



**Manly Dragon Boat Club  
Minutes of the Annual General Meeting  
Saturday 22 August 2009  
held at Wynnum Manly Yacht Club**

**Attendees:**

Heather Day, Denise Doyle, Fran White, Pat Ryan, Wendy Jordan, Marie McMahon, Brian McMahon, Elizabeth Richards, Carmen Que, Lisa Seychell, Heike Gusten, Danielle Ferrari, Tony Thompson, Paul Eardley, Peter Ensley, Phil Blackburn, Maggie Boyce, Ross Boyce, Pia Mitchell, Stephanie Oliver, John Robinson

**Apologies:**

Michelle Huston, Sean Banfield, Toni Banfield, Wendy Swan, Jill Praeger, Liz Vang, Linda Robinson, Di Hartford, Bernie O'Grady, Glen Giarola, Debbie Robinson

**Minutes:**

Heather Day requested the minutes of the previous Annual General Meeting held on 12 November 2008, having been previously distributed to all club members, be accepted as true and correct. Motion to accept the minutes as true and correct proposed by Heather Day and seconded by Elizabeth Richards.

**Business Arising:**

There was no business arising from the previous minutes.

**President's Report – Heather Day:**

It has been a relatively short year for our management committee this period being only 9 months. But as we all know 9 months can produce little miracles and so it is with our club yet again. We have been very fortunate to have been the lucky recipients of a Gambling grant to enable the purchase of 2 more dragon boats plus extra equipment such as boat covers, paddles, life jackets, paddle adaptor and Cox Vox system. As well as another Sport and Recreation Club Development grant to fund workshops and the establishment of procedural documentation for coaching, safety and risk management.

We have experienced unprecedented growth in the past year and following the seasonal drop in membership I am certain that the next 6 months will see us steadily increase in numbers yet again.

We have enjoyed some great times at the various regattas we have attended as well as some success, most notably at the National Championships in March where our ladies masters team achieved a very creditable 4<sup>th</sup> against the best teams in Australia. In addition we had six ladies from our club represented the Queensland State team - a great personal achievement for the ladies involves as well as excellent recognition for the skills of our Club.

Great clubs are made from great people and I have had the pleasure of working with a fantastic group of ladies and gentlemen on the Management Committee who have made my job so much easier and enjoyable. In particular I wish both Ross and Maggie for the enormous contribution that they have made to the club. Maggie our wonderful treasurer for always ensuring that everything was up to date and in order and Ross for his relentless enthusiasm in pursuing every opportunity for sponsorship and recognition in the local community. Thanks also to the other hard working members of the committee, Pat, Stephanie, Paul, Carmen, Bernie, Peter, Debbie, Sharon, Heike, Pia and Joe.

It is with great personal pride that I have held the position of President of the Club for the past 21 months. A rewarding and at times challenging position that I am now handing over to a new President. We have a plan and a vision for the Club; new goals to achieve and a great membership base from which we will grow and succeed with a new President and Management Committee.

### **Treasurer's Report – Maggie Boyce:**

Maggie Boyce presented the Audited accounts for the period 1 Jul 2008 to 30 June 2009. Motion to adopt the Auditors Report proposed by Maggie Boyce, seconded by Elizabeth Richards – Unanimously accepted. Refer to attachments for copy of Auditors report.

Maggie Boyce proposed that Graham Whyte, Resurgamus Pty Ltd be appointed auditor for 2010, seconded by Heather Day. Unanimously accepted.

### **Sweep Safety Report – Heather Day:**

Following the resignation of Joe Martin, Heather has taken on the responsibility as Head Sweep and Safety Officer.

In the past year Tony Thompson has achieved full accreditation as sweep and Ross has recently passed his sweep test and been awarded his provisional license. We have a number of new sweep trainees with Fran and John and I encourage others who may be interested to come down the back and give it a go. With more competent sweeps we can offer a more flexible timetable to suit members without reliance on individuals to always be available.

On the safety side we have continued with the swim tests up until the pool was closed and will be recommencing the tests for all new members from end September. We have funding to assist with the preparation of Risk Management Documentation for our club and this will be a priority for the next six months. We have a good safety record for both in and out of the boats and it is one that I hope that we continue to maintain.

