

Dragon Boating WA Inc. Board Meeting – Agenda 4 September 2013

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

Time / Date: **6.00 pm** **4 September 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: KP Seconded: BC	-	
2.	Business Arising				
2.1.	Strategic Plan	BC	Draft received from Dave Russell.	BC	Needs fine tuning and presented to the new board in October.
2.2.	State Team	BC	Update:	RT/PC	EOI has gone to all clubs including selection criteria and other relevant information.

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2.3.	WADBA equipment	BC	Email received from Lexie at Denmark Club outlining where all the equipment is located. Circulated prior to meeting.	BC	Noted.
2.4.	DBWA 4 boat trailer	BC	A late EOI was received from Champion Lakes Boating Club offered \$750.	BC	This was accepted by the Board via email. Barbara to organise the paperwork.
2.5.	Finance report	CC	Topic: Present Balance Sheet, Profit and Loss and Reconciliation Report.	CC	2012-2013 books at with auditor.
2.6.	Auroras	RT	Update: Motion: That DBWA reimburse Rex for memorabilia he purchased on behalf of DBWA – \$475.00. Seconded: Paula Cottingham	RT	To recognise the inaugural teams and their amazing efforts Rex Tindal arranged to have a long sleeve Auroras Race Shirt signed by team members whilst in Gyor and Szeged. The race shirt plus team lists, events / results, a gold medal, Auroras cap, and team photos have been framed with a plaque at base.
2.7.	AusDBF Calendar	BC	2013: Sunday December 1 - AGM in QLD	All	Noted
2.8.	2015 Australian Championships	KP	Dates are 13 th – 19 th April, with paddling days 14 th – 18 th inclusive	KP	AusDBF has yet to confirm the dates proposed by DBWA. A follow up email to be sent to AusDBF.
2.9.	DBWA new club application policy	KP	Draft policy circulated for comment.	KP	Reviewed and draft sent to Board for finalising.
2.10	Changes to constitution	KP	Review as part of an annual review of the constitution.	KP	DOCEP requested changes to constitution to be made at the AGM. Research indicates that if a constitution (or legislation) allows proxy voting, then the proxy may be counted towards the quorum. It stands to reason that the individual issuing the proxy is making their presence known and their voice heard, even if they cannot physically attend the meeting, therefore they should count towards the quorum.

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2.11	AGM	BC	Update: Wednesday 18 September at Maylands Sport and Recreation Club. 7.00pm start. · Annual report to be prepared. Rex has provided an update on the coaching side.	BC	Agenda, nomination forms, proxy forms, minutes, constitution changes have been circulated. Nominations received from Dustin Smith for Communications Director, Corinna Paeper for Board Member B, Paula Cottingham for Operations Director, Rick Salisbury for Deputy President, Moy Kearle for Admin Director. Revised agenda to be circulated. Venue had to change as original choices for location fell through. Maylands Sport & Rec were able to accommodate the meeting. Rex to extend an invitation to Auroras.
2.12	Fees	BC	As per previous meeting.	BC	Circulated to clubs.
2.13	SmartSense database	BC	Update:	BC	Data migration is complete. Currently organising online training for Barb as administrator. Will then organise training for clubs. Deadline end of September for the system to be fully operational. AusDBF supports SmartSense as the preferred product for all states.
2.14	Charity event	BC	Re presentation by Dustin Smith.	BC	Dustin was advised by email that DBWA agreed that the event had merit and is happy to sanction the event and to work with IODBC for the organisation of the event.
2.15	DBWA polo shirts	BC	Sample provided.	BC	Agreed on Aussie Pacific brand, style Paterson polos. Will order 20 shirts in various sizes.
2.16	Paddler registrations	BC	Renewals have been sent to clubs.	BC	Need to send out club registration forms.
2.17	Christian Mueller	BC	Email received requesting information from our membership database specifying age, sex and suburb of members of DBWA.	BC	Hard copy list of only members names and addresses sent to Christian Mueller under DBWA's obligations to members under the Associations Act. Age and sex are personal private details which will not be released to members.

