



## DRAGON BOAT SA INC. BOARD MEETING

Monday 13 January 2025 @ 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
John Holland (JH)	Life member / ACDC
Mary-Ann Holt (MA)	ASA
Julie Lister (JL)	Powerblades
Teresa Riccio-Goodwin (TRG)	Appointed Board member
Chris Wood (CW)	Life Member / ACDC
Rodney Purbrick (RP)	Powerblades / Observer
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 Acceptance of 'Information Only' Papers

Accepted.

#### 1.2 Previous meeting Minutes – 18/11/24

The Minutes of the Meeting held 18 November 2024 were accepted as true and accurate record.

**Action: MC #3115**

#### 1.3 Invitation to the Chinese New Year reception in Adelaide

Noted the deadline for the President to register for this event had expired, and that Chris Wood and John Holland would be attending anyway and could represent the association.

#### 1.4 Action 3098: Andrew Akkermans EOI for State Assistant Coach (out-of-session)

Ratified.

#### 1.5 Clearances

##### 1.5.1 #017 – Jacky Smith – WWs to ACDC

Ratified.

##### 1.5.2 #018 – Mike Farrelly – Mannum to Powerblades

Ratified.

#### 1.6 ATO – assign Authorised Agent/s for Tax Office contact

Agreed that Marie Cunningham, as the association's Public Officer, will be listed as the principal appointed contact person with the Australian Taxation Office. **Action: Marie #3116**

## 1.7 Portfolio report template

Held over.

## 2 PORTFOLIOS

### 2.1 Equipment & Maintenance

RP provided a maintenance update noting:

- Repair was undertaken on boats requiring maintenance and they are now back in circulation.
- Trailers checked. Older boat trailer requires structural work and lighting, is rusted through and unsafe. He offered to do this after the fire maintenance season is over.
- Caravan – safety issue with respect to towing as the axle style no longer suits the majority of vehicles given most towing it would drive an SUV. He will obtain quote. **Action: RP #3117**
- Caravan checked – is okay mechanically.
- Caravan – will purchase some steps and retro fit them. **Action: RP #3118**
- TK1 blue – rudder has been fixed so tracks straight.
- Will make another set of spacer bars to lift the boats.
- Will spray paint the spacer bar ends to make them easier to see to avoid. **Action: RP #3119**
- Paddler ergo is on the list to repair.

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

Discussion held about replacing the fleet and what to do with current boats in time for the 2027 AusChamps.

JH advised that he was standing in as the AusDBF representative for the purchase of dragon boats nationally and had recently arranged for 16 boats to go to NSW. The turnaround time is about six weeks.

It was agreed that before any decision could be made, a budget should be provided for this purchase, taking into account funds already in the capital management account up until 30 June 2025 and the realistic cost of purchasing a new fleet of 18 boats. A quote from Champion Boats should be sought. **Action: TG/JH #3120**

Noted could then look to send out an EOI to Clubs nationally to see if they would be interested in purchasing one of the boats being replaced. Last time around they had sold for \$1,000 each.

Noted AusDBF was still offering a loan to Clubs to assist with boat purchases; however, agreed to see what any shortfall was first.

#### 2.1.2 Murray Bridge email

Noted Murray Bridge were looking to dispose of the old 20s boat they have rather than return it to Adelaide as they felt it was not worth the petrol to make the trip.

Agreed it would need to be checked over beforehand and Club to be advised.

**Action: MC / JH #3121**

#### 2.1.3 Other

RP advised that he had discussed with Victor Dragons a possible joint venture between DBSA and the Arts Society/Rotary, as Maxine Timbs is the President, for a joint venture where a dragon boat could be painted for use as an art display.

He thought that the boat at Murray Bridge could be used if being disposed of and agreed to await the outcome of the boat inspection.

## 2.2 High Performance & Development

### 2.2.1 Report

Report tabled for information. Approval was given:

- For a budget of \$11,000 for State Team entries for the Australian Championships in 2025, JL to enter at early bird rates.
- To place an order for singlets of various sizes for sale to paddlers (initial outlay and costs to be recovered).
- For a budget of approx. \$250 for afternoon and morning tea for the Auroras mini camp in February.

**Action: JL #3122**

Noted there are 25 definite registrations for the camp with 8 at this stage coming from WA.

### **2.2.2 Sweeps' course – scheduling**

Noted Sweeps' committee meeting had not been held yet and thought this may have been due to Pat Doogue waiting until the new AusDBF Sweeps Guidelines were in place, which had now occurred.

Any decision on a course would be left to that meeting.

