



DBSA MINUTES BOARD MEETING

Saturday 7 October 2023 @ 10am
At Aquatic Reserve meeting room

FORMALITIES

▪ OPEN MEETING – 10:05pm

"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), Jennifer Bould (Life Member), Tracey Gardiner (Powerblades), Julie Lister (Powerblades), 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 GOVERNANCE

1.1 Previous meeting Minutes – 21/9/23

MOTION

That the Minutes of the Board meeting held 21 September 2023 be accepted as a true and accurate record.

Moved: T. Gardiner and Seconded: C. Wood

CARRIED.

Action: Marie #2785

1.2 Action List (end of meeting)

Reviewed at end of meeting. Of note:

- #2770 – agreed to send out draft AGM & PF Minutes after Monday if no amendments notified beforehand.
- #2776 – Noted Pat Doogue had advised race day of 3-Dec would be preferable for him to be awarded his Life Membership pin.
- #2679 – Noted draft template will be provided for each venue.

1.3 Acceptance of Information Only Papers

Accepted.

1.4 Action List – PF & AGM

Reviewed at end of meeting. Of note:

- PF #65 – noted no need to follow up with Mannum engineering company as is in hand with local engineering company.
- PF #67 – noted Council required a quote for light switch at front of building. To undertake works is problematic and expensive given light switch will need to be changed to a dual switch. Preferred option is for next winter to use the available power sockets along the wall and purchase a mobile light.

1.5 Clearances

- Discussion was held on the benefits of making it easier for returning paddlers to the sport to join a Club without having to seek a clearance after a certain period out of the sport. Policy #007 – Individual Clearance Procedure was modified as follows:

Conditions – Clause 3.

3. *A clearance is required whenever an individual wishes to change Clubs even if they have not re-registered with their current Club. A returning paddler who has not been a financial member of DBSA for 2 or more consecutive years does not require a clearance and can join the Club of their choice.*

Updated Policy was adopted. **Action: Marie #2786**

- Agreed given the above policy change that the clearance application from Vivian Akkermans to go from ACDC to Black Sea Dragons would no longer needed to be submitted and advice would be given to her accordingly. **Action: Julie #2787**
- The clearance application from Sue Mausolf (#39) to transfer from Waiwiltla to Black Sea Dragons was considered. Given that Black Sea Dragons have gone over the number of clearances allowed to their Club this season it was denied. Advice to be given of this and that she would be welcome to train with them however if she wished to race in B-Grade then she would be welcome to apply to transfer to ASA, DAA, ACDC, Pink Dragons or SADA.
Action: Marie #2788

#41 – Willy Paku – Subsonix to Water Warriors – approved. **Action: Marie #2789**

1.5.1 Junior membership with DBSA

Before an update was provided by Julie Lister on this Agenda item, it was noted that she had a conflict of interest and that the request should have been submitted through Powerblades. In response Julie noted that the question was being asked on behalf of any Club should the same situation arise with them.

The consensus was that for those Clubs who are interested in having junior paddlers join them and race with them however their constitution does not currently allow for this. should look to amend their Constitution as a matter of priority.

The issue was discussed and noted the response to Susannah Karagiris would be for her to raise this with her Club first and they should look to change their Constitution accordingly.

Action: Julie #2790

1.6 Email from Julie Lister re Board

Withdrawn.

2 GOVERNANCE

2.1 Next meeting – set date

Scheduled for 9am-12 noon on Sunday 5 November 2023 at Aquatic Boatshed.

Action: Marie #2791

2.2 Policy #005 – feedback from Rob Bowen (VDs)

Noted Rob Bowen's feedback was reviewed and upon checking the Policy it could not be seen where his queries related to the content so agreed no further action.

2.3 C&BS re Constitution

Noted after following up with C&BS, that they had advised that they had sent notification requesting that any reference to DragonBoat SA needed to have the word "incorporated" included afterwards. The Constitution was updated accordingly, resubmitted and confirmation received that they have accepted this latest version.

2.4 Casual Vacancies

Agreed to defer discussion to the Governance meeting.

2.5 Policy #019 – Directors' Code of Conduct

This Policy was adopted at the beginning of the meeting and agreed to submit a sign-off sheet for Board members to acknowledge that they will agree to abide by it at the next meeting.

Action: Marie #2792

3 PORTFOLIOS

3.1 Safety & Risk

3.1.1 Spreadsheet

Noted.

3.1.2 First aid course – status

Noted waiting on dates from Susan.

At this point of the meeting Mary-Ann Holt joined via Zoom along with Steven Holt who was a silent observer.

3.2 Equipment & Maintenance

3.2.1 Maintenance Schedule

JL advised that she had not yet prepared the schedule to busy period undertaking maintenance on heads and tails prior to upcoming AMG event.

Noted Pat Doogue will be providing some details for the schedule as well re any ongoing repairs or maintenance required for any of the on-water equipment.

