



DBSA MINUTES BOARD MEETING

Wednesday 11 January 2023 at 6pm
At The Sailing Club / MS Teams

FORMALITIES

▪ OPEN MEETING – 6:14pm

"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". And the cultures and ancestors of us who are present and the Kaurua people as well.

▪ PRESENT

Chris Wood (ACDC), Jennifer Bould (Life Member), Julie Lister (Powerblades), Tracey Gardiner (Powerblades), Mary-Ann Holt (ASA), and Tasha Youngman (Powerblades).

▪ APOLOGIES

Nil

▪ DECLARATIONS OF CONFLICTS OF INTEREST

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

1 ADMINISTRATION

1.1 Previous meeting Minutes – 13/12/22

MOTION

That the Minutes of the Board meeting held 13 December 2022 be accepted as a true and accurate record.

Moved: T. Gardiner and Seconded: T. Youngman

CARRIED.

Action: Marie (#2598)

1.2 Acceptance of Information Only papers

The following Agenda papers were taken as read:

- 5.5, 7.3 and 8.1.

1.3 Marie Cunningham – Annual Leave – Mon 7-Aug – Fri 8-Sep inclusive

Auroras World Nations Team selection could impact the Board commitments for August / September (7th to 13 August).

Agreed to defer discussion until the March meeting. **Action: Marie (#2599)**

1.4 Resignation – Norman Voss

Noted receipt of resignation advice from resignation of Norman due to personal reasons. Agreed to write a letter of appreciation. **Action: Chris (#2600)**

2 GOVERNANCE

2.1 Action items – 6/12/22 meeting

Held over.

3 PORTFOLIOS

3.1 Secretary

Nil report.

3.2 Safety & Risk

3.2.1 Next First Aid course – Sat 25 or Sun 26th Feb

Noted is now set for Sunday 12 March. **Action: Marie (#2601)**

3.2.2 Incident Report summary

The latest report was tabled for review, noting no new incidents this period. Status update given on the two outstanding incidents.

Consensus was in favour of this style of reporting rather than reviewing the individual incident reports.

3.3 Equipment & Maintenance

Noted if building is given the go ahead for a handover that access would be provided after 14 days to allow for any minor rectifications in the interim.

One issue of note raised to Council was around the landscaping along the path that the dragon boat will take as it does not allow any room for individuals to comfortably walk alongside the boat now that plants and shrubs have been planted.

3.3.1 New Boatshed sign

Agreed to hold off on any design or placement of a DBSA promotional sign on the new Boatshed until Friday's walk through when options can be discussed. Suggested that Instagram, Facebook and the web icons be included. **Action: Julie (#2602)**

Chris Wood advised that some maintenance had been done on the sign on the front fence at The Sailing Club as some of the cable ties had snapped and noted there is a hole in the sign. There is no need to replace it at this stage.

3.3.2 Working Bee

Discussion held on how best to organise the working bee and the overall move of the equipment and boats into the new Boatshed.

Given Norman's resignation it was agreed to ask Peter Button if he would like to take on the role of coordinating the move and launch of the Boatshed, given he has been involved with it from the beginning.

Agreed to follow this up with Peter on Friday to see if he is willing and if so on what he suggests re the move. Once the move in date has been advised, a suitable weekend will be set for Clubs to assist. Skips will need to be ordered also and perhaps a donation pile for items no longer needed. **Action: Julie (#2603)**

Noted boats may not be able to be moved in until the stacking system and shelving units are in place so may need the containers still for a period.

In the interim Clubs have been asked for their training requirements once the move has occurred. ACDC have requested Monday night again and BSD have asked for an additional 30 minutes on a Saturday morning and Subsonix the same on a Sunday.

3.3.3 FinishLynx update

Held over to next meeting.

3.4 Participation, Marketing & Publicity

Email seeking EOIs for this Working Group to be sent. **Action: Chris (#2604)**

3.5 High Performance

▪ Dragonmites

John Holland advised prior to the meeting that there were 31 in the squad and the first training session was held last Sunday with 16 participating.

ACDC have six juniors invited to the Aurora's camp and Subsonix have two. If they are successful, then the remaining juniors will be able to train with them to bring them all up to speed.

There are three schools booked into Dracademy: Mt Carmel, Portside and Plympton International and this will commence in the first term (March).

3.5.1 State Team squad training update and proposal

This document was reviewed with the following proposals supported:

- *I am proposing that Tash Youngman is nominated as Team Manager.*
- *It is proposed that the junior state team stock is replenished with the purchase of 16 race tops at an approx. cost of \$800.*

- *It is proposed that 10 each of caps and visors are purchased for sale (or an amount that is a minimum order) with an initial outlay of approx. \$300*
- *Approval is sought to enter crews as required during February and before 19/2 to obtain the early bird rate (cost saving minimum of \$1,830)*

In addition, Julie Lister advised she would be encouraging paddlers on race day to enter the state team. A review of the previous years state teams showed that 50% of the Senior A paddlers in particular are no longer paddling.

