## Australian Dragon Boat Federation
### Annual General Meeting – Minutes – 11 November 2018

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<th>Date</th>
<th>11-Nov-18</th>
<th>Time</th>
<th>9:30am (AEDST)</th>
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| Place      | Canberra Yacht Club  
1 Mariner Place  
Yarralumla, (Canberra) ACT 2600 |
| Chair      | Kristin Priest (KP) |
| Minute taker | Marie Cunningham (MTC) |

### Attendees

**AusDBF**  
Kristin Priest (Chair)  
Angie Aston (Administration Director)  
Melanie Cantwell (Technical Director)  
John Holland (Finance Director)  
Rex Tindal (Development Director)

**State Members**  
Chris Wood (DBSA)  
Megan Tozer (DAA)  
Candice Heine (DBNSW)  
Kirsty Sheppard (DBACT)  
Heather Walsh (DBACT)  
Nicky Sifniotis (DBACT)  
Jacky Luby (DBACT)

**Tamsyn Glen (DBNSW)**  
Nicola Frowen (DBNSW)  
Brian Smith (DBNSW)  
Adrian Stephens (DBVIC)  
Mark Slater (DBQ)  
Barbara Clarkson (DBWA)  
Brendan Breen (DBTAS)

### Visitors/Nominees:
Mat Anderson (NSW)  
Kristine Fleming (QLD)

### Apologies
Geoff Roberts (AusDBF Governance Director)  
Andrew Horne (DBVIC)

### Agenda Topics

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<th>Item</th>
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| 1    | **Acceptance of previous AGM Minutes**  
The minutes of the previous AGM meeting on 19th November 2017 were accepted as a true and accurate record subject to the following amendments:  
1. Item 9 – include discussion on “there was a small discussion on the Sweeps age with no change to the current regulation of the minimum age being 14”.  
2. Amend name of DBNSW President to “Tamsyn”.  
Moved: Kirsty Sheppard, Seconded: Nicola Frowen, Carried.  
**Action: Angie (#01)**  
As an aside, it was commented there was nothing on the website documenting the minimum age for a Sweep, however noted that the AusDBF Sweeps committee met prior to this meeting and mandated the age as being 14. |
| 2    | **2017/18 Financial Report / Audit**  
Discussion was held on how best to chase up the outstanding debts owed by Aurora paddlers and the meeting was assured that the Board had a plan in place to follow this up.  
Several queries were raised and subsequently addressed.  
Noted AusDBF’s plan to set up an Audit committee to develop a cash investment strategy.  
DBACT offered to share details of their strategy as they are receiving a high return.  
Follow up to be had on CCWC Adelaide expense in 2018.  
**Action: John (#02)** |
More time was requested by some members to review the report as it had only been emailed out the night before and some members had only received it at the meeting. Agreed to allow one week for members to review and send queries to John who will compile, collate, and send a response to all. Motion to accept report would then be sent out by Flying Minute and attached to the Minutes of this meeting as a record. **Action: Angie / John (#03)**

### AusDBF Annual Report 2017/18

#### Directors Reports

Each of the AusDBF Directors were invited to comment on the past year. Comments made or issues raised as follows:

**Kristin Priest** (Chair)
The importance of AusDBF engaging someone in a management role on the Board was highlighted by the Members. The Chair noted that the Board had addressed this as a priority however needed to get the house in order first and would now progress this. Some of the members reported on the strategies that they had put in place recently around their Board management.
The Chair advised that they would present the draft Strategic Plan later in the meeting and seek member feedback.

**Angie Aston** (Administration Director)
Question was asked if the Board had the opportunity to document the lessons they learnt over the last 12 months as this could be valuable information for some of the members experiencing some of the same issues at the Board level.
The response given was that this was done as part of the SWOT analysis for the Strategic Plan.

**Rex Tindal** (Development Director)
Advised that support would need to be given to his role at the administration level to have someone produce the various certificates from Revolutionise for assessors who attain their qualifications.

