



DBSA MINUTES BOARD MEETING

Tuesday 8 October 2024 @ 6 pm
At Aquatic Boatshed meeting room / Zoom

FORMALITIES

OPEN MEETING – 6:00pm

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 and waters today, past and present."

PRESENT

Jennifer Bould (JB)	Life Member
Tracey Gardiner (TG)	Powerblades
Mary-Ann Holt (MA)	ASA (part meeting on line)
Julie Lister (JL)	Powerblades
Chris Wood (CW)	Life Member / ACDC
Marie Cunningham (MC)	Minute taker

APOLOGIES

Teresa Riccio-Goodwin (TRG)	Appointed Board member
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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 – 20/8/24

The Minutes of the Meeting held 6 August and 20 August 2024 were accepted as true and accurate records. **Action: MC #3073**

1.2 Action List

Reviewed. Of note:

- #3062 – noted VP are following up with Mannum Dragons for use of a trailer to return the unwanted dragon boat.

1.3 Acceptance of 'Information Only' Papers

Accepted.

1.4 Clearances

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

- #13 – Carolyn Kearen – Subsonix to Black Sea Dragons
- #14 – Janine Pearce – Vicki's Pride to Mannum
- #15 – Graeme Pearce – Vicki's Pride to Mannum

Action: MC #3074

1.5 Circular Resolutions (out-of-session approvals)

1.5.1 Waiwilita registration refund

1.5.2 Dennis Whitford – race season FinishLynx set up fees

1.5.3 Announcer for Season 2024-25

Noted.

2 PORTFOLIOS

2.1 Equipment & Maintenance

2.1.1 Safety and Maintenance email re Boatshed gantry

Placed on hold.

2.1.2 Revisit purchase of new dragon boat fleet (Action item #3043)

Placed on hold.

2.2 High Performance & Development

2.2.1 PBs letter of support for Sharon Etherington

Noted the AusDBF Level 2 Coaching course will be held in January 2025 in the ACT. JL advised that Sharon Etherington would attend and JL will review the prerequisites, advise and support Sharon in order for her to complete them beforehand. **Action: JL #3075**

2.2.2 EOIs: State Coaches

Noted EOIs sought from Clubs for all coaching positions with a closing deadline of 20 October. Update to be provided at next meeting along with determinations based on what is submitted.

2.3 Participation, Marketing & Events

Nil update.

2.4 Policy, Procedures & Grants

Nil update.

2.5 Race Day Volunteers & Race Day Officials

JL provided some background to the discussion at the June Board meeting re the key roles of volunteers and officials being changed on race days and noted that the decision made was more about the practicalities of making the race days easier to assign people into the various roles. It was not stopping anyone from doing a particular role (ie assistant starter).

It was noted that as a result, the Board had received numerous emails from different people expressing concerns about this decision and how it impacted on accreditations, competencies and the race day roles.

The Board's position remains that regattas are all local and where possible the AusDBF rules are followed but it is not always possible or practical to have every role filled or needed and the preference was to keep "it simple". The State Champs, of course, are exempt from this change.

JL noted that at the AusDBF Presidents' forums, discussion had been held on the skilling and upskilling of volunteers and officials in general and how best to manage this (ie how to improve, what safety measures are in place). It was noted that effective communication should be in place on race days rather than an over policing of the rules.

The importance of having the right people with the right knowledge and skill set, along with the right capability and competency, was important. This was being discussed by AusDBF and the ROMPS committee to ensure this was in place before necessarily signing officials off at any level with details to be advised in due course once a new process was in place.

CW agreed to circulate the Minutes from the recent ROMP meeting. **Action: CW #3076**

Noted that AusDBF has the videos of previous ROMP meetings online, which anyone can view.

2.6 Safety & Risk

2.6.1 Safe365 Incident Register

Noted that there had only been one incident reported in Safe365 which was by SADA after the recent race day with a paddler falling ill after racing with an update provided by JL of the action undertaken.