A promotion of the state coaches and team manager will be done in due course.

Of note is that AusDBF have approved 10s&20s racing for Premier categories and each state can enter two teams for each age group in the Pursuit races.

3.5.2 Regional Training Day – 21 Jan

Noted Bronwyn Bowen (Victor Dragons) is the main coordinator of this event and that Julie Lister had been invited to the Senior C selection camp in Canberra that weekend and would no longer be able to facilitate the event.

A BBQ will be coordinated and follow up to be had with Rival Brothers to see if they are available to provide coffee during the break or to find an alternate. **Action: MA (#2605)**

3.6 Social Media

3.6.1 Instagram Insights 2022 – 1st Quarter

Further insight was provided by Tash Youngman on her report.

Agreed in future reports to provide a graph for tracking the break down of followers by the respective race categories rather than in 5-10 year increments. This could then be compared over time for any fluctuations. **Action: Tash (#2606)**

Noted that it would be good to also produce an Insights report for Facebook.

3.7 Officials / Training & Development

Noted a dedicated section at the next Governance meeting should be considered to discuss this at length.

Noted at next AusDBF meeting they will appoint the national trainers for Officials and advise of the process going forward to accredit Officials and this could have ramifications locally if neither applicant is successful. There would be a need to revisit how the roles of the Volunteer and Official trainers and make use of the current SA ROMP Mentors.

Congratulations were extended to Jennifer Bould, Steve and Julie Clinch who have all been re-accredited. Chris Wood noted she had one week to compete her accreditation.

Training is being given to Maria Darby and Pat Doogue so that they can go up an Official level.

3.7.1 Planning for the Future Changes

Noted.

3.8 Cultural

Noted Charter would be revisited prior to next season with a focus on the actual Welcome to Country aspect.

Discussion held on arranging a different type of opening ceremony going forward as the same one had been held for many years and was losing its appeal. Noted in WA they use two ginormous dragon boat heads and engaged some dragon dancers.

Suggested also that a fun novelty type day be held for the first race day to offer something new for the season with a variety of suggested races put forward. The monks could be invited to participate in the boats.

Agreed to revisit with a Board proposal in time for the first RC planning meeting for the next season. **Action: Marie (#2607)**

3.9 Sweeps' Committee

Nil report.

3.10 The Sailing Club

Noted air conditioner has been fixed.

3.11 Masters Games Working Group

Summary given on recent activity.

3.12 Volunteers

Nil report.

4 EVENTS

4.1 Events (schools, corporate).

Noted events are being followed up accordingly and payment has not been received from the schools and Adelaide Thunderbirds which would be followed up.

4.2 Regional Masters Games – Copper Coast

Noted the regional Council had agreed to change the date for the dragon boat event to Saturday 29 April.

Discussion held on the boats required for this event noting that there are already x2 Champion boats located there and it would be better to relocate a further two of that class to make it an even playing field rather than taking up any of the DBSA Peishing boats. Follow up to be had with Mannum and Vicki's Pride in the first instance if they would relocate their boats.

Action: MA (#2608)

Noted when boats are returned from AusChamps that they will need to be relocated as soon as possible afterwards as Council will not look favourably if they were to be left for any length of time outside of the Boatshed.

4.3 Race day #5 – Sun 15-Jan

4.3.1 Catering – planning

Discussion held on how best to manage the catering of food and drinks for this race day given that Coffee Bean will not be in attendance.

Noted lunches would be arranged via Coffee Bean in advance and agreed to follow up Lisa Standen (PBs) who has a friend who has a coffee van to check availability.

Action: MA (#2609)

Given that the weather will be hot it was agreed to purchase some additional bottles of water and place them in an esky to keep cool and if possible to fill a large water container with ice. **Action: MA (#2610)**

4.3.2 Chief Official's Report – 11-Dec

The various reports provided were reviewed.

Agreed to develop a Board report template along with some guidance notes detailing what should be included, how to present them and who the audience is. **Action: Julie (#2611)**

Noted the template provided to the RC was fine.

5 GENERAL BUSINESS

5.1 Clearances

Noted Subsonix have submitted a communication re the clearance issues to the National Integrity Officer who has been in touch with DBSA to request further information which has been provided.

5.2 Action List – 13/12/22

Held over.

5.3 Dragon Pass reporting

The sample report produced from RevSport of these paddlers who convert was reviewed and noted that the information provided was limited as it did not include the respective Club.

5.4 Corporate paddlers – registration

Noted the online registration process for DBNSW corporate paddlers worked well as the online form used the RevSport website. DBSA does not use the RevSport website template so at this stage it would not be possible to extract any data on the number of such individuals nor if they went on to later take up a Dragon Pass registration or join a Club.

