



# DBSA MINUTES BOARD MEETING

Monday 18 November 2024 @ 6:00 pm  
At Aquatic meeting room

## FORMALITIES

### OPEN MEETING – 6:00pm

Meeting chaired by JL who read an Acknowledgement of Country.

*"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
Julie Lister (JL)	Powerblades
Chris Wood (CW)	Life Member / ACDC
Teresa Riccio-Goodwin (TRG)	Appointed Board member (part meeting)
Marie Cunningham (MC)	Minute taker

### APOLOGIES

Nil.

### DECLARATIONS OF CONFLICTS OF INTEREST

Standard acknowledgment was given to declare any conflicts of interest with agenda items as they arise.

## 1 ADMINISTRATION

### 1.1 Previous meeting Minutes – 8/10/24

The Minutes of the Meeting held 8 October were accepted as true and accurate records.

**Action: MC #3091**

### 1.2 Action List

Reviewed. Of note:

- #3079. Noted no need to advise Clubs of Rising Tide of event at Aquatic on Sunday 20 October as it did not eventuate due to their having insufficient numbers and may look to reschedule to 2025.
- #3089. Agreed to include in a Refund policy to not give a refund outside of 30 days without exceptional circumstances.
- #2799. Noted Port Adelaide company will be followed up for logo redesign of Nessie.

### 1.3 Acceptance of 'Information Only' Papers

Accepted.

### 1.4 Clearances

#### 1.4.1 Jackie Loudon – SADA to Waiwilta

#16 – Jackie Loudon – SADA to Waiwilta – ratified.

**Action: MC #3092**

### 1.5 Reallocation of Board Club liaisons

Held over.

### 1.6 Policies:

#### 1.6.1 #017 – NIF – Competition Manipulation and Sport Gambling

Adopted.

- 1.6.2 **#036 – AusDBF National Member Protection policy**  
Adopted.
- 1.6.3 **#012 – Protocol for race day disputes (minor changes)**  
Adopted.
- 1.6.4 **#030 – On-water training protocol – West Lakes & Port River**  
Adopted.
- 1.6.5 **#044 – Interstate visitor paddler (needs revisiting)**  
Adopted.

Agreed to circulate the Policy Register to assess status of upcoming policy reviews due.

**Action: MC #3092**

## 2 PORTFOLIOS

### 2.1 Equipment & Maintenance

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

Held over until next meeting.

#### 2.1.2 Waiwilta – re Boat Washing Aquatic procedures

Noted Waiwilta has sought clarification on these procedures listed under the Covid 19 information on the website. Agreed to remove this content from the website as is no longer relevant. **Action: MC #3093**

Reminder email to be sent to Clubs advising them if their boat has lots of water in it after training to remove it before returning it to the boatshed. **Action: MC #3094**

*At this point of the meeting (6:22 pm) Teresa Riccio-Goodwin arrived.*

#### 2.1.3 Safety and Maintenance email re Boatshed gantry (held over last meeting)

Noted Rodney Purbrick had purchased some steps, slings and a spreader bar recently for use on the gantry and email of appreciation to be sent along with request for receipts for reimbursement. **Action: TG #3095**

Noted that Policy #034 – SOP Lifting Equipment would be updated and to include where to put the sling in the boat (ie seat number). **Action: JL & JB #3096**

#### 2.1.4 Appointment of Portfolio Lead – Rodney Purbrick

Noted out-of-session vote took place to appoint Rodney Purbrick as the Maintenance Portfolio lead. Formal advice to be given of this appointment along with an invitation to attend Board meetings to report back on anything to do with equipment and maintenance.

**Action: JL #3097**

### 2.2 High Performance & Development

JL provided an update on the recent Auroras camps held noting Premiers is the last one to be held.

It is noted that 20 people from ACDC, BSD, and PBs successfully got through to the selection camp, and the outcome is not yet known. There is a good mix of ages and genders.

#### 2.2.1 State Coaches – Summary proposal

JL advised the process undertaken for the selection process and that the proposal was reviewed.

The following 2-year appointments were unanimously agreed upon:

1. Junior, U24 and Premier:
  - Co-coaches: Rob Henderson (ACDC) and George Parousis (PBs).
2. Senior A & B:
  - Sharon Etherington (PBs).
3. Senior C:
  - Julie Lister (PBs).

Agreed to write to the above advising of their appointments officially and seek their confirmation of acceptance before announcing it to Clubs. **Action: JL #3097A**

Agreed to write to Andrew Akkermans (ACDC) advising that there was insufficient information to assess his application and that if still interested, he would need to resubmit, meeting the EOI guidelines. This would then be reviewed out-of-session. **Action: JL #3098**

Agreed to write to Janetta Angel (PBs) to advise her that her application was unsuccessful. **Action: JL #3099**

### **2.2.2 Auroras proposal**

The proposal was reviewed and not accepted.

