



# Manly Dragon Boat Club

7 June 2010

7.00 – 9.40pm

WMYC Clubhouse

## Management Meeting

### Attendees:

John Robinson [JR], Heather Day [HD], Paul Eardley [PE], Carmen Que [CQ], Danielle Ferrari [DF], Vanita Hamanne [[VH], Brian McMahon [BM], Ross Boyce [RB], Maggie Boyce [MB], Fran White [FW], Marie McMahon [MM]

### Apologies:

## Minutes

---

<b>Agenda item:</b>	Minutes from previous meeting	<b>Previous Meeting Date</b>	2 April 2010
---------------------	-------------------------------	------------------------------	--------------

**Discussion:** Minutes were read. There was no business arising.

**Conclusions:** Minutes accepted as read. Moved CQ/seconded DF

<b>Action items</b>		<b>Person responsible</b>	<b>Deadline</b>
---------------------	--	---------------------------	-----------------

---

<b>Agenda item:</b>	Correspondence	<b>Presenter:</b>	MM
---------------------	----------------	-------------------	----

**Discussion:** Inwards:

- Invitation from Kerry Rea to meet with Federal Minister for sport Kate Ellis and State minister Phil Reeves
- Invitation for MDBC representative to attend a meeting re Sport & Rec Coordinator position
- April Bank Statement
- Cheque from WMYC for hardstand rebate
- Letter from Office for Fair trading
- RAW Evaluation forms
- Blue care Questionnaire and forms
- Letter from the Premier re solar Water projects for sporting clubs
- Letter from Peter Cumming re Sport and Rec Co-ordinator position
- May bank statements: EverydaySaver, Business Account
- Payment advice – EFT \$350.00 from Qld Fire & Rescue
- Cheque \$367.00 & membership form from Simon Ball
- Email from Moreton Bay College (MBC) re inability to take up dragon boating as an elective sport

### Outwards:

- RB's response to Kerry Rea's invitation
- RB's response to Peter Cumming re the Sport & Rec position
- Email correspondence re MBC declining dragon boating as an 'elective' sport

**Conclusions:** Correspondence accepted DF/BM

<b>Action items</b>		<b>Person responsible</b>	<b>Deadline</b>
<b>Agenda item:</b>	Membership	<b>Presenter:</b>	SO Absent
<b>Discussion:</b>	No report presented		
<b>Conclusions:</b>	Accepted:		
<b>Action items</b>		<b>Person responsible</b>	<b>Deadline</b>

<b>Agenda item:</b>	Club Development	<b>Presenter:</b>	RB
	<ol style="list-style-type: none"> <li>1. Newsletter</li> <li>2. Website</li> </ol>		
<b>Discussion:</b>	<ol style="list-style-type: none"> <li>3. Moreton Bay College</li> <li>4. Signage</li> <li>5. Tweed – Mt Warning Club invitation</li> <li>6. QDBF Club rep</li> </ol>		
<b>Conclusions:</b>	<ol style="list-style-type: none"> <li>1. Newsletter has been completed and forwarded to members.</li> <li>2. DF to work with Web Designer updating the website fortnightly</li> <li>3. MBC will not be proceeding with Dragon Boating this year</li> <li>4. MDBC signage is up. Would prefer better location. Boat trailer sign still to be ordered.</li> <li>5. Tweed-Mt Warning Club has invited MDBC to one of their training sessions</li> <li>6. RB has agreed to be MDBC's Representative at QDBF meetings during JR's absence</li> </ol>		
Accepted:	RB/JR		
<b>Action items</b>		<b>Person responsible</b>	<b>Deadline</b>
	1. Request suitable 'newsy' material/pics from members	DF	ongoing
	2. Contact Web Designer	DF	ongoing
	3. None required		
	4. Contact Dave Clarke to request better placement for signage	RB	
	5. Inform Club members of Tweed-Mt Warning offer	JR	
	6. Attend QDBF meetings	RB	ongoing

