

# MANLY DRAGON BOAT CLUB

## Annual General Meeting Minutes

28 November 2007 – Wynnum Manly Yacht Club

### Attendees:

- Bob White, Maggie Boyce, Carmen Que, Elizabeth Richards, Fran White, Wendy Jordan, Ross Boyce, Rosemary Thwaites, Judy Grannell, Bernie O'Grady, Stephanie Oliver, Helen Healey, Bernadette Little, Tracey Fry, David Wilson, Allan Poole, Pat Ryan, Caroline Kingston, Greg Fyson, Tina Fiegel, Peter Ensley, Meredith Smith, Heather Day, Alexis Navie, Sharon Steeden, Carol Grannell, Heike Gusten, Andrea Baggoley, Kathy McDonnell, Michelle Huston, Debbie Robinson, Laurelle Endean, Kelly Tanner, Paul Eardley, Phil Blackburn, Joe Martin, Greg Chinn, Jill Praeger

### Apologies:

- Pia Mitchell, Pip Sefo, Jill Christensen

### Minutes:

Kelly Tanner, Secretary, read the Minutes of the Committee Meeting held on 18 July. Motion to accept the minutes as true and correct was proposed by Joe Martin and seconded by Maggie Boyce. Unanimously accepted.

### President's Report 2007 – Bob White:

I would like to welcome you to the president's 2<sup>nd</sup> AGM report.

For those of you that are not familiar with this club's origins it dates back to July 2005 when Phil Rallings from Currumbin Dragon Boat Club first made attempts to establish a Manly based dragon boat club via the Chamber of Commerce. In August 2006, and as a new member of the Chamber of Commerce, I was asked if I knew anything about Dragon Boats. The answer to that was NO but I was willing to find out more. In July 2006 I placed an ad in local paper and on notice boards throughout Manly – Wynnum - Lota and held our very first meeting at the Wynnum Manly Yacht Club on 15<sup>th</sup> September 2006 with 17 people in attendance. Phil and Faye Rallings spoke to us about how to start up a new club, explaining the costs and what was involved. 3 further meetings were held to get the ball rolling until we held our first official Manly Dragon Boat Club meeting in January 2007. By then we had almost 30 financial members.

I am happy to report that we have come a long way with 65 financial members.

### Achievements of past 12 months

- Leased our first dragon boat from Gold Coast Chinese Club on 14th January 2007
- Built an enthusiastic and committed Executive team who focus on the many jobs that need to be done when running a Dragon Boat Club:
  - Executive comprises Bob White as president, Paul Eardley as Vice President, Kelly Tanner as secretary, Maggie Boyce as Treasurer.
  - Club Captain is Greg Chinn
  - Training team comprising Joe Martin, Helen Healey, Pete Ensley
  - QDBF representative and media liaison is Heather Day
  - Social committee is Allan Poole and Greg Fyson (a.k.a. the Iron chefs)
- Grants
  - \$500 donation from Larry's Pizzeria to help us purchase our first club t-shirts
  - Local grant from Peter Cummings which gave us the Marquee in our new club colours
  - Through the Gaming and Gambling Grants we have been able to achieve the purchase of
    - 2 dragon boats which will arrive next month
    - 1 double Dragon boat trailer

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- Trolley made by Damon and updated later on
- Concreting of a new hardstand including a safety railing
- Rack to house 2 Dragon Boats
- Shed (or part of)
- Competed so far in 6 regattas
- Picked up 2 trophies
- Club t-shirts in new club colours
- 2 registered sweeps (Congratulations Joe and Heather)
- Training program and schedule
- BBQ donated by PRD Manly
- Countless sausage sizzles at the Sunday Manly markets which have enabled us to purchase many club items
- The purchase of 21 black club paddles
- PFD's (Safety vests) and safety equipment (lights, first aid kits)
- Swimming accreditation for 42 people
- 65 financial members

All of this would not be possible without the hard work of club volunteers.

### **Plan for next 12 months**

- Increase our membership to at least 200 members
- Acquire a 3<sup>rd</sup> Dragon Boat for training purposes
- Accredited at least 4 more sweeps
- Establish a junior squad
- Sponsorships for the club
- Expand our social and fitness programs to include swimming, bush walking, cycling, and get more people along to our 1<sup>st</sup> Friday of each monthly dinner at WMYC
- Have more members undertake QDBF training courses
- Medical emergency plan (need a medical officer)
- Get more volunteers to help with the running of the club

### **Long term vision for Manly Dragon Boat Club**

- Hold a regatta in Manly (Rose Bay)
- Increase our membership to at least 500 members making MDBC the biggest Dragon Boat club in SE Queensland
- Introduce Dragon Boating to local schools as a school sport

### **Closing**

I would like to acknowledge the significant contribution of Kelly Tanner who was instrumental in securing our grants. She put in many hours of hard work and will be missed as she steps down from her role as secretary.

