

Dragon Boating WA Inc. Board Meeting – Agenda

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

Time / Date: **6.00 pm** **3 April 2013**

INVITEES		MINUTES	
		In attendance	Apologies
<i>President</i>	Kristin Priest (KP)	X	
<i>Deputy President</i>	Rick Salisbury (RS)	--	X
<i>Administration Director</i>	Barbara Clarkson (BC)	X	
<i>Finance Director</i>	Cherie Cobban (CC)	X	
<i>Communications Director</i>	Vacant	--	
<i>Operations Director</i>	Vacant	--	
<i>Coaching Director</i>	Rex Tindal (RT)	X	
<i>General Board Member</i>	Vacant	--	
<i>General Board Member</i>	Paula Cottingham (PC)	X	
<i>General Board Member</i>	Vacant	--	
Guests	--		

Item No.	Topic	Raised by	Meeting minutes	Action by	Notes / Status update
1.	Administration				
1.1.	Welcome	KP		-	-
1.2.	Attendance / apologies	KP	Meeting opened	-	-
1.3.	Confirmation of Minutes from previous meeting	KP	Confirmed: B Clarkson Seconded: C Cobban	-	
2.	Business Arising				
2.1.	Debrief on State Champs 10 and 26 March		Update	All	Received a thank you email from Forza re excellent and competitive racing. DBWA hired a professional photographer, who took some excellent photos. Photos of each club to be circulated to relevant clubs. VenuesWest advised that the electronics at the starting line (e.g. starting signal) is

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					scheduled to be hardwired to the finishing tower next year. Feedback from sweep(s) was that it was difficult to see the 50m buoy prior to entering into the turn on 2000m due to sun reflection/choppy water. DBWA to look into finding more suitable 50m buoy markers. Medals were well received with national branding. DBWA to look into a computer-based marshalling system to use at regattas, as there have been issues with paddlers named on crew lists, but not attending the regatta.
2.2.	Cultural responsibility	BC			Thank you letter to be sent to Viv Wigg re taking on Cultural representative role.
2.3.	State Team	BC		ALL	Entry sent to AusDBF . First draft of draw received; a couple of minor amendments have been sent to AusDBF. Final training session on Saturday 6 April at Maylands. Uniforms and hats distributed. Uniforms are now a perpetual uniform with national branding. Competitor declarations are to be signed at training and circulated to clubs (to be downloaded from AusDBF website). Relevant medical certificates sent to AusDBF.
2.4.	Future of the sport	KP	<p>Topic: How does DBWA develop and grow the sport in WA?</p> <ol style="list-style-type: none"> 1. What issues do we need to consider? 2. What are our priorities? 3. How and when do we address the issues? 	All	22 June 2012 for strategic planning day. A facilitator to be organised. Two members from each club and invited guests. Financial assistance for expenses for regional club members to attend (total cost to be determined). Barb to investigate possible facilitators. Venue DSR. Once date confirmed request for agenda items to be circulated to clubs. 9.30am for 10.00am start. Morning tea and lunch will be served. Barb to organise.
2.5.	WADBA equipment		Decision to be made on equipment signed over by WADBA – boats, etc.	BC/SY	Information not received from Lexie. Contact Suzanne Yewers to follow up. Paula to arrange valuations of equipment acquired from WADBA.
2.6.	Finance report	CC	Topic: Present Balance Sheet, Profit and Loss and Reconciliation Report.	CC	To be circulated later this month.
2.7.	Auroras	RT	<p>Update:</p> <p>Application for Auroras Juniors to assist with training camp 2 - \$200 per junior x 8 = \$1600.</p> <p>Motion: DBWA provide financial assistance to the 8 juniors attending the second training camp at a</p>	RT	Barbara to chase up a congratulatory letter for all Auroras from the Minister of Sport and Recreation. The WA junior Auroras are starting to receive details and invoices for the Auroras camp 2 to be held in Tallebudgera (as well as all the travel and accommodation invoices for Hungary).

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			cost of \$200 per junior. Confirmed: Barbara Clarkson Seconded: Paula Cottingham		The U16 & U18 Juniors (4) will be travelling to Tallebudgera leaving Perth Thursday 31st May and returning to Perth Sunday afternoon 2nd June. The U23 Juniors (4 girls) will be travelling to Tallebudgera leaving Perth Thursday 13th June and returning to Perth Sunday afternoon 16th June. For the Auroras camp one DBWA provided \$200 per Junior paddler to assist cover costs of airfares and accommodation.
2.8.	AusDBF Calendar		2013: 16 April – AusDBF board meeting. 21 April – Governance workshop 9.00am to 3.00pm (day after Nationals).		No one from DBWA available to attend as flights already booked to return to Perth. Barb to advise AusDBF.
2.9.	2015 Australian Championships				Barbara to look at dates for 2015. Regan at VenuesWest has been advised. Investigations are already underway and VenuesWest engaged.
2.10	Regatta dates 2013/2014		Dates to be considered and submitted to VenuesWest.		3 November 2013, 1 December 2013, 12 January 2014, 9 February 2014, State Champs – 23 February 2014, 23 March 2014. BC to finalise dates with VenuesWest
2.11	DBWA equipment and boats at Champion Lakes		Update: Four-boat trailer taken without DBWA permission.		On 26 February John Beinke contacted Marco to collect trailer and was refused. An email was sent to Marco Celenza on 11 March advising that a stolen property report had been filed with the police and if the trailer was returned by 6.00pm Wednesday, 13 March 2013 DBWA would not proceed with further action. On Tuesday 12 March an email was received from Debbie Celenza advising that the trailer could be collected. The trailer was collected by John Beinke and returned to Champion Lakes. Police were advised that the trailer had been returned and no further action was taken with regard to the stolen property report.
2.12	Winter marathon series		Update:		Mandurah are hosting 29 June marathon (Ravenswood) and email sent to clubs. EOI for Frankland Marathon hosted by Denmark on 18 May 2013 circulated to clubs. Approach Albany and Denmark with possible Grand Prix regatta in October. Also contact Amazons and Pirates re marathon in winter.