2.6.2 RC meeting 9/9/24 – Mario Ferrari Safety issue – Action item #356

The safety issue raised by Mario Ferrari (Subsonix) at the previous RC meeting with the difficulty for some in accessing the chains/pulley system (with respect to the top boat) and that the action was straining some shoulders and the chains damaging the gunnels was discussed.

Noted that there is a Gantry Operational Instructions document in place, which would be updated to include access to the new steps that can be safely used and circulated and that a commonsense approach should be used. **Action: MC #3077**

2.7 Social media

Noted Facebook has had a large spike in views and post shares both nationally and worldwide after the AusChamps posts, CCWC event and pre-Asian Championships training camp.

2.8 Website

2.8.1 Revisit seeking interest to help with website revamp (action item #3049)

On hold.

3 EVENTS

3.1 Events

The following events were noted and being followed up accordingly:

3.1.1 – Adelaide Botanic High School – excursion

3.1.2 – Seaton High School – excursion

3.1.3 – SA Health – Northern area – team building session

Agreed to invite SA Health to participate in the upcoming Corporate Challenge. **Action: CW #3078**

Noted details of the Rising Tide event at Aquatic on Sunday 20 October will be circulated.

Action: CW #3079

3.2 Race day #1 – feedback/follow-up

Race Officials report was circulated and noted.

3.3 Race day #2 – Breast Cancer Awareness Race Day

MA advised as part of coordinating the next race day that emails have been sent to officials and volunteers:

- requesting confirmation of their availability. Noted at this stage the Race Secretariat is the only one outstanding.
- advising that the caterer will not be providing any dietary options and they would have to cater for this need themselves. Notes snacks will be provided (cheese, biscuits, muesli bars).

For those volunteers and officials able to get their own lunch they will be provided with a voucher.

MA noted she will provide the race announcer with a brief introduction to read out as part of the “flowers on the water” ceremony. Agreed this ceremony would be held after the very last BCS race.

Noted the Field of Women would be placed out front of the Boatshed should they arrive in time with ribbons to be placed on the dragon heads.

JL advised that Policy #016 – Breast Cancer Challenge Races was updated and circulated to the Board for approval. Agreed to circulate to BCS Clubs and upload to website. **Action: MC #3080**

Noted AusDBF are looking at promoting an “all cancers” race in future which would be incorporated into this policy at that time if embraced by DBSA.

3.3.1 Pink Race Day Proposal (DAA / ASA)

Noted.

3.4 Invictus – Come & Try – Victor Harbor – Sun 6/10/24

Noted JL attended this event as a Level 3 Coach, TG as the DBSA Invictus Ambassador, and Sharon Etherington (Powerblades – veteran perspective) attended this event, which went well and was a fun event.

Noted Invictus are keen to do the Corporate Challenge again.

3.5 CSC – School Holiday Sports Sessions – Wed 2/10/24 & Wed 9/10/24

Noted first session went well with 30 participants. CW advised she sends out a follow-up letter afterwards with details of the DragonPass program.

3.6 Revisit DBSA 40-year anniversary – 28Aug25 and form an “Anniversary Working Party” (Action item #3020)

Agreed to send an email out to Clubs first seeking feedback on what celebrations they would like and it could be followed up at the next Presidents’ Forum in November. **Action: MC #3081**

4. FINANCE

4.1 Financial reports – 30/9/24

MOTION

That the financial reports as at 30 September 2024 be accepted.

Moved: TG and Seconded: CW

CARRIED.

4.2 ORS&R Grant funding - \$26,200

Noted grant funding received.

4.3 ORS&R Grant – Community Recreation & Sporting Facilities

Noted not eligible for this grant.

4.4 Invoice – VSANT Membership renewal 2024/25

Agreed to approve this annual payment and include it on a list of Board payment approvals.

Action: TG #3082

5. AusDBF

Noted the AGM will be held in Sydney on Saturday 23 November and agreed that JL would represent DBSA. AusDBF is seeking life membership nominations with Board members interested in nominating someone to bring the completed form to the next meeting for consideration. **Action: All #3083**

JL advised that AusDBF was looking at no longer being an agent for the Peishing boats and looking at options for the arrangement to continue by other interested parties. Noted costs could increase due to profit margins.

