



BOARD OF DIRECTORS MEETING #4 (2013)

MINUTES

5:10PM - 6.50PM

Tuesday 8 October 2013

Vicdeaf Board Room - Level 4, 340 Albert Street East Melbourne

Chair: David Peters (DP)

Directors: Kathryn O'Brien (KOB), Phil Harper (PH)

In attendance: Garry West-Bail - General Manager (GWB)
Sarah Howell, Susan Emerson (Auslan Interpreters)

1. Open and Apologies

The Chair welcomed everybody and noted that Emma Merkas and Brent Phillips were an apology. In addition arrangements had been made for Kathryn O'Brien to be connected to the meeting via Skype.

2. Confirmation of Previous Board Meeting Minutes 17 August 2013

Resolved - that the Board Minutes of the 17/08//2013 be accepted as a true and correct record of the meeting.

2.1. Action Items from the Previous Board Meeting

It was noted that all actions items had been included in the portfolio reports.

3. Portfolio/Committee Report

3.1 Membership Report

3.1.1 Deaf Football Australia Update

Resolved - that it be noted that whilst DFA have accepted the debt of \$1000.00 payment has still not been received

- that DFA have reviewed and discussed the DSA Board's offer and recommendation of a Deaf Football Committee but have at this stage rejected the opportunity
- that it be noted that DFA are looking at presenting an alternative way forward which will be forwarded to the DSA Board in November.

3.1.2 Membership Structure & Review

Resolved - that the face to face meetings were continuing and the Auslan presentation on the DSA website had been accepted, the Board and staff would organise a power point presentation at the upcoming DSA workshop in Sydney

- that it be noted a number of NDSO's had indicated their preparedness to accept the new structure

- that the rollout of the new structure needs to occur at the same time as the development and improvement in the resources of the current and proposed SDSO's.

3.1.3 Insurance Update

Resolved - that the Board is pleased with the rollout understanding that there has and will be a few issues that needed to be addressed

- that the Board notes that when the new membership structure is taken up the sports will not need an individual cover as it will be part of the DSA policy.

3.1.4 Name of the "Club" (Suitability of Deaflympian Club)

Resolved - that the Board has adopted and accepted the following name - International Deaf Sports Club incorporating the Deaflympian Club

- that a report will be presented to the workshop which will outline the details and overall concept including how the history is to be highlighted.

3.1.5 Deaf Basketball Australia

Resolved - that it be noted that GWB has forwarded to DBA a legal opinion provided by Lander and Rogers which needs to be addressed immediately by the DBA Committee

- that it is noted the required action would include the calling of an Extraordinary General Meeting.

3.2 National Sport

3.2.1 2012 Australian Deaf Games Review

Resolved - that it be noted the Board has adopted and accepted the final public document which will be made available to Members in the next two weeks

- that the Members and other parties are to receive the report which will outline the overview and recommendations for future Games
- that the document will be uploaded onto the DSA website together with various supporting documents
- that the Board thanks the Review Group for the work that was undertaken.

3.2.2 2016 Australian Deaf Games

Resolved - that as the report on the future of the ADG is now finalised the Board will aim to appoint the Game Organising Committee by the forthcoming AGM.

3.3 Marketing & Communication Report

3.3.1 Marketing Plan

Resolved - that the updated plan be noted

- that the Board needs to seek out individuals who have a marketing or commercial background to come onto the Board and "work" this plan.

3.4 Legal, Planning and Policies Report

3.4.1 Board Policies

Resolved - that it be noted the Board adopted and approved the new updated Board and General Policies which will now be uploaded onto the DSA website.

3.4.2 Risk Analysis

Resolved - that this analysis is to become the front section of the reviewed and updated policies

- that as the DSA Policies have now been updated, GWB will complete a Risk Analysis report that will be presented to the DSA Board at its next meeting.

3.4.3 DSA Constitution

Resolved - that the presented alterations to the constitution be adopted and accepted and forwarded to the DSA members for approval at the forthcoming Annual General Meeting

- that the alterations are based on the recommendations and principles as detailed by the ASC.

3.4.4 Recruitment of New Board Members

Resolved - that whilst the Board has adopted a new Nominations Committee Policy and the document and committee needs to be actioned, it is imperative that the Board seeks out new Board Members in the meantime

- that potential Board Members can seek election or seek appointment to the Board

- that the Board is seeking individuals with commercial and/or financial experience and/or sport experience

- that the Board will be seeking the best possible individuals regardless of their background but specifically for their skills.

