



DBSA MINUTES BOARD MEETING

Tuesday 9 July 2024 @ 6pm
At Aquatic Boatshed meeting room / Zoom

FORMALITIES

OPEN MEETING – 6:04pm

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
Marie Cunningham (MC)	Minute taker

APOLOGIES

Teresa Riccio-Goodwin (TRG)	Appointed Board member
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LEAVE OF ABSENCE

Jennifer Bould (JB)	Life Member
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The Board approved Jennifer Bould’s request for a temporary leave of absence noting she has advised she would return to active duty on 1 August 2024.

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 – 13/6/24

The Minutes of the Meeting held 13 June 2024 were accepted as a true and accurate record.

Action: MC #3022

1.2 Action List

Reviewed.

1.3 Acceptance of ‘Information Only’ Papers

Accepted.

1.4 Clearances

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

- #10 – Annabelle Karagairis – ACDC to Powerblades
- #11 – Marcel Kucmierz – Subsonix to Water Warriors

Action: MC #3023

Noted discussion at previous meeting re complications with processing clearances in RevSport due to the new subscription mode with some issues still occurring.

2 PORTFOLIOS

2.1 Safety & Risk

2.1.1 Incident report – spreadsheet

Noted.

2.2 Equipment & Maintenance

Noted the five hour maintenance session held on Sunday 7 July was well supported by volunteers which the boatshed undertaking a thorough clean and equipment maintained as needed. A BBQ was held at the end with much camaraderie. Photos were taken and posted to social media resulting in appreciation extended to the volunteers afterwards

2.3 Participation, Marketing & Events

Agreed to incorporate the Cultural portfolio into this portfolio and to update the Charter accordingly.

Action: CW #3024

2.4 High Performance & Development

Noted discussed Level 2

2.4.1 AusDBF Level 1 coaching course – 2 dates

Noted proposed dates are 16&17 November 2024 or 22&23 February 2025 with 3 preferences for the first date and two for the second.

Noted preference is for a minimum of x10 and will be followed up at the President's Forum.

Action: MC #3025

2.5 Social media & Website

Nil report.

2.5.1 Revisit of seeking EOIs to uplift and manage the DBSA Website (#2940)

Agreed to seek EOIs now for this role. **Action: JL #3026**

2.5.2 Social media report – Instagram

Noted.

2.5.3 Social media report – Facebook

Noted.

2.6 Cultural

Noted earlier that portfolio will move to Participation, Marketing & Events.

2.7 Sweeps' Committee

JH advised that the AusDBF committee met the week prior and had reviewed the Level 1&2 requirements for Sweeps and would modify it to be similar to the different levels for a driver's licence. Level 1 (Learner's), Level 2 (Ps) and need to serve time at Level 2 and undertake racing requirements before becoming Level 3. To go from Level 1 to Level 2 would be a more robust and consistent process requiring the undertaking of about 50 activities club with sweeps coordinator or could hold Sweep workshops if needed.

They will next look at the requirement for Levels 4 & 5 and whether they are actually required.

Noted there was some ongoing confusion around CPR accreditation lapsing as to whether the first aid certificate is still current which is being sorted out.

Noted when an individual's accreditation expires that they remain covered for insurance by V-Insurance as they are a registered paddler.

Next meeting is set for 31 July where the Level 4 requirements will be addressed.

2.8 Volunteers & Officials

MA advised she would be preparing position descriptions for the various roles incorporating the agreed positions from the previous Board meeting.

JH advised that he would be forwarding JL's Official's accreditation paperwork on to Pat Doogue to update.

3 EVENTS

3.1 Events

Nil discussion.

3.1.1 End-of-season event – Volunteers & Officials – update

Noted the lunch event went well and additional pins would be obtained from SA Trophies and engraved at a cost of \$3 each.

4. FINANCE

4.1 Financial reports – 30/6/24

MOTION

THAT the financial reports as at 30 June 2024 be accepted.

Moved: TG and Seconded: MA

CARRIED.

Several changes were suggested for the financial reports around the Masters Games income being received over two financial years to look to make a journal entry to correct this.

Agreed to approach Lee Green Strategic Accountant in Dulwich for a quote to provide auditing services as Terry Caldwell would no longer provide this service and to provide him with previous finances to assist with the quote. Approval to be sought out-of-session. **Action: TG #3027**

Noted all of the insurance renewal invoices have been processed for payment and waiting on Clubs to confirm they are happy with their quotes and on two specific Clubs to confirm their quotes.

