



DRAGON BOAT SA INC. BOARD MEETING

Monday 10 February 2025 @ 6:00 pm
At Aquatic meeting room

FORMALITIES

▪ OPEN MEETING – 6:00pm

Meeting chaired by CW with JB reading 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
Chris Wood (CW)	Life Member / ACDC
Marie Cunningham (MC)	Minute taker

▪ APOLOGIES

Teresa Riccio-Goodwin (TRG)	Appointed Board member
Julie Lister (JL)	Powerblades

▪ DECLARATIONS OF CONFLICTS OF INTEREST

Jennifer Bould opened the meeting.

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

The Minutes of the Meeting held 13 January 2025 were accepted as true and accurate record.

Action: MC #3147

1.3 Action List

Reviewed. Of note:

- #3121. Revised to ask at PF for someone to tow the boat from Murray Bridge back to compound.
- #3123. Advice to Sport SA re Governance Reform Project. Noted action item was revised and follow up occurred to be involved.
- #3143. Check PFDs for compliance. Noted there are 80 in the Torrens Boatshed which do not have any compliance details on them and some really old legitimate ones located in the top shelf at Aquatic.

1.4 Clearances

The clearance for Sharon Knights to transfer from Water Warriors to Adelaide Phoenix during the "black out" period was considered under special circumstances and ratified.

Action: MC #3148

1.5 Portfolio report template

Held over.

2 PORTFOLIOS

2.1 Equipment & Maintenance

2.1.1 Maintenance Report

Expenditure approved up to the amount of \$1,000 for equipment and repairs for the caravan axle, purchase of caravan steps awning. **Action: Marie #3149 / Rodney #3150**

2.1.2 Suggestions for DBSA Caravan

Noted there is a fan available for use in the compound and it will be retrieved and placed in the caravan. **Action: John #3151**

Noted no issue with the windows and they just need cleaning. **Action: Rodney #3152**

Noted that Renewal SA will place a proper fence around the compound and require the padlocks to be left open on Thursday morning for placement on the new fence once the current fence is removed. **Action: Chris #3153**

2.1.3 Boatshed safety issue (Les Crawford email)

Agreed to first remind Clubs at upcoming PF to tell their members not to congregate in the boat loading/unloading area and stick to the pathway from the front of the shed to the back as this should remove any concerns. **Action: Marie #3154**

2.2 High Performance & Development

2.2.1 First Aid Course EOIs – Sun 6/4/25

Noted will proceed as there is a sufficient level of interest.

Action: Marie #3155

2.2.2 Sweeps' course – scheduling

Noted awaiting date of course from Pat Doogue.

Action: Marie #3156

2.3 Participation, Marketing & Events

2.3.1 Events: Schools – St Michael's 29/1/25

Noted event went exceptionally well and appreciation was extended to the 46 volunteers who assisted.

2.3.2 Events: promotion at markets

Held over.

2.3.3 Race day #5 - 200m+2000m – Sun 19/1/25

Nil issues of note.

2.3.4 Race day #6 – 500m+2000m – Sun 9/2/25

Noted the event was 2.5 hours behind schedule and 12 minutes needs to be allowed in between races on 500m race days.

Damage was caused to a dragon boat tail by one Club, who will be invoiced for repairs.

The Race Day Official's Report was discussed, and some items would be followed up separately by ROM.

Noted the FinishLynx camera was somewhat wobbly. Agreed to ask Phil Egel to provide the text to follow up with the Brook Group to ensure the correct fault is being advised.

Action: John #3157

2.3.4.1 RC Minutes 29/1/25 (for race day #6)

Noted.

2.3.4.2 Sun 2/3/25 – Corporate Challenge

Noted that there have been no entries received yet with another reminder to be circulated to Clubs. **Action: Chris #3158**

2.3.5 State Championships

Noted JH will complete the Rowing SA booking from for venue and equipment hire.

Action: John #3159

Approval given to proceed with security quote. **Action: Jen #3160**

Agreed to task one Club with the job of sorting out the medals and placing the labels on them. Noted the labels have not been received yet.

Agreed to circulate the States Action List for early follow up/review. **Action: Marie #3161**

2.3.6 40th Anniversary celebrations

The suggestions received from JL received prior to the meeting were considered and the preference was to revisit this at the upcoming PF to see if there is any real desire to celebrate if there was little interest from Clubs. **Action: Marie #3162**

2.3.7 Dept Vet Affairs – Funding request for event 27/2/25

The request for \$200 to allocate for this event for ice and drinks was considered and rejected. It was felt that the costs should be covered by the organising group instead as with any other private arrangement and did not want to set a precedence. **Action: Marie #3163**

2.4 Policy, Procedures & Grants

2.4.1 Policy #019 – Directors’ Code of Conduct

Ratified.

