



BOARD OF DIRECTORS MEETING #8(2014/15)

MINUTES

Deaf Services Queensland
915 Ipswich Road Moorooka, Queensland
9:30AM - 12:30PM - Brisbane
VicDeaf Offices
2nd Floor, 340 Albert Street East Melbourne
10:30AM - 1:30PM - Melbourne
Saturday 21 November 2015

- Chairperson:** Phil Harper (PH)
- Directors:** Alex Jones (AJ), Ricky Bryan (RB) and Darren Howell (DH) in Brisbane
Phil Harper (PH) in Melbourne
- Apologies:** Dean Barton-Smith (DBS), Kathryn O'Brien (KOB), Marnie Ker-ridge(MK)
- In attendance:** Garry West-Bail – General Manager (GWB), Jayde Perry and Mike Webb (Auslan Interpreters).
- Invited Guests:** Nil

1. Open and Apologies

Commencing at 9.40AM in Brisbane and 10.40AM in Melbourne, the Chair welcomed everybody and noted the agenda.

2. Confirmation of Previous Board Meeting Minutes 10 October 2015

Resolved: that the Board Minutes of the 10/10/15 be accepted as a true and correct record of the meetings.

Moved: AJ: Seconded: RB CARRIED.

2.1. Action Items from the Previous Board Meeting

Items are noted under the designated portfolios.

Resolved: that it was noted that this meeting was being held via teleconference (VRI) and such a set up will be looked at for future meetings.

2.2 Conflict of Interest

Resolved - that the register of interest was noted, updated and highlighted. Some Board members raised possible conflicts of Interest under some agenda items and agreed they would be dealt during item discussion if an issue.

2.3 Board Motions approved off line.

NIL

3. Portfolio/Committee Report

3.1 Membership Report (PH)

3.1.1 Membership Structure Update

AJ - report including MDSC (Sam Cartledge) detail on member status noted.

Resolved: that the MOUs between DSA and the NDSC need to be finalised noting that there is acceptance of the new roll out of over 80% of the DSA Members.

Resolved: that GWB is to prepare a winding up fact sheet for both incorporated and not incorporated bodies

Resolved: that it is noted that the new constitution amendments have been finalized and distributed to all Members. However the following point will be added to the notes - the NDSO definition as a Member will be deleted by the 2016 AGM

Resolved: that the tabled report and updates were noted.

3.2 National Sport (AJ)

3.2.1 2016 Australian Deaf Games

Resolved: that the tabled reports from the Project Manager and MK were noted with the key issues being:

- Resignation of Kylie Rickards and the unavailability of Leigh Anne Edwards has added a lot of pressure onto the GOC and members of the DSA Board - it was agreed AJ will prioritise his time to the ADG
- The new look GOC with the addition of a number of individuals to new areas of responsibility
- Costs to be carefully monitored and promotion of registrations be heightened
- Merchandise and medals have arrived
- There will be key staff employed in the media and website / social media space during the Games
- Sport related plans including logistics and risk management are currently a key priority
- Volunteer plans and tasks
- Promotion of the Games is tracking well but remains a key priority - social media updates particularly highlighting successes and issues needs to be increased

- Ceremonies are on track
- Stakeholder relationships are being managed well with a regular update email being distributed
- The Games website is now overseen by a highly skilled volunteer
- NZ will be attending, with Fiji finalizing their numbers
- Planning for all publications has commenced
- 50 days to go
- Use of videos has been positive but will work on more
- Oceania Foundation is supporting the Fiji team via a cash donation
- Open Access Alerts App will be completed shortly
- Free Public Transport for all registered participants has been a winner
- Imperative that a full detailed post event report be completed

3.2.2 Bid Funding for the 2018 ADG

Resolved: that the Board noted GWB update summary of the status of the various locations with final bids being received by the end of the month - PH, AJ and GWB together with representatives of the local SDSOs will form the selection panel

Resolved - that the outcome of the bid process to be finalized off line by the end of December 2015

Resolved: that the tabled report and updates were noted.

3.3 Marketing & Communication Report (RB)

3.3.1 2015 Plans

Resolved: that the tabled report be accepted with emphasis on events, grants, communication and social/media data

- That the National Sports Museum opening of the "Australians at the Deaflympics" display cabinet was a great success attracting some good local media interest and being noted at ICSD. Need to keep on promoting the display and ensure next year it is key point of interest within the school system
- APPCO/Little Stars have commenced a fundraising campaign
- That an International Deaf Sports Club (including the Deaflympians Club) function at the 2016 ADG may not proceed
- That the dinner function co-hosted by DSA and Deafness Forum Australia was a success with 12 Parliamentarians attending. Report included in Board papers.
- That the new fundraising plan is now operational
- That PH and GWB met Serhat Abdurazak (he is a specialist in this area) to discuss future fundraising opportunities

Resolved: that the tabled report and updates were noted.

3.4 Legal, Planning and Policies Report (KOB)

3.4.1 Appointments Committee

Resolved: that it was agreed that committee will consist of KOB, PH and GWB - to look at gender balance, skills required, succession planning and board appointments together with length of terms.

3.4.2 Policy Review Update

Resolved: that it be noted that work on the Life Member, Delegation Table, Heat, Sponsorship, Induction, Travel 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.

