



DBSA MINUTES BOARD MEETING

Wednesday 8 May 2024 @ 6pm
At Aquatic Boatshed meeting room / Zoom

FORMALITIES

OPEN MEETING – 6:02pm

The Acknowledgement of Country was read by JL. 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
John Holland (JH)	Life Member / ACDC
Chris Wood (CW)	Life Member / ACDC
Teresa Riccio-Goodwin (TRG)	Appointed Board member
Marie Cunningham (MC)	Minute taker

APOLOGIES

Noted JB is taking a short leave of absence from the Board due to medical health reasons and will not be attending any May meetings or events.

JL advised that as a result, she had arranged to be an alternate signatory on the bank accounts and would arrange to courier the FinishLynx system for its pre-arranged service.

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 – 9/4/24

The Minutes of the Meeting held 9 April 2024 were accepted as a true and accurate record.

Action: MC #2979

1.2 Action List

Reviewed. Of note:

- #2958. Noted RevSport have scheduled a series of training for the next few months so CW will wait to see if they include a session on “management of corporate participants” at the end.
- #2976. Storage rack for TK1, OC2 and Family Boat. JH advised would be ready for installation next week.
- #2988. JL advised she would collect the pins from storage for Volunteers luncheon.
Action: JL #2980
- #2901. JH advised that Marine & Harbor had advised that the course just needed to be booked for the Around the Island event and that there was no requirement to stick within 2 metres of the shore. With respect to overtaking it was up to the boat that is being overtaken to move over to let the other boats pass. He would provide copy of their email. **Action: JH #2981**
- #2901. JH advised need to apply to Marines & Harbour annually for boat permit use at Aquatic as well as Council. CW advised she would submit application for 24/25 season.
Action: CW #2982
- #2907. JH advised he would send an email to PAAF requesting their bank details.
Action: JH #2983
- #36 – Governance meeting. Agreed to retire Policy #040 – Volunteer recognition.
Action: Marie #2984
- #2945. Dockside Festival has been postponed to February 2025 with CW to follow up re involvement.

1.3 Acceptance of 'Information Only' Papers

Accepted.

1.4 Clearances

The following clearances were ratified for the 2024/25 season:

- #01 – Krystal Diaz – ASA to PDs
- #02 - Clearance – Richard Stait – ASA to PDs
- #03 – Clearance – Lorna Stait – ASA to WWs
- #04 – Yvonne Watkinson – CC to BSD

Noted that some of the forms incorrectly stated for the 2023/24 season and this would be corrected in the email advice to the individuals and Clubs. **Action: MC #2985**

1.5 Policy #034 – SOP – Boat lifting equipment

Noted the separate SOP instructions had been incorporated into the Policy which was then ratified and agreed to circulate to Clubs. **Action: MC #2986**

Agreed to print off a hard copy to laminate and place on the white board. **Action: JL #2987**

2 PORTFOLIOS

2.1 Safety & Risk

2.1.1 Incident report – spreadsheet

Noted there was no report tabled.

JL provided an update however on some of the recent incidents lodged and noted that she had grouped some of the similar ones together and that they seemed to be more risk reports rather than incident reports.

This former option was currently available to be reported in Safe365 but not being used and so this would be included in the Safe365 Guidelines being produced with details if there is a risk or an incident, what do with at the time.

2.2 Equipment & Maintenance

JL advised that once the racking system is in place shed will arrange a maintenance session with Club delegates to sort out the shelving and equipment placement in the boatshed. **Action: JL #2988**

2.3 Participation, Marketing & Publicity

Nil report.

2.4 High Performance & Development

2.4.1 State team summary

Report tabled as read.

Noted appreciation for state team coaches had been inadvertently omitted.

2.4.2 State team apparel information

Report tabled as read with no queries.

2.4.2 State team junior team summary

JH advised he would submit his report in due course and noted:

- that the team combined well with Vic juniors (x13Vic / x12SA) picking up silver medals in Junior Open 10, Junior Women 10 and Junior Mixed 20s.
- expressed disappointment that some Juniors chose to paddle in the Premier team instead and this should be discouraged in future.
- Need to wait and see with respect to combining with Vic at future championships.

2.5 Social media & Website

JL advised that the posts uploaded to Facebook during the Australian Championships received excellent coverage with over 1600 Likes and were shared on the AusDBF and DBWA Facebook sites.

Noted over the winter break the focus will be on promoting Clubs and their activities along with personal profiles.

2.6 Cultural

MA advised that she had not yet heard back further from the contact for the Buddhist Monks who were reluctant to change the opening ceremony format. The document was ready for Board review and would be circulated. **Action: MA #2989**

2.7 Sweeps' Committee

Noted Pat Doogue had advised that the following training and course have been scheduled:

- Sat 25/5/24 – a Sweep Come & Try session @ 10am
- Sat 8/6/24 – Sweep & Drummer course

Agreed to support both of these however the course would need to be changed to the following weekend as it is scheduled on a long weekend. **Action: Pat / MC #2990**

2.8 Volunteers & Officials

Nil discussion.

