

Dragon Boating WA Inc. Board Meeting – Minutes

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

Time / Date: **6.00 pm** **Monday, 1 August 2011**

INVITEES		MINUTES	
		In attendance	Apologies
<i>President</i>	Kristin Priest (KP)	X	
<i>Deputy President</i>	Jane Wright (JW)	X	
<i>Administration Director</i>	(Vacant position)	--	--
<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>	Rick Salisbury (RS)	X	
<i>General Board Member</i>	(Vacant position)	--	--
Guests	--	--	--

Item No.	Topic	Raised by	Meeting minutes	Action by	Task	Due Date	Status
1.	Administration						
1.1.	Welcome	KP	Done	-	-	-	-
1.2.	Attendance / apologies	KP	As indicated above	-	-	-	-
1.3.	Confirmation of Minutes from previous meeting	KP	Confirmed: BC Seconded: MK	-	-	-	
2.	Business Arising						
2.1.	Paddler transfers	MK	Board discussed and agreed that the signature of President/nominee of the paddler's original club, plus signature of the President/nominee				

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			<p>of the new club, plus the paddler's signature should all be mandatory on all transfer forms, both during the membership year and for the 12 months following expiry of membership with any given club. The purpose of the policy is to encourage and support team development and consistency, and minimise the potential for 'super teams' to be created.</p> <p>RS - Motion: To accept, in principle, the Transfer of Membership policy (minor revisions and formatting to be made) RT – Seconded Vote: Passed</p>				
2.2.	Dual membership	MK	<p>Board discussed and agreed that the Regional and Junior Membership Policy should be adopted, as it promotes regional growth and development of clubs.</p> <p>MK – Motion: to accept, in principle, the Regional and Junior Membership Policy (minor revisions and formatting to be made) RT – Seconded Vote: Passed</p>				
2.3.	General Regulations / policy	MK	<p>Board agreed that a series of targeted updates to the General Regulations will facilitate the completion of the required changes, and will allow members to adjust to the new requirements in manageable increments.</p> <p>The first milestone will be to update the duties of board members, and add the transfer of membership clause, as well as the Regional and Junior membership clause.</p>	All	Review draft General Regulations, submit to BC by Friday 5 August. Board vote will follow.	5 August	
2.4.	Fees	BC	Financial details have been calculated. Due to increased costs for regattas (e.g. St Johns) and expected increased costs for future improvements (e.g. pontoons), the Board	RT	RT to update hosting guideline, to provide more specific details for duties.		

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			<p>decided that in order to minimise the increase to paddler fees, the regatta hosting fee would be reduced.</p> <p>Board agreed that the process for selecting the host clubs will be as follows:</p> <ol style="list-style-type: none"> 1. An EOI for hosting will be sent out to clubs. 2. A deadline for EOIs will be set. 3. Clubs will be permitted to select their 1st choice date and 2nd choice date for hosting. 4. Upon passing of the deadline, DBWA will review the submissions and fit clubs to dates accordingly. 5. In the event of conflict of dates, or too many interested clubs, the names will be drawn out of a hat to determine which teams will host the regatta(s). <p>BC – Motion – Regatta hosting fee will be \$500 KP – Seconded Vote: passed</p>		BC – aim to include explanation about hosting fee changes in the email for the hosting EOI.		
2.5.	2010 AGM minutes	KP	2010 AGM minutes must be tabled at 2011 AGM	JW	Ensure minutes are ready for AGM	DONE	
2.6.	Vacant Board positions	BC	<p>Confirmation of vacancies against requirements of Constitution. Positions for election are:</p> <ul style="list-style-type: none"> * Deputy President (2 years) * Administration Director (2 years) * Operations Director (2 years) * 2 x Elected Board members (2 years) * Communications Director (1 Year) <p>There is a possibility that the Finance Director position will become available, depending on the nomination and potential movement of</p>				

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			Board members. The availability of this position will not be known until the AGM. The Notice of AGM will note this potential position so members have an opportunity to consider it.				
2.7.	Insurance	KP	Require confirmation as to what current insurance requirements are in place (e.g. need to have sweep in boat, or the coach in boat during training?) **Note: this point is held over from the previous minutes, but not discussed at the meeting of 1 Aug 2011	BC	Contact insurance agent and determine requirements		
2.8.	Proxies	BC	Requirements for proxies needs to be clarified	KP	Check Constitution	DONE	
2.9.	AGM Director Reports	BC	Required for AGM Board Report	all	Send reports to BC	DONE	
2.10.	AGM documents	BC	Documents to go out this week	KP/BC	Documents ready to go, only making small formatting corrections		
2.11.	Fees	BC	<p>The Board reviewed the financial records and discussed fee structure.</p> <p>RT – Motion: \$55 fee for Ordinary Members Seconded: MK Vote: Passed</p> <p>RT – Motion: \$390 fee for Club Members Seconded: RS Vote: Passed</p> <p>KP – Motion: \$160 fee for regattas, 20s boat \$80 fee for regattas, 10s boat \$55 fee for regattas, 2,000 m race Seconded: NM Vote: Passed</p> <p>RS – Motion: \$80 fee for regattas, Junior20s boat \$40 fee for regattas, Junior10s boat</p>				

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			\$0 fee for regattas, Junior 2,000 m race (i.e. free) * Note: no regatta fees for Juniors unless 3 Junior crews are participating per category Seconded: JW Vote: Passed				
2.12.	DBWA Survey	DM	State team questionnaire results received	DM	Send survey results to Marco Celenza, Sue Roberts, Paula Cottingham and request feedback by 31 July.	DONE	
3.	<i>Correspondence in</i>						
3.1.		BC	30/06/11 – Dept of Sport & Rec (DSR) – Sport and Recreation Funding Approval				
3.2.		BC	20/05/11 – DSR - \$20 Million for Community Sport and Recreation				
3.3.		BC	13/06/11 – DSR – “SD5” brochure				
3.4.		BC	?/?/11 – DSR – Volunteer Information Resource Kit				
3.5.		BC	?/?/11 – ARA – Armadale Annual Report				
3.6.		BC	?/?/11 – Australian Masters Games South Australia brochure				
4.	<i>Correspondence out</i>						
4.1.		BC	01/08/11 – email to clubs requesting nominees for coaching course				

Meeting close:	9.00 pm
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Next meeting	
Date: Monday, 5 September 2011	Time: 6.00 pm
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