

## 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, 23 August 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	--	--	--

Item No.	Time (min)	Agenda item	Meeting minutes
1.	1	Welcome	Done
2.	1	Attendance / apologies	As indicated above
3.	1	Confirmation of Minutes from previous meeting	Confirmed: KP Seconded: DM
4.		Business arising	
4.1.	1	AGM <ul style="list-style-type: none"> <li>• Held Thursday, 5 August 2010 at Maylands Sport and Recreation Centre. Quorum achieved. See minutes of AGM.</li> </ul>	Noted
4.2.	1	Constitution <ul style="list-style-type: none"> <li>• Amendments accepted at AGM on 5 August 2010.</li> <li>• Application submitted to Dept of Commerce to amend Constitution rules and objectives (mailed 18 Aug 2010). Cost \$42. Amended date will be the date Commerce accepts amendments.</li> </ul>	Noted <ul style="list-style-type: none"> <li>• Constitution needs to be accepted by Dept of Commerce</li> <li>• The draft documents to be left on web site until approved.</li> </ul>
4.3.	1	Schedule of fees <ul style="list-style-type: none"> <li>• New fee structure in place. See</li> </ul>	• Action: Discussion held regarding whether there is

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		minutes of AGM, 5 August 2010. <ul style="list-style-type: none"> <li>• It was noted at AGM that the fee rise was insignificant and would possibly not be enough to cover future costs. <i>Question:</i> should we revisit the fee increase at later date?</li> </ul>	a need to review current fees. Agreed that the fees would be reviewed early in 2011 after some regattas have been held to see what impact of changes is having. A business case would be required for any increases before submission to the membership.
4.4.	15	Roles and responsibilities of DBWA members <ul style="list-style-type: none"> <li>• Discuss roles, responsibilities (see General Regulations).</li> <li>• Discuss duration of term (1 yr/2yr position). The Administrative Director position is 1 year in duration, as it expires on odd years, as per the Constitution. Two Board Member positions are 1 year, due to the past incumbents being elected into other positions (President &amp; Communications Director)</li> <li>• Discuss any questions regarding roles and responsibilities.</li> <li>• Allocate duties as required.</li> </ul>	<ul style="list-style-type: none"> <li>• Agreed amongst members of the board that all communication is to be kept at a professional level, keeping to issues relating directly to the support and promotion of the sport.</li> <li>• Discussion regarding tactics to minimise emails between each other with all communication to be directed through DBWA email address and then being directed to the responsible board member for action and recommendations.</li> <li>• Clarity of the responsibilities of the Administration Director took place Job descriptions to be updated. Action JM</li> <li>• The Finance Director is to continue to maintain paddler registry.</li> </ul>
4.5.	5	Safety issues <ul style="list-style-type: none"> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>• Bridge to Bridge race- The question has been asked as to whether the organisers (Royal life saving assoc) are open to having rescue boats escort boats provided by the clubs/association to ensure safety of competitors. We are still awaiting a response. Rick to continue to liaise with the organisers. Action RS</li> <li>• A suggestion was made as to whether the inclusion of bilge pumps would improve safety.</li> </ul>
4.6.	5	Insurance for Board Members <ul style="list-style-type: none"> <li>• Identify what insurance, if any, is available for liability coverage of DBWA Board members.</li> </ul>	All insurance policies to be reviewed by JM and BC including director's indemnity coverage. Action JM BC
5.	2	Insurance for club paddlers <ul style="list-style-type: none"> <li>• Advise clubs &amp; Presidents that paddlers who do not become financial members after the 3-times paddling trial period are</li> </ul>	Action: <ul style="list-style-type: none"> <li>• All clubs to be given reminder that a paddler is not covered by insurance if not a member after participating in 3 training sessions.</li> </ul>

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		not insured.	<ul style="list-style-type: none"> <li>• There is a high risk for clubs if they are allowing paddlers to continue beyond 3 training sessions without coverage.</li> <li>• All clubs need to have sign off sheet to ensure safety and insurance coverage, there is a need to check what tools/ check lists clubs need to have to ensure they have covered all their requirements for safety. Action BC</li> </ul>
6.	3	Boats <ul style="list-style-type: none"> <li>• Boats due to arrive at end of August 2010.</li> <li>• Note that error in price was discussed with DBA. It was old information on website; DBWA accepts it was an error and is continuing under current price agreement.</li> </ul>	Noted Expected to be available Sunday the 29 <sup>th</sup> Aug
7.	1	Festival of Sport – City of Perth <ul style="list-style-type: none"> <li>• Update on status – email sent to clubs requesting corporate teams to be formed</li> </ul>	Noted
8.	5	Status of AusDBF Cultural Committee <ul style="list-style-type: none"> <li>• Discuss feedback and status update required.</li> </ul>	Letter to be sent to Debra Ree , regarding the status of the Cultural committee KP
9.	10	WADBA assets <ul style="list-style-type: none"> <li>• Cockburn has a proposal to put forth re: boat trailer.</li> </ul>	<ul style="list-style-type: none"> <li>• All assets are to be transferred to DBWA.</li> <li>• Agreed that any assets will be advertised to the clubs for expressions of interest</li> </ul>
10.	2	Coaching course <ul style="list-style-type: none"> <li>• Update on status – 4&amp;5 Sept 2010</li> </ul>	<ul style="list-style-type: none"> <li>• 20 registered to attend course</li> <li>• Sprit of Bunbury to be followed up Action BC</li> <li>• Department of Sport and Rec has provided \$2500 for the course</li> <li>• \$100 will be paid to the clubs once each participant has qualified</li> </ul>
11.		Other business arising	
11.1.	10	Procedures and guidance. <ul style="list-style-type: none"> <li>• Does DBWA require more information and guidance for the members?</li> <li>• What is appropriate level of guidance required?</li> <li>• How will DBWA create guidance (workshop, sub-committee, solo ‘champion’, etc)?</li> <li>• Action: identify who will work</li> </ul>	<ul style="list-style-type: none"> <li>• Suggestion that there be a list of referral sites for the clubs to consider for as an example the following topics; safety, constitutional development, coaching, Risk management, roles and responsibilities. Action DM</li> <li>• Place this on DBWA Web site</li> </ul>