### **2.2.3 First aid course – scheduling**

Agreed to send an EOI seeking level of interest. **Action: MC #3122**

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

CW provided an update on the proposed local schools' event. It was agreed to schedule this during the week as a stand-alone event in mid-late November 2025.

The St Michael's College event is scheduled for Wednesday 29 January, with there being 11 boats on the water (12:00 pm and 1:30 pm). There has been a great response for volunteers and still chasing up some sweeps and strokes. The school will run activities whilst a group is on the water.

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

### **2.4.1 Sport SA – Governance Reform Project 2025**

The steps in setting up the required Action Plan in the ASC portal before applying for this project were reviewed online.

Agreed at this stage to advise Sport SA that the association is keen to apply next year as not in a position to finalise the plan in time this year, unless they can assist. **Action: MC #3123**

### **2.4.2 Policy #31 – AusDBF Safeguarding Children and Young People Policy**

Ratified.

### **2.4.3 Policy #25 – Paddling event**

Ratified.

### **2.4.4 Policy #45 – Reimbursement – Refund**

Ratified.

### **2.4.5 Policy #04 – AusDBF Competition Regulations & Rules of Racing**

Ratified.

### **2.4.6 Policy #13 – Aquatic Reserve Turn Race Course set up**

Ratified.

### **2.4.7 Policy #34 – SOP – Boat Lifting Equipment**

Ratified.

### **2.4.8 Policy #19 – Director's Code of Conduct**

Noted this was meant to have been reviewed in April 2024 and would be placed on the next Agenda after which time once ratified, JH could sign the Directors' Acknowledgement of the Code of Conduct form. **Action: MC #3124**

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

MA provided an update for the next race day, noting that the FinishLynx timing system would not be available as Joy Harwood would be doing a new role to assist her with attaining her Level 2 qualification. Most Clubs have advised of their volunteers for the stopwatch.

Joy had offered to train individuals and RP advised he would be interested.

Agreed to send out an email to metropolitan Clubs seeking EOIs to be trained on FinishLynx.

**Action: MA #3125**

Suggested that a stipend should be paid to those who undertake this role in the same vein as the announcer and Dennis Whitford are paid for their race day services.

### **2.5.1 ROMP Minutes 12/12/24**

Noted.

**2.5.2 Race Day Official's Report – 23/11/24**  
Noted. To be sent to Clubs. **Action: MC #3126**

**2.6 Safety & Risk**

**2.6.1 Safe365 Incident Register and Report**  
Noted.

**2.7 Social media**

Noted statistical report would be provided next meeting. **Action: JL #3127**

**2.8 Website**

**2.8.1 Revisit seeking interest to help with website revamp (action item #3049)**  
Held over to next meeting.

**3 EVENTS**

**3.1 Events**

Discussed earlier.

**3.2 Race day #4 – 8/12/24**

Noted event went well, with no issues of note.

**3.2.1 Race Day Official's Report**

Noted. Agreed to circulate to Clubs. **Action: MC #3128**

**3.2.2 Starter's Report 200m**

Noted. JH red to the response sent to Sandy Douglas.

**3.2.3 Race day report: Sweep conduct on WWs boat – Premier Open 10s final**

The incident was discussed. Agreed to invite the respective Sweep (+Observer) to attend a meeting with JL and CW to discuss the incident on Saturday morning at Aquatic.

**Action: JL #3129**

**3.2.4 Setting up Finish Line – Aquatic**

JH advised that he had sent an updated version of this. Agreed to check for this version.

**Action: MC #3130**

**3.3 40<sup>th</sup> Anniversary**

**3.3.1 Club feedback**

Noted there had been only a few responses received from Clubs on ideas for this event and for a nominee to assist on a working group.

Agreed to send list out, thank those who responded and place on PF Agenda for further discussion and ask them to attend with details of their nominee.

**3.4 Race day #5 – 10s&20s over 200m+2000m – 19/1/25**

**3.5.1 RC Minutes 7/1/25**

Noted.

The consensus from Clubs at the RC meeting to receive a copy of the Race Day Official's Report before the meeting was discussed. Agreed going forward that this would be circulated for Board information out-of-session rather than waiting until the next Board meeting.

The memorial service for Nick Smith on Friday 17 January was noted and that there would be a 'Paddles Up' acknowledgement during a Senior C race on the next race day.

MA Holt advised that one of the coffee vans would be owned by a new owner, and he had been encouraged to offer sandwiches and some vegetarian options.