2.4.2 Policy #025 – State Championships to Qualify

Ratified.

2.4.3 Policy #027 – Race Day Organisation & Draws

Amendments ratified.

Agreed to design a “Code of Conduct” type form for any individual attending a Board meeting Form and for confidentiality to be retained. **Action: Marie #3163**

2.4.4 Policy #029 – Appointment of Delegates to AusDBF

Ratified.

2.4.5 Policy #032 – Board Secondment

Withdrawn.

2.4.6 Policy #043 – AusDBF Anti Doping

Ratified.

2.4.7 Policy #038 – Annual Skills – Capsize and Swim Testing

Amendments ratified.

Agreed to follow up with Marine & Harbour any requirement to have on hand on race days, if requested by them, to provide proof of having undertaken the swimming test or records kept of this. **Action: Jen #3164**

2.5 Race Day Volunteers & Race Day Officials

2.5.1 Race day #6

Reviewed. Noted some issues raised have been responded to already or will be followed up by the ROM. Report to be upgraded to include only Race Day Official’s report.

Action: Jen #3165.

2.6 Safety & Risk

2.6.1 Safe365 Incident Register and Report

Held over.

2.7 Social media

Nil report.

2.8 Website

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

The website was reviewed and noted that at this stage all that was required was for the photos to be updated and some of the content to be reviewed.

Clubs to be asked to provide up to x6 dynamic photos at the PF for consideration.

Action: Marie #3166

CW and JH would review the content on the Get Involved tab. **Action: Chris & John #3167**

JH will review the AusChamps section. **Action: John #3168**

Board members encouraged to review content on other pages.

Current website designer to be contacted to ask for any ideas or suggestions re accessibility options needed. **Action: Marie #3169**

Following content to be removed from Get Involved section and relocated elsewhere:

From 1 March 2024, smoking and vaping will be banned in all public areas at and within 10 metres of playing and viewing areas during organised under-18 sporting events, including training/practice sessions in preparation for an organised underage sporting event.
<https://www.sahealth.sa.gov.au/wps/wcm/connect/public+content/sa+health+internet/public+health/smoking+the+rules+and+regulations/new+smoke-free+and+vape-free+outdoor+area+laws>

Action: Marie #3170

4. FINANCE

4.1 Financial reports

MOTION That the financial reports as at 31 January 2025 be accepted. Moved: TG and Seconded: CW CARRIED.

Agreed to remind Clubs at PF of requirement to regularly update their Club committee contact lists in RevSport, particularly for the Treasurer, to ensure that the correct contact email address is listed.

Action: Marie #3171

TG advised that invoices have all been sent for insurance coverage and a position description is being prepared for the role. Outstanding debtors are being followed up.

Agreed to ask AusDBF to extend invite to attend RUG meetings to discuss any RevSport financial issues. **Action: Marie #3172**

5. AusDBF

5.1 AusChamps Exemption – Jed Jarvis (ACDC)

Approved. Requires DBSA sign-off and to be submitted to AusDBF.

Action: JL #3173

6. GOVERNANCE

6.1 Sport SA – Governance Reform Project

JH provided an update on this project and noted that he has completed the necessary paperwork and will circulate log in details for Game Plan portal in due course. He noted Sport SA would advise and assist with the next steps to help determine the most important governance areas to be addressed. He felt this would most likely be in the policy area with the resultant plan to be divided up amongst Board members to action.

7. GENERAL BUSINESS

7.1 ACDC letter dated 9/1/25

Carried over.

7.2 DBVic & DBWA Event waiver

Preference is for DBWA information to be used. **Action: Marie #3174**

8. ANY OTHER BUSINESS

- JB advised email sent to Rodney Purbrick advising of the fourth Drummer's toggle line being not in line.
- Agreed to discuss at PF to charge race fees for Peter Bristow event and donate them to a related charity. **Action: Marie #3175**
- MA advised that she heard an interview on the radio recently with someone from Dept Marine and Harbours advising they were looking to send discarded PFDs to overseas third world countries.

9. MEETING CLOSE

9.1 Next meeting/s

- PF: Mon17-Feb-25
- Board: Thu 13-Mar25

9.2 Meeting close

Meeting closed at 8:08 pm.