<b>Agenda item:</b>	Social Activities	<b>Presenter:</b>	PE
	<ol style="list-style-type: none"> <li>1. Bowling social</li> <li>2. Social tennis</li> </ol>		
<b>Discussion:</b>	<ol style="list-style-type: none"> <li>3. Possibility of social night at a local restaurant</li> <li>4. Mother's day paddlers treated to champagne and chocs on waterfront</li> <li>5. Club members B'day 'treat' <ol style="list-style-type: none"> <li>1. Bowling afternoon cancelled</li> <li>2. Social tennis afternoon being considered</li> </ol> </li> </ol>		
<b>Conclusions:</b>	<ol style="list-style-type: none"> <li>3. Manly Pizza Restaurant suggested venue for social/fund raising night</li> <li>4. Continue with special day 'treats'</li> </ol>		

5. Good idea to recognize member b'days at paddling sessions

Accepted: DF/JR

<b>Action items</b>	<b>Person responsible</b>	<b>Deadline</b>
1. None required		
2. Gauge interest	PE	
3. Contact restaurant	PE	
4. None required		
5. Note members' b'day dates, purchase treats	PE	ongoing

<b>Agenda item:</b>	Sweep & Safety	<b>Presenter:</b>	HD
<b>Discussion:</b>	1. Sweep Training course 2. First aid Kit 3. Risk management plan		
<b>Conclusions:</b>	1. Sweep training July 25. 2. First Aid Kit 'topped up' during working bee 3. A risk management plan for boat mishap needs to be considered		

Accepted: HD/CQ

<b>Action items</b>	<b>Person responsible</b>	<b>Deadline</b>
1. Notify members of sweep training. Sweep manual to be prepared	JR, HD	July 24
2. None required		
3. Unresolved		

<b>Agenda item:</b>	Vice President	<b>Presenter:</b>	HD
<b>Discussion:</b>	1.State Titles 11/12 March 2011		
<b>Conclusions:</b>	1. Location change. Possibly Regatta Waters or Bucca Weir.		

Accepted: HD/PE

<b>Action items</b>	<b>Person responsible</b>	<b>Deadline</b>
1. None required		

<b>Agenda item:</b>	President	<b>Presenter:</b>	JR
<b>Discussion:</b>	1. MDBC representative for QDBF 2. WMYC complaints		
<b>Conclusions:</b>	1. RB to 'fill in' for JR at QDBF meetings for next 3 months 2. WMYC unhappy with boats parked next to grassy area.		

Accepted: JR/ MM

<b>Action items</b>	<b>Person responsible</b>	<b>Deadline</b>
1. None required		
2. None required		

**Agenda item:** Equipment Officer **Presenter:** BM

- Discussion:**
1. Working Bee
  2. Drums
  3. Paddling machine
- Conclusions:**
1. Working bee successful. Not all jobs completed. Carry over for next working bee in November.
  2. Drums to be repositioned in shed.
  3. JR modifying ergo machine.

Accepted: BM/JR

<b>Action items</b>	<b>Person responsible</b>	<b>Deadline</b>
1. None required		
2. Eskys to be repositioned so drums can be stored safely	PE, BM	
3. Ergo machine to be returned	JR	

---

---

**Agenda item:** Regatta Events **Presenter:** CQ

- Discussion:**
1. Head of the Tweed
  2. Tin Can Bay
  3. Pan Pacific Masters Games
- Conclusions:** Please see Regatta Events Report attached

Accepted: CQ/VH

<b>Action items</b>	<b>Person responsible</b>	<b>Deadline</b>
.		

