



DRAGON BOAT SA INC. BOARD MEETING (v1)

Thursday 11 September 2025 @ 6:00 pm
At Aquatic meeting room | Online

FORMALITIES

- **OPEN MEETING – 6:02pm**
Meeting opened by Peter Button.
- **PRESENT**

Jennifer Bould (JB)	Life Member
Peter Button (PB)	Powerblades
Tracey Gardiner (TG)	Powerblades
John Holland (JH)	Life Member / ACDC
Mary-Ann Holt (MA)	ASA
Rodney Purbrick (RP)	Powerblades
Teresa Riccio-Goodwin (TRG)	Appointed Board member
Chris Wood (CW)	Life Member / ACDC
Marie Cunningham (MC)	Minute taker
- **APOLOGIES**
Nil.
- **DECLARATIONS OF INTEREST**
Standard acknowledgment was given to declare any conflicts of interest with agenda items as they arise.

1. GOVERNANCE

1.1 Elections

1.1.1 President

Elected: Peter Button.

1.1.2 Vice President/s

Elected: John Holland, Christine Wood.

1.1.3 Treasurer

Elected: Tracey Gardiner.

1.1.4 Secretary

Elected: Christine Wood.

1.2 Portfolio appointments / Liaisons:

1.2.1 Equipment & Maintenance

Appointed: Rodney Purbrick.

1.2.2 High Performance & Development

Appointed: John Holland.

1.2.3 Participation, Marketing & Events

Appointed: Christine Wood.

1.2.4 Policy, Procedures & Grants

Appointed: Jennifer Bould, Teresa Riccio-Goodwin.

1.2.5 Race Day Volunteers & Race Day Officials

Appointed: Mary-Ann Holt.

1.2.6 Safety & Risk

Appointed: Peter Button.

Julie Lister has offered to continue to support the Safety & Risk portfolio, this is accepted by the DBSA Board. Discussion to be held with Julie. **Action: PB #3296**

Full Administrator access to be given to Rodney Purbrick and Peter Button to Safe365.
Action: MC #3297

1.2.7 Social Media

Held over until next meeting. Need to appoint a marketing person was noted.

1.2.8 Website

Appointed: Jennifer Bould.

1.3 Board Club Liaisons – allocation

Jennifer Bould:	SADA, Murray Bridge, Waiwilta
Peter Button:	DAPL, Water Warriors
Tracey Gardiner:	ASA, KIDS
John Holland:	BSD, Subsonix
Mary-Ann Holt:	DAA, Pink Dragons, Mannum
Rodney Purbrick	ACDC, CDs, VDs
Teresa Riccio-Goodwin	BWR, Powerblades
Chris Wood	Adelaide Phoenix, Copper Coast

Action: MC #3298

1.4 AusDBF Working Group (current Reps)

1.4.1 Competition & Technical Committee: John Holland

1.4.2 Diversity & Inclusion: Vacant.

- TG advised she was keen to review the position description. Board members to consider suitable candidates. **Action: Board #3299**

1.4.3 Historical Working Group: defunct.

1.4.4 Marketing Working Group: defunct.

1.4.5 RevSport Users Group: Marie Cunningham.

- Invite to be sent for TG to attend. **Action: MC #3300**

1.4.6 ROM: Chris Wood, John Holland, Pat Doogue

1.4.7 Sweep Coordinators Working Group: Pat Doogue.

- Reminder to be sent of Charter requirements. **Action: PB #3301**

1.4.8 Safety & Risk Committee: Julie Lister. RP to become an observer.

1.4.9 Athletes Commission: Rob Henderson.

1.5 Incoming Board Members induction: Thu 4/9/25

Noted was a worthwhile exercise.

1.5.1 Induction Pack

For information.

1.6 RevSport Access – Pat Doogue

Approval given for access to the Events module until the S&D Course is completed on 26 October.

Action: MC #3302

1.7 Policy #019 – Directors Code of Conduct

Endorsed.

