

Dragon Boating WA Inc. Board Meeting – Agenda and Minutes

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

Time / Date: **6.00 pm** **Monday, 7 February 2011**

INVITEES		MINUTES	
		In attendance	Apologies
<i>President</i>	Kristin Priest (KP)	X	
<i>Deputy President</i>	Jane Wright (JW)	X	
<i>Administration Director</i>	John Murray (JM)	X	
<i>Finance Director</i>	Barbara Clarkson (BC)	X	
<i>Communications Director</i>	Dominique Mecoy (DM)	X	
<i>Operations Director</i>	Neville McNeill (NM)	X	
<i>Coaching Director</i>	Mark Kusin (MK)	X	
<i>General Board Member</i>	Rex Tindal (RT)	X	
<i>General Board Member</i>	Gary McDougall (GM)	Absent	
<i>General Board Member</i>	Rick Salisbury (RS)	X	
Guests	--	--	--

Item No.	Topic	Raised by	Meeting minutes	Action by	Task	Due Date	Status
1.	Administration						
1.1.	Welcome	KP	Done	-	-	-	-
1.2.	Attendance / apologies	JM	As indicated above	-	-	-	-

Item No.	Topic	Raised by	Meeting minutes	Action by	Task	Due Date	Status
1.3.	Confirmation of Minutes from previous meeting	KP	Confirmed: BC Seconded: KP	-	-	-	
2.	Outstanding actions						
2.1.	Laminated checklist required – comments requested back to NM		Completed and tried at last regatta	NM			Done
2.2.	Need to list the IDBF requirements for drumming – put in regatta program.		Have the requirements to be sent out this week	BC		Feb regatta	Progressing
2.3.	Get in place new rules and regs for regattas from regatta centre, e.g. parking, food handling (gloves), etc			BC			Progressing
2.4.	Approach John Beinke about being a male Member Protection Information Officer representative		John B seems to be keen and will be interested in completing the course	JW	When is next course	March Meeting	Email sent, no response yet, to follow up
2.5.	Rottneest 100 year celebration: look at dates, find someone to organise logistics, figure out ways of targeting media and audience	DM	Still interested provided feedback to organising Clubs interested, Hurricane, Cockburn Pirates, Amazon, Freo.	DM	Send response to Rottneest with concept brief		Progressing
2.6.	Funding opportunities	DM		BC & board	Forward any suggestions on funding opportunities to DM for posting on website		DONE
2.7.	Send email to clubs regarding expectations on care of boats	KP		KP			DONE
2.8.	Review what applicable procedures and guidance is already available from other sources	KP		KP	ongoing		To do
2.9.	Organise Presidents Meeting	KP	Seems difficult during season; maybe hold after season finishes	KP			To do
2.10.	Put indemnity insurance in place		\$5,000,000 coverage approved Confirmed JM seconded BC carried	JM		31 Jan 2011	DONE

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2.11.	All board members to review strategic plan during February	KP	Need separate time for discussion, suggest April after Nationals at board meeting, start feedback now.	ALL		18 April 2011	
2.12.	Develop a corporate racing program for teams in regattas recommended for Feb regatta.	DM	Need to look at men's team handicap Get trophy for team BC to arrange	DM		Mid-January	DONE
2.13.	Review the DBWA branding and develop design brief	DM		DM		May 2011	
2.14.	Confirm all of the rules relating to the various sweeping levels		Mark has reviewed rules, data base being updated. Booklet to be updated, discussion regarding accreditation with level 4 team sweeps evaluating sweeps during training sessions. RPL requirements needs to be provided to assist clubs with ensuring sweeps are able to be reaccredited. Check if there is a log book provided by AusDBF , if not develop log book to gather individual activities.	MK	Review list, ask coaches pursue sweeps logging activity	13 Feb 2011	In Progress
2.15.	Boat roster to be reviewed to ensure equity of responsibility for bringing boats to regattas	KP	Bunbury boat requirements being sorted out	NM			DONE
2.16.	Advise Paula Cottingham she is 2011 state team manager	MK	Confirmed	MK			DONE
2.17.	Cox Vox/Cox Mates – explore options	MK	Borrowed for the state team from Forza Motion: if Vox Mates are available at nationals up to \$600 that DBWA purchase 2 if available. Moved JM seconded NM	MK			DONE
2.18.	Review previous minutes and confirm what the agreed upon payment to clubs would be (\$1,500?)		Agreed clubs have been paid for regattas to date	BC		7 Feb 2011	DONE