Noted that there was no report from the Head Coach about the performance of the Auroras over the last 12 months included in the Annual Report. The Admin Director advised it had been received by the Board and it would be circulated to the members.
The breakdown of numbers trialing and qualifying for the Auroras in various categories was given. Just over 500 expressed interest with 306 invited to selection camps.
The Board was asked if standard boats would be entered in the CCWC with the response being that was the intention.

One member expressed concern that, in their opinion, the Aurora Premiers had been underperforming and that only 10s boats were being entered. Some responded that the Prems were not under performing as evidenced by the medals won in 2017 in China and that many of them were backing up over a number of events. It was acknowledged that a number of factors contributed to results and overall improvements had been made from previous events.

Noted Australia was adhering to the age category of 24-39 which restricted numbers, whereas other countries did not impose the age restrictions to their paddlers. This pathway had been tested by AusDBF and noted that it may be time to revisit this.

A question was asked as to why there no National Athlete Pathway (NAP) meetings in the past year, and the Board agreed to get things underway.

Noted there is now a database in place with Revolutionise Sport for all the Coaching accreditation. Noted that as of 1st October it is mandatory for all coaches to have current accreditation.

**Melanie Cantwell** (Technical Director)
Melanie provided the following updates for AusChamps:

- **Live results are being progressed with Brookes and Revolutionise Sport for 2019.**
- **The aim is to have the race program online by 2020.**
- **Live streaming of AusChamps is being considered for 2019 using drones for all finals and 2km races.**
- **Edition 7 of the Competition Rules and Regulations document has been endorsed and will be issued.**
- **The AusChamps Review Committee has met and discussed the CCWC qualification process and the TransTasman event with recommendations put to the Board.**
- **Officials data has all been uploaded into Revolutionise Sport and is accessible by all states.** Noted reminders would now be sent out to officials three months prior to the expiration date.
of their four-year qualification period.

**Geoff Roberts** (Governance Director)

Tabled as read.

**The meeting approved the Annual Report apart from the Financial Report as follows:**

Moved: Barbara Clarkson, Seconded: Adrian Stephens, Carried.

The meeting thanked Geoff Roberts for his time spent on the Board and his contribution to the sport of dragon boating.

### 4 Election of Directors

Noted the vacancies as follows:

- Ordinary Director Role 2-year duration – currently held by Rex Tindal
- Ordinary Director Role 2-year duration – vacated by Geoff Roberts
- Ordinary Director Role 2-year duration – vacant position

Nominations were received from Mat Anderson (NSW), Tim Campbell (Vic), Rex Tindal (WA), Kristine Fleming (Qld) and Susan Smith (NSW).

Nominees in attendance were invited to speak about their credentials to the members, or if not in attendance, to have a brief paper read to the members.

Chair thanked those that submitted nominations noting the high standard of the applications received.

**Results:**

Nominees were thanked for their interest and willingness to stand, and a vote was held.

Elected Board Directors were:

- Tim Campbell
- Rex Tindal
- Kristine Fleming

Moved to destroy the ballot papers – Mark Slater and Seconded: Kirsty Shepperd. Carried.

The Chair offered congratulations to all successful candidates and commiserations to those who were unsuccessful inviting them all to stay for the remainder of the meeting.

### 5 Members were invited to give a brief presentation on the recent activities of their Association such as: membership figures, events, topics of special interest, current activity, successes/failures.

**DBACT**

Committee: change of President with several members re-elected.

Consistently running at a surplus over the last five years.

Purchased 12 new Champion boats to replace an ageing fleet.

A new website has been developed as part of move to Revolutionise Sport.

Consistent corporate team building events have been held generating another revenue stream.

DBACT are now utilising the Regatta management tool in Revolutionise Sport.

Successful regatta season held with several interstate clubs competing.

Guidelines are being updated.

Growth in number of state representatives, and a 70% increase in membership.

