

1 December 2013

Australian Dragon Boat Federation AGM Meeting Minutes



Date	1 December 2013	Time	10:00am – 12:30pm
Place	Novotel Brisbane Airport 6-8 the Circuit Brisbane Airport, Brisbane QLD 4007		
Chair	President Kel Watt		
Minute taker	Christina Wohlsen		
AusDBF Board	Admin: Janelle Gamble Finance: Loretta Lewis; Directors: Christopher Alexandrou, Tony D'Andreti, David Abel, Sean Litchfield		
Attendees – 4 Voting Delegates per Member to be listed			
Dragon Boat NT: Delegate - Stephanie Brown		Dragon Boat Tas. Delegate - Julie Davidson	
Dragon Boat Qld: Delegates – Jason Ferrari, Pam Mitchell, Janine Lette, Judy New Attendees: Brian Bichel, Danielle Ferrari, Heather Ross		Dragon Boat NSW Delegates – Trish Tinyow, Martin Hirst, Geoff Roberts, Ernie Panucci Attendees: Martin Hastings, Maureen O'Neil, Brian Smith	
Dragon Boat Vic. Delegates – Eliza Campbell, Melissa O'Brien		Dragon Boat SA Delegates – John Holland, Pat Doogue	
Dragon Boat ACT – Delegates – Debra Moran, Pat Moran, Ming Tang		Dragon Boat WA: Delegates - Kristen Priest, Rex Tindal	
Dragons Abreast Australia: Delegate – Sue Bowen			
Apologies			

- LL Standing down as Finance Director and retracted her intention to re stand as Director for AusDBF – since 2008. Aust. Team Manager as well. Consider now who will take on this role for the campaign in Canada. Believe in succession plans - mentoring Sean in role of Finance Director. Plans to work on Oceania. – must be developed especially in view of the IOC application.

Moved: Christopher Alexandrou

Admin Report – Janelle Gamble

- ## Directors Report – David Abel

- 1st meeting was held leading into Nationals 2013
- Agreed that format at Aus Champs 2013 seemed to work
- Steering group met again recently in SA – reported that States & Territories all have common goal – to lift level of State competition whilst maintaining importance of club level - **Minutes still to be issued**

Directors Report – Tony D’Andreti

- Led the Hamilton Island venture in 2013
- Responsible for overseeing coaching & officials courses – trying to give responsibility back to States by giving states best info and training – a lot of work been done by John Holland, Melanie Cantwell & Gavin Godfrey

Directors Report – Christopher Alexandrou

- Role of Director is a position of service not a position of power
- AusDBF’s primary function is to steer and oversee the Aus Champs and Auroras
- Dragon boating is a middle size amateur sport – planning of events needs to be focused on fun for the paddlers and making events as easy as possible for those involved to participate. Attitudes of Officials and Board play a huge part in this. . Focus on fun – comes back to planning – keep participants happy – volunteers and officials as well as paddlers. Try not to be aggressive or ill tempered.
- Big challenge for AusDBF is to become more of a true Federation
- Believes Aus Champs & Aus Team are moving in the right direction. Challenges still. Auroras improving – doing well – have a good format. Aust. Champs improving – accepting ideas from the paddlers. WA NT – Tas. & SA – distance is a challenge.
- Workload is difficult for Board Directors
- Publicly wishes to thank his State who gave him his grounding, his family and his partner Claire for her continued support.

Presidents Report – Kel Watt

- Highlight for 2013 was Auroras performance in Hungary – 15 gold medals. Shows Auroras growth over last 4 years & heading in right direction.
- Aus Champs – 5th consecutive year of record results - 720 people at first Aus Champs grown to 3000 participants in 2013 - in 5 years financials grown from \$4K to over \$1M – huge growth
- AusDBF continually working towards for ASC recognition – two pools of funding available 1) Olympic Recognised Sports (not entitled to this yet) 2) Participation funding – AusDBF been working with peak bodies Australian Outrigger Assoc. & Canoeing Australia to help elevate our status & assist with getting funding
- Development of Oceania – this will not happen overnight. Important we are a part of Oceania & need to do it now to ensure strong foundation.
- Success of Aus Champs 2013 and use of social media – 12,000-15,000 hits on Facebook page during Aus Champs
- AusDBF won the right to host 2016 Club Crew Champs being held in Adelaide, SA – will be hosting 3500-4500 paddlers from around the world. Need to start getting organised now for this event (Marketing/recruitment/high performance) to ensure

	<p>success. Can build a legacy to take our sport to the next level.</p> <ul style="list-style-type: none"> • Addition of Presidents Award to Aus Champs 2013. Also announced new age trophy to be presented at Aus Champs 2014 named the 'Gamble/Lewis Trophy' in recognition of the work and service LL & JG have provided to the sport • KW recognised the work of his fellow board members and support of his wife Louise Yabsley.
	<p>Board Election: Administration Director, Finance Director and two Directors</p> <ul style="list-style-type: none"> • KW advised 3 candidates to fill 3 positions (proposed members select candidates for available positions). Members resolved they wanted to go to election (resolved that every member entitled to 4 votes) • Sean Litchfield appointed to Finance Director - <u>and at the 2014 AGM must be reconfirmed</u> • Maggie Boyce appointed to Admin Director - <u>and at the 2014 AGM must be reconfirmed.</u> • Election results – Tony D'Andreti and Victor Fazakerley elected as Ordinary Directors <p>Ballot Papers issued.</p> <p>Casual Vacancies to be filled – Maggie Boyce & Sean Litchfield –Delegates recorded – see hard copy.</p> <p>Returning Officers: Christina Wohlsen & Kel Watt</p> <p>New Board Appointed.</p>
	No other business

AGM Closed 12:30pm



Certified Practising Accountants
Tax Agents & Auditors
ABN 94 056 298 492

Directors
Joe Matthew
Mark Schutters
Robert Dodd

Australian Dragon Boat Federation Ltd
PO Box 949
SPRINGWOOD, QLD
4127

Re: **Audit of 30 June 2013 Financial Statements**

Dear Directors,

The matters raised in this report arise from our financial report audit and relate to matters that we believe need to be brought to your attention.

Our audit is performed to obtain reasonable assurance whether the financial report is free of material misstatements. Absolute assurance is not possible due to the inherent limitations of an audit and of internal control, resulting in the unavoidable risk that some material misstatements may not be detected.

In planning our audit, we consider internal control over financial reporting to determine the nature, extent and timing of audit procedures. However, a financial report audit does not provide assurance on the effective operation of internal control at Australian Dragon Boat Federation Ltd. However, if in the course of our audit, certain deficiencies in internal control come to our attention, these will be reported to you.

Because fraud is deliberate, there are always risks that material misstatements, fraud and other illegal acts may exist and not be detected by our audit of the financial report.

We would also like to draw the following matters to your attention:

1. The depreciation schedules did not reconcile to the general ledger, please ensure the depreciation workpapers reconcile in the future.
2. Do not reuse MYOB codes, please create new codes in the future.
3. GST does not reconcile when comparing the MYOB GST reports, MYOB general ledger and the BAS lodged with the ATO. Please ensure the variance is corrected on the next BAS. This variance was most likely the result of not locking the periods which is highly recommended.

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Australian Dragon Boat Federation Ltd

This communication is prepared solely for your information and is not intended for any other purpose. We accept no responsibility to a third party who uses this communication.

Yours sincerely,

Mark Schutters of Dickensons Accountants

Date: 15/11/2013