

Dragon Boating WA Inc. Board Meeting – Minutes – version 2

(Revised to include Paula Cottingham in attendance)

Location: Department of Sport and Recreation, 246 Vincent Street, Leederville

Time / Date: **6.00 pm** **Monday, 7 November 2011**

INVITEES		MINUTES	
<i>President</i>	Kristin Priest (KP)	In attendance	Apologies
<i>Deputy President</i>	Rick Salisbury	X	
<i>Administration Director</i>	Barbara Clarkson	X	
<i>Finance Director</i>	Cherie Cobban	X	
<i>Communications Director</i>	Vacant	X	
<i>Operations Director</i>	Vacant	X	
<i>Coaching Director</i>	Mark Kusin (MK)	--	
<i>General Board Member</i>	Rex Tindal (RT)	X	
<i>General Board Member</i>	Paula Cottingham (PC)	X	
<i>General Board Member</i>	Graeme Smith (GS)	X	--

Item No.	Topic	Raised by	Meeting minutes	Action by	Task	Due Date	Status
1.	Administration						
1.1.	Welcome	KP	Welcome new board member, Graeme Smith	-	-	-	-
1.2.	Attendance / apologies	KP	As above.	-	-	-	-
1.3.	Confirmation of Minutes from previous meeting	KP	Confirmed: Rick Salisbury Seconded: Paula Cottingham	-	-	-	
2.	Business Arising						
2.1.	Vacant Board positions	KP	Operations Director and Communications Director positions remains vacant.	All	Noted		
2.2.	Coaching position – Categories	RS	Context: State team survey results (2010/11) indicated that coaches/assistant coaches for the individual crews was desired. Although reviews of the head coach were generally positive, members noted that his time was limited with each crew and	MK	Mark Kusin to liaise with Marco re an EOI. Level 1 coaching accreditation ideal. Define Sue	2/12/11	

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			<p>as such a dedicated coach was preferred.</p> <p>Proposed requirements: 1) The State head coach would remain responsible for overseeing the State training, under the direction of the DBWA Coaching Director. 2) Crew coaches would report to the head coach. 3) Crew coaches would have responsibility for developing their crew(s) in accordance to the training plan specified by the head coach. 4) The DBWA Code of Conduct will apply at all time – egos are to be left at the door. 5) Define duties of crew coaches. 6) Issue an EOI for the crew coach position(s).</p> <p>Motion: Assign team crew coaches for the Nationals.</p> <p>Vote: Unanimous</p>		Roberts role as assistant women’s coach.		
2.3.	Coaching/Coordinating position – Regional	RS	<p>Context: State team survey results (2010/11) indicated that coaches/assistant coaches for the individual crews was desired. It is reasonable to expect this approach would also be desired by regional members. Without a specified coach or coordinator, it will likely be more difficult for clubs to quickly identify and organise teams for the Nationals. It is believed a coordinator will improve the chances of a regional team being represented at the Nationals.</p> <p>Motion: Issue an EOI for a coach, or at least a coordinator, to organise the regional team for the Nationals</p> <p>Vote: Unanimous</p>		DBWA to issue the EOI. Mark Kusin to send out with coaching EOI.	2/12/11	
2.4.	Decision making requirement - Operations Director	KP	<p>Context: The Operations Director position is vacant, yet there are requirements for certain decisions to be made by the person holding this role (e.g. determining if a club may borrow a female sweep from another club at a regatta). To avoid any potential confusion and ambiguity that may occur, a Board Member should be granted authority to fulfil the decision making role that</p>				