Looking forward to the 2019 AusChamps.

**DBQ**

Membership: 1516 members, (Juniors – 32, Premiers – 155, Senior A - 244, Senior B – 527, Senior C – 558, (75% females) an increase of approx. 100 over last year.

Activities/Challenges:

Board restructure down to five positions with a number of operational support positions in place. Board members each have a portfolio with operational support positions reporting back through them.

Marketing – Clubs encouraged to do more in the corporate event space with business and schools which is occurring.

Paddle for Kids annual event is a major promotion of the sport with two events held so far in conjunction with Juice TV and the Children’s Hospital Association in Brisbane. 2017 event raised $50k with 15-16 teams associated and this year’s event had 22 teams participating and raised just over $102k.

Junior Development – noted one Board member is based in north Qld and works within Community services and has just commenced a program for Kids in Townsville.

Sonics programme has been expanded.
Funding – substantial government grant received due to expire at year end which has allowed them to run several coaching courses, sweeps clinics, first aid, boat licences etc. As part of restructure, they are working with clubs to improve their governance knowledge. AusChamps 2019 – successful event.

DBTAS
Successful Masters event trialled at a venue for the first time in November last year with over 450 competitors and positive feedback received. Same venue was used for the state championships however decision has been made to relocate to the south of the state in New Norfolk next time in order to maximise exposure and to grow the sport in the Derwent valley area. Level 1 coaching courses have been held statewide and they are confident that they have competent coaches in place at all clubs. A strong focus was placed on working on the Strategic Plan which has resulted in a clear direction going forward.

Members: 250 with a DA group in Devonport, Launceston and Hobart.
Newest club is Georges Bay.
Membership data is being migrated to Revolutionise Sport and they are looking forward to the efficiencies that this will create.

DBV
Committee: Board has seven members and provision for a couple of appointed members and Associate directors. A nominations committee was established which sought EOIs. Recommendations of those who possessed the desired skillsets were then presented to the Board. The Strategic plan is being reviewed with member feedback sought. Noted there is a gap in the number of currently accredited coaches and that consideration is being given for an RPL process. The AusDBF policy should assist them now. They will aim to have their coaches qualified promptly.

Sweeps committee – is in place and TORs being investigated.
Juniors – DBV is revising their regatta rules to mirror that of AusDBF. From a strategic point of view noted that they have a stock of 4 TK1s used in the metro area for Aurora paddlers which are in poor repair; and DBV are in the process of purchasing more. Given the demand for their use DBV queried whether they should be charging the Auroras for their use.
Events – Boating for Brains set a world record on the Murray River. Planning to run a corporate regatta in Melbourne similar to that held in Darling Harbour.
Staffing – General Manager has resigned to work with an Olympic sport.

DBWA
Board: undertook a performance evaluation with R&S providing an opportunity to look at best governance. Board members were assessed in several categories with good feedback received. Improvement needed in ongoing training and development for board members and monitoring of the Strategic Plan.
Membership: 472 – aged from 10 to 85. Member retention rate of 72%. Women – 68% and Males – 31% - youngest is 11 and oldest is 85.
Newest club: Chung Wah Dragon Boat Organisation.
Training – successful two-day training session held by Auroras Head Coach with 38 participants. New stroke and technique shown giving those trying out for the Auroras a better understanding of the process and, for prospective ones, how they can best be supported. 69 paddlers tried out for the State team.
Events:
Grand prix regattas (x4) and State days (x2).
Marathon event held for Buddha’s birthday on Franklin River.
Bunbury Club – annual Dash for Cash event held.
Attended Masters Games.
Ord River Marathon – Dragon boat club in Kununurra joined DBWA.

DBNSW
Noted have introduced “acknowledgement of country” to all their meetings. Paddler numbers remain roughly the same and they have introduced a Supporter category at $0 value, the long-term view being to having officials who are not paddling make up part of their
database numbers when applying for grants.

