



## DRAGON BOAT SA INC. BOARD MEETING

### MINUTES

Thursday 23 October 2025 @ 6:00 pm  
At Aquatic meeting room | Online

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#### FORMALITIES

- **OPEN MEETING – 6:00pm**  
Meeting opened by PB.
- **PRESENT**

Jennifer Bould (JB)	Life Member
Peter Button (PB)	President   Powerblades
Tracey Gardiner (TG)	Treasurer   Powerblades
John Holland (JH)	Vice President   Life Member   ACDC
Mary-Ann Holt (MA)	ASA
Rodney Purbrick (RP)	Powerblades
Teresa Riccio-Goodwin (TRG)	Appointed Board member
Chris Wood (CW)	Secretary   Vice-President   Life Member   ACDC
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

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

**Action: MC #3327**

##### 1.3 Action List

Reviewed. Of note:

- #3299. Revisit PD for the AusDBF D&I role. Noted there were no EOIs received for this position with the consensus being to check with AusDBF if each state member is to nominate someone for this role or if it was open to anyone nationally. **Action: PB #3328**
- #3314. Investigate options for a virtual debit card. Noted Board will be changing bank accounts which will provide debit cards.
- #3294. Annual permit to Marines & Harbors. Noted is not required as is part of the life jacket exemption already granted.

##### 1.4 Clearances

The following clearances were approved and ratified:

- #10: John Toshach – CDs to VDs
- #11: Sussan Shave – BSD to DAPL approved in principle to Waiwilta upon confirmation from BSD as checkbox was not ticked for approval.
- #04: Peter Bastable – SADA to Waiwilta
- #05: Pam Bastable – SADA to Waiwilta
- #12: Darcy Knights – Water Warriors to Adelaide Phoenix

**Action: MC #3329**

## 2. PORTFOLIOS

### 2.1 Equipment & Maintenance

Report taken as read.

Noted will look to sort out trolley wheel and provide quote for painting of floor walkway and obtain wedges to put in behind the drummers' seats to secure them. **Action: RP #3330**

The 500m Starters' tent which was reported as being broken at the RC meeting will be inspected. **Action: JH #3331**

#### 2.1.1 PA system – set up instructions

Agreed the Organising Club assigned with this task for Race Day 4 should trial the set up instructions and report back or amend them accordingly. **Action: MC #3332**

### 2.2 High Performance & Development

Report taken as read.

#### 2.2.1 EOIs HP Committee

The EOIs were reviewed.

##### MOTION

THAT John Holland be appointed Chair and the following appointed to the committee:

- ACDC: Chris Wood
- Adelaide Phoenix: Kearney Sieberhagen
- Powerblades: Sharon Etherington, Julie Lister, Tash Youngman
- Subsonix: Vi Duong

Moved: MA and Seconded: TRG

CARRIED.

An EOI for State Coaches can now be circulated. **Action: JH #3333**

### 2.3 Participation, Marketing & Events

Report tabled as read.

#### 2.3.1 Race day #2 – feedback

Positive feedback received. Noted the introduction of the 40+, 55+ categories did not make any difference to the length of the race day.

#### 2.3.2 Race day #3 – planning Mannum

Noted Jason Kuhlmann will collect the Umpire's Boat and the Judges' and Starters' tents on Sunday and has arranged with Murray Bridge DBC to collect their Champion Boat so there will be five boats available.

JH will take the radios (x8) and two tables for the timing.

Noted the catering for officials and volunteers will be a voucher (\$10) to collect lunch and coffees from the vans on the day with everything being sold for \$10 or less.

#### 2.3.3 Race day prizes – feedback

The feedback was reviewed and noted there was no consensus on any one action.

Agreed to introduce from Race Day #4 onwards a \$15 voucher to the winning teams which they could collect in funds at the end of the season. Vouchers to be designed and ready.

**Action: CW #3334**

#### 2.3.4 Corporate challenge 7/12/25

Noted the event paperwork has been circulated to Clubs and uploaded to the website.

Agreed if there was a good uptake of at least eight teams that CW could look to book a lion dancing team again through one of her contacts at a cheaper price than the last booking.

**Action: CW ##3335**

Quote for trophies to be circulated. **Action: CW ##3336**

### 2.4 Policy, Procedures & Grants

Policy #003 – Style Guide was reviewed, amended and adopted. **Action: MC #3337**

#### **2.4.1 ORS&R Sector Success Program Grant**

The advice was reviewed and there remained some uncertainty around eligibility as previous advice received from the ORS&R was that we were ineligible for the previous Active Club Participation Grant. This grant replaces that one.

Agreed to circulate to CW to investigate whether worthwhile applying and if eligible.

**Action: CW #3338**

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

Report taken as read.

Agreed to provide two quotes for the purchase of 10 replacement radios with old ones to be offered to clubs. **Action: RP #3339**

#### **2.6 Safety & Risk Report**

Report and spreadsheet taken as read.

