

AusDBF 2004 Annual General Meeting

Minutes of Meeting

Date: Thursday, 8 April 2004
Venue: Swan Yacht Club, Riverside Drive, East Fremantle, WA

Agenda

Preliminary

- a) Attendance sheet
- b) Identification of Delegates
 - Janine Lette QDBF*
 - Paul Jarvis QDBF*
 - Loretta Lewis QDBF*
 - Dean Gamblin QDBF (proxy for J King*)
 - Melanie Cantwell DBNSW* - AusDBF Technical Dir (+ 2 proxies)
 - Jon Taylor DBNSW* - AusDBF Admin Dir (+ 1 proxy)
 - Chris Alexandrou DBNSW
 - Steve Dawes DBNSW
 - Steve Davidson DBNSW
 - Gavin Godfrey DBNSW
 - Linda Ng DBNSW
 - Peter Wilkins CDBA (proxy for A Coleman*/M Maloney*)
 - John Holland DASA*
 - Tim Monson DASA*
 - Peter Bristow DASA (proxy for J Bould*)
 - Chris Wood DASA
 - Ken Dwyer DBNT* (+ 1 proxy)
 - Ewan Hall DBNT*
 - John Marsh DBNT*
 - Phil Reader DBNT
 - David Blackley DBWA*
 - Vic Fazakerley DBWA*
 - Yvette Libretts DBWA*
 - Bob Oltmans DBWA*
 - Michelle Hanton Dragons Abreast (Aust)*
 - Moirra Cannell Dragons Abreast (Tas)
 - Pru Menzies Dragons Abreast (Vic)
 - Margot Case Dragons Abreast (Sydney)
 - Jan Skorich Dragons Abreast (ACT)
 - Claire McConaghy Dragons Abreast (Central Coast)
 - Vivienne Gregg Dragons Abreast (NSW)

*delegate - 23 delegates represented in person or by proxy

Apologies: Trevor Huggard, Ray Leung

Meeting Commenced at 5:20pm. In the absence of AusDBF President the Administration Director chaired the meeting.

1) Minutes of previous meeting

- Proposed – Janine Lette (QDBF)
- Seconded – Vic Fazaerky (DBWA)

2) Brief Board Reports & Presentation of audited 1/7/2003-31/12/2003 financial statements

- (a) President – Jon reported that Trevor sends his abject apologies for not being there. Keep an eye on 2005 issues.



Members

Canberra Dragon Boat Assoc
Dragonboat Assoc of SA
Dragon Boats NSW
Dragon Boats NT
Dragon Boat Federation WA
Queensland Dragon Boat Federation
Victorian Dragon Boat Assoc

Associate Members

Dragons Abreast Australia

Executive

President
Jon Taylor

Administration
Janine Lette

Cultural
Raymond Leung

Development
Ewan Hall

Finance
Chris Alexandrou

Marketing
Michelle Hanton

Technical
Melanie Cantwell

Correspondence

130 Cabarita Rd
Cabarita NSW 2137
Australia

Ph: (02) 9702.5541
Fax: (02) 9702.5543
e-mail:

jon_taylor@optusnet.com.au



IDBF Member for Australia



- (b) Financial Report – Refer Attachment 1.
Jon asked the meeting to accept the audited financial statements of AusDBF for the 6 months July 1 2003 to 31 December 2003. Proposed –Ewan Hall (DBNT) Seconded – David Blackely (DBWA). Carried unanimously.
- (c) Admin – Refer Attachment 2
- (d) Technical. Melanie reported:
 - a. inspected WA site in December 2003
 - b. inspected alternative site for Nationals in Canberra 2005 and have agreed that DBNSW will assist where possible.
 - c. inspected boats and race venue in Shanghai for the Worlds later this year.
- (e) Jon reported Ray Leung had been in Shanghai as part of the bid team for 2007 World Champs and that Ray had be in contact with the Asian Dragon Boat Federation regarding AusDBF's application for ADBF membership
- (f) no reports from marketing or development

3) 2004/2005 Board of Management Elections

The following positions had one nomination and no vote was required.

President	Jon Taylor (DBNSW)
Administration Director	Janine Lette (QDBF)
Finance Director	Chris Alexandrou (DBNSW)
Technical Director	Melanie Cantwell (DBNSW)
Development Director	Ewan Hall (DBNT)
Cultural Director	Ray Leung (NSW)

Two nominations were received for the Marketing Director position. Michelle Hanton (DA Aust) and from Dean Gamblin (QDBF). A vote of members was conducted. Michelle Hanton (DA Australia) was elected.

Marketing Director	Michelle Hanton (DA Aust)
--------------------	---------------------------

4) Motion: "To consider and if thought fit pass a resolution to approve the 2002/2003 Accounts & Financial Statements."