Agreed to visit the DBSA website to see the process being used:

[Registration | Dragon Boats NSW \(dbnsw.org.au\)](#)

Action: All (#2612)

5.5 Child Safe Environment Compliance Statement – lodgement

Noted form and risk assessment will need to be resubmitted given that DBSA has adopted the AusDBF National Integrity Framework and as part of this the Child Safeguarding Policy. The draft versions will be submitted for Board review before submission. Action: Julie (#2613)

5.6 RC Minutes – action item

Agreed to updated Policy #005 – Condition of Entry to Races (Eligibility, Fixture & Team Composition) to include 10s composite teams. Action: Marie (#2614)

6 AusDBF

6.1 AusDBF Update

Noted John Holland had asked prior to the meeting if DBSA would be nominating anyone to the AusDBF Hall of Fame. Agreed to review criteria and revisit next meeting. Action: Board (#2615)
<https://www.ausdbf.com.au/about-us/roll-of-honour/>

6.2 Minutes – GM 20/11/2

6.2.1 ACTION ITEM: All Member States to provide contact details for their treasurer/finance to AusDBF who will facilitate a zoom session early in 2023.

6.2.2 DECISION: Member States agreed to consider proposal and vote on decision to allow AusDBF via revSPORT direct communication with individual members/Clubs at Q1 Members Forum in February 2023.

- Held over.

6.3 Seasonal v Subscription Mode

Discussion held on whether to move forward next season with Subscription mode instead of Seasonal mode.

MOTION

THAT Subscription mode be introduced from next season.

Moved: C. Wood and Seconded: T. Gardiner

CARRIED.

This will be raised at the next Presidents' Forum. Action: Marie (#2616)

Agreed to revisit discussion on whether to introduce a grace period for registrations up until 1 August or 1 September next season as was done interstate as not all Clubs paddle over winter.

Action: Board (#2617)

6.4 Recommendation - move to payment via credit card

Discussion held over to Presidents' Forum. Action: Marie (#2618)

6.5 AusDBF Paddler Levy 2023/24 - \$2 increase

Noted.

6.6 Email – Training for Clubs – NST policies

Noted.

7 FINANCE

7.1 Reports – 31/12/22

MOTION

THAT the financial reports as at 31 December 2022 be accepted.

Moved: T. Youngman and Seconded: C. Wood

CARRIED.

7.2 The Sailing Club – finances 31/12/22

Noted.

Question asked as to why TSC finances were on a separate laptop and not readily available in the cloud. Jennifer Bould responded that they are on the DBSA Treasurer's laptop which she still maintains, and it was not financially viable to purchase a separate MYOB account for the clouds and access by anyone given the cost for this and few transactions.

Noted the initial position to manage the accounts of TSC was to be shared jointly between DBSA and PAAF however the latter always declined the offer.

There was some uncertainty as to the tasks to be undertaken by the Treasurer and the Bookkeeper.

Tracey Gardiner advised that she was only in a position to deal with the Treasurer role on certain days throughout the week and not on a fulltime basis. Consensus was that this was fine and she would manage this and the finance@dragonboatsa.com email account rather than Jennifer Bould. Invoices did not need to be paid until the due date.

Tracey advised that she was setting up procedures on the various activities of the Treasurer role which could be used in future for a handover.

Agreed to follow up access to the ATO portal to lodge BAS statements rather than have Pat Doogue do this on behalf of DBSA. **Action: Tracey (#2619)**

Agreed a list of financial tasks that sit on the periphery (ie insurance) would be provided.
Action: Jennifer (#2620)

7.3 Insurance

Information only.

7.4 Invoice RevSport – ACDC

Noted RevSport issued an invoice for payment of registrations at the 100+ participant level to ACDC and the question was as to whether DBSA or ACDC should pay this.

Agreed in acknowledgement of ACDC's success in reaching this level of membership that the invoice would be paid for by DBSA as part of congratulations to them. It will be revisited each time it occurs in the future.

Agreed to provide a list of approved suppliers for invoices received to negate the need to seek full DBSA Board approval. **Action: Jennifer (#2621)**

8 CORRESPONDENCE

8.1 Greetings from Uganda Dragon Boat Federation

Noted.

8.2 Hearing Australia Bus

Noted race day of 19 February had been chosen and that the bus required a large area to park. Agreed to place on the verge and secure this area for them. **Action: MA (#2622)**

9 CLOSING

9.1 Any Other Business

Nil.

9.2 Next meetings

9.2.1 Presidents' Forum – Wed 15-Feb

Agreed to defer proposed SGM to the May PF. **Action: Marie (#2623)**

The next Board meeting is set for Tuesday 7 February 2023 at 6pm at The Sailing Club and via MS Teams. **Action: Marie (#2624)**

Meeting closed at 9:25pm.