

## Dragon Boating WA Inc. Board Meeting – Minutes

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

Time / Date: **6.05 pm**      **Monday 7 January 2013**

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	N/A	
<i>Operations Director</i>	Christian Mueller	X	
<i>Coaching Director</i>	Rex Tindal	X	
<i>General Board Member</i>	Suzanne Yewers		X
<i>General Board Member</i>	Paula Cottingham	X	
<i>General Board Member</i>	Graeme Smith (GS)	X	
Guests	--		

Item No.	Topic	Raised by	Meeting minutes	Action by	Notes / Status update
1.	<b>Administration</b>				
1.1.	Welcome	KP		-	-
1.2.	Attendance / apologies	KP	Meeting opened	-	-
1.3.	Confirmation of Minutes from previous meeting	KP	<b>Confirmed:</b> K Priest <b>Seconded:</b> B Clarkson	-	
1.4.	Presentation Ray Woodcock	ALL	Ray showed a range of trophies and plaques available through DBA. Ray also mentioned that there were second-hand 10's boats available for purchase from China. The boats are IDBF approved and need to be purchased as a minimum of 4 boats. Second-hand boats will need to be		Plaques are \$25 each. Barbara to order enough plaques to cover both State Championships; the jarrah wooden moulding on the plaque will be in the 'Roman ogee' style and the plaque will be black with silver inscription (DBWA to arrange own engraving). Ray will get back to DBWA with a price on the Tens boats.

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			fumigated as per Australian biosecurity requirements.		
2.	<b>Business Arising</b>				
2.1.	Organisation of grand prix regatta on 20 January 2013		<b>Update:</b>	All	<p>Entry forms have gone out. Graeme Smith to be announcer, Greg Cobban is starter. Di Ash is going to be acting Volunteer Co-ordinator as Paula is on leave.</p> <p>Tent required for starter. Paula to look at purchasing one (one tent has gone missing, the other has been torn).</p> <p>Toggles - Rick briefed the board on the permanent solution for the toggles. This involves new toggles, Kevlar ropes, cost of a diver to anchor the ropes. Have held discussions with VenuesWest who have approved the project. Agreed that Rick go ahead with the installation of the new toggles which will be permanent.</p> <p>VenuesWest has installed a PA system will be running for the whole course. Includes speakers on buildings, allowing for better communication to the crew tents.</p> <p>Thank you to Rick Salisbury and John Beinke for their time and efforts for this task. It is certainly appreciated by DBWA.</p>
2.2.	Cultural responsibility	BC	Suggestion for Viv Wigg take on role of Cultural representative for DBWA.		Letter to Viv re taking on Cultural representative role – to be done.
2.3.	State Team	KP	<b>Update:</b> <b>Uniforms:</b>	RT/PC	<p>Training going well. Good turnout in Bunbury. Thank you card to Neville/Forza for providing hospitality.</p> <p>Agreed DBWA pays paddling fees for state paddlers. Paddlers to purchase their uniforms and the uniforms are to be generic. Sublimated shirts to be ordered. Aim to finalise crews by 21 Jan 2013. Follow up with Janelle (AusDBF) re 5 day pass – does it include State Day?</p> <p>Medical reports to be signed by state paddlers.</p>
2.4.	Future of the sport	KP	<b>Topic:</b> How does DBWA develop and grow the sport in WA? 1. What issues do we need to consider? 2. What are our priorities? 3. How and when do we address the issues?	All	Deferred. A specific planning day to be organised.
2.5.	WADBA equipment		Decision to be made on equipment signed over by WADBA – boats, etc.	BC/SY	Suzanne to advise what equipment Denmark has (if any) that was WADBA equipment.

