DRAGON BOAT SA INC.
BOARD MEETING

MINUTES

Tuesday 22 September 2026 @ 6:00 pm
Angle Park Training Station | Online

FORMALITIES

- **OPEN MEETING**
  PB opened the meeting at 6:00 pm and cited the Acknowledgement of Country.

- **PRESENT**

Jennifer Bould (JB)	Life Member
Peter Button (PB)	President | Powerblades
John Holland (JH)	Vice President | Life Member | ACDC
Gaye Millar (GM)	SADA
Rodney Purbrick (RP)	Water Warriors
Chris Wood (CW)	Secretary | Vice-President | Life Member | ACDC
Marie Cunningham (MC)	Minute taker

- **APOLOGIES**

Mary-Ann Holt (MA)	ASA

- **DECLARATIONS OF CONFLICTS OF INTEREST**
  Standard acknowledgement was given to declare any conflicts of interest regarding agenda items as they arose.

1. GOVERNANCE – PART 1

1.1 Elections

1.1.1 President
PB retains this role.

1.1.2 Vice President/s
JH and CW retain these roles.

1.1.3 Secretary
CW retains this role.

1.1.4 Treasurer
The group discussed how best to manage this role going forward and agreed to engage a bookkeeper to manage the finances, with the Treasurer acting as the liaison between the Board and the bookkeeper. A proposal for this, including a quote for these services, will be circulated for Board approval out of session. **Action: JH #3593**

> MOTION
> That Gaye Millar be elected as Treasurer.
> Moved: JB and Seconded: CW
> CARRIED.

1.2 Portfolio appointments / Liaisons:

1.2.1 Equipment & Maintenance
RP retains this role.

1.2.2 High Performance & Development
JH retains this role.

1.2.3 Participation, Marketing & Events, & Social Media
CW retains this role.

1.2.4 Policy, Procedures & Grants
JB retains this role with GM appointed as well.

1.2.5 Race Day Volunteers & Race Day Officials
MA retains this role.

1.2.6 Safety & Risk
PB retains this role, with assistance from Julie Lister (Powerblades).

1.2.7 Social Media
Reassigned to the Participation, Marketing and Events portfolio.

1.2.8 Website
JB retains this role.

1.3 Board Club Liaisons – allocation

Jennifer Bould:	Murray Bridge, SADA, Waiwilta
Peter Button:	DAPL, Water Warriors
Gaye Millar:	ASA, KIDS
John Holland:	BSD, Subsonix, Mildura
Mary-Ann Holt:	BWRs, DAA, Mannum, PDs
Rodney Purbrick	ACDC, CDs, VDs
Chris Wood	Adelaide Phoenix, Copper Coast, PBs

1.4 AusDBF Working Group (current Reps)

1.4.1 Competition & Technical Committee: JH
No change.

1.4.2 Diversity & Inclusion: Zoe Schofield (Adelaide Phoenix)
No change.

1.4.3 Marketing Working Group: CW
Discontinued.

1.4.4 RevSport Users Group: MC
No change.

1.4.5 Risk & Safety Committee: Julie Lister
Noted 2-year term has expired and AusDBF and Julie to be advised of re-appointment.
Action: PB #3594

1.4.6 ROM: CW, JH, Pat Doogue
Agreed to check term expiry date with AusDBF. **Action: CW #3595**

1.4.7 Sweep Coordinators Working Group: Pat Doogue
No change. Noted JH is invited separately by AusDBF.

1.4.8 Youth Racing Committee: Cassidy Burns
Follow up on meeting frequency and submitting reports/minutes to the HP&D portfolio.
Action: JH #3596

1.4.9 Athletes Commission: Rob Henderson
Agreed to check with AusDBF on the current DBSA rep. **Action: CW #3597**

1.5 Incoming Board Members induction: GM
Noted JH would arrange this. **Action: JH #3598**

Follow-up to be had with Julie Lister for any available DBSA polo tops to provide GM with; otherwise, request JB to order one. **Action: PB & JB #3599**

1.6 Board/AusDBF Accreditation requirements – status

Reminder: Board members must complete the required accreditation. RP to follow up on his WWCC.
Action: RP #3600

2. ADMINISTRATION

2.1 Acceptance of 'Information Only' Papers

Accepted.