### **Membership Report – Stephanie Oliver:**

Over the course of the last 9 months the club grew to 92 members. Our best month was October to November 08 when we had 61 triallists and of these 21 converted into members.

As of July 1 this year membership slowed and at present we have 48 paid up members.

Stephanie cited the need for club members to form a sub-committee to assist her with Mentoring new members.

### **Equipment Report – Heather Day:**

In the absence of Bernie O'Grady this was delivered by Heather Day. Heather made mention of the high standard which Bernie had kept our boats and equipment in over the course of the last year and indeed since the commencement of the club. Ross has carried on this work keeping the boats clean in Bernie's absence. Paul Eardley thanked Bernie for his outstanding efforts and also thanked Daniele and Jason Ferrari for their invaluable assistance in transporting the new boats loaded.

### **Coaching Report – Peter Ensley:**

#### **Introduction**

Conclusions and recommendations from last year's coaching report were:

- Increase frequency of Time trialing with video footage where and when possible
- Distribute Coaching Strategy and encourage all members to have their preferences included
- Build a stronger, clearer communication alliance between the Coaching and Sweep Teams
- Reinvigorate coaching feedback sessions
- Compilation of Coaching Manual focusing on consistency for all club members and visitors
- Club Code of Conduct & behaviour
- The purchase of OC 1 to use in time trialing and individual technique work
- Enforcement of regatta nomination deadlines

#### **Outcomes**

- Time trialing & video footage are still a focus to implement as a coaching and feedback tool. Time and resources are our biggest hold ups at the moment.
- Coaching strategy of competitive, semi competitive and other currently under review. Paddler preference being collected and collated regatta by regatta.
- Coaching manual still in concept stage, although further on than last year.
- Club code of conduct is under review at the President level, however, behaviour and coaching will be dealt with later on.
- No OC but have been using the Paddle adaptor for individual technique work

- Enforcement of regatta nomination deadlines has been handled by the Regatta organiser, Carmen.

### ***Difficulties / Challenges***

By far, one of the biggest challenges has been changing the culture in the club from one of “including all members at whatever cost” to “team and crew selection to best represent MDBC”. All coaches have had to deal with negative fallout from this at some stage so far. I hope these instances can be eliminated in the future and a code of conduct will help this, however, I note the points below from last year’s coaching report.

- Coach’s decisions are made with the best intentions for individuals, crews and the club. This interplay is often difficult and at times impossible to reconcile. **Respect the coach’s decision as final & in the best interests of the group.**
- If anyone has a concern in a particular crew they need to speak calmly to the relevant coach. You may not get what you want but hopefully you will be able to understand what the coach is trying to achieve.
- Dragon Boating is not a sport of individuals - it is a holistic team sport. As such no-one person’s personal agendas / wants or needs are any more or less important than anyone else’s. It is about what is best for the crew / that particular time. **The coach and coaching team will make these decisions.**

### ***Conclusion***

I will not be standing for nomination of coaching coordinator, on the committee, for the next year and will instead focus on paddling and coaching as well as assisting the Sweep team when needed.

I thank MDBC members and committee for the opportunity to represent all at this level but feel that I cannot deliver the best outcomes for the club due to my work and family commitments.

### **Club Development Report – Ross Boyce:**

- Successful in obtaining grants from Old Gambling Community Benefit Fund, Qld Dept of Sport and Recreation and Brisbane City Council
- Assets acquired with these grants included:  
2 new Dragon Boats, 20 Paddles, 22 Life Vests, 4 Boat Covers, 2 Garmin GPS, 4 Boat Covers  
Paddle Adapter Training Machine, Marquee
- Sponsorship Michelle Rodgers from Remax renewed her contribution for the second year. BMD decided not to renew as felt there was little exposure for them.  
We have had a new sponsor MI Cat - Moreton Island Catamaran Service join us in the past fortnight and one of the new boats will be displaying their logo soon.  
John and Linda Robinson have donated the computer on the paddle machine.
- Our web site continues to receive accolades from other Clubs
- Club Success - When attending regattas and QDBF functions our club is always being praised for its forward thinking, planning and harmony. A credit to our Executive.

