



DBSA MINUTES BOARD MEETING

Tuesday 7 February 2023 at 6pm
At The Sailing Club / MS Teams

FORMALITIES

- **OPEN MEETING – 6:10pm**

"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), Julie Lister (Powerblades), Tracey Gardiner (Powerblades), Mary-Ann Holt (ASA), and Tasha Youngman (Powerblades).

- **APOLOGIES**

Jennifer Bould (Life Member).

- **INVITED**

John Holland (part meeting).

- **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 – 11/1/23

MOTION

That the Minutes of the Board meeting held 11 January 2023 be accepted as a true and accurate record.

Moved: T. Gardiner and Seconded: M.A. Holt

CARRIED.

Action: Marie (#2624)

1.2 Acceptance of Information Only papers

The Information Only papers were taken as read.

1.3 Allocation of DBSA Board Liaison officer for BSD and Waiwilta

Agreed to assign as follows:

- Waiwilta: Mary-Ann Holt
- BSD: Tash Youngman

2 GOVERNANCE

2.1 SGM – update

Discussion on hold.

3 PORTFOLIOS

3.1 Secretary

Noted letter of appreciation was sent to Norman Voss upon his resignation from the Board.

3.2 Safety & Risk

3.2.1 Next First Aid course – Sun 12 March

Noted there are five registrations for this course and need a minimum of 10 to proceed.

3.2.2 Incident Report summary

An update was given on the recent reports lodged since the last meeting.

3.3 Equipment & Maintenance

Noted there have been several heads and tails damaged recently and how important is to report any near miss incidents in Safe365 and this will be raised at the Presidents' Forum. They are under various stages of repair.

3.3.1 New Boatshed sign

With respect to the sign formal planning approval is required from Council first and would be submitted online. Measurements have been taken and a quote obtained from Signarama.

3.3.2 Boatshed update

An update was given on the status of the boat shed and allocation of access keys. An extra two sets of keys were obtained and would be allocated to SADA and BSD who would be required to be available on their Club training days to open and close the boatshed for all other users. Julie Lister would arrange to be available on the other days.

Discussions have been held with Paddle SA and Canoe West Lakes about purchasing a generic system for entry for each of the users and a fob key seems to be the best option. It would cost \$8,920 each for the system and fobs are an additional cost. This cost could be recovered over a few years by an admin fee for those wanting access to a fob and access would be given to individuals until their membership expired.

Details of access to the various zones in the Boatshed would be circulated noting that many of the areas are restricted and would be on a separate alarm circuit.

Once alarm is set permanently will be alarmed by zone.

Agreed to advise Paddle SA that DBSA is willing to purchase a key fob alarm system noting that the Council would need to first approve this, and it would then take up to two weeks to install.

DBSA would then provide instructions and guidelines on use of the fob and access of the building.

Noted there have been several complaints received about various aspects of the Boatshed and Clubs need to be considerate of the arrangements in place during the transition period.

Noted there appeared to be a large quantity of PFDs missing as there used to be x4 large bundles and now do not have a full range of sizes. Agreed to relocate some from TSC in the interim. **Action: Chris (#2625)**

Noted some Clubs and individuals are leaving their own personal or Club equipment on the new shelving in the Boatshed so an email will be sent to Clubs advising them against this. **Action: Julie (#2626)**

3.3.3 Boatshed – access proposal for Council

Noted paper is for information.

3.3.4 FinishLynx Update

Noted Maria Darby had advised that she was stepping away from any DBSA official type roles and would not be available to operate the FinishLynx system as a result. Agreed to send her a letter of appreciation. **Action: Chris (#2627)**

As an aside, the set up for the caravan and coffee provider at the previous race day at Scullers was noted as being not ideal and potentially dangerous. The importance of having the electrical equipment tested and tagged on a regular basis was noted. Agreed to include as part of a planning session on the types of skills and knowledge desired from Board members going forward.

3.3.5 Boat Booking Request – BSD WEA

Noted as this event is a Come & Try session that BSD would be charged the respective fee of \$15 per person for the entire 2-day session.

3.4 Participation, Marketing & Publicity

Noted EOI will be circulated this week for a sub-committee to be formed.

An update was given on the below activities:

- Sat 4-Mar: McGrath Real Estate – 11 people
- Sun 9-Mar James Wilton @ 10:30am – 100 down to 40-50 people
- Tue 2-May Pulteney, St Peters (boys & girls) + Westminster – 79 people
- ? Loretta College – 39 girls and 4 adults

The Corporate Challenge event during race day #6 on Sunday went well with four teams participating. A sample photo of the trophies presented was shown with positive feedback received.

Consensus was that it would be good to be in a position to run this as a stand-alone event next season and perhaps could include some demonstration racing (ie Premiers – Mixed racing, 2000m).

Noted as part of Dracademy in SA that there are about four schools participating and Chris Wood would like to contact St Peters and Pulteney Grammar to promote Dracademy as well. Could combine schools with the corporates.

