

AGM Meeting Minutes

Agenda Topics	
Item	Description
1	<p>Acceptance of previous AGM Minutes 19 October 2014 subject to amending that the correct name of Tasmanian President who stood down was Julie Davidson (not Julie Davies).</p> <p>Moved: David Abel Seconded: Janine Lette</p> <p>ACTION: Christina Wohlsen</p>

2	<p>2014/15 Finance Report & Audited Financial Report Moved: David Abel Seconded: Sean Litchfield</p> <p>Martin Hastings – Finance Director</p> <ul style="list-style-type: none"> Noted that the \$30,000 refund hoped for from the Canadian government for the Aurora's program was declined as being a sports event it did not qualify for the refund. Noted Dragons Down Under (DDU) event update was given the day prior by DBSA. DBSA to write to the Minister Department of Planning, Transport and Infrastructure seeking written extension to exemption to wearing life jackets at West Lakes during the daylight hours as the previous one expired in 2011. <u>ACTION: DBSA</u>
3	<p>2014/15 Annual Report - Directors Reports Moved: David Abel Seconded: Trish Tinyow</p> <p>David Abel – President</p> <ul style="list-style-type: none"> Report is as tabled. Aim in taking over this role was to encouraging process, fairness, inclusion and teamwork. <p>Martin Hastings – Finance Director</p> <ul style="list-style-type: none"> Noted this year would be extremely busy and from finance perspective the Aurora's campaign was huge with over \$500,000 expended. DDU has been established as a company to financially protect AusDBF. <p>Maggie Boyce – Development Director</p> <ul style="list-style-type: none"> Priority has been on WCCCs and qualifications. Implemented a number of new incentives within the sport with coaches, athletes, officials to be recognised. <p>Level 2&3 Coaching Course update</p> <ul style="list-style-type: none"> Main focus of late has been in updating the Level 2&3 Coaching courses and to include a practical on-the-water component. Aim is to have both courses finalised by early January 2017. A Powerpoint presentation was then given outlining the new model based on the AIS concept (FTem – Foundation, Talent, Elite and Mastery) to take coaches and athletes from state and national representation up to mastery level in endeavour to reduce the numbers lost through attrition once the elite status level was achieved. An outline of the accreditation modules for these levels was given and noted it would be placed on the website. For the first time the number of applicants for the Coaches position has exceeded the number of positions which was a positive outcome. After discussions with AIS a new initiative will be introduced in 2017 whereby a master class weekend will be offered for coaches to introduce them to their expectations and to ensure that they comply, contracts will be entered in with both coaches and athletes. A learning from the last campaign was to work together to create a pathway for the large number of first time competitors to gain experience firstly at a high level of state competition and then through to the national squad. She felt that they need to understand what it means to be selected or alternatively to miss out. The question was asked if AusDBF would provide funding for interested coaches to travel to training camps/workshops as it was felt that it may preclude some prospective coaches from applying. The response given was that funding should be sought as part of development through state bodies ie: OR&S and that the intention will be to share the National coach Australia wide to assist state bodies.

