



## DBSA MINUTES BOARD MEETING

Wednesday 19 July 2023 at 6pm  
At The Boatshed / Zoom

### FORMALITIES

- **OPEN MEETING – 6pm**  
*"We acknowledge the Kaurna 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), Jennifer Bould (Life Member), Tracey Gardiner (Powerblades), Julie Lister (Powerblades) and Mary-Ann Holt (ASA)
- **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 – 26/6/23

##### MOTION

That the Minutes of the Board meeting held 26 June 2023 be accepted as a true and accurate record.  
Moved: T. Gardiner and Seconded: MA Holt CARRIED.

Action: [Marie #2714](#)

#### 1.2 Governance Minutes – 7/5/23

##### MOTION

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

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

Action: [Marie #2715](#)

#### 1.3 Acceptance of Information Only Papers

Noted were included at Appendix A of the Agenda for information only except for #1.3.15.

#### 1.4 Clearances

Noted the clearance applications to Pink Dragons were not reviewed until after their application for DBSA membership form was ratified.

1.4.1 **#22 – Elizabeth Wells – DAA to Pink Dragons Adelaide**  
Ratified.

1.4.2 **#23 – Robyn McKenzie – DAA to Pink Dragons Adelaide**  
Ratified.

1.4.3 **#24 – Sadie Goddard-Wrighton – DAA to Pink Dragons Adelaide**  
Ratified.

1.4.4 **#25 – Tanielle Stokes – DAA to Pink Dragons Adelaide**  
Ratified.

1.4.5 **#26 – Jackie Guidolin – DAA to Pink Dragons Adelaide**  
Approved in principle once clearance application is received from DAA upon return of some Club gear.

1.4.6 **#27 – Janet Stone – DAA to Pink Dragons Adelaide**  
Ratified.

- 1.4.7 **#28 – Tanya Mitchell – WWs to ACDC GRD**  
Ratified.
- 1.4.8 **#29 – Manuela Voss-Kreutzer – ACDC to BSD**  
Ratified.
- 1.4.9 **#21 – Darcy Knights – ACDC to “no club”**  
Ratified.
- 1.4.10 **#30 – Angela Lyrtzis – Phoenix to Subsonix**  
Ratified.
- 1.4.11 **#31 – Paul Xia – Phoenix to Subsonix**  
Ratified.
- 1.4.12 **#32 – Brenda Penny – Powerblades to Subsonix**  
Ratified.
- 1.4.13 **#33 – Melanie Garland – DAA to Pink Dragons**  
Ratified.

**Action: Marie #2716**

**1.5 Harmony Rose-Mundy – registration with DBSA (Junior)**

Agreed to allow Harmony Rose-Mundy to register as a Junior paddler with DBSA until Powerblades amend their constitution to allow junior members. Follow up to be had with Powerblades for a timeframe on this. **Action: Julie #2717**

**1.6 Rob Bowen (VDs) – B-Grade exemption sought**

The exemption for Rob Bowen to change from A Grade to B Grade upon his return from Subsonix to Victor Dragons was granted. **Action: Marie #2718**

**1.7 Member application – Pink Dragons Adelaide**

MOTION  
 THAT the Application for DBSA Membership from Pink Dragons Adelaide be approved.  
 Moved: C. Wood and Seconded: T. Gardiner  
 CARRIED.

Agreed to inform Pink Dragons that their membership application has been approved and to officially welcome them aboard. A FB post using their logo would also be posted. **Action: Marie #2719**

**1.8 Action List**

Reviewed at end of meeting.

**2 GOVERNANCE**

**2.1 Next meeting**

Held over.

**2.2 Policy #07 – Participant Clearance Procedure**

Held over.

**2.3 Draft Constitution status after PF and in preparation for AGM**

Agreed to hold this over until after the AGM.

**3 PORTFOLIOS**

**3.1 Safety & Risk**

**3.1.1 Incident Report summary**

The Safe365 summary spreadsheet was circulated prior to the meeting for review.