I hope I've been able to give you an idea of just how much has happened in such a short time. All of this is due to the tireless efforts of the Executive, committees and volunteers who make this possible.

After our first regatta at Tin Can Bay with great success, members of other Dragon Boat Clubs asked us if we were from Manly, Sydney. They all now know about the Manly Dragons from Brisbane.

Last but not least, your continued support and encouragement is what keeps our club going. I wish you all a safe and happy Christmas and new year. GO MANLY DRAGONS  
Bob White, President

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### Treasurer's Report 2007 – Maggie Boyce:-

The following is a financial report from 19 July to 28 November 2007. The last report was dated 18 July 2007. This last financial accounting period has been incredibly busy both income and expenditure wise; but it has also been a very progressive period for our Club.

**Income From Grants:** (we received the Gaming Community Grant 26/6/07 \$21,640.00)

i)	27/8/07	Sport & Recreation	\$4,000.00
ii)	27/11/07	W-M Ward Office	\$2,585.00

**Income From Membership:**

i)	MDBC Fees	\$2,006.60
ii)	WMYC Fees	\$1,794.50
iii)	QDBF Fees	\$ 680.00

**Income From Fundraising:**

i)	Sausage Sizzles	\$2,875.55
ii)	Club Thai Dinner	\$ 120.00
iii)	Members' Coin Donations	\$ 8.30

Regatta Entry Fees: \$1,763.00

Paddles Purchased (by Members): \$1,312.30

Bank Interest on BQ Web Saver Account: \$ 360.88

**Total Income                    \$17,506.13**

**Expenditure:**

Accounting Fees (Audit)	\$200.00
Advertising & Artwork \$100.00	
Clubhouse Supplies \$56.50	
Club Paddle Sets Purchased	\$2,250.00
PFD (Life Jackets) Purchased	\$660.00
Shade Structure	\$2,585.00
Dragon Boat & Access Purchase	\$8,900.00
Dragon Boat Marine Transit Insurance	\$200.00
Dragon Boat Trailer	\$5,170.00
Boat Equipment & Parts	\$428.45
Regatta Registration Expenses	\$1,320.00
First Aid Supplies	\$36.48
Safety Equipment	\$37.80
Repairs & Maintenance	\$86.20
Club Uniform Expenses	\$3,569.35
Office & Stationery Supplies	\$61.66
Bank Account Fees	\$40.20
Hardstand Rental Fees	\$1,367.50
Dragon Boat Trailer Registration	\$84.85
Fuel & Transportation Costs	\$101.00
Equipment Insurance (QDBF)	\$929.01
WMYC Membership Fees	\$3,547.65
QDBF Members Registration & Insurance Fees	\$2,000.00
Individual Member's Paddle Costs	\$1,386.60
Postage	\$2.00
Telephone/Communication Costs	\$30.00

**Total Expenses                    \$35,170.25**

The deficit between Income and Expenditure (-\$17,664.12) was covered with funds from Web Saver Account (our interest bearing account) which started off with a balance of \$30,000.00.

**Cash at Bank: Everyday Business Account (non interest bearing)                    \$ 6,896.95**

Cheques to be Cleared (for uniforms – most of this amount will be offset by members' purchases)	\$3,369.35
QDBF Nov Members' Fees & Insurance	\$ 360.00
WMYC Inv 1086 (Membership Fees) due 30/11/07	\$1,210.00

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<b>Available Funds Everyday Business Account</b>		<b>\$ 1,957.60</b>
Outstanding Creditors WMYC refund 50% hardstand rental costs 07/08	\$500.00	
<b>Cash at Bank Web Saver Account</b> (interest bearing @ 6.4% if bal in excess \$10K)		<b>\$11,246.33</b>
<b>Liabilities as of 28/11/07</b>		
Balance of Dragon Boat Payment (due 14/12/07 (bal of gaming Comm Grant acquit by 28/2/08))	\$8,900.00	
Bal of Sport & Rec Grant (to acquit by 30/06/08)	\$2,340.00	
<b>Available Funds Web Saver Account</b> (plus interest earned until balance gets below \$10K)		<b>\$ 6.33</b>

With all the purchases and improvements that have occurred in the last four months you will appreciate that our financial position is a little tight at present.

We will need to continue with our fund raising programs. We have our final sausage sizzle on December 16.

When our new boats arrive in December we will be able to offer come and try days and implement other membership expansion initiatives.

