



DBSA MINUTES BOARD MEETING

Tuesday 6 August 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

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

APOLOGIES

Chris Wood (CW)	Life Member / ACDC
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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 – 9/7/24

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

Action: MC #3041

1.2 Action List

Reviewed.

1.3 Acceptance of ‘Information Only’ Papers

Accepted.

1.4 Clearances

The following clearance was ratified for the 2024/25 season:

- #12 – Jillian Harris – ASA to Pink Dragons

Action: MC #3042

2 PORTFOLIOS

2.1 Safety & Risk

2.1.1 Incident report 2023/24 – spreadsheet

Noted.

2.1.2 Spreadsheet 2024/25 – spreadsheet

Noted.

2.2 Equipment & Maintenance

Noted email received from AusDBF advising of a Qld supplier (Mike Taylor) of sweep oars.

Discussion held on the need to look to replace the dragon boat fleet given it is almost 10 years old, the options for disposing of any surplus boats and the financial management of this. Noted the association is in a good position as the compound can be used to store excess boats if needed during any transition period. Agreed to place on hold until the new committee is in place after the AGM and a full Board in attendance. **Action: MC #3043**

Agreed to follow up Paddle SA to ascertain who is responsible for fixing the hole in the wall.
Action: JL #3044

JH noted that one of the new sweep oars is vibrating and was seeking feedback from other sweeps if they experience the same issue as six of them are to be sent to Victoria and he wanted to ensure they were all okay first. JL offered to test this at training on Saturday. **Action: JL #3045**

2.3 Participation, Marketing & Events

Noted a Come & Try event has been scheduled for Unity Housing on Thursday 8 July from 4:30pm on the River Torrens with volunteers sought to assist.

Noted request received from Seaton High School to set up a program to work with year 7-9 students in a Life Skills class on Wednesdays for at risk students. Consensus was that this would best be scheduled during the warmer months.

2.4 High Performance & Development

2.4.1 AusDBF Level 1 coaching course – 2 dates

Noted there are seven registrations currently for the 22&23 February 2025 so will proceed with scheduling the course on this weekend rather than the 16&17 November 2024. Venue to be booked, event added to RevSport and AusDBF advised. **Action: MC & JH #3046**

2.4.2 Formal Expression of Interest (EOI) Level 2 Coach Received

Noted EOI's were sought from existing level 1 coaches with the intention being to run a course locally if there were enough received (8 or more), only 3 were received. It was agreed to seek more detailed EOI from the 3 coaches with requirement to attend course interstate however only two were submitted from Julie Davies (Vicki's Pride Coach) and Sharon Etherington (Powerblades Coach) and were subsequently reviewed.

Agreed to write to Julie Davies advising that at this stage she is not eligible given she only attained her Level 1 qualification in April 2023 and encourage continued coaching at state Team level to gain greater experience. Agreed to write to Sharon Etherington outlining that her EOI was supported, subject to written Club Committee support, agreement of interstate date and mentoring during the level 2 pre-requisite period. **Action: JL #3047**

Agreed to follow up AusDBF for 2025 dates for this course and to then look at all costs overall before any decision could be made on the funding arrangements for any successful applicant.
Action: JL #3048

2.5 Social media & Website

Noted there were no EOIs received so this would be revisited after the AGM. **Action: MC #3049**

2.6 Sweeps' Committee

JH provided an update on the national revamp of the sweeps program which is up and running now with sign off from the AusDBF Board expected after the October national Sweeps meeting. Noted part of the course will have an online component via a learning management system program.

2.7 Volunteers & Officials

JH advised that the AusDBF Level 1 Officials course was held online on Saturday 3 August and even though there were six registrations that in the end only Chris Greenbank and Julie Davies participated.

3 EVENTS

3.1 Events

Discussed earlier.

4. FINANCE

An update was provided on the audit process being undertaken.

Noted the previous auditor Caldwell Accounting & Advisory had not renewed their audit licence and formal ratification of the appointment of the new auditor was made.

MOTION:

THAT the Board appoint Lee Green Chartered Accountants as the new auditor.

Moved: T. Gardiner and Seconded: MA Holt

CARRIED.

Noted the financial accounts were received today and once signed and returned the full audit report will be received.

4.1 Financial reports – 31/7/24

MOTION

That the financial reports as at 31 July 2024 be accepted.

Moved: TG and Seconded: MA

CARRIED.

4.2 Paddle SA Lease agreement: Lease increase notification

Noted correspondence received from Paddle SA advising of the annual rent payable for 2024/25 being \$20,112 (GST incl.) per annum, payable in monthly instalments of \$1,676.00 and that a formal sublease agreement detailing specific terms and conditions of occupancy will be provided separately.

Noted this was the first rental adjustment since 2018.

4.3 Race fees 2025/26 – revisit

Noted not all fees were set at the previous meeting so were reviewed and set as follows:

- Race days:
 - Juniors: \$0
 - Adults: \$18 (GST inclusive) - \$16.36 (GST exclusive)
- State champs each day:
 - Juniors: \$12 (GST inclusive) - \$10.91 (GST exclusive)
 - Adults: \$20 (GST inclusive) - \$18.18 (GST exclusive)

4.4 Other

Noted volunteer pins were sourced at a reduced price of \$2.30 instead of \$3.50.

5. GENERAL

5.1 AGM planning

Noted Annual Report is just waiting on the Treasurer's report and the Audited report and is to be sent out before the AGM. **Action: JL / CW #3050**

5.2 PF Thu 14-Aug Agenda

5.2.1 Any additional agenda items?

Noted have included information from the ATO re requirement for Self-Assessment for Not-for-Profit Associations for Club information:

<https://www.ato.gov.au/businesses-and-organisations/not-for-profit-organisations/your-organisation/not-for-profit-self-review>

Noted the proposal previously submitted by JL on the clearance policy at an earlier meeting would be revisited early next year and there was no need to inform Clubs at this stage.

5.3 Alcohol & Drug Foundation – Here for the Game Community Program

Noted correspondence received requesting to meet with the Board either in person or online about the program and how this program could add value to DBSA and associated clubs to existing programs.

Agreed to acknowledge receipt of this correspondence and that it will be revisited after the AGM once the new Board is in place. **Action: MC #3051**

6. AusDBF

MC advised that at RevSport Users Group meeting that Melanie Cantwell had advised that any corporate paddler not entered into RevSport for an event would not be covered by insurance however JH advised that this was not correct.

Noted the Board had agreed earlier that as it could be a complex process to register corporate paddlers, that paper records could be kept first and then transferred into RevSport after an event by the DBSA event facilitator.

7. CLOSING

7.1 Any Other Business

- JL advised that Water Warriors had sent her in an email with photos of their new uniforms which would be circulated for Board information. **Action: JL #3052**
- MA advised that ASA has arranged for new rashies and in an endeavour to attract more BCS members would schedule a training session on Tuesday mornings from 10am-11am going forward.
- Agreed to send a reminder to Clubs to follow up registrations and that they should not be using the association's equipment until then. **Action: MC #3053**
- Noted that Pink Dragons had an issue with the registration process in the back end which was actually caused by RevSport and had only today been resolved so would look to have their members renew as a priority.
- Agreed to schedule an ad hoc Board meeting after the AGM to elect the Office Bearer positions and Portfolio holders on Tuesday 20 August at 6pm. **Action: MC #3054**

7.2 Next meetings

Noted next meeting set for Thursday 12 September which would be revisited at the 20 August meeting as timing is not suitable for those Board members going to Ravenna. **Action: MC #3055**

Meeting closed at 7:52pm.