Follow up to be had on #16 with Pat Doogue to ensure he is happy with the initial follow up advice and information provided to him by Julie Lister from the Office of the Technical Regulator. For the next regatta at Scullers, appropriate action needs to be taken to ensure we are compliant. **Action: Julie #2720**

### 3.1.2 Hat Regatta email from DAPL

The email from Sandy Jansen advising that one of their paddlers involved in the capsized at this event had concerns she wanted to raise for future regattas which could be used in any Hat Regatta guidelines document being produced by the Board was noted.

Clarification to be sought from Mannum Dragons as to what they are planning for their regional training day on 14 January. **Action: Julie #2721**

## 3.2 Equipment & Maintenance

### 3.2.1 Cowell dragon boating

Noted advice received from this group to that they were keen to return this boat to DBSA or to look to donate it as they no longer required it.

Follow up to be had first with John Holland to see whether it would be suitable to donate to Samoa along with the one previously held by ACDC Desert Dragons which was going to be donated to their local Council. **Action: Chris #2722**

### 3.2.2 DBSA trailer

Noted ACDC have received a grant to purchase a gear trailer and before arranging this were keen to see if the Board had considered doing anything with the former DBSA gear trailer which had been replaced with the caravan and was no longer being used.

Approval was given for John Holland to take it to Premier Trailers to see whether it was worth salvaging before any decision could be made. **Action: John #2723**

**3.2.3** As an aside, with respect to the gantry system, Julie Lister advised that Peter Button and Neil Parker were happy to shuffle the boats to/from Angle Park on a race day until this could be installed. At this stage there had been one written quote received at \$36,000 and verbal conversations only were being held with the preference being for an electronic system. Prior to the meeting JL met with an engineer with a positive meeting looking at an A frame structure with an electronic winch. Hopefully a further update for next meeting.

## 3.3 Participation, Marketing & Publicity

Noted first sub-committee meeting was held with the main objective being to increase participation numbers to 1000 within two years and they now have to plan for this. Sub-committee comprises: Chris Wood, Tasha Youngman, Mary-Ann Holt, Chris Greenbank and Samantha Jay.

## 3.4 High Performance & Development

Noted the Auroras SA Hub is working well and hard with good numbers at training. They have all been to at least 1 training camp if not 2 and have been issued their uniforms.

### 3.4.1 Vicki's Pride – re another Coaching course

Agreed to send an EOI out to Clubs for another course to be held early December.

**Action: Marie #2724**

## 3.5 Social Media

Noted nil report.

### 3.5.1 Board Resignation – Tasha Youngman

Noted Tasha Youngman had submitted her resignation from the Board, which was accepted, and she had agreed to complete any outstanding actions. Letter of appreciation to be sent.

**Action: #2725**

Agreed to reallocate the Board Liaison roles as follows:

- Subsonix: Mary-Ann Holt
- BSD: Chris Wood
- Water Warriors: Julie Lister
- Pink Dragons: Jennifer Bould

**Action: Marie #2726**

## 3.6 Officials / Training & Development

### 3.6.1 Course Levels 1-3 on Sat 22 & Sun 23 Jul

Noted 14 registered for Level 1 course and 6 for the Level 2/3 course.

The Level 2/3 course is being held as a combined course with the advantage being that once competency for Level 2 has been attained that they won't need to undertake the Level 3 course, just undertake the respective assessment and PBTR courses at the time.

Question asked if current SA ROMP mentors could attend with the response given that it is a training course, not specific to mentoring and could increase costs to the course, and that as mentors they should be up to speed anyway.

Email to be sent to all participants advising them to bring a laptop where possible to access some of the larger course documentation as it would not be printed. **Action Julie #2727**

### **3.7 Cultural**

#### **3.7.1 10/9/23 – Opening ceremony arrangements**

Agreed to reschedule this to the first race day on 24 September as it would be more practical.

