



DBSA MINUTES BOARD MEETING

Tuesday 9 April 024 @ 6pm
At Aquatic Boatshed meeting room / Zoom

FORMALITIES

OPEN MEETING – 6:0pm

The Acknowledgement of Country was read by CW. Meeting chaired by JL.

"We acknowledge the Kurna 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

Julie Lister (JL)	Powerblades
Tracey Gardiner (TG)	Powerblades
Mary-Ann Holt (MA)	ASA
Jennifer Bould (JB)	Life Member
John Holland (JH)	Life Member / ACDC
Chris Wood	Life Member / ACDC
Teresa Riccio-Goodwin (TRG)	Appointed Board member
Marie Cunningham (MC)	Minute taker

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 – 14/3//24

The Minutes of the Meeting held 14 March 2024 were accepted as a true and accurate record.

Action: [MC #2957](#)

1.2 Action List

Reviewed. Of note:

- #2862 – RevSport Corporate participants. Noted DBVic advised current set up in RevSport is not ideal and AusDBF will be looking to schedule a RevSport Users training program over the next 4-5 months and CW will seek to have a session on this included. To be revisited in September. Action: [CW #2958](#)
- #32 – Policy #05 feedback. Withdrawn as felt no longer relevant and superseded by new policy. CW to have informal follow up with Rob Bowen in Wallaroo this weekend.
- #308 RC – noted issue of lighting of boatshed during winter would be readily solved by accessing the building from the side and walking through and switching on the lights from the back of the room. The reverse could be done on departure.

1.3 Acceptance of 'Information Only' Papers

Accepted.

1.4 Clearances

Noted the restriction period remains in place until 30 April however as the clearance for Tina Alchin from Copper Coast was tabled on the agenda and there were no complexities to its approval, approval was granted as at 1st May 2024. Action: [MC #2959](#)

2 PORTFOLIOS

2.1 Safety & Risk

2.1.1 Incident report – March quarter summary

Report tabled as read.

2.1.2 Incident report – spreadsheet

Tabled as read.

Agreed to put some guidelines in place for users on incident reporting.

Action: JL #2960

2.1.3 Wearing PFDs & Distress Signal

No further action.

2.2 Equipment & Maintenance

2.2.1 Power boat operator licence – revised wording

Agreed to accept the revised wording.

Discussion held on how best to manage this with it agreed to include this in Policy 045 – Reimbursement. **Action: Marie #2961**

Response to be sent to Kayla Mundy's initial request for reimbursement for her boat licence and advising her of this policy update and ability to claim. **Action: Julie #2962**

2.2.2 SADA re repair of drummers' seats

Noted.

Agreed to schedule maintenance delegates to get together after AusChamps for a working bee to address the maintenance and repairs required at season end. Delegates list to be provided to JL to arrange. **Action: Marie #2963**

2.3 Participation, Marketing & Publicity

Nil report.

2.4 High Performance & Development

2.4.1 State Team report

JL advised enough paddlers, sweeps, drummers to cover each category entered. Possibly 4-5 individuals will be competing in two categories, but this should not cause an issue however as they are in 3-4 races apart.

2.4.2 Juniors

JH advised juniors are well prepared and will be combining with Victorian junior team with even numbers (x13) from each state represented and wearing their own state tops.

2.5 Social media & Website

JB advised website is being periodically updated.

2.5.1 EOI to Clubs for sub-committee to review website – action item brought forward

Agreed to send out an EOI after AusChamps seeking volunteers to assist on a sub-committee to review and refresh the website. **Action: MC / JB #2964**

2.5.2 Instagram Summary report from Tash

Tabled as read. Noted for the quarter there were 21 posts and 2 reels.

2.5.3 Volunteer guidelines

JL noted that the draft Volunteers Guideline document has been produced based on the NSW, WA and Qld documents and adapted to suit and this is now with MA to make her modifications.

Brief discussion held around the Code of Conduct and how best to remind participants, volunteers and officials about it. Agreed before season commences to schedule an information session for officials, volunteers and sweeps (ie race program, expectations, roles) and include this. **Action: MA / JL #2965**

Noted could look to include a session on the Code during a future quarterly PF and that the 14-May session delivered by TRG will be based on "risk culture".

2.6 Cultural

MA advised she is currently reviewing the cultural policy and looking to amalgamate documents within.

2.7 Sweeps' Committee

Report tabled as read.

Noted Level 1 is not actually a Trainee and should be changed to a Learner. **Action: MC #2966**

2.7.1 S&D course – next

Noted awaiting next date.

2.8 Volunteers & Officials

MA advised that after the State Champs that Karen McCole and Robyne Jarvis had both agreed to work on the FinishLynx / race results laptop next season and that several other volunteers have stepped up their involvement this season.

3 EVENTS

3.1 Events

3.1.1 PAC excursion – June

CW advised waiting on confirmation of day, date and numbers for planning purposes.

3.1.1.1 Other

Noted volunteers have been sought for the following events:

- 21-Apr: Maggie Beer Products – x27 pax
- 07-May: Annual event – Pulteney/Westminster/Walford schools – x60 pax

3.1.2 End-of-season event – Volunteers & Officials

Agreed to keep this as a separate event from the Awards Dinner and that it would be held at Aquatic on Sunday 16 June 2024. Venue to be booked. **Action: Marie #2967**

MA advised she was working on the next round of 5/10/15/20 year pins to be awarded.

