



Manly Dragon Boat Club Executive Meeting Minutes

21 April 2008 – WMYC

Attendees:

Debbie Robinson, Maggie Boyce, Heather Day, Joe Martin, Greg Chinn, Bernie O'Grady, Paul Eardley, Peter Ensley, Ross Boyce, Michael Martin (8.30pm)

Apologies:

Sharon Steeden, Helen Healey

Heather Day opened the meeting. Minutes from the previous meeting having been previously distributed were accepted as true and correct.

Correspondence:

IN:- QDBF Invoice – National Titles Registration and Shirts
(all agreed 50% of registration fees for participants[3] will be subsidized by MDBC)

OUT:- Email of thanks to State Team for assistance given during National Titles in Perth

Reports:

		ACTION
President's Report	<p>WMYC Tenure Agreement Tenure Agreement with WMYC expires in 2010.</p> <p>Decision required from Committee on wording. All agreed that the number 3 (boats) should be removed from the agreement.</p> <p>WMYC have agreed in principle that they will allow junior members to their club – still to be ratified.</p>	HD to liaise with WMYC re change to agreement
	New shed. Thank you to WMYC for providing this excellent accommodation. Lights have been fixed in place. Water pooling after rain is still a problem and we need to consider solutions	BOG to redirect the downpipe
	Social event with Redlands/Lakers. Program to be confirmed but date is still set for Sunday 22 June.	
	<p>Manly Market BBQ's These continue to provide a steady stream of income for the club \$6244 from 14 BBQ's (avg \$446 per month). There appears to be ongoing support to hold a monthly BBQ and we will request dates that do not clash with regattas.</p>	HD to send dates of regattas and see if we can swap with others
	<p>Uniforms Investigations for caps and casual shirts to continue until agreement can be reached on the products to order. RB commented that as a club we need to be seen and asked that a decision not be too far away. All agreed that there should be uniformity on the boat.</p>	HD to continue investigations

	<p>Website Looks fantastic. Thanks to Debbie and Ross for the many hours spent on putting all the information together. Ross advised he has received confirmation from website developer that it can take a minimum of 2 weeks and up to 8 weeks for search engines to recognise a new site and key search words.</p>																									
	<p>Membership Membership Officer Position is now vacant as Elizabeth has resigned. Need to consider how best to fill this position. In the meantime HD to cover duties. All agreed that we would email the club members to canvass a volunteer. Needs to be someone who is available to pick up new member keys from WMYC between the hours of 9am and 2 pm and to meet new members when they come to paddle.</p>	HD to email club members with position description																								
	<p>Grants Ross has offered to look after this task. Committee needs to decide the priorities for grants. Items discussed include another shade structure, another dragon boat, a 10 seater boat, wireless intercom for use on the boats.</p>	RB to compile grant applications																								
	<p>Priorities for next 2 months</p> <ul style="list-style-type: none"> • RAW event • Junior club development • Expenditure on Sport & Rec grant, ie brochures • Development of coaching structure and manual 																									
Treasury Report	<p>Cash at Bank 18/4/08</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;">Everyday Business Account</td> <td style="text-align: right;">\$ 3,301.61</td> </tr> <tr> <td>Web Saver Account</td> <td style="text-align: right;">\$ 6,874.91</td> </tr> <tr> <td>Total Cash Available</td> <td style="text-align: right;">\$10,176.52 (of which \$1685.00 allocated to S&R Expenditure)</td> </tr> <tr> <td>Expenses since 1/3/08</td> <td style="text-align: right;">\$ 2,702.20</td> </tr> <tr> <td>Income since 1/3/08</td> <td style="text-align: right;">\$1,672.58</td> </tr> <tr> <td>Outstanding Liabilities</td> <td style="text-align: right;">\$ 450.00 approx (Cash Reimbursement to M'bers as at 18/4/08)</td> </tr> <tr> <td colspan="2">Pending Purchases</td> </tr> <tr> <td>DBV Paddles</td> <td style="text-align: right;">\$ 2,000.00 (16 Durablades)</td> </tr> <tr> <td>RFD Exodus PFD's</td> <td style="text-align: right;">\$ 660.00 (10 Jackets)</td> </tr> <tr> <td colspan="2">Status on Grants</td> </tr> <tr> <td>Sport & Recreation Grant</td> <td style="text-align: right;">\$1685.00 to expend prior to 30/6/08 Suggest we expend money on Club promotional brochures and for advertising Come & Try Days in Wynnum Herald</td> </tr> <tr> <td>Available Cash</td> <td style="text-align: right;">\$5,381.52</td> </tr> </table>	Everyday Business Account	\$ 3,301.61	Web Saver Account	\$ 6,874.91	Total Cash Available	\$10,176.52 (of which \$1685.00 allocated to S&R Expenditure)	Expenses since 1/3/08	\$ 2,702.20	Income since 1/3/08	\$1,672.58	Outstanding Liabilities	\$ 450.00 approx (Cash Reimbursement to M'bers as at 18/4/08)	Pending Purchases		DBV Paddles	\$ 2,000.00 (16 Durablades)	RFD Exodus PFD's	\$ 660.00 (10 Jackets)	Status on Grants		Sport & Recreation Grant	\$1685.00 to expend prior to 30/6/08 Suggest we expend money on Club promotional brochures and for advertising Come & Try Days in Wynnum Herald	Available Cash	\$5,381.52	
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	MDBC to invoice QDBF \$200 for renting one of our dragon boats during the State Titles.	MB to invoice QDBF																								
Secretary's	Nothing to report at this time.																									