Motion carried unanimously

5) New Member Applications

- (a) Tasmanian Dragon Boat Association application. Discussion on application from Tasmanian Dragon Boat Assoc. Comments made that applicant has no history or experience with dragon boat racing and that prime motivation was in the development of Tasmanian tourism rather than dragon boat racing. Application was declined at this stage until more information is known. Contact Peter Chen and request him to be at next AusDBF Council Meeting.
- (b) DA request for Full Membership. Meeting agreed the need to explore the potential for other classes of full members and the effects on AusDBF and current members. It was noted that the constitution will need to change to accommodate "common interest groups" as full members. Board to report back at next Council Meeting.

6) 2004 Nationals - progress report.. As per Managers Meeting held earlier.

7) 2005 Nationals - confirmation of ACT. CDBA confirmed their willingness to host the 2005 Nationals in Canberra. Thanks to DBNSW for their offer of support.



IDBF Member for Australia



8) 2006 Nationals - expression of interest VIC.

No report. Venue and dates need to be looked at closely as to whether they will now comply with AusDBF standards and requirements. Inspection and of venue and meeting with organisers will need to happen before nationals are agreed to.

9) IDBF Update.

The Chair summarised the current situation between IDBF and ICF. ICF no longer claim to represent dragon boat racing and have agreed not to run dragon boat racing events in competition with IDBF. In return IDBF have agreed to give National Canoe Organisations the chance to compete in IDBF World Championships.

10) 2007 IDBF World Champs Update. This item not covered due to lack of time.

11) National Guidelines – sweep accreditation, officials training, coaching manual, risk management

- (a) Motion "To consider and if thought fit pass a resolution to adopt the AusDBF Sweep Accreditation Scheme - Jan, 2004" To come into effect 1 Jan 2005. PASSED UNANIMOUSLY
- (b) Motion "To consider and if thought fit pass a resolution to adopt the AusDBF Race Officials Scheme - Jan, 2004" To come into effect 1 Jan 2005. PASSED UNANIMOUSLY
- (c) Coaching Manual.
Gavin Godfrey updated the meeting on the development of the Coaching Manual. DASA confirmed their previous offer to contribute some funding to the production and distribution of the Coaching Manual.

12) 2004-2007 Business Plan Update.


Jon reported he had made no further progress since the last Council Meeting. Jon said he would make the summarising of member responses a priority and would aim to circulate the first summary in 2 months.

13) General Business

- (a) QDBF event post 2007 world champs. QDBF will come to next Council Meeting with detailed proposal.
- (b) Crew sharing: Clarification of "borrowing rule" - clubs can borrow 4 members of clubs not competing at the AusDBF nationals in Perth.

Meeting finished at 7.30pm.

Signed as a true and accurate record


Jon Taylor
Chairman of Meeting



IDBF Member for Australia



Attachment 1**Financial Statements 1 July 2004 - 31 December 2004-04-22**

AUSTRALIAN DRAGON BOAT FEDERATION INC		
PROFIT AND LOSS STATEMENT		
FOR THE PERIOD 1 JULY 2003 TO 31 DECEMBER 2003		
	\$	\$
INCOME		
Membership Fees	1,595.00	
		1,595.00
EXPENDITURE		
Bank Fees		
Membership Fees		
Internet Expenses		
Filing Fees		
		-
NET PROFIT		1,595.00

AUSTRALIAN DRAGON BOAT FEDERATION INC		
BALANCE SHEET		
AS AT 31 DECEMBER 2003		
CURRENT ASSETS		
Bank - CBA 10181967	6,859.21	
		6,859.21
NON-CURRENT ASSETS		
Accounts Receivable - Paddle Stickers	485.50	
		485.50
TOTAL ASSETS		7,344.71
CURRENT LIABILITIES		
TOTAL LIABILITIES		-
NET ASSETS (LIABILITIES)		7,344.71
MEMBERS' FUNDS		
Retained Profits	7,344.71	



IDBF Member for Australia

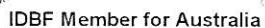


STATEMENT BY THE COMMITTEE
SIX MONTH PERIOD ENDED 31 DECEMBER 2003

(a) the accounts set out on the following pages are drawn up so as to give a true and fair view of the state of the Club's affairs as at 31 December 2003 and of its profit for the six month period ended on that date.

Signed at this day of 2004

.....
Secretary



AUSTRALIAN DRAGON BOAT FEDERATION INC
NOTES TO AND FORMING PART OF THE ACCOUNTS
FOR THE SIX MONTH PERIOD ENDED 31 DECEMBER 2003

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The accounts have been prepared in accordance with Statements of Accounting Concepts and applicable Accounting Standards, and with the disclosure requirements for the Associations Incorporation Act and Regulations.

The accounts are prepared in accordance with the historical cost convention. The accounting policies adopted are consistent with those of the previous year.

(a) Acquisitions of Assets

The cost method of accounting is used for all acquisitions of assets regardless of whether shares or other assets are acquired. Cost is determined as the fair value of the assets given up at the date of acquisition plus costs incidental to the acquisition.