Board:
Appointed two directors in January one from KPMG and the other a strategic planning consultant. New CEO starts in December.
State Board Health Check results received with an improvement on previous year noted. Located in Homebush near Sports NSW, an invaluable for advice on issues.
All Directors have undertaken the AICD Not-For Profit course and recommend it. Noted government subsidies available.
Strategic Plan was released on 1st July after member consultation was sought via a roadshow was undertaken around the state.

Comms:
CEO provides an update to member after each Board meeting summarizing some of the key points; thereby reducing the amount of communication traffic from Clubs.
Each registered paddler receives this information.

Facilities:
Space is being sought for all clubs to share.
Bank Street – Fishmarket re-design announced this week.
Business case being developed for the sport with consultants.
State campaign: has been wonderful with a 25% increase in applications.

Funding: applied for a $50k government grant to produce 7 videos which would be available for sharing.

Events: a novelty event to be held in December to work with other water sports to get more participation and cross pollination.

DBSA
Association is in a good place.
Membership: 10% increase in numbers with a peak of 706 in previous season.

Clubs:
Dragons Abreast Adelaide is a new team formed from an existing club.
Represented in nine regional areas in the state.

Financially: comfortable position.

Board:
Have included “acknowledgement to country” at all Board meetings.
Board membership comprises five women and four men.

AGM scheduled for August 2019.
The job specification for appointment of a Business Services Officer will be signed off at the next meeting with aim being to fill the position early in 2019.
Charters have been prepared for each subcommittee: High Performance, Website, Promotional Development, Sweeps and Race Committee.

Aiming to embrace more paddler involvement on the various subcommittees in order to give them a better understanding of the sport. Database: all clubs are now utilising and have successfully embraced Revolutionise Sport. Keen to work with Revolutionise Sport on new modules.

Events: Scouts Jamboree event in January will involve 11,000 scouts from the region with eight boats to be provided to them for use on the Murray River.

DAA
Busy period for their organisation and celebrated 25th anniversary.
Some clubs are experiencing significant milestones (10 & 15-year celebrations).
Annual festival held in Darling Harbour had its 10th anniversary. The festival gala evening sold out within a few weeks.
Celebrations will continue through next year.
Noted the Ord River marathon event is strictly a DAA event and sold out in record time.
Attended the International Breast Cancer Paddler Commission in Rome in July. Noted there were 500 of their 1200 members present. Australian High Commissioner in Rome joined the festivities.

End of ANNUAL GENERAL MEETING at 12:30pm

General Members’ Meeting commenced at 12:40pm
### Presentation from / discussion with Revolutionise Sport

A presentation was given by Alex Mednis and Georgie Skinner providing an overview of the database, future projects and some of the functionality which is not being fully utilised. They agreed to follow up on:

1. The 2% Pin fee charge given it was higher than other financial institutions. Clarification was given on the reasoning behind Revolutionise’s charges.
2. Delay to deposits of PayPal payments.

They stressed the importance of having collectable information across all the records for AusDBF noting that not all stats have the same data fields, so this would need to be tidied up via a data integrity check.

**Regattas – integrating with Finish Lynx**

**App integration – worked with development of Dragon King app and happy to assist any club with this.**

**AusChamps – will be sending all staff to the event to gain an understanding of the sport.**

**Accreditations – working on Coaching, Sweeps, Certificates/renewals and an Accreditation finder.**

Working with a number of sports to see what can be achieved over the next 12 months.

Noted Boxing Australia has set up a pay per view for live streaming of some of their Commonwealth Games try outs. They will follow up with AusDBF on implementing the data integrity check and how to best get Sweeps records into the system so that the information is available.

Agreed any further questions to be addressed would be collated and provided to them. 

The Chair thanked Revolutionise for attending the meeting and for their presentation.

### AusChamps Presentation

Kirsty Shepperd delivered a PowerPoint Presentation on the 2019 AusChamps. 

