



## **BOARD OF DIRECTORS MEETING #4(2014/15)**

### **MINUTES**

**10:00AM – 1:00PM**

**Saturday 14 March 2015**

**Meeting held at 2<sup>nd</sup> Floor Training Room 340 Albert Street East Melbourne**

<b>Chairperson:</b>	Phil Harper (PH)
<b>Directors:</b>	Alex Jones (AJ), Dean Barton – Smith (DBS), Marnie Kerridge(MK), Ricky Bryan(RB)
<b>Apologies:</b>	Kathryn O'Brien (KOB) and Darren Howell (DH)
<b>In attendance:</b>	Garry West-Bail – General Manager(GWB), Mark Quinn and Michelle Ashley (Auslan Interpreters).

#### **1. Open and Apologies**

Commencing at 10.23AM, the Chair welcomed everybody and noted the apologies.

#### **2. Confirmation of Previous Board Meeting Minutes 7 February 2015**

Resolved - that the Board Minutes of the 7/02/15 be accepted as a true and correct records of the meetings.

Moved: AJ. seconded: RB. CARRIED.

##### **2.1. Action Items from the Previous Board Meeting**

Items are noted under the designated portfolios.

##### **2.2 Conflict of Interest**

Resolved - that the register of interest has been completed and was noted. In addition the Chair highlighted the need for all Board Members at future meetings to declare a conflict of interest before any discussions or debates occurred.

#### **3. Portfolio/Committee Report**

##### **3.1 Membership Report**

###### **3.1.1 Membership Structure Update**

Resolved – that the tabled report and updates were noted. With reports and MOUs being prepared prior to the formal adoption of the new structure a number of specific guidelines were discussed. The following have been approved:

- World Deaf Sport fees are to be paid by the NDSO - whilst the original payment can be made by DSA the fee(s) must be paid back to DSA by the NDSO
- Yearly fee to be charged to each NDSO - the name of the fee and benefits included in the fee are to be confirmed.

## **3.2 National Sport**

### **3.2.1 2016 Australian Deaf Games**

Resolved - that the tabled report from the Event Manager was noted with the key issues being:

- Appointment of the new Chair
- Development of the practical key marketing tasks to increase the ADG brand awareness
- Merchandise agreements
- Confirmation of sponsorships
- Specific Plans for portfolios and work tasks for the Sport Convenors
- Volunteer plans and tasks

It was noted by MK that the GOC is meeting on the 28/03/15 at which these critical issues will be addressed. A discussion paper would be sent to all Board members for resolution. Agreed that this would be managed offline by the chair.

### **3.2.2 Future Dates / Years for ADG's**

Resolved - that the General Manager commence the tender process of seeking suitable locations for the next Games

- That the successful city be announced during the 2016 ADG
- That the Board look at reviewing the most suitable rotation of the Australian Deaf Games when considering International deaf events (Deaflympics, World Championships and Asian Pacific Deaf Games).

## **3.3 Marketing & Communication Report**

Resolved - that the tabled report be accepted with emphasis on grants, communication, the DSA survey and social / media data

- That the Risk and Audit Committee commit to an expense of \$500 pa that would be used to boost Facebook post awareness when key announcements are made
- That the National Sports Museum update report was accepted noting GWB will organise a small group to work up a list of priority memorabilia
- That an International Deaf Sports Club (including the Deaflympians Club) reunion be organised during the 2016 ADG.

### **3.4 Legal, Planning and Policies Report**

#### **3.4.1 Appointments Committee**

Resolved - that it was agreed that GWB apply for membership of ANZSLA with specific cases and information forwarded to Board Members on an as needs basis.

#### **3.4.2 Policies**

Resolved - that it be noted that work on the Life Member, Delegation Table, Induction and Appeals Policies is currently work in progress . In addition a statement that needs to go with the Anti Drugs Policy is being formalised and a PPSR is being developed.