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2.6.	Finance report	CC	<b>Topic:</b> Present Balance Sheet, Profit and Loss and Reconciliation Report.	CC	To be emailed through
2.7.	2014 Aus Champs	BC	<b>Update:</b>	KP	Agreed by email that 2014 AusChamps would go to Qld. AusDBF verbally confirmed that 2015 would be in Perth. KP to get written confirmation from Kel Watt.
2.8.	DBWA Regulations	BC	Review incorporating new logo requirements as advised by AusDBF. Review of eligibility requirements to participate in State Champs.	BC	Artwork for new logos received. Regulations to be updated. Review of Section 7, clause 1 of the General Regulations was requested as it states, "competitors must be a bona fide member of the club they represent prior to 1st January in the year of the State Championships in question ("the qualifying period")". It was confirmed that Section 7 must be read in its entirety, as the conditions for paddler exemptions are explained further in the document. The regulations meet the needs of DBWA, clubs and paddlers.
2.9.	Registrations – club and paddlers	BC	Transfer for Gordy Waycott to be approved.	BC	Yet to be received.
2.10	Auroras	RT	Update:	RT	Rex Tindal has been appointed Junior Male Coach and Diane Dent the Australian Junior Female Coach for the Auroras. Juniors are in Canberra from 22 Jan to 25 Jan 2014. Juniors to be notified by January 28 <sup>th</sup> as to who was successful.
2.11	Proposal from AusDBF re restructure of the Australian Championships		Update:	KP	December meeting deferred until January 2013. K Priest to attend on 19 January 2013 in Melbourne.
2.12	AusDBF Calendar		<b>2013:</b> 28 February – President’s teleconference. 16 April – AusDBF board meeting. 21 April – General meeting and members – Sydney (following AusChamps).		Noted.
2.13	Indian Ocean Dragon Boat Club (IODBC)		Letter received 14 November requesting a review of DBWA’s decision not to approve their application.		Letter sent to Nick Tin (IODBC) advising that DBWA’s position has not changed as per the two options available to IODBC and/or its members with regard to DBWA membership eligibility, which are: 1. locate the club in an area that is not currently populated by DBWA member club(s) , or 2. IODBC paddlers may join an existing DBWA club of their choice.

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2.14	Draft Incident Report		Circulated for comment.		To be incorporated into the regulations once finalised. Review of risk management issues for regattas. Send final copy to AusDBF for consideration (some changes were made). RT to circulate the AusDBF Junior policy. A medical form should be developed for DBWA for paddlers 70 years of age and older, as this would be in line with AusDBF's requirement for medical clearances for such paddlers for the National Championships (see AusDBF information bulletin 1, amended 29 December 2012). Clubs to be reminded to do 50 m swim test.
3.	<b>Correspondence in/out</b>				
4.	<b>New business</b>				
4.1.	DBWA website		Update:	KP	Approach a graphic designer to look at designing the website. Suggest an email to clubs regarding "Members area", what it is used for and how to access it. Graeme tabled a document with suggestions for expand the current website. Request photos from clubs for posting on web. CM to contact Act, Belong, Commit.
4.2.	DBWA equipment and boats at Champion Lakes		Update: Lease agreement for Lakers to use the boats.		BC spoke to John Beinke re storing the DBWA gear trailer and boat motor in the container. He said this can be done and there should be enough room.
4.3.	Insurance		All policies have been circulated to clubs and can now be put on the website in the members area.		Done
4.4.	Mandurah Dragon Boat Club		Insurance claim		MDBC reported damage to their heads on one of the boats. BC has contacted insurance company and forwarded on a claim form to the club.
4.5.	2015 Australian Championships		Update:	BC	AusDBF confirmed that the 2015 Australian Championships will be held in Perth. There is a need to 'sell' Perth and WA to non-WA clubs and paddlers for 2015. Need to look for holiday specials and packages that can promote what Perth and WA has to offer. Paddlers are more likely to come if they think they can make an enjoyable holiday of it.
4.6.	Corporate racing		Request from corporate crew if there is any corporate racing at our regattas.	BC	Consider venues for corporate events. Perhaps look at corporate racing in April/May.

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4.7.	State Championships		<b>Update:</b>		Medals have been ordered through Dragon Boats Australia (DBA).
4.8.	Forza Dragon Boat Club		Request for financial assistance.		Email circulated to board members. Decision deferred until the grant is approved.
4.9.	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. Need to identify possible dates for 2015 Nationals and discuss with AusDBF. Should confirm dates ASAP.

Meeting close:	8.25 pm
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Next meeting	
Date:	Monday, 4 February 2013
Time:	6.00 pm
Location:	Dept of Sport and Recreation, 246 Vincent Street, Leederville