

Dragon Boating WA Inc. Board Meeting – Minutes

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

Time / Date: **6.00 pm** **Monday, 5 September 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: RS Seconded: RT	-	-	-	
2.	Business Arising						
2.1.	DBWA	ALL	Revised regulations circulated to all clubs with 16 days notice – effective 5 September 2011. Policies and forms circulated with regulations. Mark Kusin and Kristin Priest are to be commended for their excellent drafting of the				

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			regulations and associated policies and forms.				
2.2.	Fees	ALL	An email was circulated to all clubs asking for their preferred date for hosting regattas. Two clubs expressed interest (Freo and Cockburn) with Debbie Celenza suggesting that the State Team run the food and raffle at the State Titles. Fremantle Swan – 13 November 2011 Cockburn – 11 December Cockburn – 15 January 2012 Fremantle – 26 February 2012 State 10's – Bunbury – 4 March 2012 Any further EOI's will be considered.				
2.3.	Vacant Board positions	ALL	Nominations Deputy President: Rick Salisbury Administration Director: Barbara Clarkson If successful will then cause the Finance Director's position to be vacant for 12 mos. Finance Director: Cherie Cobban General Board Member: Paula Cottingham This leaves the Operations Director, Communications Director and one General Board member position vacant.				
2.4.	Insurance	KP	BC reported have not found any information in our insurance policies regarding requirements of sweep/coach in the boat.	BC			
2.5.	Proxies	BC	Proxies circulated to all clubs for AGM.				
2.6.	AGM Director Reports	BC	Annual report prepared and will be presented at AGM. Annual finance report circulated to board.	KP/BC	Reports to be finalised for AGM		
2.7.	Fees	ALL	Fee structure has been circulated to all clubs.				

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2.8.	DBWA Survey	DM	Sent survey results to Marco Celenza, Sue Roberts, Paula Cottingham and requested feedback by 31 July. Marco sent comments through to which Mark responded and is still waiting on a reply from Marco. Dom advised that the survey tool was really useful and Cockburn took her up on her offer and have surveyed their members.	DM		DONE	
2.9.	Coaching course	BC	BC advised that the coaching course in October has been cancelled. Gavin Godfrey who was going to run the course, has a friend coming from Japan whom he hasn't seen in 20 years. A date in May was offered but not suitable. BC has asked Melanie Cantwell (AusDBF) for options to have a course sooner rather than later.				
2.10.	Bayswater Community Fair	DM	Dom briefed the board on Board on Bayswater Community Fair on 27 November. BC circulated forms for clubs and participants. Email to be sent to clubs ASAP once draft has been finalised.		Administration Director to send email to clubs		
2.11.	Mid year meeting in Melbourne 17-18 September.	BC	RT and BC to attend. Airfares were approximately \$1400 – fares were higher than normal due to sporting events in Melbourne on the same weekend. AusDBF have offered to pay costs for Friday and Saturday night accommodation. The Board also agreed by email to pay Marco Celenza's airfare to a maximum value of \$600. Marco was invited by AusDBF (as were other non-Board members from other States..				
2.12.	City of Perth Regatta Chinese New Year	DM	Dom met with City of Perth who were keen on doing the event. They were also talking to Chung Wah. Oz Celenza and Rick Tin have been asked to assist and check out costs for a budget.				
2.13.	Motor for rescue boat	RS	Rick to check out a 15hp outboard 4 stroke with shroud. Shaft length 16". Maximum expense up to \$3,000.				

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2.14.	Website	DM	Still having problems with update. Looking at going to another CMS system with Westnet.				
2.15.	AGM	ALL	Voting at the AGM will be a yes/no vote, as a maximum of only one candidate is standing for any given position. RT to prepare voting slips for the night. Each candidate to make a quick presentation (no longer than 2 mins). A revised agenda will be sent to members. If there is not a quorum, Thursday 22 September is alternate date.				
2.16.	Auroras	BC	DBWA facilitated letters to WA Aurora crew members from the Minister of Sport and Recreation.				
2.17.	Thank you	ALL	A big thank you to Dom, Neville and Jane for their service to the board. They are all retiring from their positions at the upcoming AGM.				
3.	<i>Correspondence in</i>						
3.1.		BC	30/06/11 – Dept of Sport & Rec (DSR) – Sport and Recreation Sport and Recreation Industry Awards application.				
3.2.		BC	Application from OAMPS for management liability insurance solutions.				
4.	<i>Correspondence out</i>						
4.1.		BC	01/08/11 – email to clubs requesting nominees for coaching course.				

Meeting close:	8.45 pm
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Next meeting	
Date: Wednesday, 5 October 2011	Time: 6.00 pm
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