



DBSA MINUTES BOARD MEETING

Wednesday 12 April 2023 at 6pm
At The Sailing Club / MS Teams

FORMALITIES

- **OPEN MEETING – 6pm**
"We acknowledge the Kurna 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), Tasha Youngman (Powerblades) and Mary-Ann Holt (ASA)
- **APOLOGIES**
- **INVITED**
John Holland
- **DECLARATIONS OF CONFLICTS OF INTEREST**
Standard acknowledgement given to declare any conflicts of interest with agenda items as they arise.

Update – John Holland

- **The Sailing Club**
 - Extension to move out until end of October was declined so date remains at 30 June.
 - Renewal SA is building a compound on Dock #2 behind the City of Adelaide ship. It will be 20m x 20m and provide plenty of room for DBSA boat trailers, club trailers, the caravan, powerboat and the container plus an additional container will be provided for DBSA storage.
 - John will work with Renewal SA on Fletcher Slip as a second boat shed and will discuss access to the old storeroom for some DBSA equipment. Julie Lister advised the rowing machines will be relocated to Aquatic for use by Auroras as part of their training program.
 - John will coordinate the packing up of gear and working out what needs to be accessed readily or can be stored readily in the new compound.
 - Discussions being held with Renewal SA for provision of a large skip to dispose of rubbish items.
 - DBSA Office files and paperwork will need review by the Board and where relevant packed up and relocated.
 - Noted there are two spare DBSA lockers at Aquatic which could be used for maintenance items and this will followed up after AusChamps.
 - Fletcher's Slip – no update yet. Update to be provided to Clubs re the closure and include the need for Clubs to clean out lockers/equipment. **Action: Julie (#2685)**
- **AusChamps**
 - Inundated with exemption requests.
 - Meeting to be held this evening to clarify the 2km rules noting the corridor will be narrowed to 4-5 metres.
 - Medals received today – lanyards have Adelaide on them.

At this point of the meeting John Holland departed the meeting.

1 ADMINISTRATION

1.1 Previous meeting Minutes – 7/2/23

MOTION

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

Moved: T. Gardiner and Seconded: C. Wood

CARRIED.

Action: Marie (#2663)

1.2 Governance meeting Minutes – 19/3/23

MOTION

That the Governance Minutes from the meeting held 19 March 2023 be accepted as a true and accurate record.

Moved: T. Gardiner and Seconded: C. Wood

CARRIED.

Action: Marie #2664

1.3 Clearance #022 – Steve White – Subsonix to Water Warriors (out-of-session)

The clearance application for Steve White FY22/23 from Subsonix to Water Warriors approved out-of-session was ratified and had been processed in RevSport.

1.4 Action List (Board and Governance Meetings combined)

- #2645 – change to follow up Pat on status of S&D course at Victor Harbor.
- #2658 – moved to Governance Agenda
- #2607 – moved to Planning session on Governance Agenda
- #2611 – Moved to Governance Agenda
- #2595 – noted insurer has sent through renewal paperwork for 23/24
- #2407 –noted no longer possible to contact Sharon Knights now re updating the Volunteers' database so will carry on with current version. Withdrawn.
- #2194 – agreed will look to change boat leases to a 5-year period

1.5 Acceptance of Information Only Papers

Noted were included at Appendix A of the Agenda for information only.

1.6 Clearance - #01 – Harmony-Rose Mundy from Subsonix

Ratified. Action: Marie #2665

1.7 Clearances – Subsonix to ACDC for FY23/24

- #02 – Tamzyn Dos Santos
- #03 – Charmaine dos Santos
- #04 – Jayana Dos Santos

Ratified. To be processed prior to next season. Action: Marie #2666

2 GOVERNANCE

2.1 SGM – update / Constitution expenditure

Agreed to extend deadline for feedback to Tuesday 18 April. Julie will then coordinate the comments and provide update for a draft document. Action: All #2667

2.2 Life Member – need to determine a definition and criteria for the constitution

Noted.

2.3 Next meeting – Sun 7/5/23 @ 9am

Agreed to reschedule PF scheduled for Tuesday 16 May to Wednesday 24 May at 7pm to allow time to follow up any action items from the Governance meeting. Action: Marie #2668

Agreed to dedicate some time during this meeting for season planning.

2.4 Code of Conduct – Paddlers, volunteers, officials

Agreed as part of communication out for next season with the Race Program that a reminder will be given about the Code of Conduct and relevant policies.

3 PORTFOLIOS

3.1 Secretary

Agreed to remove from Agenda.

