1 December 2013

Australian Dragon Boat Federation AGM Meeting Minutes



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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 Membe	er 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 Abre Delegate – Sı			
Apologies			

Agenda Topics				
Item	Description			
***************************************	Acceptance of previous AGM Minutes 2012			
	Moved: Janelle Gamble	Seconded: Julie Davidson		
	Business arising from previous Minutes			
	n/a			
	2013 Finance Report: Audited Financial rep	ort & Finance Directors report - see attache		
	Moved: Loretta Lewis	Seconded: Sean Litchfield		
	2013 Finance Report & Audited Financia	I Report		
	Reports only just come back from auditor			
	Statement of Financial Position –many accrued expenses due to the fall of the financial year mid campaign – accomm costs for Auroras in Hungary.			
	 Revenue – greater than \$1million – account had only \$4000 several years ago when LL began. 			
	Grant – women in sport – Strategic Role of directors / Finance for Directors			
	 Auroras broke even, slow payment of Auroras 2013 money AusDBF Insurance renewed with Willis (all members now with Willis exceps SA) 			
	Paddler levy increased in accordance with CPI - currently \$22.50 for adultipaddlers and \$11.25 for juniors (inc. GST)			
•	 Members asked to pay paddler levy in 3 x increments. AusDBF has called paddler levy info from States several times but still not been received. States to SA for keeping paddler levy up to date. 			
	Concern for low member numbers an	d slow growth in some States.		
	Need to consider strategic plan / directions	ction in each state. Need a development plan		
	access to records at any time. Last 1	ow 'in the cloud' so relevant parties have 2 months – enormous number of ors and Christina Wohlsen for the many hour		
	 Interim budget has been set 			
	 Aus Champs 2013 made Net Surplus 60% to DBNSW & 40% to AusDBF 	of \$81656.41 & distribution of profits paid		
	 AusDBF Net Surplus recorded for 20° 	12/13 financial year was \$15,656		
	Over \$1M went through AusDBF book	ks in 2012/2013 tax year		
	 Training & Development - Tony D'An great job with coaching & officials train 	dreti and Melanie Cantwell have done a ining		
	Auroras – LL recommended accomm	odation for future campaigns overseas to be		

booked & paid with hotels directly by paddlers (not paid by AusDBF) to minimise risk. This option was not available in Hungary. Currency exchange issue when paying for the campaign in Hungary – major fluctuations in US dollar and Euro

- LL recommended more focus & energy needs to be put into developing Oceania
- Sean Litchfield currently reviewing members protection policy
- Sponsorship package has been written for Auroras & Aus Champs been handed to Champion Boats
- Communication has been improved
- Regal won the uniform tender
- IDBF has asked AusDBF to perform audit on IDBF accounts (being done by LL) fostering relationship with IDBF Asst. Treasurer (LL) AusDBF to take the audit
 and prepare the IDBF accounts for audit.
- Serge Cucsa has a commercial contract with AusDBF for 2014 Asian Champs has to provide his own Professional Indemnity Insurance. As AusDBF Coach - has contract - includes phone - travel costs
- Jen Reilly taken on role as next Australian Manager for the Asian Campaign
- · Letter from auditor attached
- Policies travel risk management and more
- Oceania NZ IDBF economic impact report for the IOC 20 Dec 2013. Risk of db becoming a recognised sport, we run the risk of losing entry to the Asian championships.
- Development Plan marketing plan to be developed initially by a TAFE group templates have been written.
- Audit Report: Read out offered hard copies as requested. MYOB codes to be replaced. BAS variance to be made (June 2013)

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.

Annual Report - Directors Reports - soft copy to be emailed to Members

Moved: Christopher Alexandrou Seconded: Trish Tinyow

Admin Report - Janelle Gamble

- JG has enjoyed being on board and announced her retirement from the AusDBF Board
- There has been a lot of work involved with admin position and high volumes of email traffic – suggested that paddlers direct enquiries through States as first option (Paddler->State->AusDBF if needed)
- Disappointed in lack of co-operation between States & AusDBF feeling of antagonism - not necessary – AusDBF is National body there to work for and with everyone
- Martin Hastings (DBNSW) proposed a vote of thanks to LL & JG

Directors Report - David Abel

Headed up Aus Champs steering committee

- 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

success. Can build a legacy to take our sport to the next level. 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. Board Election: Administration Director, Finance Director and two Directors • 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 - and at the 2014 AGM must be reconfirmed • Maggie Boyce appointed to Admin Director - and at the 2014 AGM must be reconfirmed. Election results – Tony D'Andreti and Victor Fazakerley elected as Ordinary Directors Ballot Papers issued.

Casual Vacancies to be filled – Maggie Boyce & Sean Litchfield –Delegates recorded – see hard copy.

Returning Officers: Christina Wohlsen & Kel Watt

New Board Appointed.

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:

- 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.
- 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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2 of 2 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