



BOARD OF DIRECTORS MEETING #2(2014)

MINUTES

10:00AM - 1:00PM

Saturday 29 March 2014

VicDeaf Training Room 2nd Floor 340 Albert Street East Melbourne

- Chair:** David Peters (DP)
- Directors:** Phil Harper (PH), Kathryn O'Brien (KOB),
Rick Bryan (RB) via Skype, Darren Howell (DH) via Skype
Marnie Kerridge (MK) - Leave of absence
- Apology:** Brent Phillips (BP) - Resigned
- In attendance:** Garry West-Bail - General Manager (GWB), Paul Heuston and
Marc Ethan (Auslan Interpreters).

1. Open and Apologies

The Chair welcomed everybody and noted that Rick Bryan and Darren Howell were connected via Skype. The Chair confirmed that Marnie Kerridge has been given leave of absence for 2 months because of personal reasons. It was also noted that Brent Phillips had confirmed his resignation, which is effective immediately.

Resolved - that the resignation be accepted and that a communication be prepared that will thank BP for his commitment and hard work over the last 9 years.

Resolved - that GWB investigate the cost of video conferencing.

2. Confirmation of Previous Board Meeting Minutes 8 February 2014

Resolved - that the Board Minutes of the 8/2//2014 be accepted as a true and correct record.

2.1. Action Items from the Previous Board Meeting

Items are noted under the designated portfolios.

3. Portfolio/Committee Report

3.1 Membership Report

3.1.1 Membership Structure Update

Resolved - that PH is chairing a working group (Gavin Balharie, Bryn Davies and Lisa Westwood) that will look at all the issues that need to be addressed:

- The first meeting is 01/04/14
- Issues that will be addressed include - committee template, terms of reference, financial management, member/committee protection, and committee policies

- In addition the following will be discussed - empowerment of the committee, voting rights of the committee, flow of finances, roles and responsibilities' and relationships with States and DSA
- KOB will review the policies and agreements when they are finalised.

3.1.2 NSW Deaf Sports Committee

Resolved - that the process is ongoing and a grant application is being prepared that will help in developing and creating a secure future for the committee and ultimately becoming a formal member of DSA.

- That it is noted the committee is currently working on a NSW Government participation grant aimed at securing funds for the ADK program.

3.1.3 NT Deaf Sports Committee

Resolved - that it was noted the committee is working on a number of participation initiatives and a grant application has been prepared that will seek funding for the ADK program being conducted in Alice Springs, Katherine and Darwin.

3.1.4 Committee Report

Resolved - that the report was noted.

3.2 National Sport

3.2.1 2016 Australian Deaf Games

Resolved - that the following be noted:

- That the Games Organising Committee appointment should be finalised at a meeting in Adelaide on the 10/04/14;
- That discussion is continuing with Australian University Sports regarding their involvement in the Games;
- That Brett Hidson consultancy has been extended until July 2014;
- That ten venues have been tentatively booked;
- That discussions are soon to be completed regarding the Event Hub as well as the central accommodation site;
- That sports will be contacted shortly to discuss their needs;
- That the following would be the basic make up of the GOC - Independent Local Chair(who will be a good leader, mentor and driver), SA Government representative, DSA Board Member, and four local members. Appointments will be skilled based. The Event Manager will be ex officio to the GOC;
- That it is noted that DCSSA is moving into its new building in May 2014;

3.2.2 Deaf Basketball Australia

Resolved - that it be noted there are ongoing discussions aimed at working through a number of issues.

- that it be noted the Melbourne City Deaf Basketball Team won the recent 2nd Asia Pacific Deaf Basketball Club Championships that were held in South Korea.

3.2.3 Deaf Football Australia

Resolved - that GWB communications to the Board and to DFA together with the feedback and recommendations from the ASC is noted and that based on these communications the following is agreed to:

The DSA Board's new Deaf Futsal Australia Committee will continue to be supported and recognised by the DSA Board as the legitimate group representing DSA in developing Deaf Football in Australia:

- That the new structure has a Deaf Futsal Australia Committee and a Deaf Football Australia Committee;
- That two representatives from these two committees attend meetings of the Deaf Football Australia Reporting Committee (DFARC) which is chaired by an independent person. The DFARC has five committee persons and it receives reports and recommendations from the two committees with an outcome report from DFARC being forwarded to DSA and Deaf Football Australia;
- That the two operating committees are independent of each other and are responsible for developing their part of the game;
- That the structure is reviewable every 6 months and is in effect for the next 18 months;
- That the DSA Board is encouraged Deaf Football Australia to take up this opportunity that is based on the new DSA Membership Structure.

3.2.4 - Report

Resolved - that the tabled report be noted.

3.3 Marketing & Communication Report

3.3.1 Fundraising

Resolved - that the new campaign with APPCO has commenced with agreement that it will be extended until mid June.

- That the campaign should generate new income.

3.3.2 Communication

Resolved - that the upgraded website should be operational at the beginning of April.

- That it be noted GWB is in discussion with Llewellyn Communications to take up a semi professional role with DSA;
- That discussions have commenced with the University of Canberra regarding the setting up a healthy lifestyle survey,

plus the use of identified specialists to become key speakers to promote the connection between sport and a healthy lifestyle;

- That key data is now being maintained regarding social media statistics covering facebook and twitter.