	<ul style="list-style-type: none"> • Agreed AusDBF would seek EOIs from each state to work on a sub-committee to develop this pathway. <u>ACTION: Maggie</u> • Agreed that the TK1 was the standard craft for trials. • Noted that the EOI for the coaches' positions was sent on 1st October and left open until 31st October. • Prospective coaches would be strongly encouraged to be state team coaches. • Noted that the timing of the Asians event has impacted on the number of prospective Auroras paddlers. <p><u>Victor Fazakerley – Technical Director</u></p> <ul style="list-style-type: none"> • Thanked the local organising committee of DBWA for putting on a great show in Perth for the Nationals. • The amended Competition Regulations & Rules of Racing was circulated last week. • Feedback and amendments were welcomed however the intention is not to • One comment given was that the changing of the Premier Category to Open would cause bedlam. <p><u>Lesa Horntvedt – Communications Director</u></p> <ul style="list-style-type: none"> • Appreciation extended to DBSA for their DDU presentation the day prior. • Priority will be to work on the mandates of overhauling the website to make it more user friendly, accessible and navigated easier and to increase the share of voice through social media. The resources would be utilised more effectively to get more of a media presence with encouragement given to share stories and media amongst the state bodies and national. • Any state requiring assistance with producing any promotional material would be offered assistance. <p><u>Sean Litchfield – Cultural / Special Projects Director</u></p> <ul style="list-style-type: none"> • Extended a warm thank you to everyone that has assisted him in his role and the friendships gained.
4	<p>AusDBF Board Election: Directors</p> <p>Status: Ordinary Director Role 2 year duration – currently held by Martin Hastings – renominating Ordinary Director Role 2 year duration – currently held by Maggie Boyce – renominating Ordinary Director Role 2 year duration – currently held by Vic Fazakerley – re nominating Ordinary Director Role 2 year duration – currently held by Sean Litchfield - not renominating Ordinary Director Role 1 year duration – currently vacant Nomination received from Melissa O'Brien.</p> <p>A vote was taken with the above members re-elected and Melissa O'Brien elected as Ordinary Director for 1 year or 2 year? <i>(not sure if Melissa is in the 1 year role or taking over from Sean in his two year role)?</i></p> <p>There did not appear to be a Motion put actually voting on the above or below. Will leave to you to amend accordingly.</p> <p>David Abel congratulated new and returning members.</p> <p>A late nomination was received from Angie Aston and she was duly appointed to the Board. Moved: David Abel Seconded: Maggie Boyce</p>

State Associations – updates:

- **DBACT**

- Noted recent upheaval on committee with some legal challenges from the membership resulting in the entire committee resigning and much money being spent on seeking legal advice.
- New committee was formed with two of the former members. The constitution was being reviewed to ensure that any weak spots were removed with the focus being on reestablishing clear roles and responsibilities and working towards reengaging members and regaining trust.
- A total of 9 regattas were held with a number of 10s races being held in preparation for the Nationals in 2016. A number of NSW teams are competing in their regattas.
- There is still no set home or venue in place.
- A small national capital dragon boat festival was held which was well attended by a number of corporate and NSW teams.
- Equipment was a financial concern with a number of old boats being used which were deteriorating from being stored outside. Paddles needed to be replaced and more purchased.
- The representative team attained a Senior C – Gold and the Juniors won a Silver and two Bronze medals which was successful. A new program has been in place for the Juniors as a result.
- The Auroras comprised 51 paddlers plus a general manager and 18s coach.
- The annual strategic review was conducted with a number of small changes made.
- Focus to be placed on governance and noted lack of understanding from most members on the constitution.
- Communication with AusDBF to be improved.
- Noted formal written advice sought from AusDBF on removal of suspension of one of their members.
- **ACTION: Maggie**
- Noted not in a position to hold the 2017 Nationals as they do not have the personnel to assist or a venue as the National Capital Authority advised that there would be a minefield of red tape to go through should they wish to use the lake.
- Membership is declining and they will be rebranding themselves as a dragon boat friendly place.

- **DBNT**

- Membership numbers have declined to 77 as there are only two clubs remaining with Arafura Dragonboat Club expelled.
- Remains financially sound with over \$20,000 in the bank account.
- 2015 was a difficult year with the elected committee resigning over complete frustration with inability to run meetings. The fallout was immense.
- New committee is in place working diligently to return order and respect back to the sport. Consultation has been held with the Department of Business and meetings held with the Sports Commissioner prior any action being taken. Noted as being a stressful and time consuming period.
- Noted dissatisfaction with the support received from AusDBF on this issue who apparently appeared to be supporting the expelled member. A copy of all correspondence had been sent to AusDBF and he felt it was disappointing that the only official correspondence received back was minimal and was only an attempt by AusDBF to interpret the constitution. It was too late with support only offered when DBNT was on the verge of collapsing.
- David Abel noted that AusDBF was not supporting Arafura and that they had their own maritime insurance, own boats and were free to paddle on the water.
- A meeting would be held between AusDBF and Peter Simon after the AGM to address these concerns as it was felt that it was not appropriate to address this any further at this time.

