

**DBSA MINUTES
GOVERNANCE BOARD MEETING**



Sunday 5 November 2023 @ 9am
At Aquatic Reserve meeting room

1 FORMALITIES

▪ OPEN MEETING – 9:02am

“We acknowledge the Kurna People as the Traditional Owners of the land, sky and waters on which we meet today. We pay our respects to Elders past, present and to the future leaders of our community. We honour the ongoing deep spiritual connection that the traditional Owners have with this Country and the Kurna People this land. With respect, we tread gently to help reconcile and pave the way for a united and harmonious future for all people.”

▪ PRESENT

Tracey Gardiner (TG) (Powerblades), Julie Lister (JL) (Powerblades), Mary-Ann Holt (MA) (ASA), Jennifer Bould (JB) (Life Member) and Chris Wood (CW) (ACDC) (left at 10:30am).

▪ APOLOGIES

Nil.

▪ DECLARATIONS OF CONFLICTS OF INTEREST

Standard acknowledgement given to declare any conflicts of interest with agenda items as they arise.

2 GENERAL

The revised Task List which now includes all courses in the one document was reviewed for the Wallaroo Marina Challenge course.

2.1 AGM Point of Order – Sandy Douglas

Held over.

2.2 Action items:

Agreed to place Action Lists from all meetings on to the one going forward for easy reference.

2.2.1 Board Meeting 231017

Reviewed.

2.2.2 Governance meeting 230412

Reviewed.

2.2.3 PF 230914

Reviewed.

2.3 Casual Board vacancies – approach

Discussion held on the preference for the number of Board members noting that the Constitution allowed for no less than 5 and no more than 7, along with any skills and knowledge needed for any new incumbents. JL asked the question is the Board happy to continue with 5 or increase numbers to 6 or 7. Total of 7 members was agreed.

Question was asked if look to outside of the association to appoint a Director which was an option.

JL advised she had interest expected from a work colleague (Theresa Riccio-Goodwin) who was keen to come on the Board.

Agreed that this could be considered and invitation to be extended to her to attend the next meeting to provide an overview, along with a written summary of the skills and knowledge that she could bring to the Board. **Action: JL #27**

Agreed Board members could extend a similar invitation to anyone they were aware of keen to fill a remaining casual vacancy. They would be invited to submit skills and knowledge they could bring to the Board to address criteria and could if they were available verbally provide an overview at the next meeting. **Action: Board #28 (JL to document criteria)**

2.4 Chief Official's Report – draft

Amendments suggested. **Action: Marie #29**

2.5 BM 231007 – RevSport – Board access

Held over.

2.6 BM 231007 – Recording of Board meetings

Held over.

2.7 ORS&R Governance Reports – Benchmarking

Noted this document provides an opportunity for continuous improvement to identify areas to target. Agreed to review the report prior to next meeting and reflect on it at the next Board meeting to identify those areas needing improvement. Should this then have an action?

2.8 Review Safe365 Task list to look to separate safety and paddler related tasks

The task list produced by AusDBF when Safe365 was first launched was reviewed and agreed it was no longer applicable.

2.9 31.5.23 PF – DBSA Grievance & Appeals Policy – AusDBF Policy PN00043

Agreed to provide a summary of why this was initially requested for consideration next meeting.

Action: Marie #30

2.9.1 Feedback – VDs

On hold.

2.9.2 Feedback – Copper Coast

Held over.

2.9.3 Feedback – SADA

Held over.

2.10 Policy #23 – DBSA Privacy Policy – link updated

Adopted. **Action: Marie #31**

2.11 Policy #05 – Rob Bowen's comments

Agreed CW to review his comments and to update the Policy if there is a minor tweak needed and write back advising of action and circulate revised Policy for feedback. **Action: CW #32**

2.12 Review of overdue DBSA Policies for review

The document provided by JL on the changes required (or not) to overdue policies list was reviewed, discussed with changes to be made as agreed. **Action: MC #33**

2.13 Review of DBSA Policies to decide which ones need Clubs' constructive input as part of the review process

The Policy & Procedures Register was reviewed to update the revision dates as many could be changed to 2-yearly or 3-yearly as follows:

- #01 – SunSmart – 3 yearly
- #09 – Role of the Dragon Boat Drummer – 3 yearly
- #16 – Breast Cancer Challenge races – 3 yearly
- #18 – State Team selection – 2 yearly
- #24 – Environment – 3 yearly
- #32 – Board secondment – withdrawn
- #35 – Social media – 2 yearly
- #40 – Volunteer recognition – note on website is 'under review'
- #42 – Medical – 2 yearly
- #47 – Alcohol – 3-yearly

Agreed the following policies are to be reviewed:

- #21 – Risk Management **Action: Julie #34**
- #26 – New paddlers **Action: Jen #35**
- #40 – Volunteer recognition **Action: MA #36**

Agreed to only list the AusDBF NIF policies and one full table of DBSA policies on the website.

Action: Marie #37

3 GOVERNANCE

3.1 Acceptance of 'Information Only' Papers

Accepted.

Agreed to circulate #1.3.3.16 – Sports Vouchers to all Clubs for information. **Action: Marie #38**

4 ON HOLD

The various Agenda items which have been placed on hold for some time were reviewed to ascertain if still required.

4.1 New Club Manual

Agreed no longer needed.

4.2 Caravan “how to” folder

Agreed to transfer action item to the Action List and test it at the January regatta for feedback.

Action: Marie #39

4.3 Publicity & Marketing guide

Agreed no longer needed.

MA noted as an aside, that as part of this process that she was aware of a DBSA charter for the Volunteer & Officials Working Group on the website. Noted this charter was no longer applicable and if available on website to be removed. **Action: Marie #40**

4.4 Officials / Training & Development

JL advised there were several individuals keen to do the AusDBF Level 1 Officials course and she will follow up with Melanie Cantwell if an integrated L1&L2 course could be scheduled in 2024.

Action: Julie #40

4.5 Consider how to incentivise Clubs to take on Junior paddlers

JL agreed to provide a summary document for discussion at the December Board meeting on a plan to expand and bring juniors into the sport. **Action: Julie #41**

4.6 Bylaws – Rules - discussion

Agreed no longer needed.

5 CLOSING

5.1 Any Other Business

- CW tabled the money received from ACDC GRD for the scrapping of the trailer which had been chopped up and sold for scrap. Agreed to remove trailer registration from the website and to return registration paperwork and licence plate to Service SA. **Action: Marie & Tracey #42**
- Agreed going forward to include a list of policies needing review on each Governance Agenda.
- Agreed Clubs would be kept informed when all Policies are updated.

5.2 Next meeting

Noted Board meeting was set for 6pm on Monday 20 November 2023. **Action: Marie #43**