Agreed that the High Performance team should be tasked with exploring a proposal for the 2027 Auroras team to consider offering a mentoring program, delivery of a training program with DBSA equipment and look to develop them. **Action: JL #3100**

A question was asked about what happened to the kettle bells that were previously available at the Boatshed at the Port, and the outcome is unknown.

## **2.3 Participation, Marketing & Events**

Nil discussion.

## **2.4 Policy, Procedures & Grants**

### **2.4.1 Grant – Community Recreation & Sport Facilities Program**

Noted not eligible.

### **2.4.2 Grant – Active Club Program**

Agreed to submit a grant application for the purchase of a de-fib machine to be kept in the caravan. **Action: JB & TRG (#3101)**

## **2.5 Race Day Volunteers & Race Day Officials**

MA provided an update as follows:

- On the recent race day at Wallaroo regarding the volunteers and officials.
- A notable increase in volunteers for various positions for the last three regattas.
- The RC Committee approved for Chris Wood to be the Race Day Official even though she would be on the ACDC boat. Steve Holt will be the starter, Kayla Mundy will be the boat driver, and Glyn Wingard will be the course official. Email sent to Clubs seeking volunteers for timekeepers with only three responses received to date.
- Race Day Official for 8 December race. Julie Clinch to be followed up re her official's status before allocating the role and will meet with the ROMPs etc. Remaining positions have not yet been called. **Action: MA #3102**
- The ROMP committee is being consulted before each race day on these appointments for their feedback.
- The rest of the pins for acknowledging the volunteers' service have now been received. Agreed to present them at the State Championships. **Action: MA #3103**

## **2.6 Safety & Risk**

### **2.6.1 Safe365 Incident Register**

Noted.

### **2.6.2 Proposal for high-vis vests for Levels 1&2 Sweeps safety**

Agreed to forward the proposal to the SC for their consideration at their next meeting and seek confirmation if another Sweeps Come & Try will be held in January as it is being requested.

**Action: JL #3104**

### **2.6.3 Safe365 Licenses – SA – AusDBF request to review**

Noted request received from AusDBF to review the licences allocated which JL and MC duly did.

### **2.6.4 Risk and Safety update email from JL**

Noted.

## 2.7 Social media

Noted Facebook is continually updated with posts receiving positive comments and likes. Latest events have been the Auroras team, Wallaroo event and Pan Pacs.

## 2.8 Website

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

Noted there were two issues to be addressed, with one being the need to remove out-of-date information and the second being to improve the look (ie, photos, layout and accessibility).

Noted that some of the photos being used are of individuals no longer in the sport and should be replaced.

Agreed that Board members should take the time to review the website and make a list of any content needing removal or updating and source more recent photos and come back with ideas for improvement. **Action: All #3105**

MA offered to follow up a contact to see if they could assist with a website update.

**Action: MA #3106**

Agreed that the policies, procedures and admin information should be left to JB and TRG to manage.

## 3 EVENTS

### 3.1 Events

The following events were noted and are being followed up accordingly:

#### 3.1.1 St Michael's College

- 300 students would be split into two 90-minute sessions from 11:30 am, with the event to conclude around 3:30 pm.
- 150 people = 10 boats, 10 sweeps, 10 drummers and 20 paddlers
- \$15 a head with remuneration provided to volunteers.

#### 3.1.2 Adelaide Botanic High School – excursion

- Held over until 2025 as not in a position to accommodate the November date.

#### 3.1.3 Seaton High School – excursion

- To be held in 2025.

#### 3.1.4 SA Health – Northern area – team building session

- Being followed up to participate in the Corporate Challenge.

### 3.2 2025 Dockside Festival

CW advised that the event is scheduled for 8 and 9 February 2025 and that a DBSA race day is scheduled on Sunday, making club support for this event unlikely. Agreed to write back advising them of not being able to participate and to be kept in mind for any future event.

**Action: CW #3107**

### 3.3 Race day #3 – Copper Coast Marina Challenge

Noted was a fun event; however, the wind was too strong, resulting in early cancellation once again.

Noted at PF, it was advised that going forward it was unlikely a land venue would be available due to the proposed housing development with another venue possibly needed.

Suggested this could be rotated amongst the regional Clubs and included as part of the next race season's planning.

