

## 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, 5 October 2011**

INVITEES		MINUTES	
		In attendance	Apologies
<i>President</i>	Kristin Priest (KP)	X	
<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	--	
<i>Coaching Director</i>	Mark Kusin (MK)	X	
<i>General Board Member</i>	Rex Tindal (RT)	X	
<i>General Board Member</i>	Paula Cottingham (PC)	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	Welcome 2 new board members	-	-	-	-
1.2.	Attendance / apologies	KP	None	-	-	-	-
1.3.	Confirmation of Minutes from previous meeting	KP	Confirmed: RS Seconded: RT	-	-	-	
2.	<b>Business Arising</b>						
2.1.	Vacant Board positions	ALL	Graeme Smith has nominated for Board position. The board voted unanimously to a general board position.	BC to advise Graeme			

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2.2.	Insurance	BC	Email to all clubs asking for requirements for marine insurance. Due to insurer by 19 October.	BC			
2.3.	Coaching course	BC	Advice received from Melanie Cantwell and circulated to clubs re Levels 1, 2, 3 courses will be run next year. All the courses are being revamped.				
2.4.	State Team	MK	Issue re coaches for state teams. Agreed to wait 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. Request to AusDBF re Tens in the state team program. State Team Manager - Paula Cottingham Uniforms – Paula to investigate options.	MK			
2.5.	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		
2.6.	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		
2.7.	City of Perth Regatta Chinese New Year	BC	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.				

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2.8.	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 another proposal.				
2.9.	Website	KP	Updates to be forwarded to Kristin for the time being.				
3.	<b>Correspondence in</b>						
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.				
3.2.	Board position application	BC	Letter from Ray Woodcock asking to be considered for board position. His application was rejected as under section 26 of the constitution - only 3 members from one club can sit on the board. There were already 3 members from the Cockburn club on the board. An email was sent to Ray advising him that his application could not be considered.	BC			
3.3.	Hurricane request for boats	BC	Email from Hurricane asking to borrow boats from Champion Lakes. The boats are unavailable due to the schools program and the funding agreement between DSR and DBWA regarding Champion Lakes Boating Club. In the same email there was a query regarding new boats order and financial assistance options. In 2010 DBWA ordered and subsidised new boats and at that time it was determined there were no plans to order new boats for at least a few years.				
4.	<b>New business</b>						

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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. Cherie to lodge new signatures with the bank.	CC			
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			
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.				
4.4.	Boat roster	RT	Rex to circulate within the week	RT			
4.5.	St Johns Ambulance	RT	Barbara to confirm that regatta bookings have been made	BC			
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			

Meeting close:	8.45 pm
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Next meeting	
Date:	<b>Monday, 7 November 2011</b> Time: 6.00 pm
Location:	Dept of Sport and Recreation, 246 Vincent Street, Leederville