

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, 1st November, 2010**

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	x	
	Guests	Vic	x	-

Item No.	Time (min)	Agenda item	Meeting minutes
1.	1	<u>Welcome</u>	Done
2.	1	<u>Attendance / apologies</u>	As indicated above
3.	1	<u>Confirmation of Minutes from previous meeting</u>	Confirmed: RS, Seconded: RT
4.		<u>Business arising</u>	
4.1.	1	Constitution <ul style="list-style-type: none"> • 	Uploaded on web site
4.2.	15	Roles and responsibilities of DBWA Board members <ul style="list-style-type: none"> • 	• completed
4.3.	5	Safety issues <ul style="list-style-type: none"> • 	• Risk management Plan completed with champion lakes
4.4.	5	Insurance for Board Members <ul style="list-style-type: none"> • Identify what insurance, if any, is available for liability coverage of DBWA Board members. 	Director's indemnity coverage to be put in place. Action JM
4.8	1	Festival of Sport – City of Perth <ul style="list-style-type: none"> • Update on status by Vic and Anne • Trophies for regatta • Payment to clubs for hosting 	Plan for day reviewed by all present. The board wishes to sincerely thanks to Vic and Anne for all their work

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		regatta	
4.9	5	Status of AusDBF Cultural Committee <ul style="list-style-type: none"> Discuss feedback and status update required. 	Viv Wigg keen to to take on role endorsed by members Action BC
4.10	10	WADBA assets	<ul style="list-style-type: none"> Finalisation with department of Commerce requirements underway. Action: DM act as liaison
5.		<u>Other business arising</u>	
5.1.	10	Procedures and guidance.	<ul style="list-style-type: none"> Ongoing work required Action KP
5.2.	10	10's racing at State Championships	<ul style="list-style-type: none"> Planning continuing, venue, meals and band booked for approx 350 persons, Action MK
6.	3	<u>Correspondence in</u> <ul style="list-style-type: none"> 	
7.	3	<u>Correspondence out</u> <ul style="list-style-type: none"> 	
8.	5	<u>Finance report</u> <ul style="list-style-type: none"> 	<ul style="list-style-type: none"> Financial report provided Received, Moved DM seconded GM 2 signatures required for electronic banking Insurances in place for assets and members
9.	5	<u>Communications Director's report</u> <ul style="list-style-type: none"> 	<ul style="list-style-type: none"> Working on a communication plan Need to check on available resources Internal communication via email is to be upgraded with a change of email addresses, which can have specified areas eg Admin, which allows for topics to be channelled to the correct party. Events – achievements to go on the site as soon as possible Seek to have a reporter for each event /club to supply info for web site Request to DBWA to change the way the documents are presented Communication regarding methods of sending info to WA allowing for time differences. Section to be created to advertise international regattas Need to look at branding materials eg posters with targeted marketing to the likes of physiotherapist Media exposure can be achieved but need story ideas Sponsorship was discussed with a need to clarify what we need,

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			cash, contra contributions, equipment <ul style="list-style-type: none"> “What have we got to offer as a sport to attract sponsorship?”
10.	20	<u>Coaching Director’s report</u> <ul style="list-style-type: none"> Sweep accreditation 4.5 minutes to paddle to start for 200 metre Need for volunteers 	<ul style="list-style-type: none"> Discussion regarding the need to enable the coaching director to be the primary communication point with AusDBF, with CC to head coach to reduce time delays. Mark to communicate to members expression of interest request for state team. Identified a need for clarification around the national selection process. Further discussion to take place with head coach What is going to be the State selection processes Discussion took place as to whether 10’s racing is going to take place at nationals Coaches have been appointed Mark is finalising info regarding nationals with head coach Sweep accreditations is to be arranged with clarification to clubs as to what is required
11.	20	<u>Operation Director’s report</u> <ul style="list-style-type: none"> Regatta point scoring Toggle starts 	<ul style="list-style-type: none"> Toggles for 200metre starts in place All clubs are required to provide one volunteer for each regatta The regatta point scoring will use the 3 race format Trophies no longer required for events other than state championships
12.		<u>General Business</u>	
12.1		<ul style="list-style-type: none"> Champion Lake outboard 	<ul style="list-style-type: none"> Further options to be explored. Action NM
12.2		<ul style="list-style-type: none"> Strategic Plan 	<ul style="list-style-type: none"> The documentation from the Strategic planning meeting to be presented for Board endorsement
12.3		<ul style="list-style-type: none"> AusDBF Rules and regulations 	<ul style="list-style-type: none"> Response to AusDBF regarding concerns including requirement for approval by AusDBF board for rules changes required. Action KP
12.5		<ul style="list-style-type: none"> Member Protection Officer 	<ul style="list-style-type: none"> JW to attend.
12.7		<ul style="list-style-type: none"> Corporate restructure AusDBF 	<ul style="list-style-type: none"> Suggested changes to AusDBF structure to be advised to all

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			members
12.8		•Rottnest 100 year celebration Invite	• To be followed up by DM
12.10		•Presidents Meeting	• KP to organise
12.12		•City of Perth Corporate event	• BC to look at trophy requirements
12.13		•2010 Sports and Officials awards	•
12.14		•Photo Finish and Timing system Training 12/11 0830-1200	• BC
12.16		•Champion Lakes – payment of annual hosting fee •National trials organisation	• BC

Next meeting	
Date: 6 th Dec 2010	Time: 6.00 pm
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