1.8 Board appointment: Teresa Riccio-Goodwin

TRG advised that due to her upcoming international work commitments that she would not be available in 2026 should her appointment be renewed. Her feedback was that she thought it would be valuable for anyone who takes over the role to have some dragon boat paddling experience as she did.

Agreed the Board would need to determine the skill sets needed for future appointments.

Action: Board #3303

2. ADMINISTRATION

2.1 Acceptance of 'Information Only' Papers

Accepted.

2.2 Previous meeting Minutes

The Minutes of the Meeting held 11 August 2025 were accepted as true and accurate record.

Action: MC #3304

2.3 Action List

Reviewed. Of note:

- #3288. Noted a 5-year liquor licence would be applied for on race days which would mean there would be no need to use the meeting room for after race day drinks. **Action: CW ##3305**
- #3289. Agreed to send out a survey to Clubs asking them to forward to their members seeking feedback on the prizes to be awarded on race days. **Action: MC #3306**
- #3253. Noted AusDBF have not yet responded to requirement to complete a pre-training safety checklist for each training session. In the interim agreed this was not required unless Clubs chose to do so but it was not needed each training session.

2.4 Clearances

Nil.

2.5 Conflict of Interest Register

Adopted.

Discussion held on whether it should be renamed to an "Interest Register" and agreed to defer this until the next meeting. **Action: MC #3307**

3. PORTFOLIOS

3.1 Equipment & Maintenance

Noted some boat seats require repairing (boat #4 seat 4). Generally damaged due to individuals pulling on the seat rather than the gunnels despite reminders to Clubs asking for this not to occur.

Updated Maintenance Delegate list to be provided to RP so this can be followed up and at the PF.

Action: MC #3308

3.2 High Performance & Development

Policy #032 – State Coach Selection issue was reviewed. Agreed that the Selection Panel needs to be formed first so an EOI will be sent with a 10-day timeline for responses. **Action: CW #3309**

3.3 Participation, Marketing & Events

3.3.1 Revisit whether end-of-season dinner should continue

Agreed to place this on the next PF Agenda. **Action: MC #3310**

3.3.2 Race day #1 – planning

Noted was held at RC meeting 10/9/25.

3.3.3 Season Opening

MA advised that confirmation had been received today that the monks would be available for the opening ceremony on the first race day.

3.3.4 Corporate Challenge

Agreed to increase the entry fee from \$11 (GST incl.) to \$15 (GST incl.).

3.3.5 First Aid Course – Sun 14/9/25

Noted is scheduled for Sunday with 13 participants.

3.3.6 Sweep & Drummer Course – Sun 26/10/25

Noted is scheduled with four registered thus far.

3.3.7 AusDBF Level 1 Coaching Course – Sat 8 & Sun 9/11/25

Noted new dates are being proposed of Sat 29 & Sun 30 Nov or Sat 13 & Sun 14 Dec due to AusDBF holding a coaching conference on the same weekend. Current registered participants are being contacted first to check their availability for either of the dates with Clubs then to be advised of the new dates.

3.3.8 Club feedback re after event alcohol consumption

Noted is no longer relevant as an alcohol permit is being sought instead.

3.3.9 RC meeting 10/9/25 – follow up items if any

Noted some amendments were put forward by Rob Bowen (Victor Dragons) to Policy #05 - Conditions of Entry to Races (Eligibility, Fixtures & Team Composition) with agreement to remove any ambiguity from the policy.

Agreed some of the amendments put forward would be made and policy circulated to the Board for approval before to Clubs. **Action: JH #3311**

3.4 Policy, Procedures & Grants

Nil report.

3.5 Race Day Volunteers & Race Day Officials

Noted JH will be the Race Day Official and Pat Doogue the judge. JB will do the race secretariat. Full list will be circulated once all positions are filled.

3.6 Safety & Risk Report

Tabled as noted.

3.6.1 Spreadsheet Summary

Noted.

3.7 Social Media Report

Nil report.

3.8 Website report

Nil report.

