



DRAGON BOAT SA INC. BOARD MEETING

MINUTES

Tuesday 13 January 2026 @ 6:00 pm
Online

FORMALITIES

▪ OPEN MEETING

Meeting opened by PB at 6:00 pm.

▪ PRESENT – ZOOM

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
Chris Wood (CW)	Secretary Vice-President Life Member ACDC
Marie Cunningham (MC)	Minute taker

▪ APOLOGIES

Rodney Purbrick (RP) | Powerblades

▪ INVITED – ZOOM

Matthew Starr | AusDBF Participation Coordinator (part meeting only)

The meeting began with introductions, welcoming Matt from AusDBF as the new participation coordinator. Matt outlined his role and goals, emphasising participation growth, diversity, and inclusion. The Board discussed two grants from AusDBF for the 10,000 numbers program and the Invictus Australian Dragon Boat Championships program, with Matt agreeing to provide support and follow up on these initiatives.

▪ DECLARATIONS OF CONFLICTS OF INTEREST

Standard acknowledgement 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 on 8 December 2025 were updated to correct a few errors and reflect recent changes, were accepted as a true and accurate record.

Action: MC #3398

1.3 Action List

Reviewed. Of note:

- #3370. Not required as the Officials will put everything away in the caravan on race days.
- #3371. Noted new procedure is in place with Paddle SA and the Council for bookings at Aquatic when a liquor license is being sought and would be circulated. Noted a new submission is being submitted for a liquor license for race days.
- #3375. Approval given to JH and CW to arrange IT assistance for new race day laptop purchased.
- #3377. Noted St Michael's school regatta date was unable to be rescheduled from 28 January. Volunteers are being sought.
- #3378. Draft race day program for 40th Anniversary regatta was reviewed. Agreed to send a statistical report of the number of registered paddlers for categories of U40, 40+ to ascertain how many races would likely be held. **Action: MC #3399**

- #3378. RevSport to be updated with categories of 1) – Sprints, 2) paddles up/down and 3) paddle backwards and to be placed on next RC Agenda for early planning by Clubs.
Action: MC #3400
- #3373. Noted Drummer's seat was not broken and issue of loose seats has been resolved as wedges have been procured.
- #3380. Noted waiting on quote for dragon dance for regatta on 15/2/26.
- #3380. JB said she was looking to place an ad in the Advertiser calling for photos over the years of dragon boating and inviting anyone from that time to the event celebrations. Noted would only arrange for two balloons for the numbers 4 and 0.
- #3380. Agreed to book the caterers from the Chinese Association's recent event on the Torrens.
- #3386. Reimbursement amount for First Aid Course to be decided during the policy's review.
- #3394. Noted there is no policy in place for management of the fobs for access to the Aquatic boatshed and it was important to record those that are lost and access removed. Follow-up will be had on stock remaining. Reminder to Clubs at Presidents Forum to notify DBSA is Fobs are lost.
- #3351. Board to provide feedback on the draft position description circulated for a Marketing person's position being provided to Sport SA for a recommendation.
- #3357. Date of 30/5/26 agreed on for Strategic Plan session with Anita Schneider with Clubs to be invited.
- #3361. Noted, Renewal SA is responsible for events on the Port River, not the Council, and it would be some time before one could be held due to several logistical requirements to be completed first.
- #3362. Waiting on Paddle SA re details of the reinstallation of the DBSA sign at the front of the boatshed.
- #3363. Waiting on Paddle SA response from the Council with respect to the issue of the privacy screens in the male and female toilets being inadequate.
- #3329. Trolley wheel will be repaired this weekend.
- #3167. Noted Volunteers page for Get Involved tab on the website is a work in progress.

1.4 Clearances

Noted embargo period is in place.

2. PORTFOLIOS

2.1 Equipment & Maintenance

Noted the dragon boat tail broken on the weekend was taken home by Powerblades for repair.

2.2 High Performance & Development

Report taken as read.

The Board discussed coaching appointments and team management roles. They agreed to support George Parousis as Premier coach, Julie Lister in Senior A/B and mentoring Mandy, and the potential appointment of Lynn Payne as a senior C coach. They were comfortable with accepting a late EOI from her.

JH will have conversations with the coaching team on these outcomes and about forming a cohesive group. The Board is waiting for Sharon Ethterington's decision on whether she wants to be part of the coaching team or take on the team management role. If it is the former, a decision will need to be made between her and Julie Lister on who will remain on the HP Committee, as there is only one allowed from the State Coaching Team. **Action: JH #3401**

Discussion held on the Para Dragons coaching needs and the need for proper documentation and selection processes. TG expressed interest in championing Para Dragons and will develop a plan for 2027. **Action: TG #3402**

The intention will be for teams to train in their own category and not as a block with there being a need to identify how many will actually participate at AusChamps.

2.3 Participation, Marketing & Events

CW provided a verbal update on the AusDBF's Beyond 10k participation project and that she had drafted a letter to schools seeking their preference throughout the year for an annual event. Will look to liaise with Clubs to establish their interest in supporting this event.

