

# Australian Dragon Boat Federation

## General Meeting Minutes

|                   |   |      |                   |
|-------------------|---|------|-------------------|
| Date              | 1 December 2013   | Time | 12:30pm – 03.30pm |
| Place             | As above  |      |                   |
| Chair             | President Kel Watt  |      |                   |
| Minute taker      | Christina Wohlsen   |      |                   |
| AusDBF Board 2014 | Admin: Maggie Boyce<br>Finance: Sean Litchfield<br>Directors: Christopher Alexandrou, Tony D'Andreti, David Abel, Vic Fazakerley(absent)  |      |                   |
| Attendees         | As per AGM, with the exception of Brian Bichel (QDBF)   |      |                   |
| Agenda Topics     |   |      |                   |
| Item              | Description   |      |                   |
|                   | Board offered casual Directors vacancy to David Abel – accepted   |      |                   |
|                   | <p><b>2014 Australian Championships</b></p> <p>QDBF update:</p> <ul style="list-style-type: none"><li>• Draft Bulletin prepared for AusDBF – JL to forward to KW</li><li>• Still working on pontoons</li><li>• advised organising underway (no PowerPoint presentation provided)</li><li>• any questions please email</li></ul> <p><a href="mailto:auschamps@ausdbf.com.au">auschamps@ausdbf.com.au</a> (AusDBF)</p> <p><a href="mailto:auschampsenquiries@ausdbf.com.au">auschampsenquiries@ausdbf.com.au</a> (QDBF)</p> <p>AusDBF update:</p> <ul style="list-style-type: none"><li>• Program for 2014 to be the same as 2013 except for addition of U23 10's category in State V's State</li><li>• If competing as U23 not able to compete in Prems division</li><li>• All information will be contained in Bulletin 1 being distributed early December</li><li>• Trophies – Junior, Premier / Open, Masters (No longer an overall Club Champion)</li><li>• Proposal being discussed with AusDBF regarding Provision of new fleet – Blair Gamble looking to bring in 12xstd boats @ \$9,500 &amp; 6xsmi boats @ \$8500 (approx. values) for use at Aus Champs. After Nationals boats to be offered for sale to Clubs at discount (e.g. \$1K). 50% deposit required when club places order, remainder payable when boats delivered.</li><li>• Members asked to put feelers out for clubs looking for new boats - ACT advised they are looking to purchase new boats in 2014</li></ul> |      |                   |