Noted both PB and JH attended the recent Algal Bloom session facilitated by SLSA and the consensus was that their App was not applicable.

##### **2.6.1 Sport SA Risk Assessment**

The assessment summary was reviewed and noted there was no action required at this stage.

JH advised that the next Sport SA training sessions on the Strategic Plan are scheduled for 11 & 18 November with Board members advising their availability.

#### **2.7 Social Media Report**

Noted this position remains vacant and comment made that a marketing person could be appointed into this portfolio.

JH advised that Sport SA is hosting a session on Communication next week.

Agreed to circulate the information from the marketing workshop attended by CW and JH recently for consideration. **Action: CW #3340**

#### **2.8 Website report**

Report taken as read.

### **3. FINANCE**

#### **3.1 Financial reports**

The financial reports at 30 September 2025 were accepted.

#### **3.2 Bank change**

The importance of having access to a debit card for Board members was discussed and agreed upon.

##### **MOTION**

THAT the Bank SA accounts be transitioned to a Westpac not-for-profit account with debit cards provided. Bank signatories will be any two of the following: Jennifer Bould (Life Member), Peter Button (President) and Tracey Gardiner (Treasurer).

Moved: CW and Seconded: MA

CARRIED.

**Action: TG #3341**

#### **3.3 SmartyGrants: Submission SSRDP055 – Variation to Grant – year 4 acknowledgement**

Noted impending deadline of 31 October and TG will complete.

### **4. AusChamps 2027**

Noted event is now called the Australian Dragonboat Championships instead of AusChamps with the Role Descriptions uploaded.

EOIs will be circulated for the committee and a copy of the event logo sought from AusDBF.

**Action: CW #3342**

## 5. AusDBF

### 5.1 SIA – Child Safety Risk Assessment & Management

Held over.

### 5.2 ROM expiry – Chris Wood

Noted the three appointed ROM positions for Chris Wood, John Holland Pat Doogue will expire at the year end and it was agreed to advise AusDBF that the Board would like to roll them over for another term. **Action: Peter #3343**

## 6. GOVERNANCE

### 6.1 Board appointment skill set needed

JH advised that he met a prospective legal advisor for the Board who is a student with an interest in sports law and had mentioned to him that he would raise this at the next Board meeting and if the Board was interested, they could look to invite him to meet the Board.

This was considered and agreed to progress. **Action: JH #3344**

### 6.2 Conflict of Interest Register: Name change to Interest Register

Agreed to change name to Disclosure of Interest.

JH advised that he has been appointed as President of Oceania for the IDBF, the Board noted this will not create a conflict with JH's DBSA Board activities.

## 7. GENERAL BUSINESS

### 7.1 Merchandise Management

Noted that Julie Lister used to manage the merchandise and that this would now reside under the High Performance portfolio.

Discussion was held on merchandise for the Board and it was agreed to contact Merino, the current supplier to look at options for hats and wind breakers. **Action: JH #3345**

### 7.2 ASC Play Well SA Roadshow – Tue 14/10/25

JH noted that this program belongs with the Win Well program and for now is educational information.

### 7.3 Rowing SA – Course Restriction emails circulation

Agreed to continue to circulate these emails to Clubs.

## 8. ANY OTHER BUSINESS

- Policy #005 – Conditions of Entry to Races (Eligibility, Fixtures & Team Composition) was reviewed considering amendments put forward by Rob Bowen (Victor Dragons). Agreed to re-format it and circulate it to the Board for adoption within two weeks and then circulate it to Clubs and upload it to the website. **Action: MC #3346**
- PB advised he was working through the handover document from Julie Lister and with respect to the State Championship medals. Julie is keen to maintain the management on behalf of the Board and look to secure a cheaper and better alternative, like what was presented at the Lunar Festival. Follow up to be had with Julie for her to arrange designs and quotes. **Action: PB #3347**

This was discussed and agreed to support a generational change of the medals with the design and quotes to be provided for board approval prior.

JH said he will have some medals for the upcoming Dragon Boat festival on the Torrens on the 16 November when they launch ACDC Chinese Dragons.

- MA advised that she has the volunteer award pins and will look to relocate them to Aquatic in the first instance.
- Approval given to reimburse JH for the recent purchase of a rechargeable vacuum cleaner for the caravan.

## 9. MEETING CLOSE

### 9.1 Next meeting/s

Scheduled for 6pm on Wednesday 12 November at Aquatic Reserve prior to the Presidents' Forum scheduled at 8pm.

The meeting calendar for 2026 was approved with the 21 April 2026 date to be changed to 14 April to avoid the Australian Dragonboat Championships. An alternate venue for this date would be needed as Aquatic is not available on the second and fourth Tuesdays each month with the venue across the road suggested. **Action: JH #3346**

**9.2 Tue 13/1/26 meeting change – venue not available**

Agreed to schedule this meeting online.

**9.3 Meeting close**

Meeting closed at 8:24 pm.