

Dragon Boating WA Inc. Board Meeting – Minutes

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

Time / Date: **6.00 pm** **5 June 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: Ric Salisbury	-	
2.	Business Arising				
2.1.	Strategic Planning Day		Discussion with Dave Armstrong, the facilitator re the planning day.		Dave briefed the board on the sort of questions that will be asked.
2.2.	State Team	BC	Update:	RT/PC	Rex researching other states re selection criteria. EOI to go out to clubs re coaches. Rex to brief clubs at strategic planning day on requirements of state team.

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2.3.	WADBA equipment	BC	Decision to be made on equipment signed over by WADBA – boats, etc.	BC/SY	Paula rang Papas and Fremantle trailers who do not do valuations or test for road worthiness. \$3000 ono to be advertised to all clubs (as is and licensed). Barbara to chase up WADBA list with Lexie from Denmark.
2.4.	Finance report	CC	Topic: Present Balance Sheet, Profit and Loss and Reconciliation Report.	BC	Attached.
2.5.	DBWA Regulations	BC	Update and discussion	KP	Proceeding.
2.6.	Auroras	RT	Update:	RT	The WA Auroras went really well. Averaging 18-20kms a night, next phase is speed and endurance. Three community newspapers are involved in promoting the team. Leave for Hungary 12 July. Serge will be running a training day in WA on 22 June 2013.
2.7.	AusDBF Calendar	BC	2013: June 29-30 General meeting Novotel Airport Brisbane. Deadline for submitting items for agenda is 13 June 2013. Sunday December 1 - AGM in QLD	KP,RT, PC	Rex, Paula and Kristin to attend. Accommodation and flights booked. Agenda items to be sent (i.e. fees, coaching course, Junior development, format of Nationals, 10s racing only for small teams, AusDBF enforcement of rules)
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.
2.9.	Regatta dates 2013/2014	BC	Dates approved by VenuesWest: 10 November 2013, 8 December 2013, 19 January 2013, 9 February 2014, 9 March – 1st State Champs, 23 March – 2nd State Champs	BC	Dates have been circulated to clubs and on website.
2.10	Winter marathon series	BC	Update: Mandurah have advised received 5 entries through EOI. Details of last year's event sent to Mandurah as provided by Rex.	BC	Have engaged sea rescue and another rescue boat. Asked Mandurah for logistics re timing etc. Denmark – quality of boats was not up to standard. Safety boats were not trained (i.e. wake from safety boat disruptive to dragon boats). Suggest if DBWA event, to use Champion boats. Denmark intends to relocate event in 2014.
2.11	Sub-committee formation	KP	Sub-committee to be formed as per item 4.5 of February 28, 2013 DBWA meeting minutes.	All	Rick Salisbury and Barbara Clarkson will be the ex-officio members of the sub-committee, as per section 10 and 32 of the DBWA Constitution. Tanya Basile to be approached to sit on the committee.
3.	Correspondence in/out				

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3.1.	EOI Officials Course Presenter	BC	Letter from AusDBF re training of Course presenters for Officials course. Date: 1 and 2 June, 2013 Where: Sydney Qualifications as per letter.	BC	Tony Andretti advised that only 2 people are interested in this course at the moment we are going to delay this and work towards a new solution (one EOI was sent from WA). This will most likely be the one day course to the public held by Mel, then a second day afterwards for those who want to become presenters.
3.2.	EOI Coaching Course Presenter	BC	Letter from AusDBF re training of coaching course presenters. Date: 11 and 12 May 2013 in Sydney.	BC	No reply from AusDBF. It is critical that we get a course ASAP.
3.3.	Mandurah Dragon boat Club	BC	Update:	KP	Various correspondence re issues from the acting President, former President and one Committee member.
4.	<i>New business</i>				
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		Thursday, 12 September 2013 at Cockburn Dragon Boat Club. 7.00pm start. No alcohol before or during meeting.
4.7	Fees for 2013/2014		Review of current fee structure and increases for next season.		Recommend CPI increase. Barbara to consider fee structure for next meeting. Need to enquire with VenuesWest re: any fee increases
4.8	Website development		Look at how we can utilise the website for regattas, state team etc.	KP	Ongoing development. Will put info about starting clubs there, once the policy is available.

Meeting close:	8.30 pm
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Next meeting	
Date: Wednesday, 3 July 2013	Time: 6.00 pm
Location: Dept of Sport and Recreation, 246 Vincent Street, Leederville	