|  |   |
|--|---|
|  | <p><b>Smart Space – Q &amp; A – Entry Procedures 2014 Aus Champs</b></p> <ul style="list-style-type: none"> <li>• Raymond Strachan ran through logistics of Smart Space</li> <li>• Advised Aus Champs will be set up with each race day as a single event. 4 Club days and 1 State vs. State as well as 2000m Races. AusDBF's Chris Alexandrou to update info in order for Clubs and states to do a trial run. Adjustments made. Go live for a week's test – RS to send an email to all club administrators. A special resources page will be made available. Clubs to make first contact with their State body – then report to AusDBF re the changes.</li> <li>• Possible option to use promotional code so special deal can be offered for bulk pass</li> <li>• Raymond setting up phantom event for 1 week to give clubs chance to play around in system – feedback from paddlers to be given to States/Territories who will collate and report back to AusDBF at <a href="mailto:Admin@ausdbf.com.au">Admin@ausdbf.com.au</a> ASAP. Website link is to be advised – hopefully prior to end of 2013 but if not shortly thereafter.</li> </ul> |
|  | <p><b>AusDBF Safety Manual (members provided with copy of current manual)</b></p> <ul style="list-style-type: none"> <li>• has been reviewed to take into account suggestions made by Martin Hastings e.g. can recommend swim tests performed &amp; life jackets worn at night or low water temperatures – hard to enforce – rather than saying you must manual now says we suggest – club responsibility to police</li> <li>• Martin has developed a spreadsheet with pivot tables for Point System – easy retrieval of info – anyone wants a copy please email Martin for a copy.</li> <li>• Members asked to review safety manual and reply with feedback to <a href="mailto:Admin@ausdbf.com.au">Admin@ausdbf.com.au</a> by midday on Friday 13<sup>th</sup> December 2013.</li> </ul>  |
|  | <p><b>Review AusDBF Rules &amp; Regs / By Laws</b></p> <ul style="list-style-type: none"> <li>• 50:50 mixed crew</li> <li>• Age cut off – juniors – States &amp; Territories to discuss with their members and report back to AusDBF by the 13<sup>th</sup> December. If no consensus been reached then teleconference will be held for further discussion. Youth (Under 23) = 18 - 23 inclusive; at 18 no longer a junior. Require an AusDBF By-law to recognise school teams which may include paddlers 18+years.</li> <li>• Review IDBF Rules – opportunity for Members to amend in 2014</li> </ul>  |
|  | <p><b>IDBF Officials</b></p> <ul style="list-style-type: none"> <li>• Formally recognise the work AusDBF Officials do at IDBF level</li> <li>• EOI from Australian Officials requested for anyone wanting to assist at Asian Champs being held in Macau in 2014. Kel Watt has asked IDBF if any assistance to be offered.</li> <li>• Suggested that we need a mentoring program for IDBF Officials – members advised they have said they are available but to date no one has asked for mentoring.</li> </ul>   |
|  | <p><b>Future Aus Champs</b></p> <p>2014 Qld</p> <p>2015 WA</p> <p>2016 SA</p> <p>2017/2018 Opportunity for Tasmania &amp; NT to host (if TAS &amp; NT cannot confirm by April then ACT will be next in line to host)</p>  |

|  |  |
|--|--|
|  | <b>Finance</b><br>Loretta Lewis proposed to pay accounts for the next one month period until ASIC have received new directors information required – Motion approved |
|--|--|

Meeting closed 3:30pm



## Annual Finance Report – 2012 – 2013

The past twelve months have been challenging mainly due the Australian Team and the volume of transactions and international exchange rates.

### Fluctuation of currency

During the past twelve months, AusDBF was subjected to a massive drop in the Australian dollar which came at a time that we were most vulnerable. The \$AUD fluctuated against the \$US with a variance from \$1.02 to .91 and the euro from \$AUD .74 to .62. For the Australian Team we were able to maintain the US to AUD currency however this was not the case for the euro. Funds raised from the administration levy from the paddlers propped up the shortfall without having to ask for further funds from the team members.

### Insurance

AusDBF holds current Association Liability Insurance with QBE with OAMPS as the broker. The renewal date is 30 November at 4pm 2013 at which time the insurance will be renewed. At the time of writing this report, AusDBF is currently seeking quotes from two insurance companies and will be able to provide details of the successful insurance company at the AGM.