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3.	<i>Correspondence in/out</i>				
3.1.	Email from Hurricane Paddling		Hurricane Paddling advised that they are lodging a formal complaint via the DBWA Code of Conduct and the DBWA and AusDBF Member Protection Policies with regard to the issue and the email dialogue regarding the trailer. Advised Debbie Celenza who the MPIO Officer is.	BC	DBWA has yet to be advised of the details of the complaint. It remains unclear what concern is to be addressed.
3.2.	Asian Championships 2016		AusDBF circulated bid guidelines for the 2016 Asian Championships.		Noted.
3.3.	Email from Jaime Rumboldt DSR		Advising that Lauren Hatchman has left DSR and Jaime Rumboldt is now the dragon boat consultant.		Noted.
3.4.	Exemptions 2013 Australian Championships		Exemption request for Bethanie Martini sent to AusDBF to drum. Bethanie had already been approved by DBWA as a paddler with Lakers (Bethanie is not 12 until June 2013).		Exemption granted. AusDBF did request confirmation that she is covered by insurance which DBWA provided.
3.5.	EOI Officials Course Presenter		Letter from AusDBF re training of Course presenters for Officials course. Date: 1 and 2 June Where: Sydney Qualifications as per letter.		EOI to be sent to all clubs. Approval DBWA prior to submitting to AusDBF.
3.6.	EOI Coaching Course Presenter		Letter from AusDBF re training of coaching course presenters. Date: 11 and 12 May in Sydney.		EOI to be sent to all clubs. Approval DBWA prior to submitting to AusDBF.
3.7.	AusDBF Steering Committee Report for restructure of National Championships		Update: Feedback requested.		KP provided detailed feedback. Final report has been issued and given to AusDBF for consideration.
3.8.	David Blackley Award		Email sent to all clubs for nominations. Nominations closed Friday 15 March 2013.		Jan Lynn was the recipient of the Award at the State Championships. Jan emailed her thank you and appreciation to DBWA.
3.9.	Member Protection Information Officer (MPIO)		MPIO officer is Jane Wright who is no longer a member of the board, but is still eligible to serve in this role.		Noted.

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3.10	Exemptions State championships 2013		<p>The following requested exemptions to paddle at the State Champs:</p> <p>Request from Amazons to increase crew lists to 30 paddlers in 200m and 500m – approved.</p> <p>Eddie Crabtree CDBC – approved.</p> <p>Miriam Fawcett Amazons – approved.</p> <p>Sujin Pan Cockburn – approved.</p> <p>Kai and Jay Ashford-Hatherley – Cockburn – not approved because too late to consider request</p> <p>Mumtaz (Taz) Bhatti – Hurricane</p> <p>Hiede Reiter – Albany</p> <p>Keren Neild – Albany</p> <p>Janet (Ruth) Waugh – Albany</p> <p>Chris Jackman – Albany</p> <p>All approved for Albany but did not participate.</p> <p>Also had a verbal request from Pirates – not approved because too late to consider request</p>		
4.	<i>New business</i>				
4.1	DBWA new club application policy	KP	Draft policy circulated to board for comment.	All	Under DBWA Board review.
4.2	State titles format	KP	A request from Fremantle Swan to consider the eligibility rules regarding entering State Championships and suggested there should be an eligibility requirement for clubs as well as paddlers (e.g. clubs must participate in a minimum number of regattas over the season).	All	Review as part of the Grand Prix and State Championships format.
4.3	Changes to constitution	BC	Request to consider proxies as part of the quorum.	KP	Review as part of an annual review of the constitution. KP to check legislative requirements with regards to proxies being included as part of a quorum.
4.4	Record keeping for state racing	BC	Suggestion to keep records of fastest race times, i.e. State records	KP	K Priest has records of the times for all Grand Prix regattas. KP to publish the best times for each event for the 2012-2013 season.
4.5	Request from Lakers and Hurricane		Request for DBWA to consider reduced fees for paddlers joining in the latter part of the financial		This will be reviewed and incorporated into the fee structure each year prior to the AGM.

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			year. Motion: Paddlers who join DBWA after 1 April will be charged a fixed fee of \$60 and juniors charged \$40 Confirmed: B Clarkson Seconded: K Priest		
4.6	Leave of absence		Cherie is going overseas for an extended holiday. Proxy will be sent to DBWA.		KP to send CC copy of proxy form

Meeting close:	8.40 pm
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Next meeting	
Date: Wednesday, 8 May 2013	Time: 6.00 pm
Location: Dept of Sport and Recreation, 246 Vincent Street, Leederville	