



DBSA MINUTES BOARD MEETING

Tuesday 7 March 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".

- **PRESENT**

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

- **APOLOGIES**

Tasha Youngman (Powerblades)

- **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 – 7/2/23

MOTION

That the Minutes of the Board meeting held 7 February 2023 be accepted as a true and accurate record.

Moved: MA Holt and Seconded: C. Wood

CARRIED.

Action: Marie (#2640)

1.2 Acceptance of Information Only papers

The Information Only papers were taken as read.

2 GOVERNANCE

2.1 SGM – update

Held over.

2.2 SGM – next meeting date

Held over.

2.3 Code of Conduct – Paddlers, volunteers, officials

Discussion on hold.

3 PORTFOLIOS

3.1 Secretary

Noted letter of appreciation sent to Maria Darby.

3.2 Safety & Risk

3.2.1 First Aid course – Sun 12 March

Noted due to several participants pulling out due to this being a long weekend that it will be rescheduled to Saturday 15 April. **Action: Marie (#2641)**

3.2.2 Incident Report summary

Noted recent incident from Sunday's race day yet to be lodged for Mildura paddler who tripped whilst in the boat.

3.3 Equipment & Maintenance

Julie Lister provided an update on the status of equipment repairs to various heads and tails and drummers' sticks. Noted GRD to be asked if DBSA can borrow a head and tail for use at AusChamps. **Action: Chris (#2642)**

Umpire's Boat – noted maintenance issues on weekend where it had to be rescued and brought ashore. Pat Doogue has been instructed to look at what needs to be done for the grill to be put back on before the State Championships.

Noted requirement for DBSA to have a safety boat and safety equipment for it and next season will review boat status.

MA Holt advised she has a contact available as back up driver the Umpire's boat at any stage and who had practiced at the previous AusChamps in Adelaide.

Discussion held on when to hold the working bee for the boats being transferred for AusChamps as the boats will need to come off the water. Agreed weekend of 1&2 April was the only suitable time. Noted those x3 Clubs still training for AusChamps may have to change their training times or location.

Noted ACDC would be undertaking the maintenance of the boats at The Sailing Club and the Torrens boats would need to be done.

Suggested a roster be put in place and someone assigned to lead and coordinate the maintenance and ensure any workmanship is carried out properly. Supplies to be purchased.

Details are awaited on whether the transit company can relocate some boats earlier whilst in Adelaide rather than sending an empty container back.

An offer had been received from Peter Button for the boats to all be located to a central point at Angle Park so the ones on the Torrens could be relocated there. Arrangements to be made for the GRD boat to be relocated there. **Action: Chris (#2643)**

3.3.1 Stronger communities – Grant Program open

Noted EOI submitted.

3.4 Participation, Marketing & Publicity

Noted EOIs have been sought for a Working Group with two interested parties to date before RSVP deadline of 31 March. Aim is to schedule a planning session of the winter months.

Noted Bronwyn Bowen (VDs) had suggested ClubMap be investigated as they offer a range of online courses which may assist with this portfolio. **Action: Chris (#2644)**

3.5 High Performance

3.5.1 State Team Participation and Potential Entries

An update was provided on the teams entered: Senior A, Senior C and Premiers.

Noted Premiers will be racing 10s only as a result of discussion at AusDBF Presidents General Meeting in Melbourne. It was felt then that the results may not necessarily be predetermined if competing against larger states.

Noted there are three regional paddlers from Mannum training with Powerblades currently.

Approach made by DBWA seeking paddlers to support the Forza Dragonboat Club's composite team as they do not have a sufficient amount of paddlers entered and it will support their Aurora paddlers. Names were put forward with four currently in the AusDBF exemption process.

3.6 Social Media

Nil report.

3.7 Officials / Training & Development

3.7.1 Planning for the Future Changes

Held over.

3.7.2 Officials information for the next Board meeting

Held over.

3.8 Cultural

Noted would be followed up at next Governance meeting.

3.9 Sweeps' Committee

Noted report received from Pat Dogue (Chair) provided a good representation of status of sweeps.

3.9.1 KI S&D Course

Request from KIDS for a S&D course to be held in situ was discussed as they only have one qualified sweep who is not always available making it difficult for them to train consistently.

Noted Pat Dogue had offered to travel over in his own time assuming that his accommodation would be provided by the Club and only expense would be the ferry travel costs.

Agreed that the course would be better located at Victor Harbour where Victor Dragons could provide paddlers as needed. The course could then be opened up to anyone from regional or metro clubs to travel down to participate rather than to KI. DBSA would cover the ferry costs of any KIDS paddlers to attend.

Agreed to ask SC to scheduled course with VDs. **Action: Julie (#2645)**

3.10 The Sailing Club

Noted follow up to be had with John Holland for DBSA representation at PAAF meetings.