### AusDBF Paddler Levy

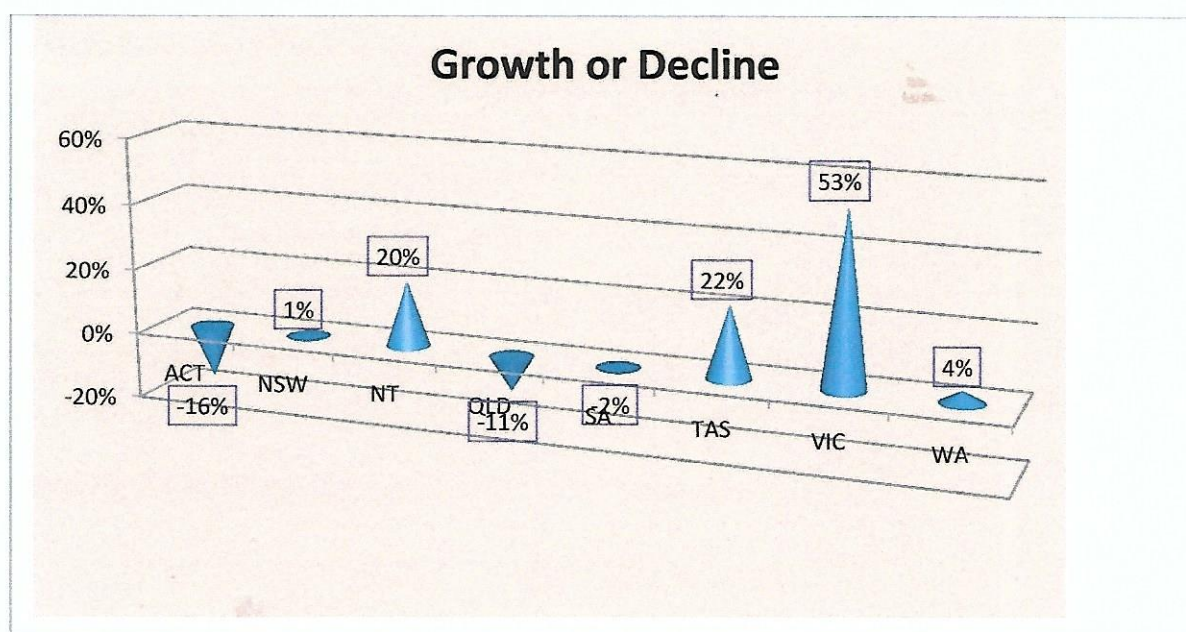
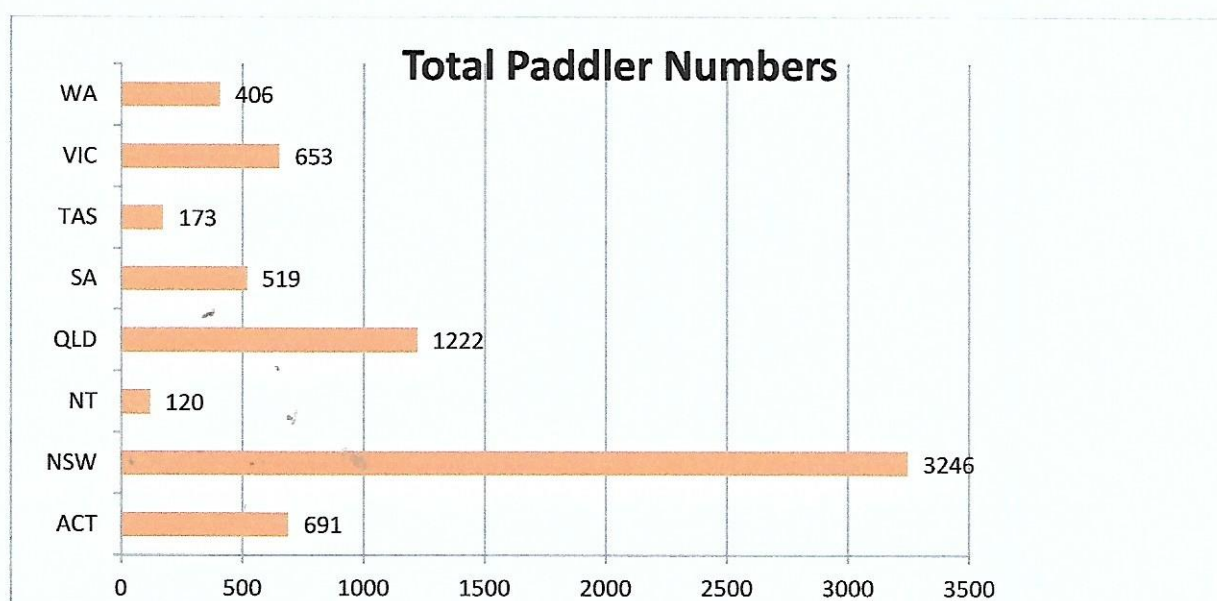
As you are fully aware, the paddler levy for 2012 – 2013 has been \$20 + GST = \$22.00