#### 3.3.1 Race Day Official's Report

Reviewed and agreed to circulate to RC. **Action: MC #3108**

#### 3.3.2 Damage to Copper Coast boats

Noted the photos received of damage to boats and some of the heads and tails were circulated. Consensus was it was not possible to determine what was any previous damage.

Noted Copper Coast were seeking a quote from a local repairer.

JL advised that she could readily repair any minor damage to the heads and tails and repaint as needed. If anything further was required she could follow up Rodney Purbrick. Agreed to ask Judy to arrange to bring the heads and tails to Adelaide in the first instance.

**Action: JL #3109**

### 3.4 Peter Bristow Long Course on Sat 23/11/24 – planning

#### 3.4.1 RC Minutes 14/11/24

JL gave an update on the reason behind the Copper Coast non-qualifying team being awarded a bottle of wine for finishing first. It was noted at the C&S meeting earlier that the explanation had also been given on the reason for the change of their Sweep at the last moment and duly approved.

#### 3.4.2 RC meeting - Clubs seeking to receive Race Day Official's report prior to the next RC meeting

Agreed that, where possible, this would happen; however, reports needed to be reviewed first by the Board and would then be circulated.

### 3.5 Race day #2 – Race Day Official's report

Agreed to circulate this report along with Race day #3 report.

Noted that the Field of Women ordered for this event were received after the event and have now been placed on the top shelf in the boatshed for future use.

## 4. FINANCE

### 4.1 Financial reports – 31/10/24

MOTION That the financial reports as at 31 October 2024 be accepted. Moved: TG and Seconded: CW CARRIED.
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### 4.2 Race day expenditure – income and expenditure overview

Reviewed.

Noted lunch vouchers will be re-issued going forward.

## 5. AusDBF

### 5.1 AusDBF process in RevSport for Corporate Pass & School Pass

MC advised that she was looking into what was required to set up these new events for reporting back to AusDBF on participants' involvement going forward. Clubs would need to advise DBSA of any such events and Come & Trys going forward for set up in RevSport to capture required data for AusDBF.

## 6. GOVERNANCE

### 6.1 Appointed Direction motion – John Holland

JL provided a reminder of the process since the AGM.

MOTION THAT the Board appoint John Holland, as per the members' vote (19), to the position of Appointed Board Director (Casual Vacancy) until the 2025 AGM. Moved: TG and Seconded: MA Holt. CARRIED.
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Agreed to write formerly to John Holland of this appointment and seek his acceptance.

**Action: MC #3110**

Once the position has been accepted an invitation will be sent to John inviting him to the next meeting, included on the Board's various circulation list and AusDBF informed.

**Action: MC #3111**

Agreed at the next meeting to then look at:

1. Reallocation of Board Club liaisons assigned to Rodney Purbrick.
2. Whether to appoint a second Vice-President and who that should be.

3. Portfolio allocation will be discussed as required.

**Action: MC #3112**

## **7. GENERAL BUSINESS**

### **7.1 PF 13/11/24 – feedback / follow up**

Noted Minutes circulated with discussion held on the 40<sup>th</sup> Anniversary celebrations in August 2025 with ideas and volunteer names for a working group sought.

Noted it was disappointing that many metropolitan Club attendees were not actually attending in person.

### **7.2 State Champs 2025 Partnership email for discussion**

The correspondence was reviewed and agreed to respond that it would be held over until it could be considered at the next President Forum by Clubs for the state championships in 2026 and the 40<sup>th</sup> anniversary. **Action: MC #3113**

TG noted in her first year in the sport that SADA had state championship uniforms and agreed to provide a copy of the photo to CW for follow up to see if ACDC initiated it for clubs back then.

**Action: TG #3114**

## **8. ANY OTHER BUSINESS**

- Action item #2907. In response to ACDC's request for the Chief Official to provide proof of their accusation on 24.3.24. The issue was left to ACDC to follow up as needed.
- Noted that Vicki's Pride had recently changed its name to Murray Bridge Dragon Boat Club.
- Noted that the Charles Sturt Council approved at the meeting on Monday, 11 November, to prepare an application to Consumer and Business Services to implement (24/7) dry zones at the major waterfront reserves around West Lakes.

Noted that the application process can take up to 4-6 months so it was unlikely to impact this season however may need to seek a permit next season.

## **9. MEETING CLOSE**

### **9.1 Next meeting/s**

Agreed to keep the Monday 9 December Board meeting on hold unless needed.

### **9.2 Meeting dates 2025**

Agreed to schedule the meetings as set out in the table and that they were subject to change.

**Action: MC #3115**

### **9.3 Meeting close**

Meeting closed at 9:17 pm.