

Dragon Boating WA Inc. Board Meeting – Agenda and Minutes

Location: Department of Sport and Recreation, 246 Vincent Street, Leederville
 Time / Date: 6.00 pm Wednesday, 6 October, 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	<u>Welcome</u>	Done
2.	1	<u>Attendance / apologies</u>	As indicated above
3.	1	<u>Confirmation of Minutes from previous meeting</u>	<ul style="list-style-type: none"> Note Change of Recommendation item 11.2 to read “ Board supports the running of a 10’s State Championships in Bunbury and the board be now be provided with an plan for the championships by MK Confirmed: KP Seconded: DM
4.		<u>Business arising</u>	
4.1.	1	Constitution	Approval received from Dept of Commerce (effective date 08 September 2010), with some recommendations for minor amendments for next AGM. The Draft is still on Web site, need to load new version. Action KP
4.2.	1	Schedule of fees <ul style="list-style-type: none"> New fee structure in place. See minutes of AGM, 5 August 2010. It was noted at AGM that the fee rise was insignificant and would possibly not be enough 	Discussion re the responsibility of ensuring compliance with Not-For Profit objectives. Any review of fees will need to be backed by the development of a business case. To be listed as an agenda item for March 2011.

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		to cover future costs. <i>Question:</i> should we revisit the fee increase at later date?	
4.3.	15	Roles and responsibilities of DBWA members <ul style="list-style-type: none"> • Discuss roles, responsibilities (see General Regulations). • 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 & Communications Director). 	<ul style="list-style-type: none"> • Finance director is to maintain Member register. Job description for Admin director to be updated. BC and JM to move mail box to Leederville
4.4.	5	Safety issues <ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> • Bridge to Bridge race- The safety boat has been confirmed. • the inclusion of bilge pumps will improve safety. • Rick to continue discussions with the organisers Action RS
4.5.	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. 	Current insurance policies to be maintained with existing broker Other potential coverage requirements including director's indemnity coverage to be further investigated . Action JMBC
4.6	2	Insurance for club paddlers <ul style="list-style-type: none"> • Advise clubs & Presidents that paddlers who do not become financial members after the 3-times paddling trial period are not insured. 	<ul style="list-style-type: none"> • Action BC, JM
4.7	3	Boats <ul style="list-style-type: none"> • Boats due to arrive at end of August 2010. 	Boats delivered, some damage, awaiting advice that all repairs completed prior to final payment.
4.8	1	Festival of Sport – City of Perth <ul style="list-style-type: none"> • Update on status – email sent to clubs requesting corporate teams to be formed 	Clubs to arrange corporate teams
4.9	5	Status of AusDBF Cultural Committee <ul style="list-style-type: none"> • Discuss feedback and status update required. 	Request place to current rep re the status of the Cultural committee follow up required Action KP
4.10	10	WADBA assets <ul style="list-style-type: none"> • Cockburn has a proposal to put forth re: boat trailer. 	<ul style="list-style-type: none"> • All assets are to be transferred to DBWA. • Agreed that any assets will be

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			<p>advertised to the clubs for expressions of interest.</p> <ul style="list-style-type: none"> • Awaiting the finalisation of department of Commerce requirements prior to knowing full extent of what assets will be available. <p>Action: DM act as liaison</p>
4.11	2	<p>Coaching course</p> <ul style="list-style-type: none"> • Update on status – 4&5 Sept 2010 	<ul style="list-style-type: none"> • \$100 will be paid to the clubs once each participant has qualified
5.		<u>Other business arising</u>	
5.1.	10	<p>Procedures and guidance.</p> <ul style="list-style-type: none"> • Does DBWA require more information and guidance for the members? • What is appropriate level of guidance required? • How will DBWA create guidance (workshop, sub-committee, solo 'champion', etc)? • Action: identify who will work on this task 	<ul style="list-style-type: none"> • Ongoing work required Action KP
5.2.	10	<p>10's racing at State Championships</p> <ul style="list-style-type: none"> • Proposal by Forza – 7 March 2011 in Bunbury – hold a 10's racing regatta and after-party. • Action: Discuss 	<ul style="list-style-type: none"> • 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. • Recommendation to clubs to arrange accommodation as earlier the better. • Entertainment being arranged • Race format being developed • Planning continuing Action MK
6.	3	<u>Correspondence in</u>	
		•	
7.	3	<u>Correspondence out</u>	
		•	
8.	5	<u>Finance report</u>	
		•	<ul style="list-style-type: none"> • Financial report provided Received, Moved RS seconded GM • Signatories on the bank account updated
9.	5	<u>Communications Director's report</u>	
		•	<ul style="list-style-type: none"> • Apology
10.	20	<u>Coaching Director's report</u>	
		<ul style="list-style-type: none"> • Coaching Panel EOI • Sweep accreditation 	<ul style="list-style-type: none"> • RS, JM and MK as the selection panel for the EOI for the coaching positions have concluded the assessment of the applications