It has been a pleasure working with the outgoing executive, and I look forward to assisting the new committee where possible

### **Voting of 2009/10 Executive & Subcommittee Members**

All positions were declared vacant and Tony Shoemith (WMYC Commodore) was introduced to conduct the voting process.

**President – John Robinson.** Proposed by Maggie Boyce, seconded by Heather Day. Unanimously accepted.

**Vice-President - Heather Day.** Proposed by Maggie Boyce, seconded by Ross Boyce. Unanimously accepted.

**Treasurer – Fran White.** Proposed by Maggie Boyce, seconded by Heather Day. Unanimously accepted.

**Secretary -** No nominations were received for the position of Secretary. Position vacant.

**Coaching Coordinator – Maggie Boyce.** Proposed by Heather Day, seconded by Paul Eardley.  
Unanimously accepted.

**Membership Officer – Stephanie Oliver.** Proposed by Heather Day, seconded by Maggie Boyce.  
Unanimously accepted.

**Safety Officer – Jill Praeger.** Proposed by Maggie Boyce, seconded by Paul Eardley. Unanimously  
accepted.

**Head Sweep – Heather Day.** Proposed by Maggie Boyce, seconded by Ross Boyce. Unanimously  
accepted.

**Equipment Officer - Brian McMahon.** Proposed by Ross Boyce, Seconded by Paul Eardley.  
Unanimously accepted.

**Publicity Officer -** No nominations were received for the position of Publicity Officer. Position vacant

**QDBF Representative – John Robinson.** Proposed by Maggie Boyce, seconded by Ross Boyce.  
Unanimously accepted.

**Regatta Events Coordinator – Carmen Que.** Proposed by Maggie Boyce, seconded by Heather Day.  
Unanimously accepted

**Uniform Officer - Danielle Ferrari & Vanita Hammane.** Proposed by Maggie Boyce, seconded by Ross  
Boyce. Unanimously accepted.

**Insurance Registrar – Fran White.** Proposed by Maggie Boyce, seconded by Heather Day.  
Unanimously accepted

**Website Coordinator – Debbie Robinson.** Proposed by Tony Thompson, seconded by Marie  
McMahon. Unanimously accepted.

**Social Director & BBQ Coordinator – Paul Eardley.** Proposed by Maggie Boyce, seconded by Heather  
Day. Unanimously accepted.

In concluding the voting process for the 2010 Committee, Tony Shoesmith thanked Manly Dragon Boat  
Club and congratulated all incoming club committee members.

**Meeting Closed 9:40am**

**MANLY DRAGON BOAT CLUB INC**  
**Financial Statements**  
**For the year ended 30 June, 2009**

# **MANLY DRAGON BOAT CLUB INC**

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**MANLY DRAGON BOAT CLUB INC**  
**Committees Report**  
**For the year ended 30 June, 2009**

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Your committee members submit the financial accounts of the MANLY DRAGON BOAT CLUB INC for the financial year ended 30 June, 2009.

**Principal Activities,**

The principal activities of the association during the financial year were: Promotion of sport of Dragon Boating.

**Significant Changes**

No significant change in the nature of these activities occurred during the year.

**Operating Result**

The surplus after providing for income tax amounted to

Year ended 30 June, 2009	Year ended PrevYearEnd
\$ 48,541.24	\$ 17,677.45

Signed in accordance with a resolution of the Members of the Committee.

