

## Dragon Boating WA Inc. Board Meeting – Minutes 7 August 2013

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

Time / Date: **6.00 pm**      **7 August 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	Dustin Smith		(present for item 1.4)

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> B Clarkson <b>Seconded:</b> P Cottingham	-	

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1.4.	Presentation Dustin Smith	BC	Dustin Smith presented to the board his concept of running two charity events in conjunction with Indian Ocean Dragon Boat Club (IODBC). The event would include all clubs and is seeking DBWA's assistance with the event.	-	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. IODBC can run with it, but they need to work with DBWA to ensure administrative matters are addressed and DBWA is point of contact between agencies (ie Canoeing WA and City of Perth) and our clubs. We do not want to take over the event, however emails to clubs explaining the event and what is required are to come through DBWA for circulation.
2.	<b>Business Arising</b>				
2.1.	Strategic Planning Day – Marketing sub-committee	KP	Debrief	KP	Only one person responded as interested - Corinna Paeper from Pirates. Will need to consider paying someone to take on some projects if no Marketing Director after AGM
2.2.	State Team	BC	Update:	RT/PC	Coaches have been appointed. Wade Spackman - Juniors Dustin Smith – Premiers Kristin Priest – Masters (Senior A) John Beinke – Grand Masters (Senior B) Neville McNeil - Great Grand Dragons (Senior C)
2.3.	WADBA equipment	BC	Decision to be made on equipment signed over by WADBA – boats, etc.	BC/SY	No response to EOI re trailer. Suggest we look at selling it for scrap. Emailed Lexie at Denmark re other equipment. She replied will look at it.
2.4.	Finance report	CC	<b>Topic:</b> Present Balance Sheet, Profit and Loss and Reconciliation Report.	CC	2012-2013 books with auditor.
2.5.	DBWA Regulations	BC	Update and discussion	KP	Proceeding.
2.6.	Auroras	RT	Update:	RT	Extremely successful campaign in Hungary. Possible function for all DBWA members to attend to congratulate paddlers. The Australian Auroras won 35 medals in total- 15 Gold, 16 Silver and 4 Bronze.
2.7.	AusDBF Calendar	BC	<b>2013:</b> Sunday December 1 - AGM in QLD	All	Noted

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2.8.	2015 Australian Championships	KP	Dates are 13 <sup>th</sup> – 19 <sup>th</sup> with paddling days 14 <sup>th</sup> – 18 <sup>th</sup> inclusive	BC	Dates confirmed with VenuesWest. Event application to be sent. AusDBF has yet to confirm the dates proposed by DBWA. KP to follow up with AusDBF.
2.9.	Regatta dates 2013/2014	BC	Dates approved by VenuesWest: 10 November 2013, 8 December 2013, 19 January 2013, 9 February 2014	BC	State Championships are now on 29/30 March 2014 as per Strategic Planning Day discussion. No other dates have changed as availability of time slots are limited at Champion Lakes.
2.10	Winter marathon series	BC	Update: Mandurah marathon	BC	Results have been finalised and sent to clubs. Car accident with DBWA trailer, claim has been finalised and DBWA paid the excess of \$100.
2.11	DBWA new club application policy	KP	Draft policy circulated for comment.	KP	Still under review.
2.12	Changes to constitution	KP	Review as part of an annual review of the constitution.	KP	Minor revisions as requested by Dept of Commerce. KP to check legislative requirements with regards to proxies being included as part of a quorum.
2.13	AGM	BC	Update: Thursday, 12 September 2013 at Cockburn Dragon Boat Club. 7.00pm start. Clubs to be advised. Will organise proxies, agenda etc to go our 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.	BC	Suggest we change day and date to Wednesday as most clubs train on Thursdays. Also venue to Fremantle Swan Yacht Club as EFYC not available on Wednesday. Have spoken to Corinna Paeper re: possible board position (she had expressed interest with helping DBWA with marketing, so might consider a board member position).
2.14	Fees	BC	Recommend increase of 5% - Adult \$85 Junior \$63. Club member fees \$430. 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).	BC	Need to circulate to clubs. Confirm that club membership is also increased to \$430.

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2.15	Smartsense database	BC	<p>Update: Have been sent info and testing for database currently used by Qld, NSW and SA.</p> <p>Setup costs (gst not included):            Free setup including 1 x data migration (normally \$100/club plus \$300+ for data migration)            annual subscriptions (gst not included)            Clubs: \$1.00 pw per modules (ie total \$1040.00 pa for the ten clubs)            DBWA : \$1.50 pw per module (ie total \$156.00 pa)            Total annually: \$1196.00 (paid in advance)            System training for club/dbwa officials : free (face to face training will require travel and accom costs covered by DBWA)            Motion: To accept SmartSpace as per AusDBF recommendation as database manager as per costs outlined above.            Proposed: Barbara Clarkson            Seconded: K Priest</p>	BC	<p>To ensure all systems are go by October 1 would need data by August 14.</p> <p>If able to get all the data by around the middle of August, some online training for clubs during the last week of August in preparation for the coming season.</p>
2.16	Website development	KP	Look at how we can utilise the website for regattas, state team etc.	KP	Ongoing development.
3.	<b>Correspondence in/out</b>				
3.1.	Coaching course	BC	Update: Email sent to coaching trainers Australia wide to run a course in WA.	BC	John Holland is happy to come across in September/October.
3.2.	Christian Mueller	BC	Email received requesting information from our membership database specifying age, sex and suburb of members of DBWA.	BC/KP	Originally denied request but may have to provide some information under Section 27 of the Associations Act. Certain information cannot be provided due to privacy issues.
3.3.	Emails from Dustin Smith re charity event	BC	Dustin to attend August board meeting to outline his proposal	BC	Request accepted by Board.
3.4.	Jo Pearce from WA Sports Fed	BC	Information about funding that is available to support SSA's in their financial management.	BC	Agreed to participate in the project as extremely beneficial to financial management of DBWA which needs to go to the next level.
4.	<b>New business</b>				
4.1	DBWA polo shirts	BC	Sample provided.	BC	Deferred until next meeting.

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4.2	Paddler registrations	BC	Forms to go out by mid August.	BC/KP	BC and KP to review form and distribute to clubs.

Meeting close:	8:30 pm
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Next meeting	
Date: 4 September 2013	Time: 6.00 pm
Location: Dept of Sport and Recreation, 246 Vincent Street, Leederville	