3.5 High Performance

▪ Dragonmites

John Holland reported that the State team has enough for a Mixed 20s boat if they all attend. The commitment needed will be highlighted to the parents to encourage them to register their junior paddlers.

Noted Mary Weaver (AusDBF) is coordinating the Joeys national team.

Dracademy – have 4 schools booked in for the first term for about 12 sessions. More coaches however are needed.

3.5.1 State Team Participation and Potential Entries

An update on the state team and potential entries was given by Julie Lister. The team results will be circulated to the Board for approval.

Noted team numbers are declining as Clubs withdraw from the event or from this specific race day.

3.6 Social Media

An update was provided with Instagram being the main focus along with Facebook.

3.7 Officials / Training & Development

Noted correspondence to be sent to Julie Clinch advising her what was required in any report back to the Board. **Action: Julie (#2628)**

3.7.1 Planning for the Future Changes

Noted.

3.7.2 AusDBF Level 1 Coaching Course – 18&19 Mar or 13&14 May

Noted only two individuals have registered and they are for different weekends.

3.8 Cultural

Agreed to discuss at Governance meeting holding a different opening ceremony next season.

3.9 Sweeps' Committee

The report provided by Pat Doogue on the Regional Training Day was circulated prior to the meeting.

Agreed to write to Pat seeking #1 – what is assessment process, #2 – where is the documentation retained and #3 – details of which Sweeps have moved up a level in the last 12 months.

Action: Julie (#2629)

3.10 The Sailing Club

Noted that the Treasurer does not have access to The Sailing Club software program as it is on the DBSA laptop held by Jennifer Bould which was not an ideal situation. The preference is for the Treasurer to manage all financial accounts.

There was some uncertainty if the FinishLynx program was also on the same laptop so clarification would be sought from Jennifer first and whether she would need the laptop prior to race days to upload the race draw. **Action: Marie (#2630)**

In addition it was agreed that the Treasurer should be the only one to maintain the finance@dragonboatsa.com email address along with the Secretariat. **Action: Marie (#2631)**

3.11 Masters Games Working Group

Noted Tash Youngman will be producing the event Bulletin and had captured some great aerial shots via her drone.

3.12 Volunteers

The issue of difficulty with sourcing volunteers for race days continued for round #6. Noted Julie Clinch and Ron Ottaway had organised volunteers.

Noted with there being no one to operate the FinishLynx system, it was agreed on the day to just record 1-3 place finishers across the line with the assistance of some volunteers.

It was considered most Clubs don't actually care about their times, just the results and this managed to shorten the race day whereby it finished early and was apparently more enjoyable. Agreed to discuss further at next RC meeting continue within it being held as just a local regatta.

Consideration to be given next season to paying a small stipend to 2-3 willing to be trained up wholly and solely on FinishLynx.

3.12.1 Volunteer Managers' Network meeting update and more

Noted both Mary-Ann Holt and Chris Wood would endeavour attend this training session on Sunday 21 May.

4 EVENTS

4.1 Events (schools, corporate).

Discussed earlier.

4.2 Regional Masters Games – Copper Coast

Noted both Vicki's Pride and Coorong Dragons were willing to provide their boat for use at this event however both needed to know their actual boat numbers beforehand. **Action: Julie (#2632)**

Details of the relocation will need to be included in the plan for the relocation of the boats for AusChamps.

A copy of the MOU with DBVic was provided today to Julie Lister. Noted there may be the opportunity to send several of the boats to and from separately with the removalist rather than all at once making it simpler to manage.

4.2.1 CDs feedback

For information.

4.2.2 Mannum feedback

For information.

4.2.3 VDs feedback

For information.

4.2.4 VP feedback

For information.

4.2.5 Summary for Pat

For information.

4.2.6 Pat Doogue feedback

For information.

4.2.7 Copper Coast.

For information.

4.3 Chief Official's Reports

4.3.1 Race day #5 – Sun 15-Jan

Nil report.

4.3.2 Race day #6 – Sun 05-Feb

Nil report.

4.4 State Championships

Noted it was unlikely that there will be sufficient medals for this year's championships and Peter Button is looking at a different supplier and different type.

Details to be followed up and a tally of the categories being raced to identify the number of medals needed calculated along with a stocktake of current medals.

Action: Chris / Julie (#2633)

Noted the stickers used for SA medals are not used on medals from the Worlds, Pan Pacs or AusChamps with their also being no engraving on the actual medals. It was felt they were no longer really needed and a different medal could be sourced.

The Task List for the event had been circulated and Board members all to review prior to next meeting. **Action: All (#2634)**

Catering options were discussed and suggested that fresh fruit salad be offered as it was a roaring success at Pan Pacs and very profitable for the Club that arranged this. Agreed ACDC and ASA would coordinate this.