3.1.3 End-of-season Awards dinner

Scheduled for 18 May at The Royal Adelaide Golf Club.

Agreed to first check the venue's terms and conditions on cancellation date before sending out details to Clubs. **Action: CW #2968**

3.1.4 Club Awards

Discussion held on the merits of continuing with these awards and the minimal support received from Clubs to date over the years.

Agreed to send out a survey to Clubs with the following questions:

1. Does your Club enter and if not, why not?
2. Is the criteria relevant?
3. Does your Club see value in the awards?

Action: MC #2969

3.2 State Championships

3.2.1 Pat Doogue – feedback

Tabled as read.

3.2.2 Officials & Volunteers report

Tabled as read.

3.2.3 Chief Official's report – Saturday

Tabled as read.

3.2.4 Chief Official's report – Sunday

Tabled as read.

Acknowledged that the report was far too detailed in each section and from a Board perspective does not necessarily highlight observations and include recommendations for future improvements as was the intent of the report. It does provide some recommendations however but not necessarily any rationale as to why.

Noted the context of the report allows for perceptions and indiscretions from a naming and shaming perspective.

Agreed that the reports for the State Championships and last race day would not be provided at the next RC meeting given that the season has ended and too much time would pass before the meeting to deal with anything.

3.2.5 Chief Official's reports – in general

Discussion ensued on how best to improve the reporting next season as they were generally not consistent, a mixture, with some being good and some too detailed. The preference was for them to be concise and succinct and only include input from the Chief Official with event highlights, learnings and actions.

Agreed for next season that a copy of JB's report and JH's report would be provided to the Chief Officials as examples of what was expected. **Action: Marie #2970**

3.3 Regional Masters Games – Wallaroo

JH advised that event is organised and waiting on final entry numbers – around 120.

Noted income should be around the \$4k mark which should cover expenses and allow for a surplus.

JH advised he will use his own laptop which has an AddTimes spreadsheet.

4. FINANCE

MOTION
THAT the financial reports as at 31 March 2024 be accepted.
Moved: TG and Seconded: CW
CARRIED.

TG advised that there has been no response from PAAF re the closure of the joint account and so would follow this up this week.

4.1 Quote – Brookes for FinishLynx Camera

Approved.

4.1.2 Lease agreement for dragon boats – Vicki's Pride – looking to offload boat

Noted Club is looking to dispose of the second DBSA boat and should Mildura Club not be interested they would look to contact the Council for a suitable community type disposal arrangement (ie public playground).

MOTION
THAT approval be given to Vicki's Pride to dispose of the DBSA boat.
Moved CW and Seconded: TG.
CARRIED.

TG to follow up with Club and adjust lease arrangement accordingly. **Action: TG #2971**

5. GOVERNANCE

5.1 C&BS email re Constitution lodgement – issues for follow up

Noted proposed amendments the Constitution because of feedback from C&BS were circulated and agreed upon.

Agreed to schedule an SGM prior to the PF on Tuesday 14 May to meet requirements set by C&BS and prepare the accompanying wording to Clubs and Life Members.

Action: JL / MC #2972

Agreed to contact C&BS and seek an extension to their 23 April deadline to respond to their issues raised. **Action: MC #2973**

5.2 Sports Governance Standards Survey (Game Plan User Guide)

JH advised that he would complete this survey. **Action: JH #2974**

6. GENERAL

6.1 Prospect Sea Scouts – BBQ Catering offer

Agreed to look to alternate a BBQ with the Vietnamese food truck on race days once program is released.

Agreed to look to alternate Mobile Coffee Bea with the Coffee Pot next season once program is released.

6.2 Set date for first RC meeting for season 24/25 planning

Agreed to set RC planning meeting for Tuesday 21 May 2024 which would allow for planning at the May meeting. **Action: MC #2975**

6.3 PBTR course name change from Child Protection & Safeguarding to Safeguarding Children and Young People in Sport Induction

Noted.

7. AusDBF

Nil discussion.

8. CLOSING

8.1 Any Other Business

- Approval given to JH to proceed with quote for a rack to stow the TK1, OC2 and Family boat - \$3,620 (GST incl. **Action: JH #2976**)
- Agreed to reimburse JH \$256 for purchase of trolley wheel, bearings, hub and spare set of bearings.
- Question as to where the funds put aside at the end of each season when a surplus is made are showing in the P&L report. **Action: TG #2977**
- CW advised that she had written to the Port Adelaide Enfield Council Mayor seeking prospects for on-water premises in Port Adelaide and was awaiting a response.
- Approval given to ACDC to have additional RevSport users to cover their regional areas (Desert Dragons, Goolwa River Dragons).
- Noted the Goolwa Aquatic Cub Committee had advised that the Murraylonga paddle vent scheduled for 18 May in Goolwa was cancelled due to health concerns with the algae in the water currently.
- Agreed to circulate Sport SA email re the Upcoming Festival of Sport Opportunities.
Action: MC #2978

8.2 Next meetings

Next meeting date is now set for 6pm on Wednesday 8 May 2024 the PF along with a PF at 8pm. on Tuesday 14 May at 8pm.

Meeting closed at 9:03pm.