

DBSA MINUTES BOARD MEETING



Tuesday 12 December 2023 @ 6pm
At Aquatic Boatshed meeting room

FORMALITIES

▪ OPEN MEETING – 6:02pm

Noted a different Acknowledgement of Country was read and agreed to rotate the reading of this amongst Board members. MA to read it next meeting.

"We acknowledge the Kaurua people as the first nations of this land on which we meet today. The dreaming is still living from the past, in the present into the future and forever. I would like to acknowledge all cultures sharing this land today, past and present."

▪ PRESENT

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

▪ 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 – 5/12/23

Agreed as a true and accurate record.

1.2 Action List (end of meeting)

Of note:

- #2840 – back up printer purchased and will be placed in the caravan.
- #2847 – waiting for availability from second lion dancer contact for Lunar NY event and event paperwork is ready to be circulated.
- #2852 – JL provided an update on details received from Merino for state team merchandise. Small supply of caps and visors will be purchased. State tops are arranged through another supplier.
- #2853 – EOI for state team can now be sent as state coaches have been appointed.
- #2856 – noted JL and CW to work on clarifying some of the race day rules of racing.
- RC #321 – noted draft criteria for Peter Bristow event has been provided and Neil Parker and Peter Button (Powerblades) will be consulted for their input once reviewed. **Action: JL #2857**
- RC #321 – noted will look to promote this event on a bigger scale going forward as many new paddlers do not know the meaning behind it. Will be promoted via social media and posters.

1.3 Acceptance of 'Information Only' Papers

Accepted.

1.4 Clearances

Nil.

1.5 Policy #26 – New paddler allocation

Amended copy of reviewed Policy to be circulated to Board for final approval before uploading to website. **Action: MC #2858**

2 GENERAL

2.1 AGM Point of Order – Sandy Douglas

JL advised she would review this and separate the respective action items required (ie website issues, governance issues) and report back. **Action: JL #2859**

2.2 V-Insurance re Voluntary Workers Insurance

The correspondence from V-Insurance re Voluntary Workers Insurance Endorsement was reviewed with the decision being to place on hold until next year for review when next offered.

Action: MC #2860

2.3 RevSport

2.3.1 Board training session 2024 offer

The offer from RevSport to attend an online RevSport information session at a meeting in 2024 was considered and declined. It was considered that Board members should take the time to familiarise themselves with it more over the holiday break. Action: CW #2861

Follow up to be had DBVic, DBNSW on how they register their corporate participants.

Action: CW #2862

2.3.2 360 Course and Accreditations module – decision if needed

Agreed as this module has not been used in the last few years that the subscription would not be renewed as at 30 June. Action: MC #2863

2.3.3 Board Meeting {17Oct23} – Board access to RevSport

The access levels to RevSport for Board members and Pat Doogue and Chris Kelley were reviewed and reassigned as needed. Agreed to reduce overall access where possible.

3 PORTFOLIOS

3.1 Safety & Risk

3.1.1 Spreadsheet

JL provided an update on the three recent incidents from Mannum (x1), and the last race day (x2).

Agreed to circulate list of Safe365 users to Clubs so they could be informed of who has access currently as it has been sometime since the access was first assigned. Noted there are plenty of licenses available still. Action: MC #2864

3.1.2 First aid course – status

The preference for the method of delivery of this course was discussed with it agreed that the hybrid format was not suitable and to continue with the face-to-face format.

Timing for next course to be around late February / early March. Action: MC #2865

3.1.2 Trial C&S checklist – Wallaroo & Aquatic

JL advised she tested a checklist at both events and will look to set it up in Safe365 as part of race day risk management activities for trialling at upcoming race days before implementation.