---

---

**Agenda item:** Treasurer **Presenter:** FW

- Discussion:**
1. Reimbursements
  2. Sponsorships
  3. Annual membership statements
  4. Office of fair trading
  5. Uniform inventory
- Conclusions:** Please see Treasurer's report attached

Accepted: DF/JR

<b>Action items</b>	<b>Person responsible</b>	<b>Deadline</b>
---------------------	---------------------------	-----------------

---

---

**Agenda item:** Coach **Presenter:** MB

- Discussion:**
1. World championships Macau
  2. Season launch
  3. Session sheets
- Conclusions:**
1. MB and RB learning from training experiences with BRD. Hope to pass on knowledge to MDBC.
  2. Season Launch July 14. Video presentation and discussion on MDBC Focus
  3. MB preparing session training sheets focussing on endurance and power

Accepted: MB,MM

<b>Action items</b>	<b>Person responsible</b>	<b>Deadline</b>
1. None required		
2. Members to be notified	JR	Early July
3. Training sheets prepared	MB	July 14

---

---

**Agenda item:** Website **Presenter:** DF

**Discussion:** 1. Newsletter

**Conclusions:** 1. Articles and photos needed for website.

Accepted RB/MM

<b>Action items</b>	<b>Person responsible</b>	<b>Deadline</b>
1. Ask members for stories/pictures suitable for newsletter	DF, RB	ongoing

---

---

**Agenda item:** Uniforms **Presenter:** DF

**Discussion:**

1. Clothing stocks
2. Membership buddy hats
3. Uniform supplier
4. Difficulties for members purchasing clothing

**Conclusions:**

1. Stocktake needed to assess uniform supplies
2. 20 green hats to be ordered for memberships buddies
3. Possible change of uniform supplier.
4. FW to sell uniforms in DF and VH absence

Accepted: DF/MM

<b>Action items</b>	<b>Person responsible</b>	<b>Deadline</b>
1. Uniform stocktake	DF, VH	30th June
2. Hat order to be placed	DF, VH	
3. Contact the man who supplied the club jackets	DF, VH	
4. FW to have key to uniform cupboard	FW	ongoing

---

---

**Agenda item:** General Business **Presenter:** JR

**Discussion:**

1. Executive/Management Meeting frequency
2. Manly Regatta
3. Training Programme/Weekend paddle session
4. Gift Voucher/Fund raising
5. Season Launch
6. Club Survey
7. AGM
8. Development workshop

**Conclusions:**

1. Executive and Management committees to meet July 5, August 2.
2. Organizing committee needed. HD to co ordinate mid-July. Volunteers offered the opportunity to attend an Officials Course.
3. Saturday afternoon session 3 - 4.30pm to start 19 June, Ross to sweep. Sunday time change from June 20 7 – 8.30
4. Gift voucher [Kerry Seymour] to be raffled at Season launch. Possible social night

at Manly Pizza Restaurant.

5. Season Launch Wednesday July 14 at 7 pm at WMYC. Video presentation/discussion on ideas for MDBC future. Members to bring a plate
6. Club survey results circulated. Introducing Saturday afternoon paddle sessions in response to survey. Also considering 'social' paddles.
7. Suggested date for AGM Tuesday 24 August 7pm. To be confirmed.
8. Development workshop to be discussed next meeting.

<b>Action items</b>	<b>Person responsible</b>	<b>Deadline</b>
1. Committee members notified of meeting times.	JR	June 28
2. Organizing committee informed	JR ,HD	July
3. MDBC members notified of changing session times	JR, RB	June 12
4. Raffle to be organized. Contact Manly Pizza Restaurant.	PE	July 14
5. Members notified of Launch.	JR	July 7
6. As in 3		
7. Members to be notified	JR	asap
8. None required		

---

---

Meeting closed 9.40pm

## Club Development Report for MDBC Meeting June 7<sup>th</sup>, 2010

- 1 The MDBC Newsletter May June has been completed and forwarded to members
- 2 The website is a “Work In Progress” and with Danielle’s assistance being updated regularly. She is working with Dinky Di (Web Designer) and with other contributing club members; changes should now be seen on a fortnightly basis.
- 3 Due to staffing issues at Moreton Bay College, they shall not be proceeding with Dragon Boating as an elective sport this year.
- 4 Our Home Signage is affixed on a board in the North West corner of the WMYC. I am going to discuss better placement with Dave Clarke during this week. Other small sponsorship signs for the boat trailer are still to be ordered.
- 5 I attended a corporate regatta at Tweed –Mt Warning Club on Sunday, May 30- as a guest of their President Chris Lonie and Coach Brenda Cumming Thom. This came as a ‘thank you’ for allowing the ladies to join our club in Adelaide and also having Brenda in my GGD team. Manly as a club would be welcomed to join with Tweed MW for a training session on the river whenever we wish. Travel time to the ramp from Manly is only 90 – 110 minutes.
- 6 I thank John R for the vote of confidence in asking me to be Manly’s Club Rep at QDBF meetings in his absence, for the next 3 months.

