.

5.4 National Integrity Framework – action required

The correspondence on this was circulated prior to the meeting and discussed.

The invitation to attend the travelling roadshow in Adelaide on Tuesday 29 November was sent to Clubs, prior to the meeting to register.

Agreed to defer discussion to the Governance meeting and to extend an invitation to Julianne Kuhlmann to attend to provide her feedback and willingness to provide a realistic timeframe for her to review/update any DBSA policies accordingly. **Action: Chris (#2336)**

Agreed Board members to review NIF documents and policies on AusDBF website prior to Governance meeting. <https://www.ausdbf.com.au/policies/>
Action: Board (#2337)

6 FINANCE

6.1 Reports – 30/9/22

MOTION

THAT the financial reports as at 30 September 2022 be accepted.

Moved: N. Voss and Seconded. T. Youngman

CARRIED.

Noted a credit will be provided by Council next race day, to reimburse for line marking services and provision of bins for Round #1 event at Scullers Reserve, which were not actually actioned.

6.2 The Sailing Club – finances 30/9/22

Noted.

6.3 Draft Budget 2022/23 v1

Reviewed.

Suggested funds be allocated for provision of boat stacking system in new boatshed as was considered unlikely Council will provide funds. Noted still waiting for Council update on this.

Noted funds may need to be allocated to purchase any new equipment as part of loan arrangement with DBVic for boats and equipment for AusChamps 2023 and for any repairs required to current equipment.

Status of current boats and equipment as being of concern was noted and considered disappointing. Agreed to send out a reminder to Clubs to take better care and some ownership.

Action: Chris (#2538)

Agreed to source some planks of wood locally to place the boats onto at the Aquatic compound.

Action: MA & Norman (#2539)

Budget to be updated to include purchase of a PA system (\$3-\$6k) and for repair of heads, tails, sweep oars, drums (\$2k) and then circulated. **Action: Tracey (#2540)**

6.4 Scotch College – facility hire invoice and new agreement

Agreed to renew agreement and approved payment of the 2022 invoice of \$2,200.

Action: Tracey (#2541)

6.5 Email from Maria re storage of black cases for Lynx system

Agreed for safety reasons to store the two black cases in the office at The Sailing Club with task to collect and return to be assigned to PBs when they pick up and return the caravan.

Action: Marie /Julie (#2542)

7 CORRESPONDENCE

7.1 Sport SA – Mental Health Charter for adoption

Noted Sport SA is seeking for DBSA to adopt this Charter which has not yet been sighted or reviewed.

Follow up to be had with AusDBF if they are looking to introduce a similar Charter.

Action: Chris (#2543)

Agreed to place on hold any adoption of the Charter for the time being until AusDBF advice is received and request revisited.

7.2 Corporate Volunteer Ready Checklist On-line Workshop

Noted.

7.3 Invitation to Volunteering SA&NT AGM & Networking event

Noted.

7.4 You're invited! Join us at the 2022 SASI Awards

Noted.

7.5 SSA Womens Sport Academy Forums & Networking Event

Noted.

7.6 Sport SA – Governance Reform email

Noted clarification to be sought from Sport SA on what the actual Governance Reform initiative is about before undertaking any survey response. **Action: Julie (#2544)**

8 CLOSING

8.1 Any Other Business

Nil.

8.2 Next meeting

The next Board meeting is set for Monday 7 November 2022 at 6pm at The Sailing Club / Zoom.

Meeting close – at 9:45pm.

Signed: _____

President

Date: 7 November 2022