3.2 Safety & Risk

3.2.1 First Aid course – Sat 15 April – status

Noted there are 10 currently registered.

3.2.2 Incident Report summary

The latest report was reviewed noting there have been several new incidents this reporting period with none being serious.

AusDBF are pleased that the Safe365 platform is being well used by DBSA.

Discussed providing access to officials next season so that they can enter in incidents at the time.

3.3 Equipment & Maintenance

3.3.1 DBSA blue trailer – decision to scrap

Approval given for Jerry Sanders to arrange to scrap the old trailer as it is only ramp worthy and they no longer need it. **Action: Marie #2669**

3.3.2 – Invoice Key Fob system – Aquatic Reserve

Noted new system is up and running with informative training session provided. Additional fobs ordered for Clubs and individuals.

3.4 Participation, Marketing & Publicity

Noted Tasha Youngman had submitted an EOI along with an ACDC paddler who would be moving back to Malaysia in June. MA Holt offered to assist on this sub-committee.

Strategy for next season would be developed.

3.5 High Performance & Development

3.5.1 State Team

Noted state team shirts have been collected but not yet sorted. Email will be sent out to Clubs encouraging those who do not have tops to collect them from Julie Lister at Aquatic on Saturday morning with some other time slots to be advised. Payment can be made via cash or bank transfer and will be handed over to the Treasurer to raise invoices in due course.

Noted one state team paddler had advised of uncertainty that they were in the state team as had not received any formal communication. In response Julie Lister advised that often state team paddlers arrived late and left early so were not around when update briefings were given and this issue would be an exception. All those training were in the squad and had been advised during their sessions that this was the case.

Agreed to consider alternate ways to communicate next season.

3.6 Social Media

Noted quarterly report will be provided at the next meeting.

3.7 Officials / Training & Development

3.7.1 Planning for the Future Changes

Nil discussion.

3.7.2 Report for Officials T&D – Julie Clinch

Noted indepth report provided by Julie Clinch on the status of the Officials and their accreditation levels was received and discussed at length. Noted it provide a good baseline for the next season.

Agreed to follow up AusDBF to schedule a weekend training session for Officials with Level 1 on the Saturday and Level on 2 on the Sunday. **Action: Julie #2670**

Agreed to prepare a document for the mentoring program based on the levels learnt this season in preparation for next season. **Action: Julie #2671**

Noted AusDBF will be seeking nominations for ROMP representatives later this year so consideration will need to be given to who they would be.

Intention would be to prepare a full calendar of events for the season which would include race days, meetings, training sessions, courses and activity on the one calendar.

Noted struggle to receive sufficient number of volunteers lately especially for the various boat movements.

3.8 Cultural

Nil report.

3.9 Sweeps' Committee

Nil report.

3.10 The Sailing Club

Relocation discussed earlier.

3.11 Australian Masters Games Working Group

Noted actions are progressing in accordance with their timeframes.

West Lakes Lions Rotary Club have confirmed their availability for the barbeque on both days.

EOI will be sent out for officials after AusChamps with around 20 volunteers needed. Noted some have already expressed interest to officiate from interstate.

The Games organisers themselves are conducting follow up phone calls to encourage previous participants who have not yet registered to do so.

3.12 Volunteers

3.12.1 Mark Butler Volunteer Awards 2023

Agreed to follow up nominations for the following awards as follows:

- Local Legend – John Holland
- Volunteer Recognition – Pat Doogue, John Holland, Peter Lister

Details to be provided to MA Holt by Sunday 18 April.

Action: MA, Jennifer, Julie #2672

4 EVENTS

4.1 Events (schools, corporate)

Le Fevre High School (30 students) – cancelled due to Easter week and numbers dropping dramatically. They were provided with a copy of the Dracademy book.

There will be a session in May with 69 students from four colleges.

Charles Sturt Council School Holiday program commences this Sunday.

4.2 SA Regional Masters Games – Copper Coast

4.2.1 New coordinators

Noted.

4.2.2 Email Julie Clinch

Noted.

4.2.3 Email Judy Haydon

Noted.

4.2.4 Email Julie Lister

Noted.

4.2.5 Email Julie Clinch – equipment request

The request for equipment for this event was reviewed and noted most was located in the caravan or at Aquatic.

Agreed that an operating budget of \$2,500 would be set and this would include the budgeting for up to six officials. After the event a full profit and loss report is to be provided.