3.3.3 Committee Structure

Resolved - that it be noted RB is talking with a number of prospective committee members;

- That some of the key outcomes that the committee needs to address include the securing of corporate sponsors, working with identifies NSO's and increasing community engagements and awareness of the DSA services.
- That the committee puts into place a survey monkey that will address and contact the various databases that DSA has available .

3.3.4 Report

Resolved - that the tabled report is noted.

3.4 Legal, Planning and Policies Report

3.4.1 Policy Development

Resolved - that it be noted the Athlete Eligibility Policy and player agreements at ADK sport days have been updated and currently new codes of behaviour are being reviewed.

3.4.2 Succession Planning

Resolved - that GWB forward to the Board Members the DSA Board Evaluation Reports which are to be returned to DP by 30/04/14

- that the results of this evaluation together with a Board Skill analysis be used in developing the data for the Board Nomination process.

3.4.3 Personal Property Security Register

Resolved - that GWB develop all relevant paper work and agreements to ensure protection is in place which includes the Deaf Starting System.

3.4.4 Report

Resolved - that the tabled report was noted.

3.5 Risks and Audit Report

3.5.1 Financial Reports for period ended 28/02/14

Resolved - that the Profit & Loss Report for the period ended 28/02/14 be accepted.

- That the Balance Sheet as at 28/02/14 be accepted.
- That the cash payments for January and February 2014 months be accepted.

3.5.2 - Risk Management Checklist Report

Resolved - that the report is still being reviewed with the committee reporting back to the next meeting.

- that the Board Members are to make comment to GWB about the Funding Opportunities report over the next ten days.

3.5.3 2014/15 Budgets

Resolved - that the DSA budget will be presented to the next Board Meeting based on known revenue streams and expenses and it will use the current ASC operational funding amount.

- that it be noted the ADK budget will not be finalised until funding confirmation has been received from the ASC which is expected in July 2014.

3.5.4 Staff Employment Contracts

Resolved - that based on the ASC not confirming funding until after the Federal Government budget in May 2014 the Board has agreed to extend the contracts of the staff until 30 September 2014 with a funding review to occur on or prior to 1 August 2014.

3.6 International Sport

3.6.1 Asia Pacific Games October 2015

Resolved - that the committee together with staff at DSA produce a time line and check points report including identified sports by mid May 2014.

- That a budget be prepared by DP and finalised by the end of April 2014.
- That DSA staff forward Chef de Mission expression advertisement with a closing date of 7 May 2014.

3.6.3 2017 Deaflympics

Resolved - that the committee finalise a report for the 2013 ADT team with such report including recommendations that can be used in planning for the next event.

- That DSA staff forward Chef de Mission advertisement with a closing date of 7 May 2014.

3.6.4 2019 Asia Pacific Games

Resolved - that the committee is to seek guidelines and requirements from the APDSC on hosting this event. Such information is to be used on deciding whether it is practical to bid for the event, an event that would need to be hosted in a regional centre.

- that GWB investigate any interest from the Gold Coast.

3.6.5 ICSD Update

Resolved - that the issues currently confronting the ICSD and its executive are noted. It is hoped steps can be put into place to improve the efficiency and financial well being of the organisation.

3.6.6 Report

Resolved - that the tabled report be noted.

4.0 Active Deaf Kids Program

Resolved - that the tabled report was noted. In addition it was recommended that Australian Hearing be approached for School information.

- That Irena Farinacci be congratulated on her good work.
- That the future of the program it's funding and its direction and emphasis was discussed.
- That the Board accepted the ADK 2014/17 Strategic Plan.

5.0 General Manager's Report

Resolved - that the General Managers report was noted and accepted.

- that GWB prepare a needs analysis based on a high, medium and low priority basis.

6.0 Committee Terms of References (TOR)

- Resolved - that the TOR analysis and current status of the individual committee TOR be noted.
- Resolved - that it is imperative that at each Board Meeting the committee TOR's are tabled and discussed as to how the strategic plan key indicators and outcomes are progressing

7.0 Action Items for Next Meeting

Resolved - that the following is to be completed:

- * All Committee (portfolios) terms of references to be updated
- * An update on all fundraising including Government submissions
- * Status report on the New Membership Structure
- * Funding Proposal and needs analysis
- * Board

8.0 General Business

8.1 Casual Vacancy

Resolved - that as mentioned earlier in the minutes BP has resigned.

- that the Board wished BP the very best for the future and congratulated and thanked him for his nine years of service to the DSA Board.
- that it be noted BP served seven years as President of DSA which included the successful ADG in Geelong and the Gold Coast, the commencement of the ADK program and the attendance of teams at a number of International events.
- that during this time he attended 67 Board Meetings.

8.2 Board Attendance

Resolved - that it be noted KOB will be an apology at the next Board Meeting.

9.0 Four Top Outcomes from the Meeting

- * Future Funding
- * New Membership Structure
- * Succession planning for Board and Staff
- * Deaf Football

10.0 Next Meeting Dates

Next Meetings Dates

- 10/05/14
- 12/07/14
- 18/10/14 (TBC)
- 29/11/14 in Adelaide AGM.

11.0 Close

The meeting closed at 1.10PM with the President thanking the Board Members and interpreters.