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			<ul style="list-style-type: none"> • The successful applicants were, Head Coach Marco Celenza, Assistant Coach Sue Roberts. Junior Development Coach Wade Spackman. • WA Sweep panel- EOI presented • Sweeps require First Aid certificates for insurance purposes.
11.	20	<p><u>Operation Director's report</u></p> <ul style="list-style-type: none"> • Regatta point scoring • Toggle starts 	<ul style="list-style-type: none"> • A discussion regarding Feedback on race programs for coming season. • Due to amount of issues that need to be discussed, a sub committee is to meet in Mandurah on Monday the 11th Oct. • 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, NM continues to look at the options available • The weight of the new boats needs to be checked as there appears to be a difference to the existing fleet. GM to check the requirements for additional weights prior to the first regatta
12.		<u>General Business</u>	
12.1		<ul style="list-style-type: none"> • Champion Lake outboard 	<ul style="list-style-type: none"> • A proposal to purchase an outboard motor for the rescue craft at Champion Lakes discussed briefly, concerns about the cost, 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 at the next meeting.
12.3		<ul style="list-style-type: none"> • AusDBF Rules and regulations 	<ul style="list-style-type: none"> • KP attended Rules and regulations review meeting with ADBF in Sydney on 11/12 Sept 2010 • Outlines the suggested changes eg one club rule for competitors • Lengthy discussion on the impact of introduction of 10's racing in national championships. Specifically potential limitations on WA teams being able to compete due to uncertainty of

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			<p>getting a place in short list of 10's clubs competing.</p> <ul style="list-style-type: none"> • Response to AusDBF regarding concerns including requirement for approval by AusDBF board for rules changes required. Action KP
12.4		<ul style="list-style-type: none"> •State Rep awards 	<ul style="list-style-type: none"> • Advice from Sport and Rec on recognition of first time representatives by athletes and officials such as coaches and managers at national championships representing WA • Agree that application should be made for certificates for all who are competing in coming events and haven't previously received any recognition. It is only awarded once. Action BC
12.5		<ul style="list-style-type: none"> •Member Protection Officer 	<ul style="list-style-type: none"> • Dept Sport and Rec have training for Member Protection Officers coming up JW to attend.
12.6		<ul style="list-style-type: none"> •Wheelchair sports event Champion Lakes Dec 5 	<ul style="list-style-type: none"> • BC advised that there is an additional event that the clubs and paddlers need to be aware of and take additional care on the 5th of Dec
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 members
12.8		<ul style="list-style-type: none"> •Rottnest 100 year celebration Invite 	<ul style="list-style-type: none"> • DBWA invited to have racing at Rottnest for 100 year celebration • Boats will be taken over by barge • To be followed up by DM
12.9		<ul style="list-style-type: none"> •Corporate bookings enquiries 	<ul style="list-style-type: none"> • Discussion regarding how enquiries for booking be handled including equity of opportunity for clubs for get access to events. • Recommendation from board is that <ol style="list-style-type: none"> 1. Enquiry be sent to all clubs , with fixed date to respond directly to the person enquiring. 2. DBWA advise enquirer of the date that applications will be sent to them by 3. Up to the enquirer to then negotiate directly with clubs for event. • Concerns raised about some events where alcohol is involved and clubs need to be aware of their insurance risks if they hold an event and don't comply with policy requirements and

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			<p>the potential risk of not being covered.</p> <ul style="list-style-type: none"> • There is a \$3 per day payment requirement for each competitor for insurance cover payable to DBWA
12.10		•Presidents Meeting	<ul style="list-style-type: none"> • KP to organise
12.11		•Borrowing of Boat by Albany for Bridge to Bridge	<ul style="list-style-type: none"> • Approved by all present
12.12		•City of Perth Corporate event	<ul style="list-style-type: none"> • BC to look at trophy requirements
12.13		•2010 Sports and Officials awards	<ul style="list-style-type: none"> • not discussed
12.14		•Trophy for Bridge to Bridge	<ul style="list-style-type: none"> • Agree to have trophy • BC to arrange

Next meeting	
Date: 1st Nov 2010	Time: 6.00 pm
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