Resolved: that the Constitution amendments were accepted noting that there will be a note added to the NDSO definitions and a statement regarding director qualifications article 8.6c) needs to be completed.

Resolved - that the Life Membership Policy review is look at the rights of the Life Members

3.4.3 Register of Declared Interests

Resolved: that the report and updates were noted

Resolved: that the verbal report was noted.

3.5 Risks and Audit Report (DH)

3.5.1 Finance Reports including Profit and Loss for the period end October 2015 and Cash Disbursements for October 2015.

Resolved: That the Board approves the October 2015 financial reports and is satisfied that the organisation is viable, has met its PAYG and SGC obligations and is able to meet its commitments when they fall due. Note - presented in a new format

Resolved: That the Cash Disbursements for September and October 2015 be accepted as a true and correct record.

Moved: DH Seconded: RB - CARRIED

3.5.2 Risk Analysis and Financial Delegation Update

Resolved: that the Board discussed briefly the risk analysis report and provided feedback on the delegation report.

3.5.3 2016 ADG Financial Report as at 31/10/15

Resolved: that the report as presented is accepted as being a true and correct record. It is further noted that the report covers the 2013/14 and 2014/15 years, therefore it is an event P & L indicating the current financial position over two years.

3.5.4 Financial Reporting

Resolved: that it be noted the committee has reported the October figures in a new monthly financial reporting format.

Resolved: that the report and updates were noted

3.6 International Sport (DBS)

3.6.1 2015 Asia Pacific Deaf Games

Resolved: that it be noted the team has performed well winning six medals – Jamie Howell (1 x Gold, 1 x Silver and 1 x Bronze), Niamh Colvill (1 x Bronze) and Reece Emerson van Beek (1 x Bronze).
Basketball Team – Gold

Resolved – that GWB to follow up with CdM regarding the events final report

3.6.2 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 has been forwarded with responses to be returned by the mid December 2015.

3.6.3 2016 World Deaf Athletic Championships

Resolved: that the hosts for this event Bulgarian Deaf Sports Federation have requested the use of the DSS. It was agreed that the hire cost will be a minimum of USD\$1,000.00 with the host also paying for insurance and transport costs.

Resolved: that the verbal report and updates were noted.

4.0 Active Deaf Kids Program

Resolved: that it was noted a general update report was provided noting

- Workshop, multi sport days and events for 2016 are being planned
- The Active Deaf Sports Club initiative is gaining some traction

Resolved: that it was noted an ACT 2 day workshop has been postponed until early 2016.

5.0 General Manager's Report (GWB)

Resolved: that the report and plans be noted

6.0 Strategic Plan 2015 - 2018

6.1 Portfolio Terms of Reference

Referred to in each portfolio report.

7.0 General Business

7.1 School Sport Australia

Resolved: noted the matter was ongoing.

7.2 ASC Review Update

Resolved: that it was noted that the ASPR report should be forwarded shortly.

7.3 NSM Update

Resolved: that the matter has been referred to in the Marketing portfolio report.

7.4 DSA Sport Specific App Update

Resolved: that GWB has commenced a working relationship with Conexu on developing this App.

7.5 Meeting with DSRQ

Resolved: that the meeting and further discussions were noted.

7.5 Board Responsibilities

Resolved: that the outcomes of the discussions be forwarded to the ADG Project Manager by GWB noting there maybe some revisions.

7.6 2015 DSA AGM and Members Forum

Resolved: that it be noted that all AGM paperwork has been forwarded to the Members. Further the Members Forum will occur on Friday 15 January 2015 at the Games Hub. The topics for discussion are to be finalized depending on attendee list.

Resolved: that GWB ensure there is a an audio loop, captioning and interpreters at the meetings

8.0 Action items for Next Meeting

The following were action items generated from today's meeting and afternoon sessions:

- Membership - regular updates of NDSO status sheet with timelines - AJ
- National Sports - sub committee for 2018 ADG bid to finalise selection PH / AJ / GWB
- National Sports – 2016 ADG - all
- National Sports – Sport Convenor role on GOC - MK

- Marketing - ensure there is an International Deaf Club function at the 2016 ADG - RB, MK and DBS
- Legal, Planning and Policies - update Life Member, Induction, Appeals and Delegation policies - KB
- Legal, Planning and Policies - formalise the Board appointments committee - noting the ASC gender requirement and the need to have an independent qualified person on the RA committee - KB
- General – SSA terminology – GWB
- General – DSA AGM preparation – PH/ GWB / DH
- General - ADG Members Forum – content – PH / GWB

9.0 Five Top Outcomes from the Meeting

- Use of video conferencing
- Allocation of future ADG's
- Ongoing Active Deaf Brand Development
- 2016 ADG
- Preparation for the 2015 AGM and Members Forum

10.0 Next Meeting Dates

Next Meeting date to be confirmed

- 08/01/16 - Adelaide
- 09/01/16 - Adelaide AGM
- 15/01/16 - Adelaide Members Forum
- Consideration for expansion of videoconferencing meetings to be explored including a week night meeting.

11.0 Close

The meeting closed at 12.40PM (Brisbane time) and 1.40PM (Melbourne time). The Chair thanked all Board Members for their input taking time out to attend a full day and for the interpreters' work and attendance.