Action: Tracey (#2646)

3.11 Masters Games Working Group

Noted Bulletin #1 was released this week. An AMG Twitter and Instagram account have been set up with Facebook to be set up next. They will all be linked together and Tweetdeck used to manage posts for the year up until October and beyond for AMG.

3.12 Volunteers

To be discussed later.

4 EVENTS

4.1 Events (schools, corporate).

Event held on 4 March for McGrath Real Estate which went well. Next one is scheduled for 19 March for James Milton and 33 paddlers.

Noted issue with sufficient key access for the Boatshed currently until Council provides more keys and fob system is improved and installed.

4.2 Regional Masters Games – Copper Coast

Noted registrations are open. Logistics to be managed by Chris Wood and John Holland.

Action: Chris (#2647)

4.3 State Championships

Noted medals have finally been ordered and paid with it hoped that they arrive in time. During discussions for the order with the supplier the question was asked as to they the medals ordered are so heavy as they cost more. Noted medals for other States are twice as light, bigger and weigh half as much.

Event notice to be updated from AusChamps Events and arrangements made to letter drop to local residents as soon as possible. **Action: Chris / Tracey (#2648)**

Noted Rowing SA advised that six volunteers would be needed on Sunday 18 March at 2pm to move the pontoon and again at the end of each race day. Advice to be given of scheduled event time to Rowing SA for planning purposes. **Action: Marie (#2649)**

Agreed to look at having x2 fleets of boats (12 in total) so one to be relocated from Angle Park and the other from GRD. **Action: RC meeting (#2650)**

Coffee and catering arrangements to be followed up and OARS café reminded of event.

Action: Chris / MA (#2651)

Agreed that it would be good to have a race announcer present on both days. Follow up to be had first with Paul (radio station) and then Max Stevens. **Action: Chris (#2652)**

Noted to save time that the category stickers would be placed in the bags and Clubs can put them on themselves.

Agreed to contact the three clubs participating at AusChamps for their flag bearer recommendation for opening ceremony. **Action: Julie (#2653)**

4.4 Race day – Sun 19-Feb – 20s over 10s over 500m + 2000m

4.4.1 Julie Clinch email

Discussed at #4.5.

4.4.2 Sandy Douglas email

Discussed at #4.5.

4.5 Race day – Sun 19-Feb – 20s over 10s over 500m + 2000m

Noted some Clubs had requested that some of the race results be changed as they felt they were incorrect. Agreed at this late stage they would not be changed as Clubs had the opportunity on the day to submit an appeal and chose not to do so. The Chief Official's decision would not be changed.

Discussion held in general on the overall perceived decline in communication this season amongst various parties and that this needs to be improved next season. The Board would look to schedule some fun events up first.

Noted consultation had been held with AusDBF on this.

Agreed to send out as a reminder the AusDBF National Code of Conduct to Clubs, officials and Board members. **Action: Julie / Marie (#2654)**

Board would also look at introducing a confidentiality agreement for Board members and those involved on Board Committees and Working Groups.

4.6 Opening Shed – ceremony

Update provided on the opening ceremony formalities. SADA would be asked if they can extend their training session so there was some more on-water presence as requested by the Council in addition to the State Team.

Noted Peter Button, Alison Bretones and John Holland had been nominated as the DBSA VIPs.

Agreed to hold separate red tape ceremony afterwards with Peter Button to be invited to cut the ribbon and for a gift of a red Merlin paddle to be presented to him in appreciation.

Email invitation to be sent to Clubs inviting them along to support the event and to wear their own Club top. **Action: Julie (#2655)**

4.7 She Paddles

Information only.

4.8 Chief Official's Reports

4.8.1 Race day #5 – Sun 15-Jan

Noted.

4.8.2 Race day #6 – Sun 05-Feb

Noted.

4.8.3 Race day #7 – Sun 19-Feb

Noted.

4.8.4 Race day #8 – Sun 05-Mar

Noted.

5 GENERAL BUSINESS

5.1 Action List – 7/2/23

Reviewed. Of note:

- #2612 - Visit the DBNSW website to see how they manage online Corporate paddle registrations. [Registration | Dragon Boats NSW \(dbnsw.org.au\)](https://www.dbnsw.org.au)

Noted this was discussed at the AusDBF Members Forum and RevSport has now been enabled to set up Corporate events. DBSA preference is for the facilitator to register individuals.

- #2613 - Circulate CSEC lodgement form and risk assessment document for review before lodgement.

Noted will adapt the AusDBF Risk & Safety Committee's new Risk Management plan for DBSA purposes going forward.

5.2 Clearance Application #20 – Veronica Maidment – BRs to SADA

Approved out of session.

5.3 Good Sports – Promotion – State Club Win

For information.