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			<p>would normally be held by the Operations Director for these specified issues. This authority would be terminated upon the approval of someone to the Operations Director position.</p> <p>Motion: To grant DBWA Board member Rex Tindal the authority to make decisions on issues which specify the Operations Manager as responsible for making a determination.</p> <p>Vote: Unanimous</p>				
2.5.	Communication Strategy for State Team	MK	<p>Context: With 5 potential main sources of information for members of the State Team DBWA needs to develop a communication strategy that is efficient, consistent and transparent. The likely sources of information are –</p> <ul style="list-style-type: none"> • AusDBF releases to DBWA generic email address • DBWA Board • Coaching Director • State Head Coach and • State Team Manager <p>It is recommended that one position be responsible for communicating with all members of the State Team.</p> <p>The position best placed to undertake this task is the State Team Manager as this position will retain all State Team member’s details and also needs to be fully conversed with all information and decisions relating to the team. The State Team Manager will be responsible for keeping the list of names, contact details etc for the members of the team.</p> <p>If anyone wishes to communicate with members of the State Team the email must be passed to the State Team Manager.</p> <p>Motion: DBWA to authorise the State Team Manager as the person officially responsible for</p>	PC			

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			communication with the State Team. Vote: Unanimous				
2.6.	State Team – selection (time allocated: 45 min)	KP	<p>Context: The State team survey results (2010/11) indicated various concerns and suggestions including: a) pre-set training dates, b) crew selection (versus accepting anyone who is available), c) train in selected seat positions, d) more dedication from crew mates to attend training, e) inconsistent fitness levels amongst paddlers, f) requests for Great Grand Dragon (GGD) crew, g) requests for women’s team.</p> <p>Proposal: DBWA Board to discuss the feedback from the State Team survey, the image of the State Team, the criteria for acceptance into the State Team and the administration of the State Team training program.</p> <p>Desired outcomes: 1) Decide on what criteria will be used for selection of the State Team for the 2012 Nationals, 2) determine how the State Team training will be administered, 3) identify and implement measures in response to survey feedback.</p>		Training dates to be set in advance. No state training at regattas. Crews to be selected on merit, not simply to make up numbers. Have an attendance register. Enter teams that can potentially make a final. Possible training camp at Bickley.		
2.7.	Grand Prix Regatta	KP	Ensure all required logistics for the regatta have been adequately addressed.	RT			All organised
2.8.	Rescue boat and trailer	RT	<p>Update: RS, RT & John Beinke installed ventilation system in roof of DBWA container in prep for storage of rescue boat motor and fuel. Canopy installed on rescue boat. Boat motor with shroud, motor trolley, gaff, bathyscope etc purchased & fitted with storage now in DBWA container. Megaphone purchased to replace unrepairable megaphone. RS is arranging for electrical gear in DBWA trailer to be tagged in prep for 1st regatta.</p>	BC	Registration to be updated to show DBWA as owner		
2.9.	Insurance	BC	Email to all clubs asking for requirements for marine insurance. Due to insurer by 19 October.	BC			Done
2.10	State Team	MK	Issue re coaches for state teams. Agreed to wait	MK			1st call for EOI issued - closing

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			<p>until the paddler EOI's are returned to see the make-up of the state team. Mark advised that he was waiting for feedback from Marco. EOI will be sent out in the next week with a first cut-off date of 14 November with a second EOI on 12 December.</p> <p>Request to AusDBF re Tens in the state team program.</p> <p>State Team Manager - Paula Cottingham</p> <p>Uniforms – Paula to investigate options.</p>				<p>date 14/11/2011.</p> <p>State Head Coach (M Celenza) has been asked to comment on State Team Communication strategy, provide an update on training etc.</p> <p>He has also been asked by Serge Cucsá (AusDBF) to conduct the assessments for Aurora team in November.</p>
2.11	Bayswater Community Fair	BC	Chase up clubs for entries, both club and corporate. Rex and Barb to sort out logistics along with Dominique Mecoy and advise.	BC	Administration Director to send email to clubs asking for volunteers		<p>Entries have been received from clubs as follows:</p> <p>Corporates: Cockburn – 4, Freo – 2, Amazons – 1,</p> <p>Clubs: Amazons – 1, Fremantle – 1</p>
2.12	Mid year meeting in Melbourne 17-18 September.	BC	Briefed the meeting re two day meeting in Melbourne.		BC to contact AusDBF re national branding for State Team uniforms		Email sent to Kel Watt, but no reply.
2.13	City of Perth Regatta Chinese New Year	BC	<p>Oz Celenza and Rick Tin have provided costs for a budget. Barb to meet with Dominique Mecoy to check out costings. Find out City of Perth's cut-off date for budget process.</p> <p>Motion: Regatta to be targeted for 2013 due lack to time for planning for 2012.</p> <p>Vote: unanimous</p>	BC	Organise a separate committee to progress the event		Preliminary estimate done. Progressing.
2.14	Motor for rescue boat	RS	Champion Lakes Boating Club advised that all motors must be 4 stroke. Rick advised Aquasports offered the best deal for a 15hp 4 stroke, with shroud was approximately \$3,800. The \$3,500 originally approved was insufficient to cover costs. Paula advised that she has access to second motors – approved that the purchase of up to \$4,000 for boat motor, once Paula gets back to the board with				Further review by Paula determined proposal not suitable. Purchased one four-stroke 15 horse power Mercury outboard with 15in leg and safety cage fitted over propeller. Total cost \$4120 (approved by Board).