Noted may look to arrange a training session for Clubs on how to repair heads and tails.

Agreed JB to provide list of required maintenance for the caravan. **Action: Jen #2793**

Noted last time the caravan was serviced that the company also services the trailers at the same time.

3.2.2 Boatshed update

JL advised still pursuing option with John Holland of utilising the existing steel structures and a local engineering company is providing some specifications and plans which will have to be submitted to Council for approval. Quotes for this work will be provided in due course.

3.3 Participation, Marketing & Publicity

Noted focus will be placed on this after the AMG event. Tracey Gardiner advised she was interested in assisting on this sub-committee along with Mary-Ann Holt.

3.4 High Performance & Development

Nil update.

3.5 Social Media & Website

Brief discussion held on what is relevant to post to FB.

3.6 Cultural

Nil update.

3.7 Sweeps' Committee

Noted report to be provided by Pat Doogue for next Board meeting.

3.8 Australian Masters Games Working Group

CW provided an update. Of note:

- Online Team Managers meeting held on Thursday night which was well attended and participants in good humour.
- 930 registered.
- Sunrise television show will be doing live cross overs to Scullers Reserve on the Thursday morning from 5am.
- Trailers can be left on site.

JB advised she would be available as back up race entry person for both days if needed.

Mobile Coffee Bean to be followed up to see if can attend early on the Thursday morning from 7am.
Action: MA #2794

Follow up to be had with Clubs for a boat driver on the Saturday. **Action: MA #2795**

3.9 Volunteers & Officials

Agreed to check if available to attend the VSA&NT AGM. **Action: MA #2796**

4 PORTFOLIOS

4.1 Events

Nil update.

4.2 AGM

4.2.1 Sandy Douglas – issues paper

Agreed to advise Sandy Douglas that the Board will consider his paper at the upcoming Governance meeting on Sunday 5 November. **Action: Marie #2797**

4.3 End-of-season dinner – feedback

Noted rescheduled event went well.

5.3 State Championship plaques (B/f)

CW advised that as part of preparing this for presentation that it was noted that there were several missing and so additional new plaques were arranged and after the dinner two Clubs advised her that they were still holding on to some issued previously. This meant there were now x12 spare.

Going forward CW advised she would maintain a list of which Clubs received the plaques.

Agreed at upcoming Peter Bristow Long Course event to also provide gold medals to the winning Sports and Composite teams. **Action: Julie #2798**

4.4 Email from St Mary's College – re Wed 8 Nov event

Noted waiting confirmation on this proposed date and will then send out an EOI to Clubs for volunteers.

At this point of the meeting Chris Wood departed.

5. GENERAL

5.1 ORS&R Governance Reports – Benchmarking

Held over to Governance meeting

5.2 DBSA Logo – graphic design

Agreed to seek a quote to provide the “Nessie” logo in various formats. **Action: Chris #2799**

5.3 State Championship plaques

Discussed earlier.

5.4 City of Charles Sturt – Community Plan Review

Nil interest in any involvement.

5.5 VP – question re constitution – clarification sought

Held over to next Board meeting with Club to be advised. **Action: Marie #2800**

6. AusDBF

6.1 AusDBF Update

Nil.

7 FINANCE

7.1 Reports

Not applicable.

7.2 Debit card

Noted it is not possible to arrange this for Board members.

7.3 Lyn Hawkes refund request

Noted Vicki's Pride to be advised that they will have to apply via RevSport for a refund for Lyn Hawkes. **Action: Marie #2801**

8 CLOSING

8.1 Any Other Business

- Noted that some of the Board members were not provided with DBSA shirts. Agreed preference was not for the grey coloured type previously provided and to go with the polo shirt with the state colours previously provided to Officials.

JB offered to visit Marino Monograms who provided them previously to obtain a size chart and a quote with the wording “Board Member” to be placed under the logo on the front and “Fierce, Fast, Furious” on the back.

Should this company no longer have the logo and quote is too expensive suggested to check with the Sports Centre on Port Road who have a copy of the DBSA logo already. **Action: Jen #2802**

- Agreed to cancel Optus internet connection at The Sailing Club and see if they can provide another modem as a back up for the one already provided for the caravan. **Action: Jen #2803**

- Agreed to obtain costs for flight and accommodation to attend the AusDBF AGM in Perth in November for Board consideration. **Action: Julie #2804**
- Agreed to consider at next Governance meeting the level of RevSport access to be provided to Board members going forward. **Action Marie #2805**
- Agreed to send an email reminder to Clubs that they need to ensure those that have full admin access to RevSport are up to date with their WWCC and PBTR courses and they have x2 weeks to do this. **Action: Marie #2806**
- Noted Jennifer Bould requires access to the Regatta section of RevSport. **Action: Marie #2807**

8.2 Next meetings

The next Board meeting is set for 6pm on Tuesday 17 October 2023 at the Aquatic Boatshed.
Action: Marie #2808

Meeting closed at 11:59am.