

Dragon Boating WA Inc. Board Meeting – Minutes

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

Time / Date: **6.00 pm** **3 July 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: Seconded:	-	To be done via email – minutes not yet ready. (Note: KP and BC confirmed and seconded June minutes via email in mid-July)
2.	Business Arising				

Item No.	Topic	Raised by	Meeting minutes	Action by	Notes / Status update
2.1.	Strategic Planning Day		Debrief		Terms of reference for Marketing sub-committee have been circulated. Due date is Monday 8 July 2013. Stuart William, Project Co-ordinator SportsXchange has been invited to chair the committee. The draft strategic plan has also been circulated to the board today for comment.
2.2.	State Team	BC	Update:	RT/PC	Email has been circulated re team structure and EOI for coaching positions.
2.3.	WADBA equipment	BC	Decision to be made on equipment signed over by WADBA – boats, etc.	BC/SY	Email has been sent to clubs advising trailer for sale - \$3,000 ono. To be resent with a due date for reply.
2.4.	Finance report	CC	Topic: Present Balance Sheet, Profit and Loss and Reconciliation Report.	CC	Attached.
2.5.	DBWA Regulations	BC	Update and discussion	KP	Proceeding.
2.6.	Auroras	RT	Update:	RT	5 training sessions left. Farewell get together on Friday 5 July 2013. Email gone to all clubs. Note: accommodation for the coaches at the Auroras camps was paid for by the AusDBF Auroras funds. Rex Tindal donated the value of his accommodation back into subsidising the juniors.
2.7.	AusDBF Calendar	BC	2013: June 29-30 General meeting Novotel Airport Brisbane. Sunday December 1 - AGM in QLD	KP,RT, PC	Excellent meeting. Presentation on governance. Discussion on database SmartSense which currently is used by 3 States. EOI not to be used at Nationals, entry deadline established (registration and payment deadline to be 14 February each year).
2.8.	2015 Australian Championships	KP	Dates are 13 th – 19 th with paddling days 14 th – 18 th inclusive	BC	Dates confirmed with VenuesWest. Event application to be sent. AusDBF has yet to confirm the dates proposed by DBWA.
2.9.	Regatta dates 2013/2014	BC	Dates approved by VenuesWest: 10 November 2013, 8 December 2013, 19 January 2013, 9 February 2014	BC	At the request of clubs at the strategic planning day, the State Championships have been moved to occur over a single weekend. This season the dates will be Sat/Sun 29 and 30 th March 2014. Query whether to move the February regatta to 16 February 2014 or have it on 9 Feb.
2.10	Winter marathon series	BC	Update: Mandurah marathon	BC	Received a complaint from a recreational kayaker. Kristin to reply with an apology to the complainant.
2.11	Sub-committee formation	KP		KP	Other information has come to light. Alternate course of action to be taken.

Item No.	Topic	Raised by	Meeting minutes	Action by	Notes / Status update
3.	Correspondence in/out				
3.1.	Coaching course	BC	Update:	BC	Email received from AusDBF re courses available in NSW. Advised Janelle we will pay expenses for a coach to come across. Barbara to follow up with Tony Andretti.
3.2.	Mandurah Dragon boat Club	BC	Update:	KP	Advised by Secretary that Angie Menna has resigned and joined Cockburn. Transfer has been signed by both Presidents. Lyn Paul and Leo Menna have been suspended until 30 September 2013.
3.3.	4 boat trailer	BC	Request from John Beinke to use the 4 boat trailer to tow the boat to Mandurah		Email circulated to board members. Approved by majority of board members on 22 June 2013.
3.4.	Rick Lee Community Newspapers		Keen to do article on Auroras, particularly the Lakers Auroras.		Rex emailed him with details.
3.5.	Debbie Celenza Hurricane Paddling		Email received requesting copy of police report and minutes relating to the borrowed trailer issue.		No response required as Debbie has already been advised that a copy is not available; she may seek a copy through the FOI process with WA Police.
3.6.	Marco Celenza Hurricane Paddling		Email received from Marco Celenza with his comments regarding the questions to be asked by Dave at the Strategic Planning Day.		No response required as it related to the Strategic Planning Day to be held on 22 June 2013.
4.	New business				
4.1	DBWA new club application policy	KP	Draft policy circulated for comment.	KP	Still under review.
4.3	Changes to constitution		Request to consider proxies as part of the quorum.		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.
4.5	AGM		Update: Thursday, 12 September 2013 at Cockburn Dragon Boat Club. 7.00pm start.		Clubs to be advised. Will organise proxies, agenda etc to go out in the required timeframe. Suggest we advertise positions vacant now to get people thinking about them. Rick advised not available on 12 September, will review quorum proxy requirements. Possible meeting change to 28 August 2013. AusDBF governance meeting stressed the importance of boards finding people with correct skills for jobs, and may need to specifically approach and encourage people to run for positions.

Item No.	Topic	Raised by	Meeting minutes	Action by	Notes / Status update
4.7	Fees for 2013/2014		Review of current fee structure and increases for next season.		Recommend increase of 5% - Adult \$85 Junior \$63. Regatta fees - \$180 for 20's boat, \$90 for Tens boat. \$65 for 2000m up to 31 December 2013. These will be reviewed for 2014 once VenuesWest advise of their fee structure (i.e. fees set only until VenuesWest raises their fee or end of season, whichever comes first).
4.8	Website development		Look at how we can utilise the website for regattas, state team etc.	KP	Ongoing development.

Meeting close:	7.55 pm
----------------	---------

Next meeting	
Date: 7 August 2013	Time: 6.00 pm
Location: Dept of Sport and Recreation, 246 Vincent Street, Leederville	