- Noted that AusDBF had received over 800 pages of correspondence related to this issue. They were strongly reminded to use their resources widely and to take this into consideration in providing any assistance on this and that there were avenues of help available from several of the Presidents.
- David Abel responded that he was uncertain whether he should be involving the members to assist with this issue as he felt he may be forced into a position of seeking additional support after the meeting with Peter Simon. Any decision would be made public as he wanted to ensure that due process was being followed in a cautious and honest manner. He was careful to operate within the boundaries of the AusDBF constitution and would seek assurances that DBNT was acting in accordance with their constitution. There had been no correspondence sighted that the DBNT Directors had actually been appointed to their Board.
- Janine Lette reminded everyone to revisit their Member Protection Policy to ensure that it is up to date.

- **DBQ**

- Membership numbers are up and down even though there had been 8 new clubs established in the last few years.
- Bylaws have been changed to allow new clubs to be formed initially as Associate members as having 18 members to start with was proving to be difficult for some. There would be no voting rights assigned.
- A statewide Come N Try day would be held through funding received from the R&S Development grant on Sunday 29 November in an endeavour to increase membership numbers.
- The Qld Sonics coach has agreed to remain in this position with the club being streamlined so that the structure was not as demanding on volunteers and is now under the auspices of DBQ.
- Statewide there were about 70 juniors.
- State squad was being rebuilt.
- Noted DDU program has resulted in some coaches not being in favour of their WCCC paddlers training in the state team also as was proving to be too demanding. This resulted in it being difficult to appoint a coach.
- The state titles had to be brought forward and the usual Kawana venue is unavailable and is now being relocated to Bucca, near Bundaberg. This is proving to be exciting for the nearby regional clubs and is regenerating some of their former paddlers. Aim may be to continue to rotate this event in future with a Gold Coast venue being sought.
- Noted the wide bay region were keen to get a regional crew together for the nationals.
- Funding has been received through the R&S industry development grant and used in a number of avenues to assist clubs, ie: sweeps, coaching workshops, come n try's.
- Liaison has been formed with the Qld Hospital Foundation to organise a charity fundraiser for this group which would result in increased exposure.
- A corporate event is being held at Southbank with clubs expected to provide 1-3 teams.
- Lesa Horntvedt said she would be happy to assist with providing any promotional footage or resources and to promote any events on the Facebook page.
- Discussions being held with the event organisers for the Police and Emergency Services Games in October 2016.

- **DBTAS**

- Paddler numbers have increased this year.
- Reminder given that although they have 219 paddlers registered that there was only one actual sporting club and that a number of paddlers are non-competitive and are more so social paddlers.
- One club has been building their own wooden boats through the Australian Men's Shed

program.

- Focus was being placed on informing the public about the sport of dragon boating to reduce enquiries about what is the sport about in the first place.
- Strong publicity was being received from a board member who is also a journalist via radio and also recently with a three page lift out in the paper.
- Culturally the sport was recently promoted through the Chinese Community Association of Tasmania at the Luna New year festival.
- DAA held their annual corporate regatta with 13 teams participating which generated media coverage.
- A dragon boat festival was held in June with the Chinese Community Association participating in a dragon boat.
- \$2,000 has been received from a local council for the Four Bridges marathon which was last held in 2014. There will be 11 local boats participating and 9 from the mainland.
- A fundraising event was held for the 5 Aurora paddlers with \$5,000 raised.
- State titles will most likely be held at Lake Barrington however was dependent on support received from DAA.
- Chinese New Year celebrations will be followed up in 2016.
- Constitution is to be reviewed. Clubs to be encouraged to think outside of the square rather than what was good only for them instead of the sport overall.
- Northwest Council was successful in winning the bid to host the 2017 Masters Games with dragon boating to be included.
- Noted that Lake Barrington was an ideal place for a training camp as it can accommodate up to 70 people and was a freshwater lake.
- There are a number of people keen to undertake an Officials/Sweeps course so states were encouraged to inform them if any are being scheduled.
- Stronger relationships to be built with DBV to gain regatta experience.
- Appreciation extended to Maggie Boyce as being their Board Buddy for the last year.