(b) Depreciation

Depreciation is calculated on a diminishing value basis to write-off the net cost of each item of property, plant and equipment over its expected useful life.

**INDEPENDENT AUDIT REPORT TO THE MEMBERS OF
AUSTRALIAN DRAGON BOAT FEDERATION INC**

SCOPE

I have audited the attached financial accounts of Australian Dragon Boat Federation for the six month period ended 31 December 2003. The Association's Management Committee are responsible for the preparation and presentation of the accounts and the information contained therein, and have determined that the accounting policies used are consistent with the financial reporting requirements of the entity's constitution and are appropriate to meet the needs of the members. I have conducted an independent audit of these accounts in order to express an opinion on them to the members of the Association on their preparation and presentation.

No opinion is expressed as to whether the accounting policies used are appropriate to the needs of the members.

The accounts have been prepared for distribution to members for the purpose of fulfilling the committee and management's financial reporting requirements under the Association's constitution. I disclaim any assumption of responsibility for any reliance on this report or on the accounts to which they relate to any person other than the members, or for any purpose other than that for which they were prepared.

My audit has been conducted in accordance with Australian Auditing Standards to provide reasonable assurance as to whether the accounts are free of material misstatement. My procedures included examination, on a test basis, of evidence supporting the amounts and other disclosures in the accounts, and the evaluation of significant accounting estimates. These procedures have been undertaken to form an opinion as to whether, in all material respects, the accounts are presented fairly in accordance with Australian Accounting Concepts and standards so as to present a view of the Association which is consistent with my understanding of its financial position and the results of its operations.

The audit opinion expressed in this report has been formed on the above basis.

NOT QUALIFIED

In my opinion, the accounts of Australian Dragon Boat Federation are properly drawn up

- (a) so as to give a true and fair view of the Association's state of affairs as at 31 December 2003 and of its profit for the six month period ended on the date; and
- (b) in accordance with applicable Accounting Standards.

Signed at Robina this 6th day of April 2004.

.....
Mary Nieuwendyk



IDBF Member for Australia



Administration Director's Report 2003/2004

IDBF World Nations Champs in Poland, Aug 2003

This was a substantial and successful exercise for AusDBF. Success was both on and off the water. A large Australian Team (80+ athletes and supporters) was sent away. There were a number of performances just outside a podium finish. Overall, Australia finished 5th in the Nations Cup equalling our previous best result in 1999 in Nottingham. The most significant observation made was that while world standards have risen since Philadelphia in 2001 the Australian Team has narrowed the performance gap substantially.

IDBF Accredited Race Officials

Melanie Cantwell passed the IDBF Officials (Grade 1) exam while in Poland.

AusDBF Members currently accredited IDBF Race Officials:

- Jon Taylor	Grade 2
- Ray Leung	Grade 2
- Trevor Huggard	Grade 1
- Melanie Cantwell	Grade 1
- Vic Fazakerley	Grade 1
- Daryl Manzie	Grade 1
- Phil Reader	Grade 1
- Michelle Hanton	Grade 1

IDBF Congress Shanghai, Oct, 2003

- (a) Attended by Jon Taylor, Melanie Cantwell and Ray Leung.
- (b) AusDBF's bid to run 2007 World Champs in Sydney was successful.
- (c) AusDBF's appeal against a previous Council decision not to change the Mixed Category composition rule was unsuccessful.

Australian Sports Commission Update

ASC recognition of AusDBF as the controlling body for dragon boat racing in Australia finally achieved.

2004 AusDBF Membership

<i>Association/Club</i>	<i>Membership Status</i>	<i>Comments</i>
Dragon Boats NSW Inc	Member	2004 Membership PAID
Canberra Dragon Boat Assoc Inc	Member	2004 Membership PAID
Victorian Dragon Boat Assoc Inc	Member	2004 Membership to be renewed
Dragonboat Association of SA Inc	Member	2004 Membership PAID
Dragon Boating WA	Member	2004 Membership to be renewed
Queensland Dragon Boat Fed	Member	2004 Membership PAID
Dragon Boats NT Inc	Member	2004 Membership PAID
Dragons Abreast (Aust)	Associate Member	2004 Membership PAID

National Guidelines

Draft guidelines on a national Officials Scheme and Sweep Accreditation Guidelines circulated to Members and resolutions submitted for approval at AGM on 8 April 2004.

Communications

Website up and running (www.ausdbf.com.au). National Newsletter sent to all members and interested parties in:

- Aug 03
- Nov 03
- Feb 04

Action Items for 2004

- (a) Complete 2004-2007 Business Plan
- (b) Development and co-ordination of sport crews in Victoria
- (c) Monitor establishment of Tasmania Dragon Boat Association
- (d) Send Australian Team to 2004 IDBF DBRWC in Shanghai

Jon Taylor
Administration Director
April, 2004



IDBF Member for Australia

