

Dragon Boating WA Inc. Board Meeting – Minutes

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

Time / Date: **6.00 pm** **Monday, 30 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>	(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	Oswaldo Celenza	X (first part of meeting)	--

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: DM	-	-	-	
2.	Business Arising						
2.1.		OC	Esplanade- liaising with City of Perth (Wendy Earl and Tara Mahoot) – Festival event	BC, OC	OC – write down some ideas and points		

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			combining Festival of Perth and Chinese New Year – interest is there, and funding may be available – consider Feb 2012, and tying in with Champion Lakes regatta – media would likely get on board. Need proposal stating that we want a festival, and a bit of a description of what is planned for the event and rough price estimate for trophies, etc. Propose for a Sunday, maybe a Sat/Sun.		to consider, email Dom BC – find sponsorship proposals and logistics DM – draft letter to City of Perth		
2.2.	Vacant Administration Director position		Resignation of John Murray		Noted, thank you for his service		
2.3.	Mailbox collection – who will do it	BC	Motion: Relocate mailbox to central location (Leederville, most likely), authority given to Barbara Clarkson to arrange this. Moved: KP Seconded: RT Board: passed motion	BC	Follow up with Australia post – redirect post in interim if necessary		
2.4.	Dates and structure for coaching and official courses	BC	*22-23 Oct 2011 – coaching course; 6 nominees at the moment *The paddler (or club), must pay the \$250 fee upfront. If accreditation certificate is obtained within 12 months, DBWA will subsidise \$150 of the \$250. Motion: MK Second: KP Board: passed motion *20 people maximum for course	BC	Email clubs about coaching course		
2.5.	Date of AGM	BC	Annual leave: KP - 3-12 June, 6 Aug for 1 month BC – 6-16 June DM – 15-22 June Thurs, 8 Sept 2011 – tentative AGM date 7pm Set President meeting – late Sept	RT BC	Check availability of venue Provide early advice to Clubs		
2.6.	Year end audit	BC	Use same auditors as last year	BC	Arrange audit		
2.7.	Maximising opportunities	DM	Funding for volunteers; Sport for All – still in		Board to monitor		

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	presented in the 2011/12 State Budget		early stages				
2.8.	Relationship with Champion Lakes and management of Grand Prix events	DM	Perhaps need to liaise with Champion Lakes to minimise problems during the year		Note – may need follow up in future		
2.9.	Regatta dates	KP	Seeking confirmation from AusDBF as to the dates for the 2012 Nationals in Melbourne	KP/BC	Board to note		
2.10	Safety issues		None to report				
3.	Outstanding actions						
3.1.	Vacant General Member position – board to determine next actions	KP	Both Gary and John stepped down. Board decided not to fill the position – low season and only a few months before AGM	BC	Write email advising members of resignations and that the positions will not be filled prior to next AGM		
3.2.	John Beinke – male Member Protection Information Officer representative	KP	Update: has he accepted position?	JW			Progressing
3.3.	Sweep rules and accreditation	KP	Update: status of progress MK making info release for web, so sweeps know consequence of not keeping up their books and accreditation	MK	Has been working on sweep register; MK to provide information to DM to upload to web so sweeps can self-monitor and arrange assessments once accreditors have been appointed		Progressing
3.4.	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	See point 4.7, below		
4.	Updates						
4.1.	Correspondence in	BC	Query from Broome regarding insurance Northern Territory asking about aluminium boats		None		
4.2.	Correspondence out	BC			None		