Report		
Sweep/Safety Report	<p>New sweeps are on board and all are improving in their skill level. None are on the boat independently as yet. Confidence levels are also improving.</p> <p>More ladies need to be encouraged to sweep.</p>	
	<p>Safety The issue with the lights on weeknight training sessions has been resolved with the purchase of new lights</p>	
	<p>Swim Testing The majority of members have completed swim tests. Outstanding members are Michael Martin, Caroline Kingston, Meredith Smith and Pip Sefo.</p> <p>Agreed that new members would be required to wear pfd's for their first three sessions (day or night). After the three sessions it will only be mandatory to wear the pfd at night sessions until swim test has been completed..</p> <p>Suggested that swim tests could be conducted every 2 months at the Chandler pool. Joe would not have to be the one to conduct the session, any member of the executive could oversee the session.</p>	
Coaching Report	<p>Discussion held on coaching strategy for 2008/2009. The strategy needs to be formulated to meet the present needs of the club and at the same time move it forward. Peter identified three goals.</p> <ol style="list-style-type: none"> 1. Identify those members who want to make a strong competitive commitment to training and racing and meet their needs through major regatta and training goal setting. 2. Identify those members who still want to race at regattas of their choosing in a less aggressive competitiveness than 1. and meet their needs through short term goal orientation. 3. Identify and meet the needs of members who only want to paddle in a social context. <p>How do we achieve this? Canvas club members. Have dedicated coaches for each group. For members who commit to increased competitive training MDBC needs to increase minimum training standards (number of training sessions per week), target specific training plans to incorporate technique, endurance, strength, power and speed. Time trialling.</p> <p>As a club we need to acknowledge the risk of losing competitive members if we do not move forward with training regimes. Bigger clubs are able to offer less competitive members to paddle with Dragons Abreast boats. We could look at entering more teams in each regatta in 2008/2009.</p> <p>Some of the regattas are only 250 – need to promote these events as being for “all club members”, and especially encourage social paddlers to participate in non-sanctioned QDBF regattas.</p>	PE to obtain member list and canvass club members
	<p>Time Trialling All agreed that this must be implemented at MDBC. It should be brought forward to August and then perhaps again in October. Michael Martin advised that trialling earlier would give members a good base level and a base from which they could improve during the training season. Also members might be surprised by their ability and encouraged to push to the next level.</p>	

