



DRAGON BOAT SA INC. BOARD MEETING

MINUTES v1

Tuesday 17 March 2026 @ 6:00 pm
Aquatic Reserve | Online

FORMALITIES

▪ OPEN MEETING

Meeting opened by PB at 6:00 pm.

▪ PRESENT – ZOOM

Jennifer Bould (JB)	Life Member
Peter Button (PB)	President Power Blades
Tracey Gardiner (TG)	Treasurer Power Blades
John Holland (JH)	Vice President Life Member ACDC
Mary-Ann Holt (MA)	ASA
Rodney Purbrick (RP)	Power Blades
Chris Wood (CW)	Secretary Vice-President Life Member ACDC
Marie Cunningham (MC)	Minute taker

▪ APOLOGIES

▪ DECLARATIONS OF CONFLICTS OF INTEREST

Standard acknowledgement was given to declare any conflicts of interest in relation to agenda items as they arise.

1. ADMINISTRATION

1.1 Acceptance of 'Information Only' Papers

Accepted. Of note:

- Noted AusDBF AusChamps 2027 – Org Com first meeting is scheduled for Saturday 4 July with AusDBF to visit on site and meeting scheduled from 12:30pm.

1.2 Previous Meeting Minutes

The Minutes of the Meeting held on 19 February 2026 were accepted as a true and accurate record subject to the amendment shown below:

- #3418. Noted the Rutherglen Lake Rowing Club will purchase the 10s boat stored at Dock 2 for \$900 and will be provided with some old paddles.

Action: MC #3449

1.3 Action List

Reviewed. Of note:

- #3428. Noted Australia Day Cup has been located and is now at the Trophy House being engraved with the previous winners.
- #3430. Noted Council had invoiced for bins relocated from the Scullers Course to Aquatic however they were not received. Agreed to follow up for a credit. **Action: MC #3461**
- #3431. Noted Copper Coast is arranging to have a Sweep tested at the upcoming Masters Games event.
- #3436. Noted V-Insurance declined a refund for repair of the damaged car door on a race day. DBSA will cover the minor repair cost.
- #3437. Noted a company called Jet Convert is helping with the transfer of accounts from MYOB to Xero however everything needs to be up and running first before fully switching over.
- #3421. CW advised of the three Council grants available with the Events one not open until 1 January.

- #3369. Noted cancellation of 1 March race day has delayed the preparation of an instruction for the physical setup of the caravan.
- #3391. CW advised of some upcoming activity required as part of the AusDBF PWIP Grant and that various forms of advertising would be needed (ie radio, social media, council community boards, MeetUp). Aiming to host a schools' regatta in early October and will follow up some schools for the best timing.
- #3357. Noted an online meeting was held with Anita Scheider and some Board members to prep for the Strategic Planning Session on Saturday 3/5/26. A copy of the AusDBF and DBSA plans were provided and it was noted that she would facilitate the session.

1.4 Clearances

Nil.

2. PORTFOLIOS

2.1 Equipment & Maintenance

Noted that RP purchased six new aluminium spreader bars at a cost of \$1,700 with a reminder given that Board approval was required first for expenditure over \$1,000. It was approved retrospectively with the receipt to be submitted to the Treasurer. **Action: RP #3450**

2.2 High Performance & Development

Tabled as read. Of note:

- Nomination from Jan Bice for the HP committee was endorsed.
- Discussion held on filling a Social Media Marketing role with the CV from a prospective candidate reviewed. Preference was to engage a suitable person on a contract role rather than as a Board appointment.
- Noted that a lot of projects would be identified during the strategic plan review session. Agreed to contact Georgia and advise that the Board is keen to proceed and to arrange an informal meeting with PB and CW to determine her availability to assist with marketing as a contractor. **Action: JH #3451**
- DBSA Patron. Agreed to follow up Jing Lee, who is seeking re-election as an Independent member of the Upper House to ascertain her interest in being appointed. **Action: JH #3452**

2.3 Participation, Marketing & Events

Report tabled as read. Of note:

- CW advised that as there was no marketing material available to promote the sport that the booking to exhibit at the Invictus event was cancelled.

2.3.1 1/3/26 – Race Day #7 – cancelled

Noted.

2.3.2 ACC: Sport & Recreation City Stakeholder Forum invite

Noted CW and JH would attend this forum on Monday 23 March.

2.3.3 Flag bearer appointment

Noted Neil Parker (Power Blades) was appointed in this role.

2.3.4 State Championships

MA provided an update on the volunteer and officials for both days.

The list of equipment provided before the meeting by JB was reviewed.

Noted that the liquor licence was being followed up with an updated tent allocation mud map to be provided so that the area can be defined.

