



Board Meeting No. 80 – Minutes – 9/11/2015

Venue: Lindisfarne Rowing Club

Time: 6pm

Meeting Chair: Donna Fittock

Meeting Recorder: Sue Sanderson

Attendance: Donna Fittock (DF) Chair, Lyn Gough (LG), Leigh Becker (LB), Jenni Young (JY), Brendan Breen (BB), Kerrin Rutherford (KR), Sue Sanderson (SS), Peter Ashton (PA) vice president

AGENDA ITEM		DISCUSSION	ACTION
1. Welcome, apologies	New Board members welcomed by DF – LB, JY, PA		
1.1 Absent	Nil apologies received Sally Newlands (SN), Dianne Moir (DM)		
1.2 Pecuniary or any other conflict of interest	Nil		
2. Aus DBF meeting	DF attending at weekend	<ul style="list-style-type: none"> need proxy voting form (x4 each state) voting for directors to the ADBF board. X4 positions up for election and 4 nominations, all on 1 form – all in favour of supporting election of the 4 nominees. 	<ul style="list-style-type: none"> DF to forward information re the nominees to committee members DF to convey our support x4 proxy votes per state – unanimous decision
3. Board meetings		<ul style="list-style-type: none"> Dongle purchased for use at meetings – 2yr plan \$140 for 16G; connect 10 wifi devices – thanks to LG for arranging 	<ul style="list-style-type: none"> Monitor usage and costs



Board Meeting No. 80 – Minutes – 9/11/2015

<p>4. Board member responsibilities</p>	<ul style="list-style-type: none"> • Treasurer • Finance committee, fundraising coordinator • Membership officer • Communications, media • Website management • Minutes secretary, task list • Insurance coordinator • Cultural director 	<ul style="list-style-type: none"> • smart space – needs internet access, work on database related to membership, documentation to and from new members. ID cards unfinished business. Need liaison with Steve Burgess and at local club level. Needs admin rights. Currently only used for state team registration. • eg press releases, promotion, posters/flyers eg for fundraising • review, update information re clubs; repository for documents • needs template – streamline into 1 document; summary for uploading to website after each meeting for club information within week of committee. Templates available • policies; equipment/asset register and management – so overlap with finance • recognition history and annual event 	<ul style="list-style-type: none"> • elected position – LG • currently Donna assisting; database • SS volunteered
---	--	---	--



Board Meeting No. 80 – Minutes – 9/11/2015

	<ul style="list-style-type: none"> • Risk management • Policy advisor • Admin officer/public officer • AusDBF coordinator • Maintenance coordinator <p>Sub committees possible?</p> <p>Gmail</p>	<ul style="list-style-type: none"> • incident forms etc; event RM procedures/indemnity/risk waiver/review plans put in place by clubs holding events; sweep qualifications; coordination/liaison with club equivalent RM person. • Currently DBTas provides guidelines to clubs –Liaise with Insurance coordinator • closely working with president • eg life jackets, paddles, boat, trailers, storage – location/insurance • Co-opt non committee members to assist – mindful of privacy/confidentiality. • Change password with incoming board • Emails not to be circulated to clubs – only president (DF) or admin officer (BB). • Screen shot of gmail will suffice for correspondence in and out to be included in minutes. 	<ul style="list-style-type: none"> • PA volunteered to take on RM role. • elected position – BB • DF as president • BB
--	---	--	--



Board Meeting No. 80 – Minutes – 9/11/2015

5. Lake Barrington regatta		<p>DF has had discussion with Pat O’Donnell (DANWT) re format planned for 2016.</p> <p>Review the timing of events over the weekend – consider usual format.</p> <p>Meeting apparently held locally but no response back to DF but information has been circulated to clubs re the regatta.</p> <p>Are clubs prepared to participate with the proposed program?</p> <p>Hold state regatta elsewhere/another time?</p>	To be discussed on agenda next meeting.
6. Chinese lunar new year events		Same weekend as Lake Barrington regatta on parliament lawns.	
7. Social membership LRC for new committee members.		To be organised	
8. Next meeting	Monday December 7 th , 6pm		