	Once the strategy is in place for coaching, the team protocols will come from the Executive and the allocated coach will be given the discretion to drop/promote members to another level.	
Equipment Report	<p>New lights which are visible from 1km away have been purchased (x2) at a cost of \$99 each. Will be installed this week.</p> <p>BOG will be purchasing some cones to place under the boat covers to keep the rain from pooling.</p> <p>Paul mentioned the water in the shed when it rains. Bernie will divert the pipe in the short term to see if this rectifies the problem.</p> <p>HD requested purchasing some racking/shelving for the shed to store boxes/eskies/drums. We are not using the storage space efficiently at the moment.</p>	BOG to arrange pallet racking for storage around the shed
Club Captain's Report	<p>Club Shirts</p> <ul style="list-style-type: none"> • 2 shirt orders with payment have been received despite a dozen members mentioning they want to order. • Outstanding orders will be chased up this week. New order will be placed next week when Maggie, Carmen, and Greg will meet with manufacturer re slight changes to design. 	
Membership Report	<p>No Report on member numbers at this meeting.</p> <p>Highlighted that we may need a medical waiver on the Membership Form.</p>	Form to be reviewed and updated if required
Public Relations/ Communications Report	<p>Sharon has requested that the Executive submit articles to her by mid May for Soundings and newsletter.</p> <p>Need for RAW advertisement to be prepared (A5 size) as the flyer for advertising locally. The BCC brochure is large and cumbersome.</p> <p>New brochure to be prepared as well as an A3 poster for the Club. Ross and Debbie to collaborate on brochure/poster project for MDBC.</p> <p>Press release to be prepared and distributed to Herald by Heather.</p>	<p>SS/MB to prepare</p> <p>RB/DAR</p>
QDBF Report	<p>In Helen's absence the following report was submitted.</p> <p>Since the last Executive Meeting I have attended 2 QDBF meetings on 11th March and 15th April.</p> <p>Minutes from March meeting have not yet been sent to Clubs. These minutes were ratified at the April meeting so should be sent out soon to the Clubs.</p> <p>Most issues have gone across both meetings.</p> <p>My first impression from the meetings is that there seems to be some friction between Board Members. This is generally between the new Members elected at the AGM and those that have been there for awhile.</p> <p>Only 3 other Clubs (Te Waka, Burleigh, Gold Coast) along with myself attended the March meeting as observers and 2 other Clubs (Te Waka and BRD) had reps at the April meeting.</p> <p>I feel that attending these meetings although verrrry... long are well worthwhile to keep us in the loop as the minutes of these meetings do not give you the full information.</p> <p>I have listed below some points that should be communicated to all Clubs shortly that arose from the March/April meetings.</p>	

1. There is to be a General Meeting held on the 13th May. I have asked Heather or another member of the Executive to attend with me for support. QDBF have asked for any agenda items but the main concern is the issue of Dual membership which came up at the AGM and was voted on by the clubs. There will more information sent to Clubs regarding this before the meeting. I know that proxy voting was one area concern from the last meeting.
2. QDBF are still looking for Club Members who would like to be part of the working party to revise parts of the constitution that are not clear. One of these issues is proxy voting as mentioned above. We need to ask our Club Members if anyone is interested and pass their name onto Susan Doel at QDBF.
3. I have put my name forward to sit on the Disciplinary Committee. The committee will be called upon by the board to settle disputes from time to time. I feel it is important that we take an active part and this is a good start. All members on the committee are neutral and have no seat on the Board.
4. Points System – this is not yet in place contrary to what I thought last season. This item was held as an agenda item for the next meeting from the last meeting.
5. Nominations were called for position of Development Director. Only one application was received by the close date and was appointed to the position. Kylie Bade-Peters was appointed to the position. For those who are not aware Kylie was the previous President of QDBF out voted at the last AGM. This should make for an interested meeting in May.
6. Susan Doel was appointed as Administration Director and Lorrie Ledwell was appointed as Events Director. A marketing position was also filled (sorry can't remember her name).
7. QDBF website should be up and running very soon. No definite date was given. They have asked for Clubs to submit photos for the QDBF photo gallery. These will be different from the photos for the Club link. I have emailed Deb to forward some of her fantastic photos to Annette Densham.
8. QDBF will be sending out a questionnaire to all Clubs to gain feedback on the State Titles held at Quad Park in March.
9. QDBF Weekend Workshop – This was originally given as just a Marketing workshop but QDBF are looking to extend it to a 2 day event consisting of a number of workshops. The date set aside is 17/18th May. Those people that may benefit from these workshops that will probably include Marketing, Insurance Register, Safety and Risk Management and Coaching should keep this weekend free. These workshops will be free for Club Members. More information on this will be sent out to Clubs shortly. A venue has not yet been decided.
10. Event Calendar is almost finalised and will be sent to Clubs by the end of the Month. This calendar will not only list Regattas but workshops, courses and meetings.
11. Communication – QDBF are concerned that important information for Club Members that is sent to Clubs is not being passed on to

