

Dragon Boating WA Inc. Board Meeting – Agenda and Minutes

Location: Department of Sport and Recreation, 246 Vincent Street, Leederville
 Time / Date: 6.08 pm Monday , 6 December, 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	<ul style="list-style-type: none"> • Attendance requires correction (KP was there) Confirmed: Seconded:
4.		Business arising	
4.1.	5	Safety issues <ul style="list-style-type: none"> • Drummer's finger caught in shackle on toggle starts (Nov regatta) • St. Johns – not there at 2nd regatta – did give us notice 	<ul style="list-style-type: none"> • Be careful which side of the boat the toggle is picked up – can wind up with no slack in rope if not careful and can get paddle caught • Provide safety warning at sweep/coach meeting for toggle clips and float rope possibly getting swept up with paddle and hitting stroke or 2nd bench paddler • May need to investigate other options for St Johns – price and availability is an issue – need 2nd option if St Johns is unavailable • St Johns is booked for rest of regatta season • Laminated checklist required – use it at sweep/coach meeting to ensure all

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			address safety issues are addressed - <i>Action: NM</i>
5.		2 nd DBWA Regatta – debrief and discussion	<ul style="list-style-type: none"> • Really good camaraderie between teams • Lane 4 to lane 3 there is a distinct difference in depth of the toggle at the 500 m line • Toggles make positive difference to regatta – better, fairer, faster starts • Need to list the IDBF requirements for drumming – put in program • Need to put in advice on logging sweep hours into program • Put chairman of the jury and who is officiating on the program <i>Action: BC</i> • Need someone else to learn how to do starts – need an ‘all boats check’ after boats line up • Add the host club name on the program. <i>Action: BC</i> • Good MC’ing, but constant commentary between races makes it hard for paddlers to discern when info is important or not. Suggested that a bit of quiet moments would be good as it allows for clubs to hear the really important moments, and it is hard to hold club briefing when the PA is working, while other view was that the constant talk was entertaining for the spectators • State paddling time overlapped with set up of tents and venue – not all State paddlers able to attend due to other club and/or DBWA duties. Need to ensure the State training, briefings, etc do not conflict with regatta set up and execution. <i>Action: MK to follow up with State Coach and determine alternate times or solutions to avoid resource conflicts at regattas</i>
6.		Medals for 10s and States <ul style="list-style-type: none"> • BC 	<ul style="list-style-type: none"> • BC handed out quotes for medals • Medals handed out at Festival of Perth were really nice, very contemporary, excellent price • <i>Action: BC to ask about colours of medals available; DM to take photo of medal and send around -- board to make decision ASAP</i>
7.		State Team uniforms and DBWA polos	<ul style="list-style-type: none"> • About \$25 per shirt

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		<ul style="list-style-type: none"> BC 	<ul style="list-style-type: none"> Motion: BC – go for Premier Polo Seconded : DM Vote: unanimous pass State team shirts – Eureka Unisex Tee Motion: RS Second: BC Vote: unanimous pass
8.		Hosting a regatta <ul style="list-style-type: none"> BC 	<ul style="list-style-type: none"> New rules and regs for regattas from regatta centre, e.g. parking, food handling (gloves), etc Action: BC working to get in place Action: NM to forward ‘cheat sheet for regattas’ Designated parking for trailers - Action NM Request has been made to have liquor licence at regattas – Motion KP: denied (duty of care, not in line with philosophy of sport) Second: RS Vote: unanimous
9.		Medical clearance to paddle <ul style="list-style-type: none"> DM 	<ul style="list-style-type: none"> DM to draft list of questions for a doctor to complete should a club have concerns regarding the medical fitness of a paddler.
10.		Updates	
10.1.	10	Procedures and guidance <ul style="list-style-type: none"> KP update 	<ul style="list-style-type: none"> No change – need to review what is already available from other sources Need guidance on dealing with individuals who are unfit to paddle (duty of care)
10.2.	10	10’s racing at State Championships <ul style="list-style-type: none"> 	<ul style="list-style-type: none"> No major changes. MK has provided some bulletin updates Clubs need to get on to accommodation ASAP as hotels are booking out quickly.
10.3.	1	Insurance for Board Members <ul style="list-style-type: none"> JM -Update on Director’s indemnity coverage to be put in place. 	<ul style="list-style-type: none"> No change.
10.4.	1	Festival of Sport – City of Perth <ul style="list-style-type: none"> Debrief 	<ul style="list-style-type: none"> Thanks to Anne Clayworth and Vic Fazakerley who organised event Well run event, went smoothly and ahead of time Calm water made great paddling conditions but it would be a challenge if the weather was worse – would significantly affect the success of the event