Note the insurance claim for the stolen Adelaide Phoenix Club is progressing with JL having liaised with an assessor earlier this week to inspect the location with a report expected back this week. Noted it is showing as a DBSA asset.

TG noted in the budget next year that there will be separate line items for the various events (ie Masters) for comparison purposes against previous years.

4.1.1 Action item #2932 – honorarium for FinishLynx / laptop operators to encourage involvement

Noted this has been discussed at the previous meeting and MA is to provide a proposal on how this would be managed. Agreed that the laptop operator/s should not be included, just the FinishLynx operator.

4.2 Race fees 2024/25 season

Agreed to not apply an increase for the 2024/25 season for race fees.

Agreed to advise Clubs at PF that the race fees for 2024/26 season will be:

- Race days: Adult - \$10.90 (plus GST) (\$12.00 total)
- State Champs: Adult - \$18.18 (plus GST) (\$20.00 total)

Action: MC #3028

4.3 SmartyGrants submission – SSRDP055 – Acquittal form

Noted form is to be submitted by 31 July 2024. **Action: TG #3029**

Agreed to update 30 June finances to remove this grant allocation (\$25,000) to the SSRD Program grant line. **Action: TG #3030**

5. GENERAL

5.1 VentralP dragonboatsa.com.au domain expiry

Agreed to renew for a 3-year period. **Action: MC #3031**

5.2 AGM Planning

5.2.1 Agenda paperwork

Noted nomination form needs to have start time adjusted to 7:30pm. **Action: CW #3032**

5.2.2 Annual report – draft

Noted some reports were awaited.

5.2.3 Committee elections

Reviewed and noted committee positions advised was correct.

5.2.4 Recommendations

5.2.4.1 Participant Registration Fees 2025/26

The following recommendation was agreed to be put to Clubs to vote upon at the AGM:

- THAT a 2% increase (rounded up / down to nearest dollar) be applied to the Registration Fees for 2025/26.

Action: CW (#3033)

5.2.4.2 Members' Fees 2025/26

The following recommendation was agreed to be put to Clubs to vote upon at the AGM:

- THAT there be no increase to the Members' Fees for 2025/26.

Action: CW (#3034)

5.2.4.3 Appointment of Auditor

Noted agreed earlier to contact Lee Green Strategic Accountant for a verbal quote and to seek approval out-of-session. Action: TG #3035

5.3 Catering race season – Mobile Coffee Bean

Noted request received if required to provide coffee and catering services for the upcoming season.

Noted agreed previously to rotate this service with another mobile coffee provider also used and to ascertain from them first their availability on alternate dates before responding. Action: MA #3036

MA advised that the Scout had confirmed availability for 2024 race days and 2025 race days would be followed up. Action: MA #3037

5.4 River Torrens Activity Licence – 2024/25 – State Dec

Agreed to follow up Peter Button for an updated Stat Dec for 2024/25 season. Action: MC #3038

6. AusDBF

6.1 AusChamps Review Working Group – dissolved – John Holland

Appreciation extended to JH for his services on this working group.

6.2 Announcement: AusDBF Nominations and Governance Committee

Congratulations extended to JH for his 2-year appointment on this committee. He noted they would look to follow up with DBNZ about reinvigorating the Oceania event and to review the Constitution.

7. CLOSING

7.1 Any Other Business

- Agreed to acknowledge the previous complaint submitted by JH on 20 March 2023 and the one by ACDC re the Chief Official's report for Sunday 24 March 2024 race day.
- Noted as Jennifer Bould had advised she would be ready to return to Board duties from 1 August and once she had been confirmed this by phone and was available on email that a copy of the Board correspondence since her absence would be provided to her. Action: JL #3039
- Agreed when booking race day services with council to allow for:
 - 10 bins – race days / 20 bins State Champs
 - No additional toilet cleaning
 - Line marking – first race day of season and in 2025
 - 10s&20s race day – approx. x250 participants

Action: MC #3040

7.2 Next meetings

Agreed to change next meeting from Monday 5 August to Tuesday 6 August 2024.

Action: MC #3041

Meeting closed at 7:51pm.