4. FINANCE

4.1 Financial reports

MOTION

That the financial reports as at 31 August be accepted.

Moved: TG and Seconded: MA

CARRIED.

MOTION

THAT the bank signatories for the DBSA bank accounts would be any two of the following three Board members: Jennifer Bould, Peter Button, Tracey Gardiner.

Moved: CW and Seconded: TG.

CARRIED.

Action: TG #3312

Discussion was held on whether late fees would be introduced with the consensus not being in favour of this was not a systemic issue.

Agreed to arrange for a cash payment to the monks of \$150 and to seek reimbursement.

Action: TG #3313

Agreed to investigate a virtual visa debit card option for payments by Board members instead of having to outlay funds and seek reimbursement. **Action: TG #3314**

Asset Register. Noted the update was a work in progress and would need to include assets located in the storage facility. **Action: TG #3315**

5. AusChamps 2027

5.1 Planning

Held over until committee is in place.

6. AusDBF

6.1 Q3 Members Forum – Minutes

Noted for information. JH advised that for state racing two crews can be entered per state however only one will be eligible for medals.

6.2 AGM Sat 29/11/25 - Attending

Noted PB would represent DBSA. **Action: PB #3316**

7. GENERAL BUSINESS

7.1 PF Meeting

7.1.1 Minutes

Approved for circulation. **Action: MC #3317**

7.1.2 Action List

Noted

7.1.3 Race fees 2025/26

Nil discussion.

7.2 RevSport categories: U24 – new category to be introduced

Noted that currently there is no option for paddlers aged 19-24 to register in RevSport and that other states have an U24 category. Agreed this would need to be introduced also. Of note:

- Fees to be the same as Tertiary for Metro/Regional/Remote
- Clubs to be advised.
- Those participants in these categories would need to be advised that they will be re-assigned to the respective category
- Juniors is 18 and under.
- U24 will be 19-24.

Action: MC #3318

7.3 Algal bloom meeting Wed 10/9/25 – ORS&R

Noted JH and PB attended the roundtable meeting which was worthwhile. Agreed to circulate the meeting notes summary. PB advised he will follow up with Surf Live Savings SA on accessing the training for use of their Operations APP, this will assist with risk assessing the water conditions.

Action: CW #3319

7.4 Portfolio Lead – report template

Noted will be continued for meetings.

7.5 AGM Minutes – draft

Agreed to circulate. **Action: MC #3320**

7.6 Sport SA Dispute Resolution workshop

Noted both RP and MAH attended this interesting workshop. Agreed to circulate a copy of the handout notes by the course convener Gilchrist Connell “Managing Disputes – Sporting Associations”. **Action: PB #3321**

8. ANY OTHER BUSINESS

- Question - RP asked if a new fleet of trolleys will be purchased for the new fleet of boats. Noted Canberra has some good models and photos will be source. **Action: TG #3322**
- Suggested to submit a quote/drawings for consideration. **Action: RP #3323**
- Noted AusDBF were seeking the DBSA Annual Report content. **Action: CW/MC #3324**
- Noted AusDBF have provided an updated DBSA state logo with the Registered TM included and this would be circulated and updated on the website. **Action: MC #3325**

- Agreed that the Acknowledgement of Country would only be read to at the first meeting after the AGM for board meetings, President's Forum and RC meetings.
- Merchandise. Noted was managed by Julie Lister and would be assigned at the next meeting.
Action: MC #3326

9. MEETING CLOSE

9.1 Next meeting/s

Agreed going forward that Board meetings would be scheduled on Tuesday evenings where possible as no Board members would have to miss training.

Upcoming meetings were rescheduled as follows:

- Tue 21-Oct: to Thu 23-Oct.
- Tue 11-Nov: to Wed 12-Nov.
- Mon 01-Dec: to Tue 02-Dec
- PF Wed 19-Nov: to after Board meeting on Wed 12-Nov.

Action: MC #3327

9.2 Meeting close

Meeting closed at 8:42 pm.