Reminder given to them that traditionally the day after was an Auroras training session. Appreciation was extended to DBACT for their endeavours to date.

### AusDBF update – Melanie Cantwell

**Officials**

Noted has been working with DBVIC recently and developed a concept called “Race Officials Mentor Program” which will be implemented over a three-year period.

Year 1 – states to nominate officials who will be their mentor to work with the rest of their officials on the competency levels from 1-2 and 2-3.

Year 2 – aim to accredit more grade 1 trainers and assessors.

Year 3 – aim to have more grade 2&3 assessors

Clubs will be sent an email asking them for their nominations with a workshop to be held early in 2019 so that the officials will be trained at the same level Australia wide.

### AusChamps Review Committee:

CCWC Qualifications – split decision received back from them. Board discussed this and agreed to seek feedback from clubs on their thoughts of setting qualification period at AusChamps at every even year and whether this would deter Clubs attending in the odd year. This was discussed with varying viewpoints put forward but noted that there may be an opportunity in the odd year for spare spots available as not all clubs accept their qualification. Question was asked as to what the acceptance rate was across the various divisions and if AusDBF had polled the reasons why the offers were not taken up.

Mel advised a poll had not been done; but could readily work out the reasons for most non-acceptances (ie cost, injury, burn out).

Noted there was a 50% drop off for Hungary and that France may be even higher given that it will be more expensive.

Noted that the 2022 location had not yet been announced by IDBF. Given the fact that some spots may be up for grabs in the alternate year it was felt this would not detract too much from club attendance and the importance of competing for the state should be sufficient.

### Notice to Members that AusDBF and Aurora’s logos are being trademarked. Consensus to be sought from the members to have their logos done at the same time to reduce costs.

Discussion not held
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<th><strong>Discussion with Members on how each of them promotes their sport</strong>&lt;br&gt;Discussion not held</th>
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<td>9</td>
<td><strong>Mentoring Officials and the Development of their Competence – paper from DBVIC</strong>&lt;br&gt;Discussion not held</td>
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| **General Discussion**<br>DBVIC | Noted issue with some of their members concerned about the policy of minimum age of 10 years for Juniors. The fact that Revolutionise Sport allows them to set a limit precluding anyone under 10 from registering was beneficial to them.  
**DAA**  
Queried if any paddler in a breast cancer category could compete in any non-breast cancer category with the response given there was a ruling permitting this.  
**DBACT**  
Asked if AusDBF was considering seeking a national sponsor for the AusChamps event to reduce this burden from the host state. Agreed that this would be looked at by AusDBF.  
**DBNSW**  
Noted there was a massive grant closing soon which they would like to apply for however it required the national association to apply first. This was brought to their attention during the interview process by one of the applicants. Details to be forwarded to AusDBF.  
**Action: DBNSW / AusDBF (#4)**  
**Service Agreement between AusDBF and the States** – noted they have an issue with paying for levies for services not rendered and would like AusDBF to provide an agreed list of items to be achieved to justify the levies being paid.  
**Action: Angie (#5)**  
**DBVIC**  
During a forensic look at their finances they realised they were not clear on all their responsibilities as a committee, and also what the paddler levy covered.  
The Chair noted that Geoff Roberts had prepared a document outlining the background to the introduction of the levy and what it covered which would be sent out to members. |
| 10 | **Junior Age Policy & Participation – paper from DBVIC**<br>Discussion not held |
| 11 | **Senior C Sweeps - paper from DBWA**<br>Agreed to be raised separately with Sweeps Committee. |
| 12 | **Any Other Business**  
Noted that due to time constraints a few of the agenda items were held over, including the Strategic Plan. As some attendees may have had questions or issues to raise, they were invited to forward them to AusDBF for follow up. |
| 13 | **Meeting Close**  
The Chair gave another welcome to the incoming AusDBF Board members and thanked attendees for their time and efforts.  
The meeting was declared closed at 2:16 pm (AEDST). |