



DRAGON BOAT SA INC. BOARD MEETING

MINUTES

Monday 8 December 2025 @ 6:00 pm
At Aquatic meeting room | Online

FORMALITIES

- **OPEN MEETING – 6:02 pm**
Meeting opened by PB.
- **PRESENT – IN PERSON**

Peter Button (PB)	President Powerblades
Tracey Gardiner (TG)	Treasurer Powerblades
John Holland (JH)	Vice President Life Member ACDC
Chris Wood (CW)	Secretary Vice-President Life Member ACDC
Marie Cunningham (MC)	Minute taker
- **PRESENT – ONLINE**

Jennifer Bould (JB)	Life Member
Mary-Ann Holt (MA)	ASA
Rodney Purbrick (RP)	Powerblades
- **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 12 November 2025 were accepted as true and accurate record.

Action: MC #3367

1.3 Action List

Reviewed. Of note:

- #3358. Agreed for medal inserts that if the category is not being run traditionally (ie Senior A Open 20) then medals will not be ordered for these categories. If the category runs, medals can be ordered when needed. Agreed to circulate a copy of the spreadsheet listing the race prizes awarded during Sunday's race day. **Action: JH #3368**
- #3361. Council have been contacted with some queries for the organisation of a regatta on the Port River (ie pontoons).
- #3329. Noted chocks purchased to secure Drummers' seats. Issue with sourcing replacement trolley wheels. Waiting on quotes for the painting of the floor walkway.
- #3331. Noted some issues with setting up and dismantling of the PA system, with a separate set of instructions on that task being prepared. Copies of the task list and set-up of equipment will be placed in a folder by JB and taken to race days in the interim before being placed in the caravan.
- #3331. An instruction for the physical set up of the caravan is being prepared. **Action: PB #3369**
- #3331. JH suggested that the Officials on the day be responsible for storing equipment and tidying the caravan. **Action: JH #3370**
- #3334. Agreed to place on the next PF agenda a revisit of the Corporate Challenge as only one team entered.
- #3305. Noted follow-up is being had with Council and C&BS re an alcohol licence. In the interim Clubs to be advised that there is to be no consumption of alcohol at Aquatic Reserve, either inside the boatshed or outside. **Action: CW #3371**

- #3315. Noted an annual stock take to be in place at the end of each season with an inspection of items to be replaced and/or repaired.
- #3323. Noted difficulty in finding local builders willing to make boat trailers. PB to send through photos of trailers used on the Sunshine Coast. **Action: PB #3372**

1.4 Clearances

Nil.

2. PORTFOLIOS

2.1 Equipment & Maintenance

RP provided an update on recent activity undertaken. Follow up with JH re the status of a broken Drummers' seat on Sunday. **Action: RP #3373**

2.2 High Performance & Development

Report circulated before the meeting.

Agreed that the HP Selection Panel will comprise JH as the Chair. Rob Harding as the Athlete Representative, TG as the Board member.

Agreed to extend the EOI deadline for the State Coaches positions until Monday, 15 December.

Action: MC #3374

2.3 Participation, Marketing & Events

2.3.1 29/11/25 – Peter Bristow Long Course – rescheduled Sat 7/2/26

Noted.

2.3.2 29/11/25 – Race Day Official's Report

Circulated before the meeting.

JH noted that he had located the lost printer and it is now stored in a DBSA cupboard and can be used for regional race days or when the caravan is not used. The sheet for placement of race results has also been found and returned to the caravan.

Approval given for JH to purchase a replacement race day laptop to an amount of <\$800.

Action: JH #3375

2.3.3 Sun 7/12/25: Race day #4 – 10s&20s over 200m + 1000m – feedback

Feedback was given on the race day. Noted late arrival of the caravan caused a flow on to the timing throughout the day.

2.3.4 Corporate challenge 7/12/25 – feedback

Noted disappointingly only one team was entered. Agreed to revisit at the next PF to see whether it should continue. **Action: #3376**

2.3.5 Adelaide Botanic High School – Come & Trys – Thu 20/11/25 & Fri 5/12/25 – feedback

Noted event did not proceed due to an internal financial issue and will be rescheduled for 2026.

2.3.6 Plympton International College – 3/12/25

Successful event with mention made of a potential upcoming school regatta.

Noted St Michael's College are keen for another event for <300 on 28 January 2026. Email to be sent to Clubs seeking volunteers with another date to be proposed beforehand to the school, given it is close to the Australia Day weekend. **Action: #3377**

2.3.7 Regatta 15/2/26 – 40th birthday celebration

The draft race day program was circulated with discussion held on the various fun events (x3) to be held. The preference was for 1) sprints 2) paddles up/down and 3) paddle backwards; however agreed to circulate the program for Board feedback out-of-session so that Clubs can be advised early of the race day format. **Action: CW #3378**

Agreed to circulate an email to Clubs for them to forward to JB old photos along with a description of them for use in a collage to be worked on by some of the DBSA Life Members.