5.4 Clearance – Gayle Keirl – WWs to ACDC

Approved. **Action: Marie (#2656)**

6. AusDBF

6.1 AusDBF Update

John Holland advised:

- Another Sweeps meeting will be scheduled for May in Sydney to resolve agreement not reached on some of the processes they are working with.
- All Cancer Survivors – new category for AusChamps for anyone with a cancer diagnosis. Paddlers can join another Club to paddle in this category however will need to submit a form to AusDBF first for recognition. BCS can also compete in this category. Will be run during the Premiers & Juniors programs with further details in the next Bulletin. Early-bird rate will apply up to close of entry.
- Auroras Juniors – have full 20s girls boat and trying to attract more boys with testing to be held in SA over the next few weeks. There are 5 additional Dragonmites juniors who will try out.
- Paddle Australia – update provided in that DBSA is looking to follow the same model where there is one strategic plan for the entire sport with members adopting this and implementing their own business plan. Aim to devise a plan to have set up within 2 years.

Noted they also all use Xero and share the one accounting system nationally.

- Para Dragons – High Performance committee is trying to form a team to race in the world championships and currently focused on NSW paddlers. May not be possible to get up in running before the event is held.
- NIF – noted will only be responsible for Child Safeguarding and Discrimination issues with any others to be sorted out by the respective sport.
- Officials' Log Books – will be digital from July with 12 months given to adjust.

6.2 Juniors

John Holland advised:

- Dragonmites – team is still being finalised for AusChamps with 20 saying they will attend.

Confirmation to be sought if any state tops are required for them so can be included in next order. **Action: Chris (#2657)**

- First Dracademy session held with 20 registered and 14 turning up along with x2 teachers. They have all been given cards to sign up with ACDC who are keen for other Clubs to take on Juniors as they are not in a position to accept any more.

Noted some Clubs Constitution do not allow for Junior paddlers however this could be readily changed.

Request put to the Board for consideration to be given on how to incentivise Clubs to take on Junior paddlers. **Action: Board (#2658)**

6.3 Members Q3 meeting – 23-Feb
6.3.1 Catching Corporate Data
For information.

6.4 NIF update
For information.

6.5 AusDBF Level 1 Coaching Course – 18&19 Mar + Catering
Noted course is proceeding with eight participants. Catering to be arranged through Soonta for both days and delivered to venue. **Action: Chris (#2659)**

6.6 Signed MOU – DBV
For information.

6.7 AusDBF Exemptions
For information.

6.8 EOI - Peisheng Dragon Boats and dragon boat related equipment
For information.

6.9 Revisit whether to introduce grace registration period for next season registrations
Agreed not to offer this.

7 FINANCE

7.1 Reports – 28/2/23

MOTION THAT the financial reports as at 28 February 2023 be accepted. Moved: MA Holt and Seconded: C. Wood CARRIED.

Noted now set up to make payments for the medals via online payments.

Noted the financial records for the period 2015-22 were provided by Jennifer Bould as part of the transition from her former role as Treasurer. They were stored in the DBSA locker. Agreed going forward to keep electronic records only.

7.2 The Sailing Club – finances 28/2/23
Noted.

7.3 Approval out of session – key fob system
Noted delay to installation of this access system due to Paddle SA requesting an actual hard copy of the quote for approval. Will be installed approximately two weeks after order is placed.

In the interim working with Clubs to adjust their training times to suit to allow ready access with the limited keys supplied by the Council.

8 CORRESPONDENCE

8.1 Boatshed – OUT – for information
8.1.1 Boat Shed Lockers & Club Equipment
8.1.2 Issues and Concerns – PF
8.1.3 Bookings for TK1s
8.1.4 Monday training
8.1.5 Tuesday training
8.1.6 Wednesday training
8.1.7 Thursday training

8.2 Aquatic Reserve Redevelopment: Official Opening
Discussed earlier.

8.3 Paddle SA – Aquatic Reserve Event – Sat 25-Mar
For information.

8.4 ACDC – re State Team Survey results
Held over.

8.5 ACDC – Juniors race days

Held over.

8.6 Sport SA – Women in Sport Brunch

Noted Board members unable to attend.

8.7 Giejo Magazine enquiry

Held over.

8.7 Nominations Open – 2023 City of Charles Sturt Sport Awards

Noted is more relevant to Clubs.

8.9 Good Sports – get inspired by the Good Sports Awards winners

For information.

9 CLOSING

9.1 Any Other Business

Nil.

9.2 Next meeting/s

Governance meeting scheduled for 9am – 12pm on Sunday 19 March at The Sailing Club.

Action: Marie (#2660)

Agenda to include review of Clearance policy, changes to Officials & Sweeps training mentoring program going forward, Life Members review and SGM follow up. **Action: Julie (#2661)**

The next Board meeting is set for Wednesday 12 April 2023 at 6pm at The Sailing Club and via MS Teams. **Action: Marie (#2662)**

Meeting closed at 9:41pm.