It was previously agreed the paddler levy would increase by the CPI each year. The new paddler levy for the 2013 – 2014 financial years is \$22.50 inclusive of GST. The following tables and charts illustrate the number of paddlers in Australia for which the members have paid the levy. The overall growth was 19 people whereas the projected growth as per the strategic plan is 10% compounding which should have had a total of approximately 7700. The following figures were extracted from the general ledger.

| AusDBF - Paddler Levy            |        |         |       |               |           |
|----------------------------------|--------|---------|-------|---------------|-----------|
| Numbers per Member - 2012 - 2013 |        |         |       |               |           |
|                                  | Adults | Juniors | Total | Date Invoiced | Date Paid |
| ACT                              | 372    | 319     | 691   | 13-Jan        | 14-Jan    |
| NSW                              | 2682   | 246     | 2928  | 15-Jan        | 23-Jan    |
|                                  | 235    | 83      | 318   | 19-Jan        | 21-Jun    |
| NT                               | 120    |         | 120   | 4-Jan         | 21-Jan    |
| QLD                              | 1146   | 76      | 1222  | 16-Oct        | 24-Oct    |
| SA                               | 432    | 4       | 436   | 16-Oct        | 16-Oct    |
| SA                               | 56     | 1       | 57    | 4-Feb         | 4-Feb     |
| SA                               | 26     |         | 26    | 27-Apr        | 27-Apr    |
| TAS                              | 173    |         | 173   | 27-May        | 28-Jun    |
| VIC                              | 630    | 23      | 653   | 24-Jun        |           |
| WA                               | 363    | 43      | 406   | 15-Apr        | 11-Feb    |
|                                  | 6235   | 795     | 7030  |               |           |

| Comparison - 2 Years |             |             |                   |      |
|----------------------|-------------|-------------|-------------------|------|
| Comparison - 2 Years | 2011/2012   | 2012/2013   | Growth or Decline |      |
| ACT                  | 823         | 691         | -132              | -16% |
| NSW                  | 3229        | 3246        | 17                | 1%   |
| NT                   | 100         | 120         | 20                | 20%  |
| QLD                  | 1367        | 1222        | -145              | -11% |
| SA                   | 530         | 519         | -11               | -2%  |
| TAS                  | 142         | 173         | 31                | 22%  |
| VIC                  | 428         | 653         | 225               | 53%  |
| WA                   | 392         | 406         | 14                | 4%   |
|                      | <b>7011</b> | <b>7030</b> | <b>19</b>         |      |

Note 11.3% of the paddlers in Australia are juniors





## **Australian Team – Auroras**

Please refer to the Australian Team Managers report.

## **Accounting System**

MYOB in the cloud is now being utilised as the accounting system. The cost is \$480 per annum however this system now gives greater access to the finance director and the bookkeeper.

## **Budget**

An interim budget has been set however this is dependent on AusDBF and members revisiting the Strategic Plan as soon as possible after the AGM.

## **Australian Championships -2013 NSW**

A net surplus of \$81,656.41 was made and 60% funds were distributed to Dragon Boats New South Wales.

## **Succession Planning**

There is a lack of succession planning across the sport and together we need to address one of the largest threats facing the sport. Plans need to be laid to ensure we nurture our human capital. A culture of mentoring and coaching and acknowledgement is crucial to the success for establishing long term dedicated key players. A lack of succession planning is clearly evident by the lack of nominations for the current AusDBF election.

## **Special Thanks**

Firstly I acknowledge Janelle Gamble, Administration Director for the dedication, professionalism and support and the continual drive to ensure the best possible outcome for AusDBF. The administration and finance directors have to work side by side and Janelle has been there every step of the way on our journey for the Australian Championships and Australian Auroras Team. It has been a pleasure to work with Janelle again over the past 12 months and she will be missed from the team.