Noted an EOI for volunteers for the upcoming St Michael's event had been circulated and Babcock Australia would be holding an event on Saturday 18 April for 30 participants from 10:30am with volunteers to be sought and a reminder given at PF. **Action: MC #3403**

- 2.3.1 11/1/26 Race Day #5 – 10s&20s over 500 +2000m**
Noted the ongoing issue of boats taking a long time to load and leave the shore. To be raised at PF. **Action: MC #3404**
- 2.3.2 29/11/25 – Race Day Official's Report**
Tabled as read.
- MA demonstrated a screw for securing the tents, which would be suitable and would require a drill. Noted PB and Steve Holt would have one readily available on race days. Agreed to purchase a pack and trial it next race day. **Action: MA #3405**
- 2.3.3 1/2/26 – Race Day #6 – Australia Day Cup**
To be discussed at the next RC meeting.
- 2.3.4 End-of-Season feedback survey**
Noted there were only 18 responses and many were from the one Club. Agreed to continue the event given the results were in favour and to be advised at the PF. **Action: MC #3406**
- 2.3.5 Regatta 15/2/26 – 40th birthday celebration status**
Noted that the event is being held on the same day as the LIV Golf event being held nearby, which would severely limit parking. Agreed to look into relocating to Aquatic, with Council to be contacted in the first instance. **Action: MC #3407**
- 2.3.6 AusDBF Level 1 Coaching Course – Sat 17 & Sun 18-Jan**
Noted that there are 13 participants.
- 2.4 Policy, Procedures & Grants**
- 2.4.1 #04 – AusDBF Competition Regulations & Rules of Racing Policy**
Ratified.
- 2.4.2 #13 – Aquatic Reserve Turn Race Course Setup Policy**
Ratified.
- 2.4.3 #31 – AusDBF's Safeguarding Children and Young People Policy**
Ratified.
- 2.4.4 #45 – Reimbursement Policy**
Amended and ratified.
- 2.4.5 #41 – Sponsorship**
Ratified.
- All policies to be processed and uploaded to website. **Action: MC #3408**
- 2.5 Race Day Volunteers & Race Day Officials**
MA provided an update.
- 2.6 Safety & Risk Report**
- 2.6.1 Report**
Tabled as read.
- 2.6.2 Safe365 spreadsheet**
Tabled as read. Follow up to be had with Phoenix to ensure that they report the boat ramp slip by a member on the race day. **Action: CW 3409#**
Noted: PowerBlades to complete SAFE365 for Dragon Boat Tail damage
SAFE365 to be completed for damage to SA Water infrastructure at Aquatic – hit by car
Council to be contacted to replenish the sand at Aquatic. **Action: MC #3410**
- 2.7 Social Media Report**
- 2.7.1 Portfolio allocation – revisit from last meeting – Marketing person**
Held over.

2.8 Website report

Tabled as read.

3. FINANCE

3.1 Financial reports

The financial reports as at 31 December 2025 were accepted.

Noted the new bank accounts have been set up with funds to be transferred in due course. TG to look to advise what is required to make changes in RevSport for bank account details and advise Clubs and sort out any direct debits in place. **Action: TG #3411**

Clubs to be advised at PF. **Action: MC #3412**

3.2 ORS&R Funding

Application for the next round 2026–30 State Sport and Recreation Development Program (SSRDP) to be submitted online. **Action: TG #3413**

4. AusChamps 2027

Nil discussion.

5. AusDBF

5.1 Participation Coordinator Appointment – Matthew Starr

Noted that he joined the meeting briefly at the beginning.

5.2 Invictus Australia Dragon Boat Champions Program – Tracey Gardiner, SA Champion

TG advised that AusDBF were progressing this program.

6. GOVERNANCE

Noted the next Sport SA session conflicts with the Tuesday 17 February Board meeting, which would be moved to Thursday 19 February, along with the PF scheduled afterwards. Clubs to be advised.

Action: MC #3414

Noted, additional Sport SA Governance (Board Matters) meeting is scheduled for the following week on Tuesday, 24 February 2026. Meeting appointments to be circulated. **Action: MC #3415**

7. GENERAL BUSINESS

7.1 DBSA Club Manual for new and existing Clubs

Agreed to review individually out-of-session and provide feedback to JB. Needs to be streamlined.

Action: All #3416

8. ANY OTHER BUSINESS

- Approval given to JH to purchase a supply of coloured PFDs in various sizes before the upcoming St. Michael's school event. **Action: JH #3417**
- JH advised of interest expressed by a Canberra dragon boat club in purchasing the 10s boat stored in the Dock 2 compound. Agreed to offer it to them for \$900. **Action: JH #3418**
- JH advised that he had submitted the required paperwork for the upcoming SA Masters Games. A lunchtime organising meeting with individuals from that area is scheduled for Saturday 30 January at the Victoria Hotel at 12:30 pm with the invitation to be extended to Board members. **Action: JH #3419**
- Agreed to request from supplier who sold blade covers at the Mannum event to set up a stand during the Regional Masters Games and State Championships at a fee of 5% of sales. **Action: CW #3420**
- CW noted that the website home page refers still to the CSC being "Sponsor of 2022 AusDBF Australian Dragon Boat Championships" and queried whether this should be removed. Agreed to follow up with them to see if they would be interested first in sponsoring the event again in 2027. **Action: CW #3421**

9. MEETING CLOSE

The meeting closed at 8:26 pm.

Upcoming meetings:

▪		▪ Tue 20-Jan	RC meeting	▪ Thu 05-Feb	RC meeting
▪ Thu 19-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