



DRAGON BOAT SA INC. BOARD MEETING (v1)

Thursday 13 March 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."

The relevance of repeating the Acknowledgement of Country at every DBSA Board and committee meetings was discussed. It was agreed to do so only at the first meetings after the AGM and when there is a changeover of Board members.

- **PRESENT**

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

- **LEAVE OF ABSENCE**

Julie Lister (JL)	Powerblades
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- **DECLARATIONS OF CONFLICTS OF INTEREST**

Chris Wood 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 10 February 2025 were accepted as true and accurate record.

Action: MC #3175

1.3 Action List

Reviewed. Of note:

- #3161. Noted there was no interest from Clubs at the PF to hold an event for the 40th anniversary and to leave until a more important milestone (ie 50).

1.4 Clearances

1.4.1 #20 – David Cook – PDs to PBs

Noted clearance application approved as at 30 April 2025.

1.4.2 #21 – Deborah Rea – PDs to PBs

Noted clearance application approved as at 30 April 2025.

Action: MC #3176

1.5 Portfolio report template

Consensus was to adopt this template and for Portfolio Leads to use it going forward to report on activity prior to each meeting. **Action: Portfolio Leads #3177**

2 PORTFOLIOS

2.1 Equipment & Maintenance

2.1.1 Maintenance Report

Noted boat 4 – seat 4 needs repair and that BSD repaired the broken head which just requires some shaving to fit. **Action: RP #3178**

2.1 High Performance & Development

2.2.1 First Aid Course EOIs – Sun 13/4/25

Noted this course is fully booked and agreed to send out an email seeking EOIs for another one. **Action: MC #3179**

2.2.2 Sweeps course' – May

No definite date yet proposed however May has been touted by Pat Doogue.

2.2.3 AusDBF Level 1 coaching course – 22&23-Feb

Course delivered by JH.

2.2.3.1 Evaluation Forms

Noted.

2.2.4 SA Flag Bearer nominations

Applications received as follows:

- Bryan Buttery – Black Sea Dragons
- Neil Parker – Powerblades

Noted TG has a conflict of interest and refrained from voting. A vote was taken and Bryan Buttery was the successful candidate with Neil Parker to be the emergency backup.

Agreed to advise Bryan, Neil and their respective Clubs of the outcome along with AusDBF and then announce it on Facebook. **Action: CW / MC #3179**

2.2 Participation, Marketing & Events

2.3.1 Events: promotions at markets (held over – Rodney's article)

Agreed to revisit this in the new financial year when the weather is on the improve.

CW advised she was looking at arranging some pullup banners for promotional purposes.

2.3.2 Race day #7 – 10s&20s over 200m+2000m – Sun 2/3/25 + Corporate Challenge

Noted event went well.

The Chinese Association who entered a corporate crew enjoyed the event and are keen for DBSA to be involved in the upcoming May dragon boat festival on the River Torrens and to coordinate it. **Action: CW #3180**

2.3.3 ACDC regrading of Sports B paddlers

Applications for Fiona Hawker and Elisha White to be regraded to Sports B paddlers were approved. **Action: MC #3181**

2.3.4 Blackwood Scout Group try out

Event is scheduled for Wednesday 2 April from 5pm – 6:30pm. Email will be sent seeking volunteers. **Action: CW #3182**

2.3.5 State Championships

2.3.5.1 Task List

Noted Mobile Coffee Bean will be present on both days and provide the lunches for volunteers and officials with the second coffee van on the Sunday as well. The Rowing SA cafeteria will also be open for catering purposes.

2.4 Policy, Procedures & Grants

2.4.1 Policy #032 – Confidentiality Agreement – Board | Committee

The draft Policy was reviewed with no consensus reached as to whether it should be adopted at this stage given the huge administrative burden that would be required to have all members of all committees sign it and that the Board was already covered under Policy #019 – Director's Code of Conduct.

Agreed to revisit next meeting. **Action: MC #3183**

2.4.2 Policy #007 – Individual Clearance Procedure

Ratified.

2.4.3 Policy #022 – WH&S

Ratified.

Action: MC #3184

2.4.4 Sport SA – SA Active State Collaboration Program Grant Application

JH advised that ORS&R was seeking endorsement from its members involved in this Sport SA program which was duly given online.

2.5 Race Day Volunteers & Race Day Officials

2.5.1 Race day #7 2/3/25 – Race Day Official's Report

Noted.

2.6 Safety & Risk

2.6.1 Safe365 Report and spreadsheet

The spreadsheet was reviewed and various incidents discussed.

2.6.2 Safe365 Presentation – AusDBF

The PowerPoint PDF presentation was noted.

2.6.3 Portfolio Leads Update Report

The report submitted by JL was reviewed and the questions requiring a decision extracted below and considered:

- Health related incident / episode on the boat should be reported – Question: Does physical exertion of the sport contribute to the episode / incident in a medical capacity? How do you know at the time if its physical and not visual
 - *Should this be a point for next PF Agenda and a discussion / paper?*

Agreed it is up to the Club Sweep & Coach to monitor this and to report in Safe365 as required.

- Key – it is the responsibility of club members with a condition to always equip themselves with appropriate medication while involved in paddling. There have been incidents of 'sharing' medication such as puffers or first aid kits containing drugs / medication of any kind. States need to enforce this by some means / communication
 - *Should this be a point for next PF Agenda and a discussion / paper?*

Noted that this is taught in the First Aid course and any boat going out would have a minimum of 2 people with this qualification so is not necessary.