Currently my focus is on building back our rapidly depleting funds. I am currently preparing two Sponsorship Proposals to be presented to local business operators, namely Professionals Real Estate and BMD. These require a little fine tuning and final approval from the Executive Committee before presentation.

At an Executive Meeting held on Monday 8 October I mentioned that Ross Boyce was prepared to offer his services as a "Club Development Officer". This is not an Executive position but if there were no objections from the floor, Ross would be enabled to door knock prospective donors and sponsors on behalf of our Club. I would like to invite suggestions/input on sponsorship to be directed to myself or any of the Executive Committee, the Executive will discuss and prepare submissions for Ross to present.

In conclusion I believe this Club has enormous potential. I look forward to continuing to work in the future; to assist in making our Club as successful as possible.

Maggie Boyce  
Treasurer

The 2007 Auditor's report was tabled at the meeting. Motion to accept the report was proposed by Heike Gusten and seconded by Sharon Steeden. Unanimously accepted. Refer to Appendix 1 – Auditors statement and report.

### **Coaching Report 2007 – Peter Ensley:-** **History**

The current coaching team comprising Joe Martin, Helen Healey and Peter Ensley was formed in the middle of this year after the departure of our inaugural coach Bruce Haig. A team approach was decided upon to share some of the workload. At this time it was also decided that one of the coaching team sits on the club executive (Coaching coordinator) to represent the coaching element of the club. At this point in time this is Peter Ensley although the structure allows flexibility for any nominated coach to sit on the executive as the coaching team sees fit.

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### Strategy

We decided for this, our first season, to adopt a collective approach. That is to treat all members equally on paddling ability, regardless of length of membership. This allowed us the opportunity to set crews for training and regattas fairly randomly based upon who put their hands up.

We chose this approach for a number of reasons.

- We were learning what we were doing as coaches (and still are)
- We were (and still are) learning the formats and processes for entering and competing at regattas.
- Because of a lack of critical mass (membership availability) early on and a shortage of resources (boats / paddles, etc), it was difficult to organise any other way
- It gave us a flexible format to encourage all paddlers (old & new) to train and compete
- Being a new club, it gave opportunity to mix groups of people up enabling club members to get to know more people within a shorter time frame

### Outcomes

- At all regattas this season, we have been able to enter a mixed crew and at most a women's team as well.
- The three coaches have all attended and completed the Australian Strength and Conditioning Level 1 coaches course run by the Australian Strength and Conditioning Association (ASCA) and are awaiting the next Aus DBF Level 1 coaching course.
- Our strategy above has allowed most members to become "multiskilled" in paddling in any position in the boat and most can now paddle either side if needed to. This makes us much more adaptable as a club.
- At the Te Waka regatta in August our mixed crew paddled 500m in 2.30. Two months later at the Burleigh regatta at the same venue and over the same distance our mixed crew paddled a time of 2.09, which was equalled at the Gold Coast regatta. This is an improvement of 21 seconds in two months.
- The last two points are linked since at each regatta the crews have been slightly different each time but as a club our times have been consistently improving.

### The Future

Whilst we believe this strategy has been right for this year, we are also aware that some members are now at a point in their paddling development where they are looking at stepping up the training and competitive levels within themselves and are looking to the club to provide this. This should be able to occur with our two new boats arriving soon, allowing the elected coaching team to select more defined crews but still allow the continuation and further development of new members and those members looking at paddling in a more social context.

This definition between wants and needs brings with it a higher level of accountability and measurement of paddlers to maintain equity and fairness. Therefore we recommend that the newly elected coaching team adopt the following points going forward into next year.

- Time trialling be held to be used as a measurement tool for crew and regatta selection
- Coaching team to partner closely with Club Captain and introductions officer to ensure new / social paddlers are getting the correct level of skill development and therefore enjoyment.
- A regular time (maybe every two months) where a general club coaching meeting is held to act as a communication vehicle from the coaches to members.
- Selected regatta crews to have one coach per crew.

As the club continues to grow the requirement for more coaches also increases. We take this opportunity for members to step forward if interested in helping with coaching.

**Helen Healey**

**Joe Martin**

**Peter Ensley**

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### Head Sweep Report 2007 – Joe Martin

Since joining the club in early 2006 I have come to see it grow with the numbers we have today and we can only get bigger and better. I would like to thank Bob for getting the Manly Dragon Club up and running here in Manly. Today other clubs are now taking notice of the Manly Dragons, not just for our paddling but how we have grown in such a short time over the past few months.