Car park permits will be organised by CW and she will follow up with the Council re the parking situation along Military Road.

2.3.4.1 Security quote

Approved.

2.4 Policy, Procedures & Grants

Report tabled as read.

2.4.1 #038 – Annual Skills – Capsize and Swim Testing

Amendments adopted.

2.4.1 #07 – Individual Clearance Procedure

Amendments adopted.

2.4.2 #20 – Life Membership of the Association

Amendments adopted.

2.4.3 #39 – AusDBF Including people with disability

Amendments adopted.

2.4.4 #08 – AusDBF national Inclusion Framework

Amendments adopted.

Action: MC #3453

2.5 Race Day Volunteers & Race Day Officials

Noted MA is working with PB on the Task List for the State Championships.

2.6 Safety & Risk Report

2.6.1 Report

Tabled as read.

2.6.2 Safe365 spreadsheet

Tabled as read.

2.7 Social Media Report

Nil.

2.8 Website report

Tabled as read. CW advised that she would look to upload details of the a) past Presidents, b) Flag bearers, c) Auroras paddlers and d) Jon Taylor recipients. **Action: CW/MC #3454**

3. FINANCE

3.1 Financial reports – 28/2/26

The financial reports as at 28 February 2026 were accepted.

TG advised that the bank details are finally up and running in the Westpac account and she has had to manually reconcile the January and February accounts.

The action item from the previous RC meeting from BSD requesting a breakdown of the fees as to the costs of a race day was discussed. Noted that TG had circulated an email to the Board with a previous breakdown from the AGM financial report outlining this. It was also noted that the finances are available monthly from the website for review. Agreed to send BSD a copy of the email and breakdown report. **Action: TG #3455**

4. AusChamps 2027

4.1 EOIs for Organising Committee

Noted EOIs received from JH, CW, JB, MH and Joy Fisher. Noted Pat Doogue, Neil Parker, Steve Holt, TG and RP would assist as required.

5. AusDBF

Nil.

6. GOVERNANCE

6.1 Sport Integrity Forum – Wed 25/3/26

Noted JH will represent DBSA.

6.2 ORSR – National Gender Equity in Sports Governance Policy – Changes to Gender Equity requirements

Noted currently meets the requirements and it should not be an issue going forward.

6.3 ORSR – Governance Discussion Session invite – Thu 9/4/26

Noted JH and PB will represent DBSA.

7. GENERAL BUSINESS

7.1 Safe365 – Action items follow up re “free app”

Noted that the response from AusDBF was actioned with an email sent to all Safe365 users requesting that they check that they are linked in the App to AusDBF.

7.2 Email from Merlindie Fardone – Liberal Candidate for Lee – meeting request

For information only.

7.3 Patron for DBSA

Discussed earlier.

8. ANY OTHER BUSINESS

- Board Charter. Noted both JB and PB had provided a draft version with both to be circulated and preference to be sought out-of-session. **Action: MC#3456**
- Noted complaint received via Messenger about the amount of sand in the male showers and sink. The pictures were reviewed and agreed to send an email out to Clubs reminding them not to wash shoes in the sink and to do so outside. **Action: CW #3457**
- Noted the SOP (Policy #034) would need to be updated to include details re the use of the new aluminum spreader bars. **Action: RP #3458**
- Masters Games update. JH advised that 11 clubs have registered and racing reduced down to two rounds to save time. An update will be provided on this at the next online meeting. He noted will have to hire a car to tow a trailer to relocate some of the equipment which was approved. The regional clubs involved would be reimbursed a share of the profit.
- Noted JH would represent DBSA at the ASC – Facilitation Essential Skills Trainer Program in Adelaide in April.
- The photos of the sand ridge provided by CW at Aquatic were shown and it was agreed to follow up with Council and advise that there is a ridge which needs to be topped up. The photo of the shoreline sand issue at AM Ramsay course was also shown and noted that it will be highlighted at the C&S meeting and a safety cone placed nearby as a deterrent. **Action: CW #3459**
- Noted the venue for the next meeting is the Cruising Yacht Club however follow up to be had with the Plympton Glenelg RSL in Marion for availability instead. **Action: TG #3460**

9. MEETING CLOSE

The meeting was closed at 7:49 pm.

Upcoming meetings:

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|--------------|-------|--------------|------------|--------------|------------|
| ▪ Tue 16-Jun | Board | ▪ Tue 14-Apr | Board | ▪ Tue 19-May | Board + PF |
| ▪ Tue 20-Oct | Board | ▪ Thu 13-Aug | Board | ▪ Wed 9-Sep | AGM + PF |
| | | ▪ Tue 17-Nov | Board + PF | ▪ Tue 15-Dec | Board |