**Action: MA #2728**

### **3.8 Sweeps' Committee**

#### **3.8.1 Course Sat 17/6/23 – status**

Held.

*At this point of the meeting (6:15pm) Pat Doogue arrived to discuss SC matters.*

#### **3.8.2 SC update**

Pat Doogue advised he was disappointed that various AusDBF SC meetings were being reshuffled constantly with the next annual face-to-face meeting not yet held. He had circulated to the Board the various related Sweep documentation.

An update was provided on the Logbook requirements and the issues with its management.

The Board agreed that for a Sweep to be qualified they must sweep a minimum of x6 races with 4 of them being 500m (x20s) and for there to be 20 paddlers in the boat.

Pat advised he would email the Level 2 Sweeps the logbook and inform them on what is required for Level 3 accreditation. In addition he would seek nominations from Clubs for one lead Sweep to be nominated from each club and that he would liaise them for information to be circulated further within as needed.

As an aside he noted more radios would need to be purchased this season.

#### **3.8.3 Sweeps Committee Proposal**

Julie Lister provided the background into her proposal for the formation and operations of the SC for this season. Noted a draft program of activity and meeting dates was being sought in advance and EOs would be sought for the committee.

*At this point of the meeting (6:40pm) Pat Doogue departed*

### **3.9 Australian Masters Games Working Group**

Noted arrangements proceeding well with Bulletin #2 released this week. Nominations are being received for volunteer roles and the intention will be to assign some of the newly qualified Level 1 Officials to this event for practical experience.

With respect to the management of volunteers and officials for the upcoming race season, it was agreed to revisit this and for the Task List to be circulated to gain an idea of some of the tasks required to be done by either role. **Action: Marie / Board #2729?**

## **4 EVENTS**

### **4.1 Events (schools, corporate)**

Noted events have been few during the winter break with one session being reduced down from 40 to 5 participants.

### **4.2 SA Regional Masters Games – Copper Coast**

Nil discussion.

### **4.3 AGM – reports status**

Appreciation extended to Board members for prompt submission of their respective reports. Agreed to include a report back against the Strategic Plan goals. **Action: Julie #2730?**

With respect to the AGM nominations, it was noted that:

- Renominating: Julie Lister, Chris Wood, Mary-Ann Holt
- Further 12 months: Jennifer Bould, Tracey Gardiner
- Vacant: up 4 positions

With respect to a recommendation for the ~~Participant Registration Fees~~ ~~Participation Levy~~ in 2024/25 it was agreed to recommend a 2% increase.

Noted the AusDBF nomination form would be used without the requirement to provide a 2-page CV.

#### 4.4 End of season dinner and awards

##### 4.4.1 New date

Noted event is now scheduled for Saturday 26 August at The British Hotel with invitations to be sent. COTY winner has been chosen. **Action: Chris #2731**

### 5. GENERAL

#### 5.1 RC meeting 23/5/23 actions

##### 5.1.1 B-Grade Minutes

Circulated. Noted agreement to enter only 2 of the 3 categories with the decision to be made at the RC meeting as to what they would be with maximum of only x8 categories to be raced instead of 12.

##### 5.1.2 Follow up – details re Hat Regatta

Noted some Clubs were seeking information about the upcoming Metropolitan Hat Regatta so they could commence planning. Agreed to develop a Hat Regatta manual in time for the respective RC meeting. **Action: Chris & John #2732**

##### 5.1.3 Amend Policy #005 – re B-Grade teams being a Sports team

Agreed to defer review of this policy along with #007 and #018, to the ad hoc Board meeting scheduled for Sun 30-Jul. **Action: Marie #2733**

#### 5.2 RC meeting 23/5/23 actions

##### 5.2.1 Advise status of update to Composite Teams – Policy #005

Held over to Board meeting 30 July.

##### 5.2.2 Update State Champs Policy (#018) to: “if a team registers for every race day they can then race in whatever category they want to:”

Held over to Board meeting 30 July.