Heather Day PRESIDENT

Maggie Boyce TREASURER

# MANLY DRAGON BOAT CLUB INC

## Income & Expenditure Statement

For the year ended 30 June, 2009

	2009	2008
	\$	\$
<b>Income</b>		
Interest received	1,096.43	634.23
MDBC Annual Fees	9,963.50	7,028.30
WMYC Annual Fees	9,454.00	8,401.50
QDBF Annual Fees	3,286.00	3,238.00
Accommodation Fees Collected	1,600.00	200.00
Functions	1,560.00	-
Fund Raising	4,702.90	6,981.95
Come & Try Day Income	625.00	825.00
Grants Received	35,735.00	5,784.00
Corporate Training Income	1,140.00	-
Paddle Reimbursement	-	2,309.70
Regatta Registration Fees	1,170.00	2,363.00
Rental/Sale of Equipment	625.00	200.00
Sponsorship Income	5,210.00	5,000.00
Miscellaneous Income	3,099.91	-
Total income	<u>79,267.74</u>	<u>42,965.68</u>
<b>Expenses</b>		
Advertising and promotion	-	2,169.30
Audit fees	423.10	258.10
Bank fees and charges	15.60	94.37
Boat Equipment & Parts	38.50	556.75
Club Uniform Purchases	3,705.93	132.25
Clubhouse Expenses	753.80	383.60
Donations to Community	512.95	-
First Aid Equipment	24.80	36.48
Functions/Events Costs	2,317.27	300.00
Hardstand Rental Fees	647.25	867.50
Insurance	776.29	-
Paddle Expenses	-	1,815.60
Postage	80.40	76.30
Printing & stationery	90.55	283.43
QDBF Membership & Insurance	3,549.00	4,164.01
Regatta & Competition Expenses	3,394.00	-
Regatta Registration & Expenses	-	3,220.00
Repairs & maintenance	654.94	625.65

The accompanying notes form part of these financial statements.

**MANLY DRAGON BOAT CLUB INC**  
**Income & Expenditure Statement**  
**For the year ended 30 June, 2009**

	2009	2008
	\$	\$
Safety Equipment	322.42	333.36
Sponsors Gifts	400.00	-
Sundry expenses	115.00	830.15
Telephone	-	92.53
Trailer Registration	66.85	-
Training Expenses	2,143.85	2,245.00
Travel Expenses	650.00	-
Web Hosting/Maintenance Costs	390.00	-
WMYC Membership Fees	9,654.00	6,803.85
<b>Total expenses</b>	<u>30,726.50</u>	<u>25,288.23</u>
Operating surplus before income tax	48,541.24	17,677.45
Income tax (credit) expense	-	-
<b>Operating surplus after income tax</b>	<u>48,541.24</u>	<u>17,677.45</u>
Accumulated surplus at the beginning of the financial year	42,202.50	24,525.05
<b>Total available for appropriation</b>	<u>90,743.74</u>	<u>42,202.50</u>
<b>Accumulated surplus at the end of the financial year</b>	<u><u>90,743.74</u></u>	<u><u>42,202.50</u></u>

The accompanying notes form part of these financial statements.

**MANLY DRAGON BOAT CLUB INC**  
**Balance Sheet As At 30 June, 2009**

	2009	2008
<b>Current Assets</b>		
<b>Cash</b>		
Cash at bank	10,062.48	5,523.47
Savings Account	23,135.67	7,171.53
Cash Float	200.00	200.00
<b>Total current assets</b>	<b>33,398.15</b>	<b>12,895.00</b>
<b>Non-Current Assets</b>		
<b>Property Plant and Equipment</b>		
Boats & Covers	36,342.00	18,350.00
Trailer	5,170.00	5,170.00
GPS	292.50	292.50
Shade Structures	5,170.00	2,585.00
Life Vests	2,730.00	660.00
Paddles	4,735.00	2,250.00
Storage Racks/Systems	359.00	-
Cox Vox Systems	2,547.09	-
<b>Total non-current assets</b>	<b>57,345.59</b>	<b>29,307.50</b>
<b>Total assets</b>	<b>90,743.74</b>	<b>42,202.50</b>
<b>Net Assets</b>	<b>90,743.74</b>	<b>42,202.50</b>
<b>Members' Funds</b>		
Accumulated surplus (deficit)	90,743.74	42,202.50
<b>Total Members' Funds</b>	<b>90,743.74</b>	<b>42,202.50</b>

The accompanying notes form part of these financial statements.