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2.18	Coaching course	BC	<p>Update: John Holland advised he is happy to run a course in WA on 6 October 2013. Maximum numbers is 20. Here how it works:</p> <ul style="list-style-type: none"> • Cost is \$300 per person which DBWA keeps. • AusDBF charge DBWA \$400 one off plus \$100 per person • DBWA pays presenter cost of books (approx. \$300), accommodation and airfares. AusDBF pay John \$50 per accreditation. <table border="1"> <tr> <td>DBWA collects</td> <td>6000</td> </tr> <tr> <td>AusDBF</td> <td>-2400</td> </tr> <tr> <td>Books</td> <td>-300</td> </tr> <tr> <td>Johns expenses</td> <td>-1000</td> </tr> <tr> <td>Catering</td> <td>-500</td> </tr> <tr> <td>DBWA profit</td> <td>1800</td> </tr> <tr> <td>Less 50% rebate</td> <td>-3000</td> </tr> <tr> <td>DBWA loss</td> <td>-1200</td> </tr> </table>	DBWA collects	6000	AusDBF	-2400	Books	-300	Johns expenses	-1000	Catering	-500	DBWA profit	1800	Less 50% rebate	-3000	DBWA loss	-1200	BC	<p>Email sent to clubs. Each club asked to submit names of two paddlers currently involved in coaching. Currently have 14 definite including State Team Coaches. Have not heard back from Amazons, Cockburn and Lakers.</p> <p>Room is booked at DSR.</p> <p>Board agreed by email that DBWA would reimburse clubs up to two members 50% of the \$300 fee once they are accredited. Clubs to cover cost of State coaches.</p> <p>Board agreed by email to this proposal.</p> <p>Barb to chase tardy clubs.</p>
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3.	<i>Correspondence in/out</i>																				
3.1.	Oz Celenza suspension	BC	Letter of apology received from Oz Celenza regarding his 3 year suspension from Cockburn and subsequently DBWA.	All	Noted.																
3.2.	IODBC	BC	Letter received from IODBC requesting to reconsider their application for DBWA membership in the 2013-2014 season.	KP	KP to write to IODBC and invite them to apply for the 2013-2014 season.																
3.3.	DBWA regattas	BC	First regatta is Sunday, 10 November. EOI to clubs re raffles and sausage sizzle. No hosting fees. Email to clubs advising that no hosting fee as Champion Lakes is now "plug and play". There has been an increase in fees; rather than clubs and paddlers paying more for regattas, DBWA prefers to drop hosting fee. Club who host benefit from the proceeds from BBQ and raffle.	All	St Johns Ambulance has quoted \$420 per regatta which is cheaper than last year. Need to update boat roster.																

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3.4.	Gear Trailer	RT	Proposal from Rex to convert to a mobile fitness centre for use by the State Team. To buy gear new would be \$1600. Visit to a gym for testing is \$600 per visit (4 visits a season). Rex happy to source second hand equipment to cut the costs. Agreed that Rex proceed with this.	RT	Gear trailer not required at regattas due to VenuesWest upgrades. The gear in the trailer that is used at regattas can be put on shelves in the container.
3.5.	Hurricane Paddling Club	KP	A letter was sent to Hurricane Paddling advising that their membership would not be renewed due to breaches of the DBWA Constitution and apparent breaches of the Associations Incorporation Act 1987.	KP	Kristin has received a phone call from Mike Higginson regarding the DBWA letter. A copy of the email and 2012-13 club application form received from the Hurricane club giving explicit instruction not to send correspondence to the club President, as well as a copy of the minutes of the Hurricane AGM of 2011, were sent to Mike as he had not yet seen the documents.
3.6.	ANZ Sports Star nominations	BC	Information received from WASF regarding this event. Organisations that are members of the WA Sports Federation (WASF) are eligible to submit nominations for any of the Awards, with a maximum of 2 nominations per category. If there is more than 1 nomination per category, the organisation must rank the nominees	RT	Rex attending launch on 10 September 2013.
3.7.	Australian Championships Qld 2014	RT	Letter sent to AusDBF regarding U24 concept for State v State day for Qld Aus Champs 2015. Suggest start with Tens category as not enough in all states for 20's boat.	RT	On AusDBF agenda, no reply yet.
3.8.	School event	BC	Received a request from Christchurch Grammar school enquiring about the possibility of running a dragon boating event for a group of students for fun and fund raising purposes. They were looking at 150 boys to get on the water for an hour or so.	BC	Details passed to Fremantle as in the Fremantle area and have the capacity . They are holding the event on a Sunday. 150+ members.
4.	<i>New business</i>				
4.1	DBWA Risk management plan	BC	Previous circulated Risk Management Plan for Corporate Events provided by Dom Mecoy	BC	Suggest it be used to update DBWA Risk Management Plan. To be circulated to clubs. Thank you to Dom for her good work.
4.2	DBWA Boats at Champion Lakes	RS	Proposal from Rick for the board's consideration. re DBWA Boats at Champion Lakes.	RS	Find out about depreciation and get a true value of what the boats are worth in today's market.

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4.2	Forza dragon boat club new facility	BC	Forza were approved a grant through DSR's CSRFF program. They requested a quote for insurance through Willis.	BC	Forwarded on their request who will deal with Forza direct.
4.3	Boats	KP	Re purchase of new boats	BC/KP	EOI to clubs first, then if enough interest get a quote for boats

Meeting close:	8.30pm
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Next meeting	
Date:	Wednesday, 2 October, 2013
Time:	6:00 pm
Location:	Dept of Sport and Recreation, 246 Vincent Street, Leederville