Action: Jennifer & Julie Clinch #2673

Confirmation is being sought if the powerboat will be provided in situ or if the DBSA Umpire's Boat needs to be taken up which will be done by Pat Doogue if needed.

With respect to the loan of two Championship boats it was recommended that Victor Dragons and Coorong Dragons Clubs both be contacted in the first instance otherwise Mannum and Vicki's Pride would be followed up. **Action: Jennifer & Julie Clinch #2674**

Noted Risk Assessment document has been updated and submitted to the local Council and it can be used for the Wallaroo Marina Challenge. Copy to be provided for the file.

Action: Jennifer #2675

The local Council will undertake a walkthrough of the venue prior to event.

4.3 State Championships

4.3.1 Reports

Noted still waiting on Chief Official's reports for the event.

Noted Julie Clinch had advised she was still waiting on various Area Manger's reports for both days and would forward all of the reports together. In addition, she said she was waiting for a DBSA template to be provided.

In response, it was noted that any template for this purpose would only be available for next season taking into consideration Board requirements.

Follow up to be had for reports to be submitted for May meeting. **Action: Marie #2676**

4.3.2 Volunteer Coordinator's Reports

Tabled for information and review.

4.5 End of season dinner and awards – Sat 3-Jun – planning

Noted organising committee would be Chris Wood, MA Holt with an event date sent out to Clubs as a priority. **Action: Chris & MA #2677**

Audit to be done on the trophies to ascertain which ones have not been returned and need engraving. **Action: Chris & MA #2678**

5 GENERAL BUSINESS

5.1 Sports Governance Standards Benchmarking Survey

<https://sportausgov.qlbs.com.au/Assessment/Start>

5.2 RC meeting – 14Mar23

5.2.1 Action: It was agreed that a checklist would be introduced at the C&S meeting to provide consistency whereby all contingencies could hopefully be covered off at the time.

Draft template to be prepared. **Action: Julie #2679**

5.3 Complaint 20th March 2023

At this point of the meeting Chris Wood and Jennifer Bould departed due to potential conflicts of interest.

An "in camera" discussion was held.

At the end of the discussion Chris Wood and Jennifer Bould were invited to return to the meeting and duly did so.

5.4 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 August Board meeting to be held on Wednesday 2 August and the AGM / PF would be held on Thursday 14 September. Venues to be advised in due course.

6. AusDBF

6.1 AusDBF Update

Discussed earlier.

6.2 Juniors

Nil report.

6.3 Q1 ACTION ITEM: All States to review the below link – for further discussion at Q2 Members forum

- https://www.sportaus.gov.au/media_centre/news/the-united-paddling-management-project-benefits-clubs-and-members

Noted in principle support given for this initiative.

7 FINANCE

7.1 Reports – 31/3/23

MOTION
THAT the financial reports as at 31 March 2023 be accepted.
Moved: C. Wood and Seconded. MA. Holt CARRIED.

Agreed in order for Board to set the race fees for next season that the Treasurer only needed to provide final total of income and expenditure for race days this season. **Action: Tracey #2680**

7.2 The Sailing Club – finances 31/3/23

Noted.

8 CORRESPONDENCE

8.1 VSA&NT – Media register: Does DBSA want to be added to the register?

Agreed to be added to the register. **Action: MA #2681**

8.2 State Volunteering Conference – the Future of volunteering 15 May: Does anyone want to attend?

Noted no interest in this event.

8.3 Good Sports action plan <http://portal.goodsports.com.au/>

For information.

8.4 ACDC – Request to release State Team Survey results

Noted intention was to not publicly release the results and was only being used as a tool to inform the state coaches on the feedback from the previous season. Some improvements have been made as a result. Response to be provided to ACDC. **Action: Chris #2682**

8.5 ACDC – Juniors' race days and Request to award a voucher \$10 and not chocolates

This was discussed and the consensus was whether it was money or chocolates awarded to the Juniors there was currently no incentive for them to try hard given they were the only Club currently with Juniors.

Suggested that they look to enter two equal mixed crews with the winner then awarded a prize and that the Junior should advise what they would like for a prize. **Action: Chris #2683**

9 CLOSING

9.1 Any Other Business

Noted sign in sheets for State Champs and regional Sweeps training day were handed to Julie Lister.

9.2 Next meeting/s

The next Board meeting is a Governance meeting set for 9am on Sunday 6 May and then a Board meeting on Thursday 11 May 2023 at 6pm at The Sailing Club and via MS Teams.

Action: Marie #2684

Meeting closed at 9:20pm.