

## Dragon Boating WA Inc. Board Meeting – Minutes

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

Time / Date: **6.00 pm**      **Monday, 2 May 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.	<b>Administration</b>						
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: RS	-	-	-	
2.	<b>Business Arising</b>						
2.1.	Vacant General Member position – board to determine next actions	KP	Action follow up: BC to write email, ask for short EOI	BC		20 April	In progress

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2.2.	Debrief – State Team at Nationals in Canberra 31 March 2011	KP	Action follow up: MK identify dates for State training ,ask paddlers for feedback	MK			
2.3.	Safety issues	KP	Action follow up: MK has provided report (11 Apr) – DBWA board members to review and comment by due date	MK		25 April	
3.	<b>Outstanding actions</b>						
3.1.	John Beinke – male Member Protection Information Officer representative	KP	Update: has he accepted position?	JW			Progressing
3.2.	Sweep rules and accreditation	KP	Update: status of progress	MK	Has circulated list of sweeps		
4.	<b>Updates</b>						
4.1.	Correspondence in	JM/BC	St John's invoice– 31/03/11 Dept Commerce Associations info (issue 8) Forza – thank you letter for 10s Championships and feedback form for the event Janine Lette – offer to teach official's course Marco Celenza – Head Coach report		None		
4.2.	Correspondence out	JM/BC	Letter to Kiss Café thanking for sponsorship Letter to Marco Celenza thanking for work as Head Coach Letter to Paula Cottingham thanking for work as State Team manager		None		
4.3.	Finance Director's report	BC	Financial report: little activity, will report next month Action follow up: investing in term deposits or other appropriate fund <i>Motion: Set up two x \$10,000 (total \$20,000) term deposits for 5 months at 6.05% with Bankwest – funds to be transferred from trading account, and signatories are to remain the same.</i> Moved : RS Seconded: KP	BC	Term deposit – obtained info – approved two x \$10,000 term deposits		
4.4.	Communications Director's report	DM	Apologies				

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4.5.	Coaching Director's report	MK	Action follow up: Remind coaches to finish their courses	MK	Apologies		
4.6.	Operation Director's report	NM	*Action follow up: Liaise with C Lakes re: training for timekeeping *Test and tagging of electrical equipment required	NM	Apologies		
5.	<b>General Business</b>						
5.1.	Regatta dates	BC	* Confirmation from Champion Lakes: Sunday 13 Nov 11, 4 Dec 11, 15 Jan 12, 26 Feb 12 * State Championship 18 March 2012 * AusDBF National Championships tentative 1-7 April – Docklands in Melbourne				
6.	<b>Future business to discuss/action</b>						
6.1.	Fare equalisation	KP	National equalisation			Ongoing	
6.2.	Nationals 2014	KP	Potentially will be held in Perth *Need to look into booking dates at Champion Lakes *Need to confirm with AusDBF if WA has the 2014 Nationals	All	Noted – not confirmed, will proceed with making venue reservations	Ongoing	
6.3.	Care of boats	KP	Continue to remind clubs to varnish/oil boats	KP		ASAP	
6.4.	Constitution	DM	Potential revisions as per Dept of Commerce	KP	* Make DoCEP required changes at AGM	By AGM	
6.5.	Rottneest 100 year celebration	DM	See 7 Feb 2011 minutes for more information	DM			Ongoing
6.6.	Review strategic plan	ALL	To be discussed in April 2011 *Need to have a separate meeting to discuss and develop further		KP, DM, RS, RT	May	
6.7.	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	
6.8.	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	

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6.9.	Volunteer Director	DM	Position –someone to organise volunteers to assist with regattas and events			May	
6.10.	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	
6.11.	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	
6.12.	50 Meter swim requirements	DM	See 7 Feb 2011 minutes for required actions. Make swim test mandatory.	MK	* follow up where DM left off		
6.13.	Organise Presidents Meeting	KP	Perhaps hold during off-season	KP			
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	
6.15.	Regatta hosting	NM	Identify requirements and payment	ALL	Revisit club hosting	June	
6.16.	Review the DBWA branding and develop design brief	DM	Double check any constitutional requirements	DM		June	
6.17.	Medical clearance to paddle	DM	See 7 Feb 2011 minutes for more information	DM		July	
6.18.	List IDBF requirements in regatta program	KP	See 7 Feb 2011 minutes for more information	BC		July	
6.19.	Fare equalisation	KP	WA equalisation			July	
6.20.	Marketing / publicity	KP	Races & drumming on Perth foreshore? TV? Radio? What do eastern clubs do?			Mid-winter	
6.21.	Corporate regatta	BC	University games in Perth; increase corporate participation	BC	Need to find out more info – times and dates		
6.22.	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		
6.23.	Bridge to Bridge	KP	Trophies, encourage regional teams		Noted		
6.24.	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	
6.25.	Boat roster 2011/12	KP	Need equitable distribution of duties	NM		Sept	

Meeting close:	7.45 pm
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<b>Next meeting</b>
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Date: Monday, 30 May 2011	Time: 6.00 pm
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Location: Dept of Sport and Recreation, 246 Vincent Street, Leederville
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