To have Christina Wohlsen managing the accounts etc for AusDBF has made the position of the finance director easier to manage. Christina worked late into the nights to ensure the payments were recorded so we were able to monitor the cash inflow so accounts could be made for overseas accounts as quickly as possible. Special thanks for the support provided by Christina.

To fellow board directors, it has been an interesting year with only having six directors fully appointed for the financial year. Thanks to all for the support given and the work and tasks you have taken on. I would also like to acknowledge the support of fellow directors from the AusDBF members. If there has been information required all members have been available to provide this support. Again special thanks to Dragon Boat New South Wales for the professionalism with the management of the Australian Championships this year. There are many other people who contribute to the sport and it is the support of the volunteers who represent the driving force behind the success of the sport. There are many special people; in fact too many to name so thank you for your support and dedication.

### **Finance Director – stepping down**

Since I was appointed in 2008, I took over the accounts and have seen massive growth in the sport. It is now time to step away from the position and to support the new incoming finance director through the handover. I will certainly mentor and support the handover of the accounts, banking, ATO and ASIC over the next couple of months and be there to give advice if required. The growth of the sport over the past 6 years has been exceptional and with growth by default comes more work and management required. I hope to stay on as an ordinary director to ensure I am on hand to ensure an effective process. As many of you will know I also hold the position of assistant treasurer on the IDBF board so I will be available to help members with information if required.

Kindest regards

*Loretta Lewis*

**Australian Dragon Boat Federation Ltd**

ACN: 151 895 046

**Directors' Report**

**30 June 2013**

The directors present their report on Australian Dragon Boat Federation Ltd for the financial year ended 30 June 2013.

**1. General information**

**Information on directors**

The names of each person who has been a director during the year and to the date of this report are:

David Abel

Christopher Alexandrou

Antonio D'Andreti

Janelle Gamble

Loretta Lewis

Kelvin Watt

Directors have been in office since the start of the financial year to the date of this report unless otherwise stated.

**Principal activities**

The principal activity of Australian Dragon Boat Federation Ltd during the financial year was to organise dragon boat racing at the national level and administer a formal National Sporting Organisation structure for dragon boating.

No significant changes in the nature of the Company's activity occurred during the financial year.


**Members guarantee**

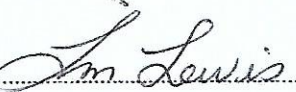
- Australian Dragon Boat Federation Ltd is a company limited by guarantee. In the event of, and for the purpose of winding up of the company, the amount capable of being called up from each members and any person or association who ceased to be a member in the year prior to the winding up, is limited to \$ 1 for members that are corporations and \$ 1 for all other members, subject to the provisions of the company's constitution.

**Auditor's independence declaration**

The lead auditor's independence declaration in accordance with section 307C of the *Corporations Act 2001*, for the year ended 30 June 2013 has been received and can be found on page 3 of the financial report.

Signed in accordance with a resolution of the Board of Directors:

Director:  .....  
Janelle Gamble

Director:  .....  
Loretta Lewis

Dated 15 November 2013



## Australian Dragon Boat Federation Ltd

ACN: 151 895 046

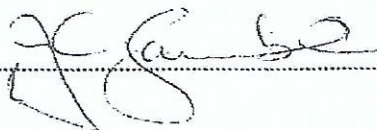
### Directors' Declaration

The directors of the entity declare that:

1. The financial statements and notes, as set out on pages 4 to 12, are in accordance with the *Corporations Act 2001* and:
  - (a) comply with Australian Accounting Standards; and
  - (b) give a true and fair view of the financial position as at 30 June 2013 and of the performance for the year ended on that date of the entity.
2. In the directors' opinion, there are reasonable grounds to believe that the entity will be able to pay its debts as and when they become due and payable.

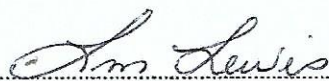
This declaration is made in accordance with a resolution of the Board of Directors.

Director .....



Janelle Gamble

Director .....



Loretta Lewis

Dated 15 November 2013