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			<ul style="list-style-type: none"> • Corporate teams genuinely seemed to enjoy themselves • Deputy Lord Mayor John Tornogolini assisted with medal presentation, and advise DBWA that he felt it was the best event he had seen so far at the Festival, as it was a good spectator sport • It would be good to encourage these corporate teams to attend the January regatta • It is up to clubs to manage membership for corporate teams. To discuss at Presidents meeting
10.5.	2	Status of AusDBF Cultural Committee <ul style="list-style-type: none"> • BC update - Viv Wigg keen to take on role endorsed by members 	<ul style="list-style-type: none"> • BC – contact Viv Wigg and confirm whether she wants to take on this role, and if she accepts, provide her with the necessary AusDBF information • Confirmed
10.6.	2	WADBA assets <ul style="list-style-type: none"> • DM update - Finalisation with department of Commerce requirements underway 	<ul style="list-style-type: none"> • Still underway. • There may some additional boats coming from old Wombats crew – currently stored at Ascot. • All WADBA items will be listed and provided to DBWA once windup has legally occurred.
10.7.		Champion Lake outboard <ul style="list-style-type: none"> ○ NM update 	<ul style="list-style-type: none"> • Neville proposing we purchase a 20HPH motor with a prop guard for safety. Price is \$ 1300 plus \$600 for the prop guard. • <i>Motion:</i> Neville be given authority to purchase a 4 stroke motor and prop guard up to the value of \$3000 inc GST. • <i>Moved:</i> BC • <i>Seconded:</i> KP
10.8.		Strategic Plan <ul style="list-style-type: none"> • KP update 	<ul style="list-style-type: none"> • Committee has not yet had an opportunity to revisit the strategic plan • KP to recirculate Strategic Plan to Board for comments
10.9.		AusDBF Rules and regulations <ul style="list-style-type: none"> ○ KP update 	<ul style="list-style-type: none"> ▪ Response to AusDBF regarding concerns including requirement for approval by AusDBF board for rules changes required ▪ Motion was put forward to AUSDBF and now AUSDBF have removed motion and will follow correct procedure for constitutional changes
10.10.		Member Protection Information Officer <ul style="list-style-type: none"> ○ JW update 	<ul style="list-style-type: none"> • JW reported that we need both a male and female representative

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			<ul style="list-style-type: none"> • <i>Action:</i> JW to approach John Beinke about being a male representative
11.		Corporate restructure AusDBF <ul style="list-style-type: none"> • KP update 	<ul style="list-style-type: none"> • Have requested documentation detailing the changes made to AusDBF Constitution, but have yet to receive this document • AusDBF putting the restructure on hold until AGM (at Nationals, end of March)
12.		Rottnest 100 year celebration Invite <ul style="list-style-type: none"> • DM update 	<ul style="list-style-type: none"> • Officially 100 days from 7 June to 14 Sept 2010 • Boats on barge to go across • Business sponsorship would help bring corporate teams over • Mix of clubs and corporate teams • <i>Action:</i> DM to look at dates, find someone to organise logistics, figure out ways of targeting media and audience
13.		Presidents Meeting <ul style="list-style-type: none"> • KP update 	<ul style="list-style-type: none"> • KP to organise
14.	3	Correspondence in <ul style="list-style-type: none"> • 	None
15.	3	Correspondence out <ul style="list-style-type: none"> • 	None
16.	5	Finance Director's report <ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> • Financial report provided <i>Moved:</i> KP <i>Seconded:</i> RS
17.	5	Communications Director's report <ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> • Main focus is updating website • Working on Rottnest event logistics as next major community engagement • Responded on the Sport Expo – not a valid opportunity for us in 2011
18.	20	Coaching Director's report <ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> • Many people appear interested in State team, however this does not correspond with the EOIs received. • MK will look at taking EOI to trainings • Board to consider and discuss at January 2011 meeting as to any level of subsidisation for state team • Board does pay for uniforms for State Team • Thanks to GM for running the sweep accreditation day on 28 November 2010 • Confirmed that sweeps that have already been accredited in the past, do NOT need to sweep for 4 races over 2 regattas. • New or 'provisional' sweeps must

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			<p>sweep for 4 races over 2 regattas to move to be fully accredited.</p> <ul style="list-style-type: none"> • MK to confirm all of the rules relating to the various sweeping levels • It was noted at the Regatta on 5 December that some clubs were approaching other club's members to entice them to paddle for their club in order to attend the Nationals. At the State team meeting on 5 December regatta, the views of DBWA Board appeared to be misrepresented to paddlers by Marco Celenza. • It was discussed and agreed that "poaching" of paddlers was not in the spirit of the sport. • <i>Action:</i> 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. • <i>Action:</i> KP to 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 misunderstandings. This correspondence to be noted. • 13 paddlers from WA are trying out for the National team which is an excellent result. • For 2011, DBWA will be unable to subsidise the cost of WA paddlers to attend the National Training camps in 2010/11 season. • <i>Action:</i> BC and remainder of Board to forward any suggestions on funding opportunities to DM for posting on website • Issue regarding some clubs possibly not 'allowing' their juniors not to attend State team or go to Nationals. • <i>Action:</i> MK to prepare email to go to all juniors offering opportunity to attend Nationals and MK to speak with the Club in question
19.		<i>Operation Director's report</i>	<p>See above for key regatta notes</p> <ul style="list-style-type: none"> • Finishing tower has not been passed by Armadale City Council • DBWA has requested access to the

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			timing gear – still under negotiation
20.		General Business Signage on Fremantle Boats	<ul style="list-style-type: none"> • DBWA approved the Fremantle boat signage as being in accordance with IDBF • DBWA to confirm with Hurricane on the requirements relating to their boat signage • DBWA approved the Cockburn boat signage as being in accordance with IDBF • Refinishing boats – some boats at regatta were in poor condition. <i>Action:</i> KP to send email to clubs regarding expectations on care of boats • Some concerns regarding warranty on the new boats – some issue with leakage
21.		Cox Vox/Cox Mates	<ul style="list-style-type: none"> • Marco has requested use of Cox Vox for State training via Cockburn. • Marco to put in formal request to DBWA with costing

Next meeting	
Date: Monday 10 January 2011	Time: 6.00 pm
Location: Dept of Sport and Recreation, 246 Vincent Street, Leederville	