Action: JL #2866

3.2 Equipment & Maintenance

JL provided an update as follows:

- New gantry system is fully operational with last two chains installed. There are now six chains with three on either side, new slings and it can stack 12 boats with two on wheels. One of the boats on wheels will be relocated to the Torrens leaving 13 boats for x2 fleets and x1 spare. Action: CW #2867
- The two boats with the large gashes have been repaired with new fibreglass and reinforced paint.
- New sweep oar arms have been made and will be swapped over in due course with the same hoops used.
- Tails are now all standing up and heads will be restacked over the holiday period.
- Recent repairs made to the Concept 2 rower with paddle adapter as the rubber securing the seat was wrapped around the seat wheels.
- JB advised she will document a procedure for the gantry system. Action: JB #2868
- Several training sessions have been given on the use of the gantry system by John Holland and JL.

3.2.1 VP email re disposal of DBSA boat

Noted Vicki's Pride had advised that they have three dragon boats only one of which is being used.

They would like to dispose of the DBSA boat given to them by Victor Dragons and sought advice on how best to do this.

Agreed to follow up with the Mildura Club if they would like to take any of the two boats that Vicki's Pride is looking to discard before suggesting they look to offer it to the Council for placement in a playground. **Action: CW #2869**

3.2.2 Slow Race Computer – Discuss actions re the computers, software and programs

No further action.

3.2.3 Medal recycling query – Tracey Rowe

Contact details for a special needs school where the medals could be donated would be provided for providing to Tracey. **Action: JL #2870**

3.3 Participation, Marketing & Publicity

Noted sub-committee meeting is scheduled for the second week of January.

3.4 High Performance & Development

Noted the Coaches have all accepted their appointments and after an initial meeting with them an announcement will be sent to Clubs advising them of this. **Action: JL #2871**

AusDBF have released Bulletin #1 for AusChamps and a review of the categories most likely to be entered was done to work out the entry costs. Noted early bird registration for the state team categories would be around \$9,650.

The 20s fleet will be old Champion boats and the 10s fleet will be the new Peishing boats.

Promotion of the state team will be done via social media with a QR code set up to register interest and posters placed in the boatshed to promote participation.

3.4.1 EOI ROMP position – John Holland

A vote was taken with Chris Wood not partaking due to a conflict of interest.

The outcome was in favour of appointing John Holland as an SA ROMP representative for the next AusDBF term.

3.4.2 EOI ROMP position – Patrick Doogue

A vote was taken with the outcome being in favour of appointing Patrick Doogue as an SA ROMP representative for the next AusDBF term.

3.4.3 ROMP position – Chris Wood – expired

Whilst having a conflict, Chris Wood remained in the room during the following short discussion.

A vote was taken with it noted that Jennifer Bould did not support an extension to Chris Wood's term due her not actually submitting an expression of interest.

The outcome was in favour of appointing Chris Wood as an SA ROMP representative for the next AusDBF term.

Noted once appointments have been advised to the three ROMP representatives that AusDBF would be advised along with Clubs. **Action: JL #2872**

3.5 Social media & Website

Suggested that the website needs to be more visually accessible with captions for photos.

Noted this was a large undertaking and would be an off-season project with expressions of interest to be sought members to join a website revamp working group. **Action: MC #2873**

3.6 Cultural

Nil report.

3.7 Sweeps' Committee

As mentioned at an earlier meeting, JL advised she would draft the criteria for the Sweeps' Committee to operate under along with a template for reporting back to the Board quarterly.

Action: MC #2874

Discussion will be had with Pat and as proposed expressions of interest will be sought with minimum 3 assessors at level 3 and up to 2 level 2 on the committee.

Action: JL #2875

3.8 Volunteers & Officials

MA advised she is in the process of setting up a new volunteers database.

An email has been sent to all volunteers and officials seeking their availability for 21-Jan race day and will look to follow up with those Level 1 Officials who do not respond.

4 EVENTS

4.1 Events

- Noted a Come & Try session has been arranged by JL and TG with Vanessa from Australia Invictus, tentatively for Saturday 6 January 2024 for veterans and their families with those interested in continuing, encouraged to enter the Lunar New Year event.

The longer-term goal is to look to train any of them interested in the AusDBF Paradrasons team to participate at the next world championships as part of the Auroras team.