**3.5 Race day #6 – 10s&20s + Corporate Challenge – 9/2/25**

**3.5.1 Corporate Challenge update**

Agreed to reschedule this event to the next 200m race day (#7 – Sun 2/3/25) and ask SADA as the organising Club for that race day if they will swap and organise race day #6 instead.

**Action: Marie #3132**

This would avoid delays on a 500m race day and allow for better time management.

### 3.5.2 Chinese New Year celebration

Agreed to look to book the Chinese dragon again and to contact Copper Coast to see if they would like to do a ceremony with the dragon head and tail that they often use at regional events to promote the sport. **Action: CW #3133**

These ceremonies could be held at the start of racing and before the results.

### 3.6 State Championships

JL advised that she did a stocktake of the medals and that there should be enough; however, more will be required in the future, and this could be an opportunity to refresh them. Agreed to revisit this annually in October/November.

Security – quote to be sought. **Action: JB #3134**

Rowing SA – follow up for access to Finish Tower / Finish Lynx. **Action: MC #3135**

Catering – follow up vendors. **Action: CW / MA #3136**

Council – contact re replenishment of sand. **Action: MC #3137**

Beach – check status of beach and take photos as needed to follow up with Council if surface is slippery / potentially dangerous. **Action: RP / JL #3138**

## 4. FINANCE

### 4.1 Financial reports – 30/11/24 and 31/12/24

#### MOTION

That the financial reports as at 30 November 2024 and 31 December 2024 be accepted.

Moved: TG and Seconded: CW

CARRIED.

Agreed to send reminders to Clubs to ensure that they update their Club committee contact lists in RevSport, particularly for the Treasurer, to ensure that the correct contact email address is listed.

**Action: MC #3139**

## 5. AusDBF

Nil update.

## 6. GOVERNANCE

### 6.1 John Holland – appointment confirmation

Noted this had been ratified out-of-session with JH appointed to the 2025 AGM.

Club liaisons were re-assigned as:

- JH: BSD, Subsonix
- RP: ACDC, BWRs, VDs

**Action: MC #3140**

Approved: John Holland was appointed to the High Performance Portfolio along with Julie Lister who was previously appointed.

Discussion held on whether there should be a second Vice-President elected with it agreed it was not warranted at this time.

## 7. GENERAL BUSINESS

### 7.1 Partnership opportunity – ID Athletic

Agreed to ignore correspondence such as this going forward.

### 7.2 State Championships 2025 – Partnership (Fine Design) revisit

Agreed to ignore correspondence such as this going forward.

### 7.3 ACDC letter dated 9/1/25

Held over.

### 7.4 DBVic Event waiver

Held over.

### 7.5 Holidays: Marie – 1/3/25 – 13/3/25

MC advised she would be overseas during this period and agreed to move the Board meeting set for Wednesday 12 March to Thursday 13 March so she could be present. **Action: MC #3141**

MC advised she would absent for the RC meeting set for Wednesday 5 March (State Championships) and could source someone to take the Minutes. JL agreed to host the meeting at Aquatic.

**Action: MC #3142**

### 7.6 Action List 18/11/24

Reviewed.

## 8. ANY OTHER BUSINESS

- JH advised that Darwin Waterfront Warriors are disbanding.
- Noted the PFDs needed to be checked to ensure that they are compliant for respective waters, with:

- <https://marinesafety.sa.gov.au/news?a=1443896>

**Action: RP #3143**

- JH advised that an organising committee was needed for the Port Augusta Masters Games (5/4/25). Registrations had already opened, and the committee would need to coordinate the transport of the boats.

RP agreed to contact Todd Amos for a quote from the transport company that he works at.

**Action: RP #3144**

*At this point of the meeting (9:00 pm) JL departed.*

- RP asked if there was a sponsorship brochure available as he had some companies in mind to approach. CW offered to send her the latest version which had not been updated in some time.  
**Action: CW #3145**
- Question asked if JL could be reminded to circulate the state team training times. Noted she had advised before the meeting that she was working on them.
- Agreed to follow up with Paddle SA to advise of potential safety concerns at night with the high racks on their trailers parked at the side door being unable to be seen so well at night and to find out about the replenishment of toilet paper as it was often quite low. **Action: TG #3146**
- Noted the Adelaide Phoenix trailer insurance claim had not yet been resolved.

## 9. MEETING CLOSE

### 9.1 Next meeting/s

- Board: Mon 10-Feb-25
- PF: Mon17-Feb-25

### 9.2 Meeting close

Meeting closed at 9:17 pm.

AUTHORISED MINUTES:



By: Julie Lister  
DragonBoat SA President  
14/1/25