#### 5.3 PF meeting 31/5/23

##### 5.3.1 Handicapping – Pat Doogue submission

Discussion was held on this Handicapping proposal to be trialled during one of the race days this season with no decision reached. Feedback was provided from Craig Ryan (DBVic) as to how it works for them.

Agreed to revisit this at the ad hoc Board meeting scheduled for 30 July.

#### 5.4 DragonPass Ts&Cs – new season

Agreed to update Ts&Cs for DragonPass to simplify. **Action: Marie #2734**

#### 5.5 Catering DBSA Season – Mobile Coffee Bean

Approval given to engage this mobile coffee van once again for upcoming season and to be the coffee provider on 5<sup>th</sup> November training day. **Action: Marie / MA #2735**

#### 5.6 Ventra IP – domain name – dragonboatsa.com.au (renew or not)

Agreed to renew this domain name. **Action: Marie #2736**

#### 5.7 DAA – Board request

The email request from DAA to run their training sessions using a program developed by an ASA coach as they no longer have their own was approved. Noted they will register someone for the next Coaching course to be held and an ASA coach would sit in their boat at regular intervals.

**Action: Marie #2737**

### 6. AusDBF

#### 6.1 AusDBF Update

Nil.

## 6.2 Q2 Members Forum 25/5/23

Minutes circulated with Agenda papers.

## 6.3 Invictus Australia x AusDBF

Noted advice had been given to AusDBF after the last Board meeting as to the most suitable dates for any sessions to be held. Agreed to leave it on the race day set for 11 February which will also be a Corporate Challenge event. **Action: Julie #2738**

## 6.4. NIF Policies - UPDATE

Agreed to advise AusDBF of there being no objections to proposed policy changes or issues with tentative training dates being proposed. **Action: Marie #2739**

## 6.5. ROMPS – EOIs and Nominations

The existing 3 ROMPS two year term concludes end of 2023 and there will need to be an EOI process. Agreed to revisit this once the new Board is in place. **Action: Marie #2740**

## 7 FINANCE

### 7.1 Reports – 30/6/23

MOTION

THAT the financial reports as at 30 June 2023 be accepted.

Moved: T. Gardiner and Seconded: MA Holt

CARRIED.

### 7.2 The Sailing Club – finances 30/6/23

Noted.

Agreed to look into options for a portable wifi modem unit for meetings now to be held at The Boatshed. **Action: Tracey #2741**

### 7.3 Pink Dragons – Coaching course invoice

Noted Pink Dragons were seeking financial consideration for the payment of the invoices for the AusDBF Level 1 Coaching Course for two former DAA paddlers now with them, as they were not in a position currently to pay them.

Agreed that the response would be that the invoices would need to be paid by the end of the calendar year and a payment plan could be put in place if needed. **Action: Tracey #2742**

### 7.4 ASA request for reimbursement of DBSA registration

The request was considered and noted it was only relevant to Krystal Diaz and reimbursement would be given for the fee paid at the time (Feb-23) minus the AusDBF Levy. **Action: Tracey #2743**

### 7.5 ORS&R Grant Acquittal due 31Jul

Noted this submission: SSRDP055 is due in by 31 July. **Action: Tracey / Jen #2744**

## 8 CORRESPONDENCE

### 8.1 Sport SA Membership Renewal 2023/24

Agreed to renew. **Action: Marie #2745**

## 9 CLOSING

### 9.1 Any Other Business

- Noted John Holland has been paying for the storage facilities on his credit card with discussion held on best way to manage this. Agreed to liaise with John to set this up as a direct debit payment. **Action: Tracey #2746**

- Discussion held on options for DBSA to have a pre-paid debit card and noted this would not work for registration payments. Agreed to discuss further via email. **Action: Tracey #2747**

### 9.2 Next meetings

The next Board meeting is set for 10:30am on Sunday 30 July at the Aquatic Boatshed.

Meeting closed at 8:47pm.