

Dragon Boating WA Inc. Board Meeting – Minutes

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

Time / Date: **6.00 pm** **8 May 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)		Apol
<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: PV Cottingham	-	
2.	Business Arising				
2.1.	State Team	BC	Update from Australian Championships	RT/PC	Although didn't win a medal, it did provide paddlers with an opportunity to experience paddling for their State. The coaches have already started planning for next year. The emphasis for next year is fitness and putting the best paddlers on the water. No doubling up and only put competitive teams

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					on the water. Rex to work with the coaches to co-ordinate a fitness program and selection process. DBWA to set a criteria for coaches and paddlers. Also to contact coaches from DBWA clubs to discuss potential State paddlers (e.g. coach's nomination). Also investigate use of the website for attendance of paddlers.
2.2.	Strategic Planning Day	KP	Update: Clubs have been advised 22 June 2013, room booked, currently negotiating with facilitator. Two members from each club and invited guests. Expenses paid for regional clubs. 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.	All	Suggest planning session 10.00am to 3.00pm with half hour break for lunch. Last couple of hours to discuss other issues. Have approached Dave Armstrong, former CEO Surf Lifesaving. Waiting for confirmation. Agenda to go out with timetable and ask for agenda items. Email strategic plan to board members.
2.3.	WADBA equipment	BC	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 WADBA equipment.
2.4.	Finance report	CC	Topic: Present Balance Sheet, Profit and Loss and Reconciliation Report.	CC	Books have been handed over to Barbara from Cherie who is on leave. Still sorting them out.
2.5.	DBWA Regulations	BC	Update and discussion	KP	New club application policy to be finalised. Draft has been completed by Kristin. Kristin to revise regatta crew lists to include three columns so marshals can mark paddlers off easily (see section 4.2, below). It was also discussed that club financial statements to be provided with DBWA club membership applications.
2.6.	Auroras	RT	Update: Feedback on U16, U18, U23 Auroras race shirt presentation in Penrith was circulated by Rex.	RT	Barbara to chase up a congratulatory letter for all Auroras from the Minister of Sport and Recreation. Serge coming to WA Saturday 22 June. Full day Sunday with Auroras.
2.7.	AusDBF Calendar	BC	2013: June 29-30 General meeting Novotel Airport Brisbane. Deadline for submitting items for agenda is 13 May 2013. Sunday December 1 - AGM in QLD	KP,RT, PC	Rex, Paula and Kristin to attend. Accommodation and flights to be booked.
2.8.	2015 Australian Championships	KP	Expressions of Interest for organising event.	BC	Barbara to look at dates for 2015. Regan at VenuesWest has been advised. Investigations are already underway and

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					VenuesWest engaged. Intention is for first day of racing will be 14 th and last day 18 th , one day 13 th for training. This avoids conflict with Easter and ANZAC Day, which is the 100 th anniversary of Gallipoli, and also works with WA school holidays.
2.9.	Regatta dates 2013/2014	BC	Dates have been submitted to VenuesWest. 3 November 2013, 1 December 2013, 12 January 2014, 2 February 2014, State Champs – 23 February 2014, 23 March 2014.	BC	Only change so far is February date. Change date from 1 Dec to 8 December 2013 because of conflict with AusDBF AGM.
2.10	Winter marathon series	BC	Update: Mandurah are looking for assistance to run the event as they have had a change of office-bearers.	BC	Mandurah are hosting 29 June marathon 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. Rex to provide details to Barb for forwarding on to Mandurah.
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.
3.	Correspondence in/out				
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	Only one applicant, Vic Fazakerley. Agreed to recommend Vic Fazakerley. Barbara to liaise with AusDBF re qualifications.
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 applicants. Advise AusDBF that there no applicants for the coaching course. Keen to have someone come over here and run the course.
3.3.	Mandurah Dragon boat Club	BC	Received an email from Angie Menna advising that she has resigned from the Mandurah DBC. Also received an email from Ben Ostergaard who is acting as President until the AGM.	KP	DBWA to offer to meet with Ben and other board members to outline what their responsibility is with running a club and being a member of DBWA. Kristin to send an email to Ben. Also advise the part ownership of boats by DBWA.
3.4.	Dean Patterson Social Sustainability Manager Communities Lend Lease	BC	Received an email from Dean Patterson to contact him.	BC	He advised that he is part of the new project down near the causeway and was making early enquiries regarding sports that would be interested in utilising the area, ie a club or for regattas. Said definitely interested and to keep us on the mailing list. Further contact will be made once the project

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					progresses further.
4.	New business				
4.1	DBWA new club application policy	KP	Draft policy circulated for comment.	KP	Still under review.
4.2	State titles format	KP	A request from Fremantle Swan to consider the eligibility rules regarding entering state championships. Should there be an eligibility requirement for clubs as well as paddlers.		Also need to review marshalling and crew list verification. Change minimum number of paddlers required in boat from 16 to 18, ie minimum of 18 paddlers to align with AusDBF rules. If a crew applies for exemption with less, they must produce evidence, ie crew list for verification of low numbers of paddlers. All paddlers on crew list, including reserves, are to go through marshalling as this would curtail any potential cheating. Kristin to obtain coloured folders to use in marshalling, i.e. one folder per club for their crew lists. Include three heats on each crew list so marshals can check paddlers off easily.
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		Set date and venue.		Thursday, 12 September 2013 at Cockburn Dragon Boat Club.
4.6	Leave of absence		Cherie is going overseas for an extended holiday. Proxy will be sent to DBWA.		Proxy received by DBWA.
4.7	Fees for 2013/2014		Review of current fee structure and increases for next season.		Once financials are available, will determine fees.
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:	8.40 pm
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Next meeting	
Date: 5 June 2013	Time: 6.00 pm
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