### **3.5 Risks and Audit Report**

DH provided a report which was discussed.

3.5.1 Finance Reports including Profit and Loss for the period ended 31 January 2015 and February 28 2015 and Cash Disbursements for the period ended 31 January 2015 and 28 February 2015.

Resolved - that in the absence of DH and lateness of the February reports, the Board will approve the reports off line once discussions have been finalized.

#### **3.5.2 Risk Analysis Update**

Resolved - that in conjunction with the directional outcomes from the revised strategic Plan three key issues are the collection of participation numbers in each sport, succession planning for the Board and Committees and polices for selection of players / athletes and officials to attend National and International events.

#### **3.5.3 DSA Credit Card**

Resolved - that it be noted that a new card has been ordered for the Event Manager of the 2016 ADG with a credit card limit of \$4000.00 / month. The General Managers card limit will stay at \$5000.00 / month with the office card being reduced to \$1000.00 / month. Therefore the total credit has not changed.

### **3.6 International Sport**

#### **3.6.1 2015 Asia Pacific Deaf Games**

Resolved - that it be noted Bryn Davies has commenced work as Chef de Mission for the Games.

Bryn has now taken over the logistical preparations for the Games overseeing flights, accommodation and other games management's issues.

### 3.6.2 ICSD Congress

Resolved - that it was noted two letters have been forwarded to the ICSD that outlines DSA concerns regarding transparency and governance of the ICSD and the Executive.

- That the second DSA letter was sent in response to ICSD not addressing the issues in their response letter
- That the Board has agreed to forward a covering letter to all ICSD Members outlining the DSA issues and a further request for the ICSD to respond.

### 3.6.3 2017 Deaflympics

Resolved - that a report be put into place covering the structure and planning process for these Games. Such report is to be presented to the next Board Meeting.

- That an expression of interest for the CdM role be forwarded with responses to be returned by the mid April 2015.

### 3.6.4 APDSC - Board Meeting May 2015 - Melbourne

Carried Forward.

### 3.6.5 APDG 2019 Hosting Submission

Carried Forward.

## 4.0 Active Deaf Kids Program

Resolved - that the report and plans be noted with particular note on the seven clinics up to May 2015, MOU development and the AFL Sports Ready Women's Leadership course.

## 5.0 General Manager's Report

Resolved - that the report and plans be noted with particular note on the new commercial arrangement DSA has with Hear for You.

## 6.0 Strategic Plan 2015 - 2018

Resolved - that the updated document as discussed and refined be approved for distribution to all stakeholders. A new draft to be sent to the Board to be processed offline as a motion of acceptance.

## 7.0 General Business

### 7.1 Deafness Forum of Australia and Deaf Australia Funding.

Carried Forward

## 7.2 Future Deaflympics Reunion

Resolved - that after the success of the recent M2005 Deaflympics Reunion an International Deaf Club (incorporating the Deaflympians Club) be conducted during the 2016 ADG.

### 10.0 Action items for Next Meeting

- Distribution of updated Strategic Plan - by GWB
- Policy Updates - by KOB
- Risk assessment - by DH
- ADG / GOC Meeting update - by MK
- Future ADG's - by GWB
- ANZSLA membership - by GWB
- International Deaf Sports Club Reunion - by MK
- Memorabilia Committee - by GWB
- ICSD Congress - by PH
- Finance reports to be approved off line - DH

### 11.0 Four Top Outcomes from the Meeting

- Completion of Strategic Plan update Direction and
- National Sports Museum
- Membership structure process
- ICSD Strategie

### 10.0 Next Meeting Dates

Next Meeting date to be confirmed:

- It is recommended that the schedule be altered so as the April meeting is not held with the next face to face meeting being on the 27/06/15
- That PH confirm the schedule off line.

### 11.0 Close

The meeting closed at 1.20PM. The Chair thanked all Board Members for their input and for the interpreters' attendance.