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 Goodfroy DBNSW
Linda Ng DBNSW
Peter Wilkins CDBA (proxy for A Coleman* / M Maloney*)
John Holland DASA*
Tim Monson DASA*
Peter Bristov DASA (proxy for J Bouic*)
Chris Wood DASA
Ken Dwyer DBNT* (+ 1 proxy)
Ewan Hall DBNT*
John Marsh DBNT*
Phil Reader DBNT
David Blackley DBWA*
Vic Fazakerley DBWA*
Yvette Librett DBWA*
Bob Oltmans DBWA*
Michelle Hanton Dragons Abreast (Aust)*
Moira 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 Huggage, 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 Fazakerly (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.
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 Blackley (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 Cattwell (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.

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

[Signature]

Jon Taylor
Chairman of Meeting

IDBF Member for Australia
### AUSTRALIAN DRAGON BOAT FEDERATION INC
#### PROFIT AND LOSS STATEMENT
FOR THE PERIOD 1 JULY 2003 TO 31 DECEMBER 2003

<table>
<thead>
<tr>
<th></th>
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<tbody>
<tr>
<td><strong>INCOME</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Membership Fees</td>
<td>1,595.00</td>
<td>1,595.00</td>
</tr>
<tr>
<td><strong>EXPENDITURE</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bank Fees</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Membership Fees</td>
<td></td>
<td></td>
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<tr>
<td>Internet Expenses</td>
<td></td>
<td></td>
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<tr>
<td>Filing Fees</td>
<td></td>
<td></td>
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<tr>
<td><strong>NET PROFIT</strong></td>
<td></td>
<td>1,595.00</td>
</tr>
</tbody>
</table>

### AUSTRALIAN DRAGON BOAT FEDERATION INC
#### BALANCE SHEET
AS AT 31 DECEMBER 2003

<p>| | |</p>
<table>
<thead>
<tr>
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<th></th>
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</thead>
<tbody>
<tr>
<td><strong>CURRENT ASSETS</strong></td>
<td></td>
</tr>
<tr>
<td>Bank - CBA 10181967</td>
<td>6,859.21</td>
</tr>
<tr>
<td></td>
<td>6,859.21</td>
</tr>
<tr>
<td><strong>NON-CURRENT ASSETS</strong></td>
<td></td>
</tr>
<tr>
<td>Accounts Receivable - Paddle Stickers</td>
<td>485.50</td>
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<tr>
<td></td>
<td>485.50</td>
</tr>
<tr>
<td><strong>TOTAL ASSETS</strong></td>
<td>7,344.71</td>
</tr>
<tr>
<td><strong>CURRENT LIABILITIES</strong></td>
<td></td>
</tr>
<tr>
<td><strong>TOTAL LIABILITIES</strong></td>
<td></td>
</tr>
<tr>
<td><strong>NET ASSETS (LIABILITIES)</strong></td>
<td>7,344.71</td>
</tr>
<tr>
<td><strong>MEMBERS’ FUNDS</strong></td>
<td></td>
</tr>
<tr>
<td>Retained Profits</td>
<td>7,344.71</td>
</tr>
</tbody>
</table>
In the opinion of the committee:-

(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.

The accompanying accounts have been made in accordance with Applicable Accounting Standards.

Signed at this day of 2004

President

Secretary
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

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

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:
- 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