	Members. I know this is certainly not the case with Manly.	
General Business	Club Development All members in favour of giving Ross Boyce in his capacity as Club Development Officer for MDBC an open invitation to attend all committee meetings. Email address and link to website to be created – clubdevelopment@manlydragons.com.au	DAR to create email address and link on website
	Website Greg Chinn suggested that Regatta Nomination Form be put onto the website under Members Only section for future regattas. The constitution could also be put up there. Heather to email all members their password to access the Members Only section of the website.	DAR to design form HD to email club members
	QDBF 2008 Calendar of Events Heather to email club members the calendar.	HD to email club members
	Junior Development Jill is away at the moment. Other members have not shown interest. Junior squad is still at the planning stage. HD to follow up and attend the next meeting.	
	RAW So far there are only 4 enrolled and confirmed for May event. Agreed that an ad should be put into the local paper. Maggie will co-ordinate with Sharon. Maggie has the advertising rates.	MB and SS to co-ordinate advertising
	BMD Corporate Fun Day Agreed that a corporate fun day will be held at a later date during the year. RB will co-ordinate with BMD.	RB to co-ordinate day with BMD
	Come & Try Days Agreed to wait until posters are prepared before advertising/planning an event. Perhaps during July/August between 10am and 2pm. Matter to be held over for discussion at the next meeting	Agenda item for next meeting
	Manly Chamber of Commerce Offered advertising space in the magazine. Agreed to pursue a contra deal with advertising space on our website.	MB/RB to investigate
	Bob White Trophy Bob has asked that his donated perpetual trophy be in recognition of a sporting achievement during the year rather than a behind the scenes award. All agreed that the trophy will be named " Robert J White Perpetual Trophy ". MDBC should also appear on the trophy.	
	General Meetings Agreed that the informal format of previous meeting worked well. Meetings will be held every quarter. Next meeting will be held on Wednesday 18 June two weeks after the Exec Meeting on 2 June	Wed 18 June date for General Meeting
	Social Alan Pool has proposed a Chinese night at the club for 8 August to coincide with the opening of the Olympic Games. Agreed that we will continue to promote social gatherings at the WMYC – even if just to support the bar. A trivia night has also been proposed.	
	MDBC Membership Fees MB is still unable to propose fees for 2008/2009 as QDBF have not communicated their 2008/2009 fees. WMYC have proposed a fee increase which should be accepted at their next meeting	MB to advise Executive at next meeting of fee increases and proposed fees for MDBC
	BBQs Paul Eardley proposed that a roster be drawn up for the year and members would need to find a substitute if they were unable to complete their spot on the roster. Also proposed that MDBC shirts be worn for all bbqs.	

	Training Times for Winter From 1 May training times will be:- Sat – 6.00am Sun – 7.00am Tue – 5.30pm Wed – no training	HD to email club members
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There being no further business the meeting closed at 10.00pm

Next Executive Meeting – Monday 2 June 2008 at 7.00pm

Next General Meeting – Wednesday 18 June 2008 at 7.00pm