3 EVENTS

3.1 Events

CW noted the annual Pulteney/Westminster/Walford schools' event was held with 55 participants, and they are keen for this activity again next year.

Approval was given to CW to pursue putting together a schools' competition. **Action: CW #2991**

3.1.1 End-of-season event – Volunteers & Officials

MA provided an update on the status of the pins to be allocated and was seeking some assistance with the Excel spreadsheet with TRG offering to assist. **Action: MA / TRG #2992**

3.1.2 End-of-season Awards dinner

CW advised that there were 94 registered at this stage with arrangements under control.

3.2 Race program 2024/25 draft

Noted there were two sample programs ready to be sent to Clubs for discussion at the upcoming RC planning meeting on Tuesday 21 May. JL offered to provide some covering wording for the email out to Clubs encouraging them to come prepared with ideas for the season. **Action: JL #2993**

3.3 SA Masters Games – Wallaroo

Consensus was it was an excellent event with the new course direction working well, however some Sweeps need more training on how to deal with windy conditions and this would be brought up at the Sweeps Committee meeting.

Noted B-Grade teams should be encouraged to enter teams.

JW noted email received today from the Copper Coast Council advising that they had deducted the cost of the toilet hire and other incidentals and should receive around \$2,800 from them in return for coordinating the event. Overall event was expected to make around \$1,000 profit.

4. FINANCE

MOTION THAT the financial reports as at 30 April 2024 be accepted. Moved: TG and Seconded: CW CARRIED.

5. GENERAL

5.1 Club of the Year Survey results

Noted there were only x8 responses received in total which was disappointing.

Agreed to send an email to Clubs thanking those who responded and advising that the awards would as a result of the feedback, not be held this season. **Action: Marie #2994**

6. AusDBF

6.1 Levy 2024/25 – still being finalised

Noted AusDBF had not yet set their levies for next season and would hopefully do so by June at the latest.

6.2 RevSport User Group meeting Minutes

Tabled as read.

6.3 RevSport User training opportunity

Noted.

6.4 RevSport Agreement

Consensus was in favour of supporting the draft proposal agreement from RevSport to bring all State Members and AusDBF under the one agreement instead of having 8 separate agreements for the sport.

Noted DBSA is charged by RevSport for all Club Organisations listed and as Blade Runners was considered to be inactive that they should be made “inactive” with RevSport so as not to be charged.

Action: Marie #2995

7. CLOSING

7.1 Any Other Business

7.1.1 Aquatic Reserve Facilities: Security

JL advised there have been several occasions recently when the meeting room door had been left unlocked and it was generally after DBSA or Clubs had booked the room and that Paddle SA were raising concerns. Agreed to send another reminder email to Clubs advising them not to use that door as an exit as it is not self-locking. **Action: JL #2996**

7.1.2 ACDC re Chief Official's Report for Sunday 24 March

Noted JL would follow this up offline. **Action: JL #2997**

JH provided brief background summary for context to the Board.

7.1.3 Phoenix – stolen trailer

Noted their trailer had been stolen on 8 May from the compound with thieves cutting open the wire fence. Follow up will be had re insurance claim follow up. **Action: TG / JL #2998**

- AGM. Noted date needed to be set and this would be held with the PF previously set for Wednesday 14 August but now changed to Thursday 15 August 2024. **Action: Marie #2999**
- Annual Report. Noted respective portfolio reports to be prepared. **Action: Board #3000**
- 2024/25 DBSA registration fees. Question asked as to when they would be advised. MC noted it had been agreed at previous AGM to impose a 2% fee increase and that she was waiting on advice from AusDBF on their fees to release them both at once however may look to do this separately.

MC noted that the fees advised for 2023/24 season were GST exclusive and this would be reflected correctly next season. **Action: MC #3001**
- Discussion held on whether remuneration should be offered to the FinishLynx operator and any committed laptop operator for the next season as the goal is to recruit in the future a small cohort. Agreed MA to provide a proposal on how this would be managed. **Action: MA #3002**
- Question asked if those that undertook the Level 1 Officials course previously had been followed up to see if they wished to progress further. Noted that several had undertaken their re-accreditation already and MA said she was following them up separately.
- Noted Paddle SA advised that one of the keys originally provided to DBSA allows access to the back storage area where a BBQ can be stored. JL to check the keys provided to her if it works and place on hook in DBSA storage cupboard. **Action: JL #3003**

7.2 Next meetings

Next meeting date is the SGM and PF set for 6pm on Tuesday 14 May 2024 and the Board meeting on Thursday 13 June.

Meeting closed at 8.29pm.