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			another proposal.				Picked motor up on 25 Oct 2011.
2.15	Finance report	CC	Tabled	CC			
3.	Correspondence in						
3.1.	Corporate regatta	BC	Enquiry from Charles Manning from Face the World consultancy. Looking for a corporate day for Tuesday 15 November for up to 140 paddlers. Email sent to all clubs advising if anyone interested to contact Charles Manning.				Cockburn have taken on the event. On 25 Oct organiser queried insurance. Must advise Cockburn to organise insurance and paddlers sign a waiver.
3.2.	Telethon Splash	KP	Approach from event organisers on behalf of Telethon splash. Event on Garden Island on 18 March.	KP	Generic flyer Possible State Team paddling Further info required.		Ongoing
3.3.	Associations Liability Insurance	BC	Motion: That DBWA renew their Associations Insurance with OAMPS. Cover \$2M. This new policy offers clubs affiliated with DBWA the same cover for \$140 upon production of financials less than 6 mos old and completion of an application form. Vote: Unanimous	BC	BC to advise clubs of \$140 offer for affiliation cover		
4.	New business						
4.1.	Bank signatories	BC	The board agreed to delete John Murray and Jane Wright as signatories to the cheque account and add Rick Salisbury and Cherie Cobban. The requirement for two signatures per cheque has not changed.	CC	Cherie to lodge new signatures with the bank.		
4.2.	Regatta – 13 November	RT	Fremantle are hosting the first regatta. RT, RS and PC are going to Champion Lakes on Sunday 9 October to check out the systems as it is their Come and Try Day. Entry form to be circulated minimum 2 weeks prior to event. Regatta checklist reviewed. Presentation of Level 1 coaching certificates. Gear in the trailer tagged.	RT			RT attended and did stock take of DBWA container and reviewed requirements for rescue boat (canopy, trailer lights, registration etc).

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4.3.	Barbecue	CC	The board agreed in principle to purchase a barbecue. Need to consider storage at Champion Lakes and cost. Will investigate further.	PC/CC			Barbecue purchased for \$347.90. To be constructed at Champion Lakes on 12 Nov
4.4.	Boat roster	RT	Rex to circulate within the week	RT			Done
4.5.	St Johns Ambulance	RT	Barbara to confirm that regatta bookings have been made	BC			Bookings had not been made. Received quote of \$425 per regatta.
4.6.	Volunteer Co-ordinator	PC	P Cottingham agreed to take on the role of Volunteer Co-ordinator. She has met with Di Ash who has assisted her with information. An email to go to all clubs advising requirement for each club to supply 2 volunteers at every regatta.	PC/BC			Done – volunteers requested for 1 st regatta

Meeting close:	8.30pm
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Next meeting	
Date:	Monday, 5 December 2011 Time: 6.00 pm
Location:	Dept of Sport and Recreation, 246 Vincent Street, Leederville