3.5 Risk and Audit Report

3.5.1 Financial Reports for period ended 30/06/2013

Financial Audit - Management notes

- **GWB and the DP advised that the financial audit has been completed by Saward Dawson (Auditors).**
- **GWB and DP advised financial statements and acquittals have been completed with documentation signed and returned to Saward Dawson.**
- **Various journals have been completed to reflect the auditor adjustments including:**
 - Depreciation
 - Provision for annual leave
 - Fundraising consolidation
 - Deaflympics

Resolved: that all changes have been made and reconciles to the post-audit final trial balance.

- **That audit recommendations outlined in 2011/12 audit report have been actioned and adjusted.**
- **That the audit report for 2012/2013 be noted with the following actions required:**
 - **A. Fixed Asset stocktake to be carried out with adjustments made to the register as required**
 - **B. That a policy is to be developed that outlines the requirement of employees who are part of the DSA exempt salary sacrifice FBT program to show received payments for their loans and credit cards.**

Resolved: that the documentation/policy based on the recommendations from the Auditors be accepted.

- **GWB and DP suggested once all items outstanding on the Management Letters are complete, the Management Letter process should be revisited to simplify.**

Resolved:

That the Board resolved to approve and accept the financial statements for the year ended 30 June 2013.

That the Board resolved to approve and accept the auditor's management letter for the year ended 30 June 2013.

That the Board has resolved to appoint Saward Dawson as the auditors for the year ended 30 June 2014.

3.5.2 Payments for the period 1 July 2013 to 30 September 2013

Resolved - that the payments for the period 1 July 2013 to 30 September 2013 be accepted.

3.6 International Sports Report

3.6.1 2013 Deaflympics Sofia Update

Resolved - that the following be noted:

- the final report from the Chef de Mission is due to be received at which time a High Performance Policy will be developed for future Games

3.6.2 2015 Asia Pacific Deaf Games Taiwan

Resolved - that at the completion of the Deaflympics, planning will commence for these Games

- that based on the High Performance review from the Deaflympics a working committee be formed to oversee the preparations for the Games

3.6.3 ICSD Member Protest

Resolved - that the matter has been addressed by DP and that DSA is now waiting for the matter to be closed.

3.6.3 Bidding for the 2019 Asia Pacific Games

Resolved - that this matter is ongoing and will be time lined for action later this year.

4.0 Active Deaf Kids Program

Resolved - that the report was noted

- that in a busy period Irena Farinacci is to be congratulated on her efforts in developing and working the program
- that this included presenting to 45 contractors of Bluearth Foundation and conducting clinics in Melbourne, Sydney, Brisbane and Darwin.

5.0 Manager's Report

Resolved - that the report was noted and accepted

6.0 Strategic Plan

Resolved - that the plan and the committee terms of references are now operational

- that the KPI's as outlined are on track to be achieved with a full presentation at the next Board Meeting

7.0 Action Items for Next Meeting

- New Policies
- New Draft Constitution
- Annual General Meeting and workshop
- Update of the Marketing Plan
- New Membership Structure

8.0 What are the three to four top Outcomes for today's meeting?

- Constitution Changes and adoption of upgraded policies
- Structures, new initiatives and plans are in place or are being developed to strengthen the DSA outcomes
- Development of partnerships and MOU's
- Fundraising and Marketing Developments

9.0 General Business

9.1 Kevan Gosper

Resolved - that it be noted the Board has forwarded a congratulatory letter on Kevan's Olympic Order in Silver Award

9.2 Monique Beckwith

Resolved - that it be noted that Monique has won a Variety Club Youth Sports Achiever Award

9.3 SDSO's

Resolved - that the Board agrees to support Members if they need help and advice on any financial, planning, corporate or governance issues

- That such support will be forwarded to GWB and acted on on a case to case basis

10.0 Next Meetings Dates

10.1 Board - Tuesday 8 October 2013 4.00 -7.00PM

- Friday 22 November 2013 - late afternoon in Sydney

- Sunday 24 November 2013 - early morning in Sydney

10.2 Annual General Meeting Saturday 23/11/2013 in Sydney

11.0 Close

The meeting closed at 6.50PM