

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, 11 April 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>	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>	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: KP Seconded: BC	-	-	-	
2.	Business Arising						
2.1.	Resignation – Gary McDougall	KP	Accepted – 9 February 2011	KP	Email sent accepting resignation 9 Feb 2011		DONE

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2.2.	Vacant General Member position – board to determine next actions	KP	Motion: seek EOI for vacant position Passed: unanimous	BC	BC to write email, ask for short EOI	20 April	
2.3.	Debrief – State Team at Nationals in Canberra 31 March 2011	KP	* Need to continue State Team development during the winter * Congratulations to Marco Celenza in his role as head coach, and to Paula Cottingham for her role as Team Manager * Need to address discrepancy with AusDBF and States entering 2 boats in the State races * Need to request feedback from paddlers * Ask Marco for his plan for 2012 * Development of regional teams for Nationals – must be greater than 100 km from Perth * State shirt – was a suggestion from paddler to have just a single shirt without the year on it * Need to provide feedback to AusDBF re: refund of money, photo quality, scratched races for last day, radio station, number sign for races, need updated electronic equipment	MK	MK – identify dates for State training, ask paddlers for feedback		
2.4.	Safety issues	KP	Incident: boat crash, drummer entering water and paddler injuring finger during start of 1,000 m race at State 10s Championships in Bunbury on 6 March 2011	MK	MK has provided report (11 Apr) – DBWA board members to review and comment by due date	25 April	
3.	Outstanding actions						
3.1.	All board members to review strategic plan during February	KP	Need separate time for discussion, suggest April after Nationals at board meeting, start feedback now.	ALL	See point 6.1, below	18 April	
3.2.	John Beinke – male Member Protection Information Officer representative	KP	Update: has he accepted position?	JW	Need update from JW		Update unavailable

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3.3.	Sweep rules and accreditation	KP	Update: status of progress – how many sweeps have been accredited, is there a log book, have clubs been notified of requirements?	MK	Update: info will be available on website. Now 46 accredited sweeps; register available. Email should be coming out shortly to all State reps from AusDBF. Planning to do certificates.		
4.	Updates						
4.1.	Correspondence in	JM/BC			None		
4.2.	Correspondence out	JM/BC			None		
4.3.	Finance Director's report	BC	Financial report provided <i>Moved</i> : NM <i>Secinded</i> : RT	BC	Look at investing in term deposits or other appropriate fund		
4.4.	Communications Director's report	DM	* draft proposal sent to Rottnest * working on website				
4.5.	Coaching Director's report	MK	* note sweep discussion * will follow up on coaching course students * duty of care – use trained coaches	MK	Remind coaches to finish their courses		
4.6.	Operation Director's report	NM	* nothing to report, DBWA trailer is at Bunbury at the moment (stock check) * Champion Lakes will provide timing training for finishing tower *RT: Fremantle has a marquis tent for sale - \$300 Motion: DBWA purchase tent for \$300 Passed: unanimous *RT: Ask John Beinke about the Postcards WA interview – he has a DVD which is good *20s Champs: markers at the 2,000 m worked well	NM	Liaise with C Lakes re: training for timekeeping		
4.7.	Champion Lakes rescue boat	NM	Update: has boat and trailer been obtained?	NM	Yes, but no outboard has been obtained		
5.	General Business						

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5.1.	Denmark Dragon Boat Club Inc - Application for DBWA club membership	KP	Membership documentation received and accepted.				DONE
6.	<i>Future business to discuss/action</i>						
6.1.	Review strategic plan	ALL	To be discussed in April 2011		KP, DM, RS, RT	May	
6.2.	Membership transfers and pro-rata of fees	ALL	Discuss how this will be handled - exemptions, transfers, cut off dates		To be discussed * Everyone to think about this issue	May	
6.3.	Updating General Regs and develop club checklists	KP	See 7 Feb 2011 minutes for required actions. Review what applicable procedures and guidance is already available from other sources	KP	* Advise clubs about Association Inc requirements * Everyone think about what you want	May/June/ongoing	
6.4.	AusDBF training courses for coaches and officials	ALL	See 7 Feb 2011 minutes for required actions. Vic Fazakerley to be approached.		* Put on hold until further advice from AusDBF	Review issue in June	
6.5.	50 Meter swim requirements	DM	See 7 Feb 2011 minutes for required actions. Make swim test mandatory.	MK	* follow up where DM left off		
6.6.	Organise Presidents Meeting	KP	Perhaps hold during off-season	KP			
6.7.	Constitution	DM	Potential revisions as per Dept of Commerce	KP	* Make DoCEP required changes at AGM	By AGM	
6.8.	Boat roster 2011/12	KP	Need equitable distribution of duties	NM		Sept	
6.9.	Regatta hosting	NM	Identify requirements and payment	ALL	Revisit club hosting	June	
6.10.	Review the DBWA branding and develop design brief	DM	Double check any constitutional requirements	DM		June	
6.11.	Medical clearance to paddle	DM	See 7 Feb 2011 minutes for more information	DM		July	
6.12.	List IDBF requirements in regatta program	KP	See 7 Feb 2011 minutes for more information	BC		July	
6.13.	New rules – Champion Lakes venue	BC	Get in place new rules and regs for regattas from regatta centre, e.g. parking, food handling (gloves), etc	JW		Aug	
6.14.	Cox Vox/Cox Mates – explore options	MK	Vox Mates were not available at nationals – need to consider other options	MK	Determine pricing and ideas for ease of use	June	

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6.15.	Rottneest 100 year celebration	DM	See 7 Feb 2011 minutes for more information	DM			Ongoing
6.16.	Corporate regatta	BC	University games in Perth; increase corporate participation	BC	Need to find out more info – times and dates		
6.17.	Marketing / publicity	KP	Races & drumming on Perth foreshore? TV? Radio? What do eastern clubs do?			Mid-winter	
6.18.	Care of boats	KP	Continue to remind clubs to varnish/oil boats	KP		ASAP	
6.19.	City of Perth Festival of Sport	KP	Will it run in 2011? How can we participate?	JW	Find out if and when it will occur; gather info		
6.20.	Bridge to Bridge	KP	Trophies, encourage regional teams		Noted		
6.21.	Fare equalisation	KP	National equalisation			Ongoing	
6.22.	Fare equalisation	KP	WA equalisation			July	
6.23.	Travel subsidy	DM	Subsidy for regional board members Motion: DM: travel subsidy in form of fuel vouchers Second: BC – Finance Director to determine amount			May	
6.24.	Volunteer Director	DM	Position – someone to organise volunteers to assist with regattas and events			May	
6.25.	Nationals 2014	KP	Potentially will be held in Perth	All	Noted – not confirmed, will proceed with making venue reservations	Ongoing	

Meeting close:	8.35 pm
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Next meeting	
Date: Monday, 2 May 2011	Time: 6.00 pm
Location: Dept of Sport and Recreation, 246 Vincent Street, Leederville	