John Holland was keen to see if the Board was interested in doing this instead, on behalf of the states and Clubs nationally, with a collective order to be placed. The expected profit margin would be around \$2k per boat and include the shared transportation cost. Other equipment could also be included. This would allow DBSA to purchase its next fleet of boats at around \$10k each instead of \$12k each.

It was agreed to follow up John and advise him of the Board's willingness to take this on board should the opportunity arise. **Action: JL #3084**

6. GENERAL BUSINESS

6.1 Australian Drug Foundation/ Here for the Game – revisit request to meet the Board

Agreed to extend an invitation to attend the next Presidents' Forum rather than to speak solely to the Board re this initiative and, if unavailable, invite her to another one in 2025. **Action: MC #3085**

6.2 Aquatic Reserve Facilities – Sub-Licence DBSA 2024

Noted received.

6.3 RevSport – contact list software

Agreed to revisit the purchase of this RevSport licence (\$391 annually) to maintain individual email contact lists (ie Officials, Volunteers) at a later stage.

In the interim, agreed to update the current excel Club Contact List with a separate tab for coaches, officials and volunteers and place online in a central location for easy access. **Action MC #3086**

6.4 C&BS - A10004 DRAGONBOAT SA INCORPORATED – Correspondence

Note this Agenda item was discussed early in the meeting.

JL provided an update on the follow-up correspondence received from C&BS dated 1 October 2024 advising of their findings with respect to the Board nomination process, after receipt of a complaint about the nomination process:

It was found that two directors failed to complete the prescribed nomination forms. One applicant (Rodney Purbrick) did not have a completed nomination form and another applicant (John Holland) did not complete the prescribed form as issued in 10.5(b) of the constitution.

Clause 10.5(d) and 10.5(e) were not adhered to and as a result, the appointments of the above candidates are deemed invalid.

In accordance with 11.1(d) directors Rodney Purbrick and John Holland are removed from the office of director in accordance with this constitution. These positions are now vacant as outlined.

The Office Bearers (JL, CW and TG) subsequently met on Saturday 5 October after training to discuss a plan of action with a copy of those Minutes circulated prior to this meeting.

Both Rodney Purbrick and John Holland were subsequently informed by CW that they were no longer Board members and MC was advised as the Public Officer to update the Board contact list.

Various options were then considered with respect to filling the casual vacancies before agreeing on the following:

- Agreed to let the Clubs (DBSA Members') decide whether they prefer for John Holland or Rodney Purbrick to be appointed into a casual vacancy position. This process would be done by a confidential vote from Clubs and Life Members back to the Public Officer who would then advise the Board of the outcome.

Noted should the majority vote be for John Holland, he could be readily appointed by the Board at the next meeting.

Noted should the majority vote be for Rodney Purbrick, then an SGM would need to be called, as that would mean that there would be three Powerblades members on the Board, which would need to be endorsed by the membership.

Agreed in the email advice out to Clubs and Life Members to provide the background to this process as a result of correspondence received from the C&BS after the AGM. **Action: JL / MC #3087**

7.2 Upcoming Meetings 2024:

- Tuesday 5 November 2024 @ 6 pm – Board
- Wednesday 13 November @ 8 pm – Presidents' Forum
- Monday 9 December 2024 @ 6 pm – Board

8. ANY OTHER BUSINESS

- Noted additional Board tops purchased to be collected. **Action: JB #3088**
- Agreed that TG would be the liaison person for all refunds and would draft a policy to cover the refund process and include a flow chart. **Action: TG #3089**
- Noted a second start button and cable would be purchased for the FinishLynx system.

9. MEETING CLOSE

9.1 Meeting dates 2025

Agreed to circulate draft monthly meeting dates on the same cycle for review, and decision can be made progressively on the format and to take the PF dates to the PF for consensus.

Action: MC #3090

9.2 Meeting close

Meeting closed at 8:18 pm.