

Dragon Boating WA Inc. Board Meeting – Agenda

Location: Department of Sport and Recreation, 246 Vincent Street, Leederville

Time / Date: **6.00 pm** **Monday 5 November 2012**

INVITEES		MINUTES	
		In attendance	Apologies
<i>President</i>	Kristin Priest (KP)	*	
<i>Deputy President</i>	Rick Salisbury	*	
<i>Administration Director</i>	Barbara Clarkson	*	
<i>Finance Director</i>	Cherie Cobban	*	
<i>Communications Director</i>	Vacant		
<i>Operations Director</i>	Christian Mueller	Arrived 6.20pm	
<i>Coaching Director</i>	Rex Tindal	*	
<i>General Board Member</i>	Suzanne Yewers	*	
<i>General Board Member</i>	Paula Cottingham	*	
<i>General Board Member</i>	Graeme Smith (GS)	*	
Guests	--		

Item No.	Topic	Raised by	Meeting minutes	Action by	Notes / Status update
1.	Administration				
1.1.	Welcome	KP		-	-
1.2.	Attendance / apologies	KP	Meeting opened 6.10 pm	-	-
1.3.	Confirmation of Minutes from previous meeting	KP	Confirmed: Rex Tindal Seconded: Graeme Smith	-	
2.	Business Arising				
2.1.	Hosting of food at Grand Prix regattas 2012-2013	BC	Update:		EOI rec'd for the following: December 2012 – Fremantle Swan January 2013 – Cockburn February 2013 – Lakers Amazons have offered to do food and raffle only for

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					November regatta. Raffles to be limited to 6 prizes. Food permit obtained from City of Armadale for all regattas. Board decided that raffles should have no more than 6 <i>good</i> prizes (i.e. no 'recycled' gifts and trinkets)
2.2.	Organisation of first grand prix regatta on 11 November 2012		Update:	All	Fuel cards purchased. Starter – Graeme Smith. Program and draw – Barb. Dotting of the Eye – Viv Wigg. Coffee van booked. Graeme may be able to provide a whiteboard.
2.3.	Cultural responsibility	BC	Suggestion for Viv Wigg take on role of Cultural representative for DBWA.		Letter to Viv re taking on Cultural representative role.
2.4.	State Team	KP	Update:	RT	EOI to members sent 4 November 2012 Coaches appointment letters and contracts sent 3 November 2012 (Trish Williams, Gary McDougall, John Beinke). Have received most of them back. Training roster and coaching structure circulated to members. Will be reviewed at coaches meeting on 25 November 2012. Training camp at Woodman Point – cancelled.
2.5.	Future of the sport	KP	Topic: How does DBWA develop and grow the sport in WA? 1. What issues do we need to consider? 2. What are our priorities? 3. How and when do we address the issues?	All	Deferred. A specific planning day to be organised.
2.6.	WADBA equipment		Decision to be made on equipment signed over by WADBA – boats, etc.	BC	Barbara to go through list and find what equipment is where and what agreements are in place – Not done yet.
2.7.	Finance report	CC	Topic: Present Balance Sheet, Profit and Loss and Reconciliation Report.	CC	Circulated.
2.8.	2014 Aus Champs	BC	Update: Letter received from President of QDBF and circulated.	BC	Agreed that proceed as per original plan with AusChamps to be in Perth unless a firm proposal is received from QDBF by new year. Kristin to email President of QDBF.
2.9.	DBWA Regulations	BC	Review incorporating new logo requirements as advised by AusDBF.	BC	Artwork for new logos received. Regulations to be updated.
2.10	Database	BC	Update required: Paddler registrations ongoing, doesn't appear to be any major issues.	BC	All going well.

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2.11	Registrations – club and paddlers	BC	Transfers for Janet York, Renette Clementson, Gary McDougall to be signed. Exemption requested from John Beinke for Bethany Martini who turns 12 on 14 June 2013. Both parents are members.	BC	Club registration received from Mandurah – paperwork all in order. Only club not to register paddlers is Hurricane. Lanyards and plastic sleeves are ordered. Board agreed to the exemption request for Bethany Martini to be accepted as a paddling member of DBWA. Bethany is to be advised that she is to wear a PFD and is not eligible to paddle at Australian Championships in 2013
2.12	Concession rates for registrations	RT	Consider whether concession card holders, ie uni students and pay junior rate.	RT	To be deferred until 2013 when setting fees.
2.13	Auroras	RT	Update: Junior and Senior testing.	RT	Senior testing completed 3 November. Started with 9, 4 have withdrawn due to injuries and other commitments. Rex advised those that were not DBWA members were not insured. He also advised the paddlers in the Auroras squad of the AusDBF requirements – paddlers must be member of their State association . Junior testing 18 November 2012.
2.14	Proposal from AusDBF re restructure of the Australian Championships		Update: Steering Committee formed and Minutes circulated.	KP	Kristin to attend meeting in December in Canberra – 15/16 December 2012.
2.15	AusDBF Calendar		6 December – President’s teleconference. 15-16 December 2012 – Risk Management Workshop II/Steering Committee minutes. 2013: 28 February – President’s teleconference. 16 April – AusDBF board meeting. 22 April – General meeting and members – Sydney (following AusChamps).		Kristin to attend Risk Management Workshop II in Canberra along with the Steering Committee (see 2.14).
2.16	Indian Ocean Dragon Boat Club		Reply sent regarding request to join DBWA, outlining deficiencies in application and not able to be processed. Reply from Indian Ocean Dragon Boat Club (IODBC) regarding appeal process. Reply sent advising there is no appeal process.		No further correspondence received.
2.17	Draft Incident Report		Circulated for comment.		To be incorporated into the regulations once finalised. Review of risk management issues for regattas. Send final copy to AusDBF for consideration (some changes were made).
3.	Correspondence in/out				

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3.5	AusDBF race draw structure		Sent for comment by members. Due date 15 December 2012.		Race draw structure was discussed and drafted at AusDBF/State meeting in August.
4.	New business				
4.1.	State Library request		WA State Library requested permission to archive DBWA website.		Agreed to permit archival.
4.2.	DBWA website		Documents to be uploaded.		Members section on website is functional, but little information available for that area of web. Security includes an administrator-controlled approval of applicants, applicants must provide name, email address, club name and ID number. Information must be correct to be granted access to members section.
4.3.	DBWA equipment and boats at Champion Lakes		The DBWA container at Champion Lakes was originally purchased to store DBWA gear including the gear trailer etc. Query why Lakers have installed shelving and what will now happen with the gear trailer storage. Lakers sponsorship has also been placed on the DBWA boats. Require communication with Champion Lake staff re: relocation of gear etc.		Lakers to resolve issue with shelving – DBWA must be able to load trailer, boat and drums in container. Boats to remain at Champion Lakes. Laker sponsorship to be removed from boats as the sponsor is not a DBWA sponsor. Lease agreement for Lakers to use the boats. DBWA gear trailer to be stored in container.
4.4.	Insurance		Association, sport combined, marine and trailer insurance have been renegotiated with Willis Australia in Sydney. Recommended through DBNSW.		Policy renewed with Willis Australia Pty Ltd. Details to be circulated to clubs when available and copies of policies to go on the Members area of website. Additional trailer insurance has been added to policy for coverage while hauling trailer.

Meeting close:	8.00pm
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Next meeting	
Date: 7 January 2013	Time: 6.00 pm
Location: Dept of Sport and Recreation, 246 Vincent Street, Leederville	