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4.3.	Finance Director's report	BC	*Action follow up: investing in term deposits or other appropriate fund (approved two x \$10,000 term deposits at last meeting) *Signatures for new bank deposits *Next year's funding going to Minister soon	BC	Term deposits prepared, need signatures		
4.4.	Communications Director's report	DM	See below				
4.5.		DM	<ul style="list-style-type: none"> • WADBA Update - Still winding things up with Dept of Commerce before officially handing over the assets to DBWA • majority of equipment (trailer, boats etc) has been stored at Maylands Sport and Rec Club • Maylands want the gear to go and have issued a 1 July deadline or it goes to the tip • WADBA is proposing that DBWA "take over" the equipment earlier and take on finding a new home for it • DBWA decided does not wish to take on the ageing equipment nor the responsibility to find an alternative storage site. • Opportunity to take equipment will be offered to clubs, with enquiries directed to WADBA 	KP BC	Board decision: KP to email Stuart Clarke to advise of Board Decision BC Following advice to WADBA, email clubs to contact Stuart Clarke directly for gear.	1 June 2011 3 June 2011	
4.6.		DM	<p>Bayswater Rotary Event – Sunday, 27 November.</p> <ul style="list-style-type: none"> • Rotary are staging a community event in Bayswater, targeting 5000 people and invite DBWA to be involved. • May be similar format to Festival of Sport, generating profile and revenue for Clubs. They have Channel 7, 94.5 and 6PR on board. This event is also associated with Telethon. Linking with these sort of events was identified in July 2010 Strategic Planning Workshop. Some of the PR opportunities presented to Rottneest Island 	DM	Board to consider and assess likely level of participation by clubs *Board agrees to proceed with concept DM to work up event concept. Once completed, Board members to seek event management support from	End June 2011	

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			Authority can be incorporated for this event.		members		
4.7.		DM	DBWA Branding – Design brief is partially complete. I would like Board to consider and discuss taglines at this meeting. Current tagline is “Fire on Water”		Board to consider taglines	4 July 2011	
4.8.		DM	Purchase of 1 Year Subscription (\$250) to Survey Monkey to: <ul style="list-style-type: none"> • Allow comprehensive survey of State paddlers (ie more than the 10 free questions) • Use to survey dragonboating community as part of strategic planning review (to supplement workshops and gather information <u>prior</u> to workshop) • Provide as a free service to Clubs that may wish to survey their own members • Could also use to ask DBWA community for ideas on taglines – this builds ownership 	DM	Board to approve purchase Motion: BC Seconded: RT Board: passed DM to organise	Mid June 2011	
4.9.		DM	“Paddlers Business Community Proposal” – create a page on DBWA site where DBWA paddlers may promote their businesses to other paddlers. They may choose to offer a discount to DBWA members, but not essential. A free service aimed at: <ul style="list-style-type: none"> • Creating more connections between paddlers • Supporting paddler businesses • Providing paddlers with discount on services 	DM	Board to approve concept. If approved, DM to create and promote *DM to proceed	End July 2011	

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			<p>A proforma advertisement set up where business provides 100 words of text, a logo and link to their website. No variations on this.</p> <p>Condition of participation is the business must have a paddler as a member. Free to advertise. Can also be offered to Club sponsors as an additional benefit to offer them. This helps clubs as well.</p>				
4.10.	Coaching Director's report	MK	Submitted June 2011 Coaching Director's Report – has done significant work on various documents. Would like to include links on DBWA website	MK	Board to review and finalise at next meeting		
4.11.	Operation Director's report	NM	<p>*Action follow up: Liaise with C Lakes re: training for timekeeping</p> <p>*Test and tagging of electrical equipment required</p> <p>*Motion master – to be discussed</p>	NM			To do
5.	General Business						
5.1.	---		---				
6.	Future business to discuss/action						
6.1.	Fare equalisation	KP	National equalisation			Ongoing	
6.2.	Nationals 2014	KP	<p>Potentially will be held in Perth</p> <p>*Need to look into booking dates at Champion Lakes</p> <p>*Need to confirm with AusDBF if WA has the 2014 Nationals</p>	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	Update 30 May: RIA advised that they are now not able to provide financial or administrative support for this event. We would have to source sponsorship for barges for transport etc	DM	Board to note		Ongoing

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			(estimated \$4500), plus other onground costs. Recommend we do not pursue against other priorities and opportunities				
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 Motion passed			May	
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 AusDBF advice	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	KP	See 7 Feb 2011 minutes for more information	BC		July	

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	program						
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:	9.00 pm
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Next meeting	
Date:	Monday 4 July – meeting will cover only General Regs, Transfers, Dual Membership and fees
Time:	6.00 pm
Location:	Dept of Sport and Recreation, 246 Vincent Street, Leederville