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2.19.	Medical clearance to paddle	DM	Discussion regarding options for assessment requirements. Potential for AusDBF to have knowledge of medical clearance forms. Need to review medical insurance cover for members	DM			
2.20.	Develop a list to advise clubs of what their expectations to ensure the site is organised for the day's activities.			NM		7 Feb 2011	DONE
2.21.	Request that Lakers borrow a trailer and take boats to Bunbury regatta		Do on Saturday	NM			DONE
2.22.	DBWA work on updating the General Regs and develop club checklist. 1.review and update the regulations 2.draft up check list for clubs to ensure compliance (e.g. 50 m swim test, policies, police checks, AGMs, etc)	KP		KP/all	All :List and send recommendations to KP	April	
3.	Business arising						
3.1.	Safety issues	All	Load boats from front of boat to be reinforced at regattas , must also wear footwear. Need to reinforce the need to make space at the start in the correct order (2,000 m race)	NM			DONE
3.2.	Membership transfers	KP	Post season discussion			April	

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3.3.	Membership transfer – Exemption request from Cockburn Blades for Hugh Trenwith to paddle with them for WA events, due to transfer made after 1 Jan 2011. Transfer was for personal reason. His first club, Perth Pirates, support the transfer.	KP	Motion: to provide exemption from clause 13(i) of the General Regulations and permit Hugh Trenwith to compete with Cockburn Blades in WA events for the remainder of the 2010/2011 season. <i>Moved: KP</i> <i>Seconded: JM</i> <i>Vote: carried</i>				DONE
4.	<i>Updates</i>						
4.1.	Champion Lakes rescue boat for sale. Fully painted with 'RESCUE' and kitted out.	NM	Motion: to purchase boat for \$1600 included licence trailer. <i>Moved: NM</i> <i>Seconded: BC</i> <i>Vote: carried</i>				
4.2.	Corporate restructure AusDBF – List of changes to the Constitution has been provided. Vote will be held at AusDBF AGM on Wednesday, 30 March 2011 (held during Nationals)	KP	All members review over next week				DONE (Changes were voted in at AusDBF meeting in Canberra)
4.3.	Correspondence in	JM/BC	Cockburn Blades – request for exemption for WA events – Hugh Trenwith				
4.4.	Correspondence out	JM/BC					
4.5.	Finance Director's report	BC	Financial report provided <i>Moved: JM</i> <i>Seconded: DM</i>				
4.6.	Communications Director's report	DM					
4.7.	Coaching Director's report	MK	Nominations for state team to be finalised				
4.8.	Operation Director's report	NM	Volunteers for Saturday to fix toggle starts				
5.	<i>General Business</i>						

Item No.	Topic	Raised by	Meeting minutes	Action by	Task	Due Date	Status
5.1.	Denmark Dragon Boat Club Inc - Application for DBWA club membership		Motion to approve application subject to correct application being received. Current year club fee of \$370 waived due to fact this is the development of a regional club and its half way through the season. Move RS seconded DM				
5.2.	AusDBF training courses for coaches and officials * Vic Fazakerley is a Level 1 IDBF official. He has advised he is willing to assist with training new officials in WA. * Motion: that the Board liaise with AusDBF to have Vic approved as a presenter.		Moved RT Seconded BC carried				
5.3.	50 Meter swim requirements		All members required to complete 50 metre swim as part of requirements. If paddler declines needs to wear buoyancy vest at all times. All clubs to be advised to have swim test prior to states.	KP			
5.4.	Nomination for AusDBF John Taylor award		Motion that Vic Fazakerley be put forward as a WA nominee Moved DM sec KP	BC			DONE (VF was successful award recipient)

Next meeting	
Date:	Monday, 11 April 2011 (postponed from 14 March 2011) Time: 6.00 pm
Location:	Dept of Sport and Recreation, 246 Vincent Street, Leederville