Ross Boyce CDO

MANLY DRAGON BOAT CLUB  
EQUIPMENT OFFICER'S REPORT

7 JUNE 2010

The Club working bee held on 22 May was well supported, with a total of 20 people turning up for the many jobs on offer.

We took care of the following:

LOAVES & FISHES	Great time at breakfast and smoko for volunteers
HANG OUT	New hanging support for lifejackets
BUMMER	Repair the damaged seat
PICASSO	Repaint gunwales, seats and woodwork on two boats
PATCH MADAMS	Repair the torn boat cover
LIVING ON THE EDGE	Taping up the rough edges on our paddles
THE GUSHER	Install new hose & reel to wash down boats
DOC IN A BOX	Upgrading our first aid kit
CLIP JOINT	Hooks for our clip boards to hang on the wall and clear the table
SOFTLY SOFTLY	New foam rubber protection for our boat supports
SNAPPER	Capture our day tradies on camera
SHELF MAGIC	New shelves for sunscreen, sports drink etc
LOOK AT MOI	Huge new sign advertising MDBC

Thanks to all who contributed on the day and to those who followed up afterwards to make sure all jobs started also got finished.

There were some more jobs on the drawing board which could not be started on the day. These are

BUNG BUSTER	Replace one inspection port
BALE UP	Bailers in all boats, in places you wouldn't expect
CLEAN LIVING	Checking & washing the lifejackets
SIGN LANGUAGE	Labelling the gear in the white cupboard
SPACE TRAVEL	Fixing the boat supports so they don't move around
STRONGBOW	Tiedown points for boat ropes
RE-INVENTION	Update the inventory of equipment
TURN ME ON	Replace knobs on the BBQ

I'm happy to send these jobs to a new home if anyone wants to take one on for the Club!

Stop Press:

We also have an undercover team working on a vastly new & improved mobile rack for the lifejackets.

The next working bee is planned for late in the year, possibly around November.

Brian McMahon  
Equipment Officer

**MANLY DRAGON BOAT CLUB**

**MANAGEMENT COMMITTEE MEETING**

**7<sup>TH</sup> JUNE 2010**

**REGATTA EVENTS REPORT**

**Team event for June -**

**The Head of the Tweed Regatta** - Sunday 27<sup>th</sup> June 2010 (a 21Km race from Chinderah Bay to Murwillumbah Rowing Club). The sign-on sheet is currently in the Shed and the feedback from several paddlers is that they will drive down to Chinderah on Sunday morning. The race commences at 0800 hrs. The fees applicable are \$10.00 per paddler and the entries close Wednesday 16<sup>th</sup> June 2010.

**Team Event for July –**

**2010 Sleepy Lagoon Hotel Dragon Boat Regatta – Tin Can Bay – Sunday 18<sup>th</sup> July 2010.**

The sign-on sheet is currently in the Shed. The category on offer is 200m Mixed Crews (Division A & Division B). The fees applicable are \$10.00 per paddler and the entries close Friday 9<sup>th</sup> July 2010.

I have made enquiries in relation to accommodation, there is a minimum of 2 nights on all accommodation and I am holding the below listed bookings for Friday 16<sup>th</sup> July and Saturday 17 July until tomorrow Tuesday 8<sup>th</sup> June – wherein we will have to pay a deposit if we wish to hold them further.