- State Worksafe requirements of a Regulator. Does the board know the SA SafeWork requirements for notifiable incidents when engaging contractors? A contractor is any person or company that provides a service for payment – security at States; food providers at events as the event is a place of work
 - *Does the Board have an awareness for States?*

Noted no further action required on this.

JH advised that AusDBF no longer require that CPR be repeated annually as at this stage, in general, most Clubs will have someone with this qualification at all times.

2.7 Social media

Nil report.

2.8 Website

2.8.1 Request to improve the accessibility of the website

Agreed to place on hold for now until examples of what is required or how it works on other websites is provided.

3. FINANCE

3.1 Financial reports

MOTION
That the financial reports as at 28 February 2025 be accepted.
Moved: TG and Seconded: MA
CARRIED.

4. AusDBF

Noted that there was no one identified for the Jon Taylor and AusDBF Hall of Fame awards.

4.1 AusChamps Exemptions – ACDC

Board approval was given retrospectively for Samantha Jay, Volkan Demir and Steve White which were subsequently rejected by AusDBF prior to this meeting.

4.2 AusChamps Exemption – PBs – Maxine Timbs

Board approval was given retrospectively with exemption submitted to AusDBF and a response awaited.

4.3 AusDBF Education Plan 2025

Noted and agreed to circulate to Clubs for their information. **Action: MC #3185**

Agreed that Board members are to undertake the requisite courses before 30 June with MC to provide a matrix of what courses have been undertaken to date and still required.

Action: MC #3186

5. GOVERNANCE

5.1 Sport SA – Governance Reform Project

JH advised that he had submitted the appropriate paperwork to Sport SA to be part of this program and the ball is in their court.

He will circulate the link for the Board to access the Sport SA Game Plan portal. **Action: JH #3187**

5.2 Leave of absence – Julie Lister until 6/4/25

Ratified formerly.

5.3 Policy review recommendations from Julie Lister

The recommendations were considered. Agreed:

- Policy #018 – State Team Selection Process: to be coordinated by JB and TRG in the first instance.
- Policy #028 – no action required at this stage as it is not due for review until June.

Agreed at RC 2025/26 season planning meeting and next PF to include discussion on making the State Champs more relevant. **Action: MC #3188**

5.4 Documents for review – out-of-date

5.4.1 Strategic Plan 2020-25

On hold.

5.4.2 360 Review Action Plan

To be withdrawn.

Action: MC #3189

5.4.3 Annual Governance Review

To be withdrawn.

Action: MC #3190

6. GENERAL BUSINESS

6.1 ACDC letter dated 9/1/25

Carried over.

6.2 PF meeting

6.2.1 Minutes

Noted.

7. ANY OTHER BUSINESS

- ORS&R Sport SA Evaluation. JH advised that he submitted this on behalf of DBSA and it covers the four main programs from Sport SA – Governance reform is just one of them.
- Regional Masters Games. JH advised he has been requested to attend an organising meeting on 2 April in Port Augusta.

He was keen to speak to Rodney Purbrick on transporting the boats to and from the venue. The best option would be to hire a trailer with a crane for loading/unloading rather than using the association's trailers, given that one may not possibly make it all the way.

He noted that the event would now not make a profit as this would cost between \$1k-\$2k however the Strategic Plan states that the association will always support regional masters games events to promote and grow the sport. Agreement was given to cover these costs. MA said she had a transport contact and will follow this up. **Action: MA #3191**

Noted there are currently 80 registered from about 6 clubs and it was hoped to have around 130 registered.

- State Championships. Noted some medal labels are missing (Premier 20s, Senior B x2, 1000m) and have been reordered however may not be available in time. There are however 172 medals for BCS and Juniors.

Agreed to work out which Board members will be presenting medals on each day in advance.

Action: MA #3192

Agreed to acknowledge those that have died in the previous 12 months this year and include Nick Smith (PBs), Sharon Etherington's husband (Peter Dahl) and David Morallee (SADA).

Action: MA #3193

- JH advised that Lyn Payne (BSD) had followed up about running the Premier Open and Premier Women 2000m in the same race as to the emails that went out to Clubs on this for feedback. There had been no response and agreed to email again those x5 Clubs involved to look to combine them into the one race as they should have separate crews and sweeps. **Action: JH #3194**
- Volunteers 5/10/15/20 year pins. MA advised that she had reviewed and updated the list of pins that have been assigned and identified those that may still need to be awarded. Agreed to look to present them at the end of season Dinner or at the Volunteers & Officials event and if need be, invite any of them to the State Champs to present. **Action: MA #3195**

Letter of thanks to be sent to Beth Dunchue in appreciation for her 21 years of volunteering.

Action: MA #3196

- MA advised of some correspondence received back from a third party in relation to race day #7 organisation of volunteers and officials which was discussed. Agreed this would be followed up by the ROMs. **Action: ROMs #3197**
- MA advised that the Race Day Officials & Volunteers Manual has been updated and will provide copy to MC for uploading to website. **Action: MA #3198**
- Agreed to send out Save-the-Date email for the end-of-year dinner to be held on Saturday 21 June and to look for a venue. **Action: MA / CW #3199**

8. MEETING CLOSE

8.1 Next meeting/s

Wednesday 9 April at 6pm at Aquatic and via Zoom.

8.2 Meeting close

Meeting closed at 8:35 pm.