Action: CW #3379

Agreed to book a dragon dance. **Action: CW #3380**

JB and TG to work together for some celebratory balloons. **Action: JB, TG #3381**

2.4 Policy, Procedures & Grants

Agreed to write a letter of appreciation to Teresa Riccio-Goodwin after her tenure on the Board expired in December, with details of her Board involvement to be provided to PB.

Action: JB, PB #3382

2.4.1 #041 – Sponsorship

Held over.

2.4.2 #005 – Conditions of Entry to Races

Reviewed with amendments made.

Agreed to modify policy to note it is for DBSA Sanctioned Regattas so AusDBF rules were not required to be included. **Action: MC #3383**

2.4.3 #026 – New Paddler allocation

Reviewed with amendments made. **Action: MC #3384**

2.4.4 #007 – Individual Clearance Procedure (from RC meeting)

Reviewed with amendments made. **Action: MC #3385**

2.4.5 #045 – Reimbursement

Reviewed with amendments made. Susan Stevens to be contacted first on cost for individuals to undertake the First Aid Course so that the reimbursement amount can be agreed upon first before circulating revised policy. **Action: CW, MC #3386**

Discussion held on former AusDBF requirement for Sweeps and Drummers to complete CPR annually and noted it is no longer a requirement. Follow up to be had if the CPR is linked to First Aid and if linked to the Advanced Oxygen Therapy. **Action: MC #3387**

2.5 Race Day Volunteers & Race Day Officials

Noted disappointment with the ongoing difficulty with Clubs providing volunteers. Agreed to place this on the PF Agenda as a different approach is needed. **Action: MC #3388**

2.6 Safety & Risk Report

2.6.1 Report

Tabled as read.

2.6.2 Safe365 spreadsheet

Reviewed. Noted slipperiness of boat ramp incident report included.

2.7 Social Media Report

Noted reports on hold currently.

2.8 Website report

Tabled as read.

3. FINANCE

3.1 Financial reports

The financial reports as at 30 November 2025 were accepted.

An update was given on the bad debts from the previous financial year with them all being written off except for Richard Stait's. Agreed any clearance application will not be approved should he re-register until the debt is paid.

JH advised he would circulate his amended version of the draft budget. **Action: JH #3389**

PB advised that AusDBF are proposing to cover the costs of a Zero accounting package for all members.

3.2 ORS&R Funding

Noted.

4. **AusChamps 2027**
 Agreed to circulate an email seeking EOIs for the Organising Committee to get together after AusChamps.
Action: CW #3390
5. **AusDBF**
- 5.1 **AusDBF PWIP Grant, Beyond 10,000 participation proposal – grant access**
 Noted successful with details of how it will be scheduled to be circulated. **Action: CW #3391**
- 5.2 **AGM Meeting recap**
 PB provided an update on the recent AusDBF meetings held in Brisbane. Agreed to circulate his meeting notes separately. **Action: PW #3392**
- 5.3 **D&I Committee Nomination – Zoe Schofield (Adelaide Phoenix)**
 Noted letter of appointment to be sent. **Action: PW #3393**
6. **GOVERNANCE**
 Nil discussion.
7. **GENERAL BUSINESS**
- 7.1 **Fob Management**
 Handover to be arranged with JL. **Action: PB #3394**
- Discussion held on whether greater security was required for the boat container and agreed that no changes were to be implemented at this stage.
- 7.2 **ASC | RevSport: Play well data charter**
 Stay tuned.
- 7.3 **Merlin Paddles: SA State Paddle**
 Agreed to refer the enquiry to the HP committee. **Action: MC #3395**
- 7.4 **DBSA New Club manual (draft)**
 Held over.
- 7.5 **Board Club Contacts reallocation from TRG**
 Agreed to reallocate BWRs to MA and PBs to CW. **Action: MC #3396**
- 7.6 **Free vending machine**
 Agreed to decline offer. **Action: MC #3397**
8. **ANY OTHER BUSINESS**
 Nil.
9. **MEETING CLOSE**
 The meeting closed at 9:13 pm.

Upcoming meetings:

▪ Tue 13-Jan	Board	▪ Tue 20-Jan	RC meeting	▪ Thu 05-Feb	RC meeting
▪ Tue 17-Feb	Board + PF	▪ Wed 18-Feb	RC meeting	▪ Wed 11-Mar	RC meeting
▪ Tue 17-Mar	Board	▪ Tue 14-Apr	Board	▪ Tue 19-May	Board + PF
▪ Tue 16-Jun	Board	▪ Thu 13-Aug	Board	▪ Wed 9-Sep	AGM + PF
▪ Tue 20-Oct	Board	▪ Tue 17-Nov	Board + PF	▪ Tue 15-Dec	Board