

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 , 10th January 2011**

AGENDA			MINUTES	
			In attendance	Apologies
Invitees:	<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)	X	
	<i>General Board Member</i>	Rick Salisbury (RS)		X
	Guests	--	--	--

Item No.	Agenda item	Meeting minutes	Action by	Due Date
1.	Welcome	Done		
2.	Attendance / apologies	As indicated above		
3.	Confirmation of Minutes from previous meeting	Confirmed: DM Seconded: KP		
4.	Outstanding actions	Laminated checklist required – use it at sweep/coach meeting to ensure all address safety issues are addressed Draft provided comments requested back to NM	NM	DONE; seeking any additional comments
		Need to list the IDBF requirements for drumming – put in regatta program Ongoing will have this next regatta	BC	To do
		Need to put in advice on logging sweep hours into regatta program -- include in briefing	BC	DONE
		Put chairman of the jury and who is officiating on the regatta program	BC	DONE
		Add the host club name on the regatta program.	BC	DONE
		Follow up with State Coach and determine alternate times or solutions to avoid resource conflicts with regatta set up and	MK	DONE

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		execution Communicated suggested half hour earlier		
		Get in place new rules and regs for regattas from regatta centre, e.g. parking, food handling (gloves), etc	BC	Progressing
		Forward 'cheat sheet for regattas'	NM	Draft completed
		Assign designated parking for trailers	NM	DONE
		Ask about colours of medals available; DM to take photo of medal and send around -- board to make decision ASAP	BC	DONE
		Approach John Beinke about being a male Member Protection Information Officer representative	JW	Email sent, no response yet, to follow up
		Rottneest 100 year celebration: look at dates, find someone to organise logistics, figure out ways of targeting media and audience	DM	Progressing
		DBWA to confirm to all Clubs to confirm details regarding changing of clubs in order to attend Nationals and which club they may paddle for during the season.	KP	DONE
		Advise State Coach Marco Celenza to ensure information provided on behalf of DBWA is confirmed by DBWA prior to distribution (verbal or otherwise) to the clubs, to avoid potential misunderstanding. This correspondence to be noted.	KP	DONE
		Forward any suggestions on funding opportunities to DM for posting on website	BC & board	Progressing
		Prepare email to go to all juniors offering opportunity to attend Nationals and MK to speak with the Club in question <i>Update:</i> Cygnets are not going to Nationals, Discussion regarding future team development for 2012 championships	MK	Cancelled (see comments)
		Send email to clubs regarding expectations on care of boats	KP	To do
		Recirculate Strategic Plan to Board for comments	KP	DONE
		Review what applicable procedures and guidance is already available from other sources	KP	To do
		Organise Presidents Meeting	KP	To do
5.	<i>Business arising</i>			
5.1.	Safety issues	Nil		
5.2.	Hosting a regatta	BC to discuss		No action yet

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		A process to be put in place by the end the season so host clubs know the requirements and their duties		
5.3.	Medical clearance to paddle	Draft list of questions for a doctor to complete should a club have concerns regarding the medical fitness of a paddler. Draft medical questions. Discussion re various scenarios and fitness requirements to ensure safety as part of a medical assessment.	DM	In progress
6.	Updates			
6.1.	Insurance for Board Members	JM update on Director's indemnity coverage to be put in place. Need to get PDF for insurance from broker. Review limit of the indemnity \$5M upon renewal. Have cover by this coming regatta. Needs to be put into the next budget; will need to add cost to paddler fees. ACTION: put indemnity insurance in place	JM	31 Jan 2011
6.2.	WADBA assets	DM update - Finalisation with department of Commerce requirements underway Still processing with department of Commerce, hope to be finalised in a couple of months.		
6.3.	Rottnest 100 year celebration invite	DM update Looking for sponsors. Anne Clayworth to help. Has sought more info from Rotto		
6.4.	Champion Lake outboard	NM update looking for second hand motor. Waiting for request to be filled. Will be 2 nd hand, \$3000 with prop guard.		
6.5.	Member Protection Information Officer	JW update All clubs need to have working with children clearance if they are having children paddling at the club. Point out process to the clubs in simple form to ensure compliance. Review of DBWA policy in relation to police clearances requirements.		
6.6.	AusDBF Rules and regulations	KP update Rules updated on 20 Dec 2009 (v2) to include 10s racing at Nationals and remove exemptions, and also clarified that the restrictions for National racing are not intended to override State racing rules		
6.7.	Corporate restructure AusDBF	KP update Still waiting for a list of changes to the Constitution. Vote will be held at AusDBF AGM (held during Nationals)		

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6.8.	Strategic Plan	Board to discuss Need to refine the document to be clear about our strategic objectives with actions and allocated tasks among board members. Need measurable objectives. Revisit SWOT. ACTION: All board members to review over February	ALL	28 Feb 2011
7.	Correspondence in	None		
8.	Correspondence out	None		
9.	Finance Director's report	<ul style="list-style-type: none"> Financial report provided <i>Moved : JW</i> <i>Seconded: MK</i>		
10.	Communications Director's report	<ul style="list-style-type: none"> Email to be sent out the clubs promoting events for the balance of the season e.g. Ocean verse Estuary event Develop a corporate racing program for teams in regattas recommended for Feb regatta. Suggest a review of the DBWA branding, design brief to be developed. 		
11.	Coaching Director's report	<ul style="list-style-type: none"> Board to consider and discuss at January 2011 meeting as to any level of subsidisation for state team. Agreed to continue to provide tops and hats to state team members. MK to confirm all of the rules relating to the various sweeping levels, still awaiting information from AusDBF on the revised rules Request for Motion Master considered; DBWA would like to see demonstration at nationals and then reconsider Motion proposed: Paula Cottingham as state team manager. Motion carried. Boat roster to be reviewed to ensure equity of responsibility for bringing boats to regattas 		
12.	Operation Director's report	<ul style="list-style-type: none"> Lakers require sweep for this regatta – allow for request at coach/sweep meeting that member from other club allowed to be used. Ongoing issue with toggles being damaged by canoeing start systems Needs to be clarity about late arrivals at start – that the race crew will be a DSQ 		
13.	General Business			
13.1	Care of Boats	Letter to clubs re responsibility of clubs to maintain boats.	KP	

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13.2	Cox Vox/Cox Mates	To be further explored	MK	
13.3	Senior Recreation Games	During 20012 planned Seniors games for over 50 in WA , request for dragon boat completion supported	DM	
13.4	Event Organisation	<ul style="list-style-type: none"> • The responsibility of the clubs to ensure that the regatta is organised given that they receive funding from the events. • ACTION (NM): that a list be developed to advise clubs of what their expectations to ensure the site is organised for the day's activities. • Regatta hosting fees to clubs to be paid flat fee of \$1500 per day to be review at end of season. ACTION (BC): review previous minutes and confirm what the agreed upon payment to clubs would be • ACTION (NM): Look at having Lakers borrow a trailer and take boats to Bunbury regatta • A clock at the regatta would be handy 	NM BC	7 Feb 2011 7 Feb 2011
13.5	Clearances	A double-claim process has been set up. Discussion regarding issues around the difficulties with national championships and memberships within clubs.		
13.6	Changes to rules and regulations	<p>Motion: That DBWA work on updating the General Regs and develop club checklist Moved: KP Seconded: RT ACTION: 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) ACTION (all):List and send recommendations to KP</p>	KP	

Next meeting	
Date: Monday 07 February 2011	Time: 6.00 pm
Location: Dept of Sport and Recreation, 246 Vincent Street, Leederville	