2.2 Previous Meeting Minutes

The Minutes of the Meeting held on 11 August 2026 were accepted as a true and accurate record.
Action: MC #3601

With respect to the appointment of Jing Lee as Patron, it was agreed to advise clubs, the clearing house for sport, liaise with Georgia Musolino to promote via social media and for the website to be updated. **Action: CW/MC #3602**

2.3 Action List

Reviewed. Of note:

- #3575. Done. Follow-up to be had on issues raised in Race Day Official's Report.
  Action: RP #3603
- #3588. CW advised that CIBO were seeking an agreement to be signed and minimum numbers, so will look to find another coffee van for the Regional Training Day event.
- #3559. Done. Noted deposit has been paid for the purchase of the new fleet and three sets of numbers as well (Black #1-20, Red #1-9, Blue #1-9).
- #3518. Noted that Tracey Gardiner will prepare the draft 2026/27 budget.
- #3527. Race day liquor licence obtained up until 7th February.
- #3480. Paddle SA, due to security concerns, was not in favour of a locked box on the outside wall; however, they supported placing the small DBSA sign on the personal access door.
- #3466. Noted waiting to hear back from the engineer on the quote and plans for the proposed mezzanine level above the gantry, which will then need Paddle SA and council approval. The current CSC grant will not be suitable as it cannot be retrospective, as it is for next financial year. JH has submitted a grant with ORS&R in the interim and is waiting to hear if it passes the first stage.
- #3474. Noted spare boat is no longer being purchased by a NSW university team.
- #329. CW advised that Jacquie has proposed to schedule the conflict resolution workshop for DBSA and clubs, with a quote to be provided.

2.4 Clearance/s 2026/27

The following clearances were ratified:

- #10 – Brenda Penny: Subsonix to Waiwilta (out-of-session)
- #11 – Greg Penny: Subsonix to Waiwilta (out-of-session)
- #12 – Fiona Hawker: ACDC DF to Waiwilta (out-of-session)
- #13 – Ben Causely-Todd: ACDC DF to Waiwilta
- #14 – Kavita Kuczynski: Hawkesbury River Dragons to SADA

Action: MC #3604

Regarding Tracey Harwood's (Derwent Storms) email about joining a local club to paddle while in Adelaide on leave, it was agreed she would only need to pay the club fee if requested.
Action: MC #3605

3. PORTFOLIOS

3.1 Equipment & Maintenance

Appreciation extended to RP for fixing the trailer wheel bearings and replacing the boatshed taps.

Discussion was held on the incident on Saturday in which a paddler hurt themselves during the state team ergometer training while on the rower. RP provided suggestions to avoid this, and PB suggested using a rubber stopper or foam. **Action: PB #3606**

Noted that some paddlers did not pay attention to technical guidance given while using the rowers. State coaches should be reminded to monitor the testing. **Action: JH #3607**

3.1.1 200m Start Line Instructions

Noted that BSD advised the Race Day Official that the online procedure for this task had taken a considerable amount of time to resolve.

Suggested that clubs should advise of the actual changes required for any procedures so that they can be updated readily.

Procedure to be updated to include a requirement to take out a star dropper just in case there is no eye bolt available on the western wall, as it is often removed inadvertently by the council, and to take out a radio. **Action: MC #3608**

Once the procedure is updated, it will be provided to Black Sea Dragons to update. Eye bolt to be replaced. **Action: MC #3609, RP #3610**

3.2 High Performance & Development

JH advised that the next meeting is scheduled for Wednesday 30 September and that the coaches' agreements were amended to reflect the new AusChamps dates; uniforms would be discussed, and to date, only one application had been received for the Team Manager position, so more publicity would be needed.

3.3 Participation, Marketing & Events

3.3.1 Race Day #1 – Sun 13/9/26

Race day went well overall.

Discussion around the last race and the decision made at the RC meeting that the women's crew would start before the male crews, as some Board members felt it did not allow for fair racing.