- 2007 has been a great year for the club gaining it's first Accredited Sweep Joe Martin and also our Provisional Sweep Heather Day. Congratulations to Heather on recently passing her Provisional sweep test.
- A sweeps safety brief is now in place and this is carried out by the Sweep on duty before heading out on the water during all training sessions.
- We have (8) new Trainee Sweeps who have all expressed some interest in sweeping. There will be a training session this Saturday after the 2nd session .Ross has offered to bring his boat down to tow the Dragon Boat.

All trainee sweeps will be given a copy of the QDBF sweep calls. These are the standard calls for QDBF if you are going to become an accredited sweep.

As the club continues to grow there is need for more sweeps to be trained and with (2) new dragon boats arriving next month we take this opportunity for members to give sweeping a go.

### Safety report 2007 – Joe Martin

- 1 A Safety Brief is now in place for sweeps and is being followed at all training sessions.
- 2 New paddlers to wear safety vest during all training sessions.
- 3 All new paddlers to complete a 100m swim test.
- 4 A first -aid kit is carried on the boat during training sessions.
- 5 All safety procedures are carried out safely and correctly at all times.

Happy paddling and stay safe.

### Committee Positions and Elections 2008 – Bob White:-

Nominations were called (via email) and are now closed. None of the positions involved more than one nomination, so nominees are duly elected as follows:-

- Vice President – Paul Eardley
- Treasurer – Maggie Boyce
- Club Captain – Greg Chinn
- Head Sweep/Safety Officer – Joe Martin
- Head Coach - Peter Ensley

Nominations were called for the position of Secretary as Kelly Tanner is stepping down from her role. Debbie Robinson nominated herself and was elected unanimously.

- Secretary – Debbie Robinson

Bob White advised that he was stepping down from his role as President due to family commitments, and nominated Heather Day as President. Maggie Boyce seconded the nomination and Heather Day was unanimously elected.

- President – Heather Day

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Maggie Boyce proposed Bob White to become Patron of Manly Dragon Boat Club. Seconded by all and unanimously accepted.

Heather Day took over as chairperson for the remainder of the meeting. Nominations were called for and voted on the following positions:-

- |                          |                          |   |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | QDBF Representative      | Helen Healey<br>Proposed Peter Ensley<br>Seconded Maggie Boyce  |
| <input type="checkbox"/> | Membership Officer       | Elizabeth Richards<br>Proposed Paul Eardley<br>Seconded Tina Fiegel   |
| <input type="checkbox"/> | Equipment Officer        | Bernie O'Grady<br>Proposed Paul Eardley<br>Seconded Joe Martin  |
| <input type="checkbox"/> | Publicity Officer        | Sharon Steeden<br>Proposed Paul Eardley<br>Seconded Heather Day   |
| <input type="checkbox"/> | Club Development Officer | Ross Boyce<br>Proposed Maggie Boyce<br>Seconded Paul Eardley  |
| <input type="checkbox"/> | WMYC Representative      | Bob White to remain as the representative<br>for now – new representative to be sought<br>(must be full member of WMYC) |

This concluded the Annual General Meeting formalities and the meeting was opened for general business.

### **General:-**

- Caroline Kingston volunteered for the position of BBQ coordinator to assist in the promotion/organisation of the BBQ at the Manly Markets. The role encompasses liaison with Dave Raetz and roster preparation.
- It was agreed that training will break over the Christmas/New Year period.

***Last Training Sessions*** – Tuesday 11 and Wednesday 12 December 2007

***Training Resumes*** – Tuesday 8 and Wednesday 9 January 2008

- Ross Boyce advised that the new dragon boats are currently at sea with an estimated delivery date in Brisbane of 16 December, 2007. Discussions on a ceremony for the launch of the new boats and the possibility of running a competition for the naming of the boats.
- A Junior Club Committee was formed with an initial role to investigate and explore what is required to start up a junior category. Joe Martin, Judy Grannell, Jill Praeger and Rosemary Thwaites have volunteered to start this process.
- ***Website Development*** – Sharon Steeden, Judy Grannell and Paul Eardley offered to speak with personal contacts to investigate arrangements for creating a MDBC website. Preliminary investigations to be completed by 14 December 2007.

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- **Whiteboard** – Paul Eardley outlined the whiteboard protocol. Individuals must not remove names or dates from the board. This is to be carried out by Joe or Paul, or in their absence, someone nominated by them.
- **Manly Market Sausage Sizzle** – Greg Fyson thanked everyone for their help during the year. General reminder to have raffle tickets and money returned before 14 December 2007.
- **State Titles 2008** – 16 ladies expressed an interest in entering a MDBC team in the 2008 State Titles. Time trials will be conducted in early January to determine positions in the boat etc.
- **Paddle Bags** – Jill Praeger has been making paddle bags and will happily make one for any MDBC member for the minimal cost of \$10.

**There being no further business, the meeting closed at 9.30pm**