- **DBV**

- 2014/15 – 67% paddlers were female with an average age of 49. Total then was 818 paddlers.
- 72% have signed up for this season with 35 Victorians represented in the Auroras team. Victorian Premier Mixed state team was nominated in the Victorian Team of the Year awards.
- The first Under 24 team competed at the Nationals and a junior development program has now been launched through a government grant.
- Building on foundation of previous board.
- Trained over 20 new event officials, 10 sweeps and another 11 sweeps have recently attained Level 2 accreditation.
- Achievements – employed first full time employee. Junior program initiated. Revolution Sport is now used as the membership management system.
- Purchased 8 x new dragon boats, 4 x TK1s and a regatta trailer.
- Purchased a powerboat to assist coaches, support regatta safety and administration.
- A Regional Grants subcommittee has been formed to allocate funds from regattas to Clubs in the form of grants.
- Regional regattas now run under a comprehensive agreement.
- First winter series regatta was held in Geelong with a 6km out and back race held.
- City of Melbourne will be relocating their clubroom in December closer to the city as part of establishing a new boating hub.

- **DBWA**

- Increased membership numbers this season with more success hoped for as a result of the

recent successful Auroras campaign.

- A better than expected outcome was received at the Nationals. Appreciation was extended to Barbara Clarkson who coordinated the entire event. 20 new boats were purchased with one being sent to Tas and Qld.
- A \$2,000 subsidy was offered to Clubs to purchase 14 of the new boats on the proviso that they sign a contract to make the boats available for regattas so that a standard fleet of boats can be used.
- The remaining four boats would be leased or loaned as part of the schools programs with a dedicated sub-committee in place to concentrate on this program. The aim is to get into the private schools and hold mini regattas with keen interest received from some schools who can see the benefits of team participation.
- The Canada campaign result in 400% increase in paddlers trying out with a 200% increase in those being selected. Paddlers were represented in every age category and also as the Under 18 coach.
- A pathway was now in place to train officials and coaches locally rather than having to fly in someone.
- The recent press exposure of the Auroras campaign has resulted in a number of councils inviting DBWA to participate in their festivals during October and December. Offers of accommodation, shelter and monetary recompense are being received.

- **DBNSW**

- Noted they were in the second year of their organisational review which had come about as a result of some worrying statistics received on how their board was functioning. They felt if they continued along the same path that they may not be able to meet future demands.
- A consulting firm had assisted them in a year long review process. The strategic plan was reviewed with a new structure in place for its support. The following six priorities were identified: new site/boathouse, membership numbers, operations and development, governance, board succession planning and revenue generation/brand awareness.
- They then determined what roles were required with a new Member and Events coordinator along with a CEO, appointed and some staff leaving.
- Membership – 3,000+.
- Board is focusing on developing Officials.
- The state team, national team and Auroras contribution is being looked at by Gio Cercone.
- Agreed that their Strategic Plan would be forwarded to AusDBF for sharing as a template.

ACTION: DBNSW

- **DBSA**

- Noted Annual report is available on DBSA website.
- Focus is being placed on other activities in addition to DDU event organising.
- Constitutional change made at the AGM whereby the membership will elect the board which will in turn elect the office bearers.
- Noted membership of Sport SA also provides access to the State Sport Dispute Centre which has proved invaluable and encouragement was given to other states to join if they have a similar entity.
- Focus has been placed on enhancing relationship with OR&S through involvement and representation on a number of programs that they run; ie Green Shirt program, Star Club program, I-Net group, ESCON group.
- An offer was received to be guest speaker at the last Star Club conference but was unfortunately declined due to the Australian Masters Games (AMG) dates conflicting.
- AMG was a successful event with it noted that the teams entering see it as a fun event.
- A FinishLynx system was recently purchased (\$30,000) and used successfully during a number of regattas.