It was agreed that any concerns should be raised with the Race Day Official before the event, with notification of the decision given at the C&S meeting, and that it would not be open for debate. The Board would decide on any RC recommendations.

Agreed to revisit the previous decision and produce a list of local rules for the RC's easy reference. **Action: CW #3610**

3.3.2 Race Day #1 – Race Day Official's Report

No Safe365 incident report was submitted for the referenced injury, so this will be followed up with MA. **Action: CW #3611**

With respect to many of the issues raised it was agreed that many could be resolved by a pre-season checklist being produced and actioned before the race season commences. **Action: CW #3612**

JB advised she would no longer be responsible for purchasing hooters and it was lucky that she had purchased two and brought them along, as the supply previously in the caravan had disappeared. Agreed to check to ensure sufficient stock is available before the next race day. **Action: PB & JH #3613**

JB advised that one club had offered to donate seven folding chairs, which was accepted, and they would be made available for the timekeepers.

Noted that the screen door fell off the caravan because the tape disintegrated. Agreed to replace it with new tape or pop-rivet it instead. **Action: RP & PB #3614**

3.3.3 Race Day #2 – Sun 11/10/26 – Planning (opening ceremony)

Noted arrangements are in place. Agreed to schedule lion dancing entertainment only if there are at least 5-6 corporate crews. **Action: CW #3615**

3.3.4 Paddlers' Oath – voting outcome

Noted that Sam Kelsh (Adelaide Phoenix) received the most votes. Social media post to be arranged for this and for Joy Fisher reading the Officials' Oath. **Action: CW #3616**

3.3.5 Corporate Challenge – Planning

Reminder will be sent to clubs.

3.3.6 Regional Training Day – Sun 27/9/26

Noted there are currently 60 registered so will cater for 70 for lunch and endeavour to arrange a coffee van. **Action: CW #3617**

3.3.7 First Aid course – Sun 18/10/26

Noted minimum requirements for it to proceed are for 10 participants or a minimum fee of $1,350.

At this stage, there are six registered, and it was agreed to proceed anyway as ACDC may have a further two.

List of first aid expiries to be circulated to the Board to encourage more registrations. **Action: MC #3618**

3.4 Policy, Procedures & Grants

Report tabled as read.

3.4.1 Policy #019 – Directors' Code of Conduct

Endorsed.

3.4.2 CSC Ancillary Sporting Infrastructure grants

Noted it is for the 2027/28 financial year and could be followed up for additional privacy screens in the Aquatic indoor toilets. **Action: CW #3619**

3.5 Race Day Volunteers & Race Day Officials

3.5.1 Email from Pat Doogue – Volunteers/Officials introduction

Noted the suggestion to have a lunchtime meet and greet for volunteers and officials would require a proposal for consideration so would be followed up with him. **Action: MC #3620**

3.6 Safety & Risk Report

2.6.1 Report

Report tabled as read.

Noted there seem to be ongoing incidents when paddlers are getting into or out of dragon boats. Suggested bringing this up at the RC meeting, Presidents Forum, C&S checklist and the upcoming RTD. **Action: MC #3621**

3.7 Social Media Report

CW read to the report provided by Georgia Musolino re recent social media activity.

3.8 Website report

Tabled as read.

3.9 AusDBF D&I Committee report

Nil report.

3.10 SC Report

Nil report.

At this stage, Tracey Gardiner (TG) joined online.

4. FINANCE

4.1 Financial reports – 31/8/26

Tabled as read.

PB advised TG that a bookkeeper would be engaged to manage the day-to-day finances, reducing reliance on the Treasurer, who was now GM.

TG agreed to assist in the role until the bookkeeper is appointed and provided an update on her action items. Of note:

- Would arrange to draw out the cash for the monks and give to PB.
- Agreed to prepare the draft budget, adding on a slight increase.
- With respect to the transfer from MYOB to Xero, this had not yet occurred. She offered to follow up on recommendations with the auditor and internally at her work, Jet Convert, and suggested the bookkeeper may be able to do this. **Action: TG #3622**
- Would monitor the finance email account and action invoices.