**MANLY DRAGON BOAT CLUB INC**  
**Notes to and forming part of the Financial Statements**  
**For the year ended 30 June, 2009**

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**Note 1 - Statement of Accounting  
Policies**

These financial statements are a special purpose financial report prepared in order to satisfy the financial reporting requirements of the Associations Incorporation Act. The committee has determined that the association is not a reporting entity and therefore there is no requirement to apply Accounting Standards and other mandatory professional reporting requirements (Urgent Issues Group Consensus Views) in the preparation and presentation of these statements.

The statements have been prepared in accordance with the requirements of the Associations Incorporation Act, and the following Accounting Standards and other mandatory professional reporting requirements :

- AAS 1 Profit and Loss or Other Operating Statements
- AAS 3 Accounting for Income Tax
- AAS 4 Depreciation of Non-Current Assets
- AAS 5 Materiality
- AAS 8 Events Occurring After Reporting Date
- AAS 17 Accounting for Leases

No other Australian Accounting Standards or other mandatory professional reporting requirements have been intentionally applied.

The statements are also prepared on an accruals basis from the records of the association. They are based on historic costs and do not take into account changing money values or, except where specifically stated, current valuations of non-current assets. The accounting policies are consistent with the previous period, unless otherwise stated.

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**MANLY DRAGON BOAT CLUB INC**  
**Statement by Members of the Committee**  
**For the year ended 30 June, 2009**

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The committee have determined that the association is not a reporting entity.

The committee have determined that this special purpose financial report should be prepared in accordance with the accounting policies outlined in Note 1 to the accounts.

In the opinion of the committee the accompanying accounts:

1. present fairly the financial position of MANLY DRAGON BOAT CLUB INC as at 30 June, 2009 and the results and cash flows of the association for the year ended on that date in accordance with applicable Australian Accounting Standards and other mandatory professional reporting requirements.
2. At the date of this statement, there are reasonable grounds to believe that the association will be able to pay its debts as and when they fall due.

This statement is made in accordance with a resolution of the committee and is signed for and on behalf of the Committee by:

Heather Day  
President

Maggie Boyce  
Treasurer

# MANLY DRAGON BOAT CLUB INC

## Audit Report to the Members

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### Scope

We have audited the financial statements, being a special purpose financial report comprising the Statement by Members of the Committee, Income and Expenditure Statement, Balance Sheet and notes to and forming part of the accounts for the year ended 30 June, 2009 of MANLY DRAGON BOAT CLUB INC.

The committee is responsible for the financial statements and have determined that the accounting policies used are appropriate to meet the needs of the Associations Incorporation Act and the needs of the members. We have conducted an independent audit of these financial statements in order to express an opinion on them to the members. No opinion is expressed as to whether the accounting policies used, and described in Note 1, are appropriate to the needs of the members.

The financial statements have been prepared for the purpose of fulfilling the requirements of the Associations Incorporation Act. We disclaim any assumption of responsibility for any reliance on this report or on the financial statements to which it relates to any person other than the members, or for any purpose other than that for which it was prepared.

Our audit has been conducted in accordance with Australian Auditing Standards. Our procedures included examination, on a test basis, of evidence supporting the amounts and other disclosures in the financial statements, and significant accounting estimates. These procedures have been undertaken to form an opinion whether, in all material respects, the financial statements are presented fairly in accordance with the accounting policies described in Note 1 to the financial statements. These policies do not require the application of all Australian Accounting Standards and other mandatory professional reporting requirements (Urgent Issues Group Consensus Views).

### LIMITATION OF SCOPE

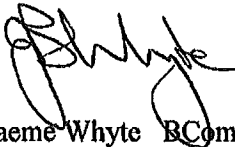
As in the case of similar organizations it is impracticable to extend our examination of income beyond that information which is recorded in the books of account.

The audit opinion expressed in this report has been formed on the above basis.

### Audit opinion

In our opinion, the financial statements present fairly, in accordance with the accounting policies described in Note 1 to the financial statements, the financial position of MANLY DRAGON BOAT CLUB INC as at 30 June, 2009 and the results of its operations for the year then ended.

Resurgamus Pty Ltd



Graeme Whyte BCom MNIA FTMA

Dated : 17 August 2009 , at Thornlands