	<ul style="list-style-type: none"> ○ A Sweeps sub-committee has been formed and they will be developing a comprehensive sweeps course. ● DAA <ul style="list-style-type: none"> ○ Head Office has relocated from Darwin to Brisbane. ○ A regeneration process is being undertaken with the constitution being rewritten and governance changes made to make the organisation more democratic and responsible to member groups. This will be put to the members at the AGM in December. ○ The strategic plan would then be reviewed with a focus being on growing the sport as a sport rather than just an activity. ○ A sizeable contingent attended an international event in Florida with 4,000 participants in total. The Italian event was expected to have up to 8,000 participants with 24 Australian teams represented. This brought home to them that BC Survivor paddling was more than just an activity and was becoming competitive and as a result they want to focus their resources towards this. ○ There are 45 member groups Australia wide which they want to help develop to become more involved in the sport.
6	<p>Australian Championships 2017 – Maggie Boyce</p> <ul style="list-style-type: none"> ● Noted ACT advised that they were not in a position due to their restructuring and growth work to hold this event in 2017. The process for a replacement is to offer it to the next member on the rotational list which in this instance is DBVIC. ● Martin Hastings said as part of seeking government funding for the NSW championships that it had been denied because the process was not actually part of a bid arrangement. They were therefore not interested in providing funding to win the event as it was already guaranteed under a rotational arrangement. ● It was noted that DBSA received a large amount of funding from the state government as a result of winning the bid to host DDU event. ● Discussion ensued then on whether the current rotational model should be amended to that of a bidding model to encourage state government funding. ● As an aside John Holland noted that AusDBF had previously advised that the only courses to be used for Nationals would be accredited courses however had since used non-accredited courses. ● It was suggested that a sub-committee be put in place to (1) develop a course accreditation scheme and (2) to establish how the venue for the Nationals should be allocated or awarded in future. It was noted that the C&TC committee should actually take on the role of developing the course accreditation scheme. Before this was to occur however the current model needed to be reviewed to determine if it was unsustainable. ● Noted DBVIC was currently working towards holding the event in 2018 however agreed that they would consider holding the event in 2017 and would advise their decision by 31st December. As to having an accredited course it was noted that it may not be possible at the current location of the Docklands. <u>ACTION: DBVIC</u> ● Some felt that to introduce a new model in 2018 might even be too soon. ● DBNSW stated that they would like to take the option of hosting the 2017 event to their Board for consideration as they were scheduled again for 2018. ● It was agreed that until the process of analysing the way forward was undertaken that the rotational service would continue and if DBVIC was not able to host in 2017 that DBNSW would be next on the list. ● AusDBF would develop Terms of Reference and seek feedback from members on how the Australian Championships should be held. <u>ACTION: AusDBF</u> ● Agreed to forward the final budgets for the 2011 and 2014 Nationals to DBACT along with the guidelines for conducting the event to be sent to all members.

	<p><u>ACTION: Maggie</u></p> <p>Other</p> <ul style="list-style-type: none"> Feedback was sought from members on their likely involvement in the State V State day given that 10s and 20s racing would again be held. Noted as a result some members had declining interest in participating in either 10s/20s and some had an increase. DBTAS was given the option with smaller representation to compete with the regional teams and agreed to consult first with their Board before advising AusDBF of their preference. <p><u>ACTION: DBTAS</u></p> <ul style="list-style-type: none"> Members were encouraged to forward advice on any significant changes to team entry that may impact on the program.
7	<p>AusDBF Competition Regulations and Rules of Racing – Vic Fazakerley</p> <ul style="list-style-type: none"> Noted key changes were noted on the summary page with feedback or amendments to be forwarded by 31st December however changes would not be made until after the 2016 Nationals. <p><u>ACTION: Members</u></p>
8	<p>AusDBF Constitution – Melissa O’Brien</p> <ul style="list-style-type: none"> A Powerpoint presentation was given on the proposed changes to the Constitution and the timeline to put them to the Members to vote upon at a Special General Meeting during the DDU event. Any feedback is to be provided at the single member level. AusDBF would undertake a review of existing policies over the next 12 months and seek input accordingly.
9	<p>Safety Reporting Scheme – Martin Hastings</p> <ul style="list-style-type: none"> A presentation was given on a number of online safety reporting systems available that AusDBF was reviewing to introduce for members to be able to capture incident reporting and near misses. Privacy issues would be maintained so that only the reporting Club and respective AusDBF member would see the incident data. AusDBF considered this to be part of good governance and recognised that Members have a requirement to monitor safety incidents and near misses occurring in their Clubs and would be seeking the support of Members for its eventual use. Statistics could then be reported annually to Members.
10	<p>National Sweeps Scheme – Martin Hastings</p> <ul style="list-style-type: none"> As part of completing some paperwork for IDBF there was a requirement to acknowledge that sweeps policies were in place however upon checking the website it was noted that the information was only in draft format. Approval was then sought from Members present to endorse the Sweeps accreditation levels in the document that was tabled. John Holland noted that there was a process in place whereby Sweeps Coordinators from each state would meet during the Nationals to discuss any issues however it was noted that this had not occurred for some time. He also noted that the Sweeps Level classification had been previously endorsed. Discussion ensued on whether to endorse the document and / or to include a review period as some Members felt that some changes were required. It was agreed to release the documents as policy subject to a review within six months (of 15/11/15) noting that “the policy may be varied according to state requirements”. <p><u>ACTION: Martin</u></p> <p>IDBF issue</p> <ul style="list-style-type: none"> Noted as part of completing a questionnaire for IDBF it appeared that they were seeking for their members to become part of a global media platform and it was uncertain what would be expected in return. There was some uncertainty as to whether personal contact details of participants would be required to be provided in return for loyalty type rewards