5 GENERAL BUSINESS

5.1 Action List – 13/12/22

Reviewed. Of note:

- #2407 – Volunteers' database. List of key volunteers that assisted with the relocation into the boatshed to be provided. **Action: Julie (#2638)**

5.2 RC meeting 24/1/23

The RC was keen to have crews in the next race use the spare boats and transit lane to speed up the race day. This was discussed and agreed that the preference would be to go with the number of boats and respective boat lane rather than assigning boat/s to specific Club/s.

A suggestion from the meeting was for a stocktake of boats and equipment be done at each location and a list of equipment readily available for Clubs booking at a location to ensure there is enough available. Noted this would be done in due course.

5.3 Policy #5 – RC comments

Amended and to be reviewed by RC. **Action: Marie (#2635)**

Noted request from a Club to consider allowing at the State Championships for smaller Clubs with only 14 paddlers to borrow x2 from another Club not racing in the same category. Discussed and held over.

6 AusDBF

6.1 AusDBF Update

John Holland advised:

- If Julie Lister wanted to be involved as a Coach for the Dracademy that she there was online training available and she should get in touch with Cherry (AusDBF).
- Minimum age for Juniors nationally – 10 years.
- Dracademy – to be introduced into Middle Schools.
- Auroras Juniors camp held in Canberra previous weekend. There is a good girls and boys crew (x10s) with most SA juniors hopefully included. Locally training sessions will be open to all SA juniors to bring them up to speed. There are another x16 from NSW that will hopefully compete in an Under 16 crew. There is an 18s crew at the moment and some could paddle down if they get more.
- Masters Games – agreement is now ready to be signed. Victoria team (Bendigo Dragons Abreast) asked why a Senior C's standard boat was not included. Compromise made and have now included a Senior B – Open and Senior B – Women.
- AusDBF Hall of Fame – noted winners cannot be nominated to the IDBF Hall of Fame unless included here first. Noted John Taylor to be awarded this posthumously.
- AusChamps – PFDs will be required.

- Darwin International Dragonboat Festival – to be held in June and is being run by the City Council to strengthen the bond between Darwin and China. The Hong Kong Chamber of Commerce and the Chinese Cultural Committee (Sydney) are interested in being involved. Aim will be to have 3-4 strong teams from China participate against 4-5 teams from Australia – perhaps the strongest Premiers from AusChamps in the five main states.
- Darwin – some interest in starting a circuit of races in Bali, Darwin and Lombok however AusDBF cannot see this eventuating and is not viable.
- EOI sent for Officials for AusChamps – several from Adelaide keen to go and they will be assigned and taught different roles to gain experience.

As an aside, issue of Clubs generally not responding to emails from organisers re race days was proving frustrating for some. Ideas for race days next season to be brought up at Presidents' Forum. Along with RC delegates to be in a position to make decisions.

6.2 Jon Taylor Memorial Award

Noted nil nominations received yet prior to deadline of 17 February.

6.3 AusDBF Hall of Fame

Noted nil nominations received yet prior to deadline of 2 June.

6.4 Revisit whether to introduce grace registration period for next season registrations

Held over.

6.5 Training for Clubs – NST policies – Tue 21 Feb

Noted.

7 FINANCE

7.1 Reports – 31/1/23

MOTION

THAT the financial reports as at 31 January 2023 be accepted.

Moved: T. Youngman and Seconded: C. Wood CARRIED.

7.2 The Sailing Club – finances 31/11/23

Discussed earlier.

7.3 Supplier List for approval

Noted Supplier list created is confidential and not to be circulated outside of the Board.

Noted there are a few financial management issues and accountability perspectives to sort out as a Board.

8 CORRESPONDENCE

8.1 Invitation from CDs to President to attend anniversary

Invitation received for celebratory event on Saturday 18 February and that Julie Lister was unable to attend. Agreed to advise Club of President's apology and that Chris Wood and Mary-Ann Holt would represent DBSA. **Action: Marie (#2636)**

8.2 MNSDA – The Walk to D'Feet – Sun 30-Apr

For information.

9 CLOSING

9.1 Any Other Business

- Noted Chris Wood and Mary-Ann Holt would attend any informal discussions arranged via a third party with Subsonix to discuss recent issue raised.
- Agreed to revisit at a later stage a process for interviewing departing Board members.
- Importance of having delegates attend meeting in person rather than online was highlighted. Suggested regional delegates could attend a training session prior.
- Noted Chris Wood attended the online Race Officials first Professional Development session on "understanding the turn corridor" and it was beneficial. Agreed to see if can obtain copy of footage to show locally to Sweeps and interested individuals. **Action: (#2637)**

9.2 Next meetings

Presidents' Forum Wednesday 15 February.

The next Board meeting is set for Tuesday 7 March 2023 at 6pm at The Sailing Club and via MS Teams. **Action: Marie (#2638)**

Meeting closed at 10:05pm.