- Funds have been transferred to the Westpac account and Bank SA accounts have been closed.
- Electronic files are uploaded to the Finance OneDrive. Screenshot to be provided.
  Action: TG #3623

Agreed to provide GM access to the MS365 Finance email account. **Action: MC #3624**

Agreed to update the bank signatories in the interim to include GM.

MOTION
THAT the Westpac bank account signatories be any two of the following: Peter Button, Tracey Gardiner and Gaye Millar.
Moved: C. Wood and Seconded: R. Purbrick.
CARRIED.

Action: TG #3625

TG advised that she has several boxes of financial documents from previous years stored at her house and was happy to keep them there rather than transfer them to National Storage.

JH suggested that, as storage will be needed for all the heads, tails, drums, and drum seats when the boats are relocated to Dock 2, it would be better to store everything in one container for the same cost as the current storage fees paid. Approval was given for him to follow this up again with Geff Menadue, who handles containers, as he had earlier advised that he could arrange one for about $2,900. **Action: JH #3626**

At this stage, TG departed.

5. AusChamps 2027

5.1 Organising Committee

PB advised he had submitted the request for the RAA's large marquee.

Noted that a plan is needed to identify the required tents before engaging Neil Parker.

JB provided an update on the quotes for tents, fencing, and tables, and will provide the current mud map for the quotes to be submitted for review at the next meeting. **Action: PB #3627**

Noted there were no skip bins provided at the previous event, so they were not needed as the council provides sufficient bins daily.

Noted that the wine rep would provide some samples to PB. Labelling was discussed, and we agreed to confirm the required graphic design with AusDBF and then advise the producer to arrange it, rather than manually placing labels. **Action: JB #3628**

Julie Lister advised that the Activity licence and PFD exemption for AusChamps were withdrawn and resubmitted due to date changes. As this is a single event licence, it is not usually issued in excess of 6 months in advance so it will be issued shortly.

6. AusDBF

6.1 AGM & GM Notice of Meeting – Sat 28/11/26

6.1.1 Attendance

Noted PB would represent DBSA at the Atura Hotel.

7. GOVERNANCE

7.1 Strategic Plan 2026-2030

CW is reviewing.

8. UNIVERSITY TEAM

PB advised that a copy of the PowerPoint presentation had been provided and that Sharon Etherington (Powerblades) will meet with them and provide an update in due course.

9. GENERAL BUSINESS

9.1 Meeting Minutes – AGM & PF

Agreed to circulate. **Action: MC #3629**

9.2 Sports Funding Workshops – Facilitation enquiry – The Grants Guy

Noted there was no interest in pursuing.

9.3 DAA seeking approval for new race shirts
The logo design was reviewed and it was agreed to suggest that they replace the AusDBF logo with the DBSA AusDBF logo instead. **Action: CW #3630**

9.4 Annual Report v2
The recent changes were noted and PB's signature needed to be replaced. **Action: MC #3631**

9.5 Clubs SA - Supporting your clubs with practical club development training
Agreed to circulate to clubs. **Action: MC #3632**

10. ANY OTHER BUSINESS

- The AusDBF Fatality Management Card recently issued by AusDBF for provision to clubs was discussed. Noted that it had been raised at the PF for direction on its use, including how the President was to be notified. It was agreed to seek general direction on its use from AusDBF. **Action: MC #3633**

- Noted that Julie Lister had advised that the Activity licence and PFD exemption copy documentation for local regattas and state champs are now in the caravan and a copy on the boat, with two copies located in the boat shed.

- JB advised that Joy Fisher was updating the FinishLynx manual.

- JH advised that the caravan printer was now working by using a cable only.

- RP advised that he was standing down from the Board immediately, had circulated a letter of resignation and would be happy to help when able.

11 MEETING CLOSE

Agreed to reschedule the Tuesday 20 October meeting to Tuesday 27 October. **Action: MC #3633**

The meeting was closed at 8:22 pm.

Board meetings:

▪ Tue 17-Nov	Board + PF	▪ Tue 15-Dec	Board

RC Meetings 2026:

▪ Thu 1-Oct	Race day #2	▪ Mon 12-Oct	Peter Bristow
▪ Wed 28-Oct	Race day #3	▪ Mon 23-Nov	Race Day #4