‘On the Bay Apartment’ (3 bedroom – sleeps 6) - \$180.00 per night \$360.00

‘Sillago Shores’ (3 bedroom house – sleeps 6) - \$100.00 per night \$200.00

‘SunnySide’ (3 bedroom apartment – sleeps 6) - \$100.00 per night \$200.00

The Sillago Shores house and Sunnyside Apartments are together on the waterfront however at the opposite end to where the Regatta is being held. The ‘On the Bay Apartment’ is closer to the Regatta site. Unfortunately the ‘Big Anchor’ Blue house is not available.

Just a note in relation to the Pan Pacific Masters Games on Friday 12<sup>th</sup> and Saturday 13<sup>th</sup> November, the Venue has changed from Varsity Lakes to Coomera Lake, Regatta Waters, Oxenford.

If we are going to enter teams for this event it will probably not be necessary to arrange accommodation. There are 2 fees applicable for this event – Games Fee \$95.00 per competitor and a Sports Fee \$40.00 per competitor.

**MANLY DRAGON BOAT CLUB INC.  
TREASURER'S REPORT 7-06-2010**

Please refer to the attached Treasurer's Report showing the following balances as at 28-05-10:

WebSaver A/c	\$16,317.39
Everyday A/c	\$ 7,023.63

As indicated, JT Signs and J Praeger need to be paid/reimbursed – cheques have been raised. Brian McMahon is yet to submit his expenses for the Working Bee on 22 May'10.

Both Remax (Michelle Rodgers) and Micat have been invoiced for their respective sponsorship periods.

It has been a comparatively 'quiet' month in Treasury, but about to 'crank' up again with the start of the new Membership year. MDBC Annual Membership Statements, covering letter, and QDBF Members 2010/2011 Registration form should now have been emailed to all current members. The MDBC component reflecting the \$10 increase in fees as previously discussed and agreed.

WMYC have also issued their new WMYC 2010/2011 Membership Forms – all other versions need to be deleted/ripped up as they are only accepting the latest version (due to wording changes).

Since our last meeting on 8 May '10 we have had correspondence from the Office of Fair Trading 'reminding' us to send a copy of last year's Financial Statements July 08/June 09. This has been done, accompanied by a cheque for their administration fee of \$41.00.

I have requested Danielle/Vanita to do a uniform inventory count, in readiness for the end of Financial year 09/10. An inventory count will probably need to be done of all our other 'assets' prior to our next Marine Hull Insurance renewal (end of October or thereabouts).

I ask that you ratify the income/expenses as outlined and accept this report.

Fran White

MANLY DRAGON BOAT CLUB INC

TREASURER'S REPORT

7/06/2010

BANK OF QLD - WEB SAVER A/C	BALANCE BROUGHT FWD:	\$16,266.39
		\$
PLUS: Interest Rec'd	May-10	51
	BALANCE AT 31-05-2010	\$16,317.39

BANK OF QLD - EVERYDAY A/C	BALANCE BROUGHT FWD:	\$6,268.23
PLUS: Income: 01-05-10 to 28-05-10		
		\$
Sausage Sizzle Proceeds - 16-5-10		569.15
WMYC Hardstand Rebate Jan-March 2010		165.5
MDBC Membership		300
Trialist		100
GoodLife Corporate		480
RAW Event 23-5-10		300
		1914.65
	Total Income	\$8,182.88

LESS: Expenditure: 01-05-28-05-10		
Office of Fair Trading - Annual Return Fee		41
MDBC Membership		142
Timo Sutinen - Drum In-Tensions: Drum Repairs x 2		400
Out of Pocket Expenses -Cash Chq-P.Ryan,Hday		128.55
QDBF Membership		220
QDBF Insurance - QFRS,GoodLife,RAW events		227.7
	Total Expenditure	1159.25
	BALANCE AT 28-05-10	\$7,023.63

Unpresented Chqs: #000275 \$133.05

Expenses to be paid: JT Signs \$360.00 MDBC Sign  
 J.Praeger \$60.50 First Aid TopUp  
 B.McMahon???? Working Bee Exps.

Expected Income: Remax \$1,250.00  
 Micat \$1,250.00  
 QFRS \$350.00 (Rec'd 1-06-10)