	<p>(ie fuel vouchers).</p> <ul style="list-style-type: none"> • Discussion was held on this with it noted that AusDBF should not focus any more time on this and there may be some issues with Australia's privacy legislation. • Agreed that an open letter would be sent in response to all IDBF officials stating that AusDBF was not in a position to comment or commit to this program. <p><u>ACTION: AusDBF</u></p>
	<p>General Business</p> <ul style="list-style-type: none"> • Gio Cercone noted that this year there may be the potential for AusDBF to select NSW paddlers for the Aurora team who were not actually part of the NSW State team even though it was a selection pre-requisite. AusDBF advised that if this had occurred that the selection to the Aurora team would be subsequently denied. It was agreed that DBNSW and AusDBF would both provide each other with copies of their team selections to ensure that this does not occur and that the gene pool availability for Aurora selection was from the respective state teams. AusDBF also to provide said list to remaining Members. <p><u>ACTION: AusDBF / DBNSW</u></p> <ul style="list-style-type: none"> • Maggie Boyce advised that this pre-requisite would be included in any contract with an Aurora paddler. • Maggie Boyce advised that AusDBF would produce an event calendar which would include approximate dates for training camps for a number of years ahead to Members to plan ahead. • John Holland sought clarification on the composition of a Mixed crew as he noted IDBF had recently changed it for both 10s and 20s and noted that the changes would impact on the regional teams the most. There was some confusion over the answer as not everyone had seen any such IDBF advice and it was agreed that the two IDBF representatives present would follow this up. <p><u>ACTION: Maggie / Janine</u></p> <ul style="list-style-type: none"> • Noted aim was to hold the 2,000 metres event at the Nationals in 2016 despite not being held in 2015 due to double rostering being held even though not endorsed previously by AusDBF. • It was agreed that double rostering would not be allowed in future and that sweeps would only be provided for emergency reasons. Wording to be amended. <p><u>ACTION: Maggie</u></p> <ul style="list-style-type: none"> • Noted that the meeting date for the Nationals would most likely be the day before the event commences. • Vic Fazakerley encouraged all Members to review their constitutions regularly to ensure that they met their needs appropriately and had the appropriate powers within. • Email address of policy@ausdbf.org.au would be set up for Melissa O'Brien. • Media clips or footage was sought by Lesa Horntvedt from Members on the Aurora paddlers to assist with seeking funding and sponsorship. • Appreciation was extended to Christina Wohlsen for compiling the Annual Report and her invaluable assistance throughout the year. • Date claimer – 31st March 2016 for a Coaching symposium to be held during the Asian Championship day. Venue to be sourced by DBSA. • Noted any PowerPoint presentation delivered today could be included in next year's Annual Report. • Appreciation was extended to attendees for a proactive meeting. • Meeting closed at 2:25pm (AEDST).