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		on this task	
11.2.	10	10's racing at State Championships <ul style="list-style-type: none"> <li>• Proposal by Forza – 7 March 2011 in Bunbury – hold a 10's racing regatta and after-party.</li> <li>• Action: Discuss</li> </ul>	<ul style="list-style-type: none"> <li>• The Bunbury clubs have felt the loss of involvement in Bunbury regattas since the loss of allocation of grand Prix points for their events.</li> <li>• The City of Bunbury is promoting the water sports carnival again with funding being provided for events.</li> <li>• Proposal put forward for a 10's state championship regatta to be held in Bunbury on the Sunday with an after party on the Sunday night. State training could be held on the Monday morning.</li> <li>• Recommendation " That a document outlining the concept of the 10's state championships be developed for further consideration" moved RT seconded GM Action MK</li> </ul>
12.	3	Correspondence in <ul style="list-style-type: none"> <li>• Fremantle Swans DBC – letter 10 Aug 2010</li> </ul>	<ul style="list-style-type: none"> <li>• FSDBC letter discussed</li> <li>• Agreed by board that a review of the DBWA constitution relating to elements outlining the state bodies management of to club expulsions be undertaken.</li> </ul> Action KP
13.	3	Correspondence out <ul style="list-style-type: none"> <li>•</li> </ul>	
14.	5	Finance report <ul style="list-style-type: none"> <li>•</li> </ul>	Received, Moved RS seconded GM <ul style="list-style-type: none"> <li>• BC stated that she will be developing a financial plan for the coming year.</li> <li>• There is a need to change the signatories to the bank accounts. They being President, Financial Director, Vice President, Communications Director and Administration Director</li> <li>• Motion: the Finance Director arrange the deletion of all other previous Signatories for these positions Moved MB seconded RT</li> </ul> Action BC
15.	5	Communications Director's report <ul style="list-style-type: none"> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>• DM reported that there is a marketing plan being developed</li> <li>• That there is a need to conduct an online survey of the membership as to what they want from the sport. We need an incentive for participation</li> <li>• There are some clubs that need to develop web sites and we can</li> </ul>

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			<p>provide assistance</p> <ul style="list-style-type: none"> <li>Request to all board members to continue to look for opportunities to market the sport</li> </ul>
16.	20	Coaching Director's report <ul style="list-style-type: none"> <li>Coaching Panel EOI</li> <li>Sweep accreditation</li> </ul>	<ul style="list-style-type: none"> <li>Resolved that RS, JM and MK be the selection panel for the EOI for the coaching positions.</li> <li>That the advertisement as tabled with selection criteria be sent to the clubs</li> <li>The need to identify responsibility for sweep accreditation is yet to be resolved.</li> </ul>
17.	20	Operation Director's report <ul style="list-style-type: none"> <li>Regatta point scoring</li> <li>Develop 10's crew list form</li> <li>Additional race program – marshalling</li> <li>Toggle starts</li> </ul>	<ul style="list-style-type: none"> <li>A discussion regarding the 10's racing at regattas examined the impact of 3 races with a suggestion that they be reduced to 2 races, with the first being for the purposes of lane selection and grand Prix points in the second race which would be a final</li> <li>Recommendation that the program be distributed to all clubs for feed back to NM with 1 week of next board meeting.</li> <li>The toggle start for 500 metre races is ok; there is however difficulty with the 200 meter races as there is no cabling at the course at that point for toggle starts. There is however one at 250 meters and it was suggested that we race over 250 meters</li> </ul>
18.		General Business <ul style="list-style-type: none"> <li></li> </ul>	<ul style="list-style-type: none"> <li>DBWA Ordinary Member applications received from Hurricane Paddling; determinations completed.</li> <li>A proposal to purchase an outboard motor for the rescue craft at Champion Lakes is to be presented at the next meeting for the board's consideration. Action NM</li> <li>Discussion re the need to review the documentation from the strategic planning meeting to see that all items identified have been covered.</li> <li>Invite to attend Rules and regulations review meeting with ADBF</li> </ul>

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			discussed. Agreed that was important that a WA representative attend with recommendation that KP attends with return air fares to Sydney paid for by DBWA. Moved NM seconded JM carried

Next meeting
Date: 6th Oct 2010 Time: 6.00 pm
Location: Dept of Sport and Recreation, 246 Vincent Street, Leederville