- Regional Training Day. JL advised she has heard back from some Clubs on what they would like to see on the program for this event (ie proper races with toggles, stroke technique training, sweeps' training and assessment, 2000m buoy turn races training).
- Lunar New Year. JL provided an update on this event and the race entries received to date with the categories being raced discussed. Noted intention will be for all 20s racing including Premier - Mixed to be straight finals. Premier – Mixed and Premier – Women 20s will be a straight final but 10s will be heats and a final.

Noted for 2000m racing that all crews will be qualifying including B-Grade and composite crews and all racing in the one race together. The start order will be decided from a hat and done at the RC meeting.

Categories to be updated on RevSport and medals ordered. **Action: JL #2876**

4.2 Sun 03/12/23 – race day #3

Feedback was noted as follows:

- Rotation of two fleet of boats worked well and will continue.
- Suggested where possible to ask Clubs not to have Sweeps and Drummers in back-to-back races and where a race is held up Clubs are to use their reserve/s instead of waiting as this causes delays to the program.
- Pat Doogue was advised to place in his Chief Official's report any improvements or issues re the setting up of the 200m Drummer's toggle line for discussion at the next RC meeting.
- Some long race starts.
- Issues with Sweeps reversing from the beach.

Suggested there was room for improvement for Sweeps in controlling their boats and using their crews to control their boats and their possibly be an advanced Sweeps training session on reversing from the beach.

4.3 SA Masters Games 2024

4.3.1 Profit share / Copper Coast DBC

JL advised she has held discussions with John Holland who is coordinating this event on behalf of DBSA around the profit share arrangements. The event is budgeted to make a \$1,600 surplus which if met, will be shared 50/50 with Copper Coast.

4.3.2 Clarification for Copper Coast re dates of 6th April or 13th April

Noted preference is for this to be held on 13 April 2024 as this date fits more readily into the games schedule.

Agreed JL to respond to CC on the above. **Action: JL #2877**

5. GOVERNANCE

5.1 ORS&R Governance Reports – benchmarking

Held over.

6. AusDBF

Agreed to remove this agenda item going forward as John Holland is no longer on the AusDBF Board.

7 FINANCE

MOTION

THAT the financial reports as at 30 November September 2023 be accepted.

Moved: TG and Seconded: CW

CARRIED.

Noted Pat Doogue has submitted a proposal for a DVA Come & Try session this Thursday and was seeking funds of \$100-\$150 for barbeque and small eats to be provided afterwards. Noted this was the third occasion of this event which the Board had not been aware of previously. Pat had arranged for an email to be sent to all Clubs seeking Sweeps & Drummers preferably from a defence background.

In response noted that the sport is inclusive and there should be no segregation when seeking volunteers.

Agreed to advise Pat of \$100 being allocated towards the catering. **Action: Tracey #2878**

Pat to provide a report on the event, outcome and aims moving forward and whether it could be an annual event for the race program (ie Veterans' Day). **Action: TG #2879**

8 CLOSING

8.1 Any Other Business

- Agreed to leave 2024 Board meeting dates as circulated however it was noted that the 14 August and 12 September dates may have to change due to some Board members possibly attending the WCCC. Agreed to include an SGM before the PF on 7 February and a Governance meeting on Sunday 4 February from 9am-11am. **Action: MC #2880**

- MA advised that the volunteer task of FinishLynx on a race day was an integral task, and the aim was to have at least three volunteers trained up on this on a rotational basis however was often difficult to find these individuals.

Suggested could look to offer an incentive after these volunteers have been trained up to continue in the role rather than paying a stipend beforehand.

- With respect to the catering of volunteers and officials meals on race days it was agreed to look to an alternate option as there had been some minor complaints about the sandwiches provided by the current mobile caterer. Subway catering delivery will be trialled at the next race day. **Action: MA #2881**

8.2 Next meetings

Next meeting date is set for Tuesday 16 January 2024 at 6pm at the Aquatic meeting room and online.

Meeting closed at 9:05pm.