



BOARD OF DIRECTORS MEETING #3(2016)

MINUTES

Meeting held via VRI

VicDeaf Offices - 2nd Floor 340 Albert Street East Melbourne

Deaf Services Queensland Offices - 915 Ipswich Road Moorooka

Canberra - R Bryan home

Sydney - A Jones home

5:30PM - 7:30PM

Tuesday 26 April 2016

Chairperson: Phil Harper (PH)

Directors: Alex Jones (AJ), Ricky Bryan (RB), Darren Howell (DH)

Apologies: Kathryn O'Brien (KOB), Garry West-Bail (GWB)

In attendance: Mike Webb and Amy McCusker (Auslan Interpreters).

Invited Guests: Nil

1. Open and Apologies

Commencing at 5.40pm, the Chair welcomed everybody and noted the agenda. PH noted apologies and welcomed the interpreters

2. Confirmation of Previous Board Meeting Minutes 13 February 2016

Resolved: that the Board Minutes of the 13/02/16 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 portfolio

2.2 Conflict of Interest

Resolved: that there was no conflict of interest noted

2.2.1 Discussion Paper

Resolved: Memo to Board members from GWB regarding perceived conflict of interest in ADG sponsorships was tabled. Response was accepted by the Board.

2.2.2 Policy Development

Resolved: The Board agreed to undertake a review of ADG sponsorship and procurement procedures.

2.3 Board Motions approved off-line

Motions regarding executive voting as per GWB memo dated 21 March.

Motion regarding perceived ADG sponsorship conflict of interest as per GWB memo dated 29 February - set aside with agreement to review ADG sponsorship and procurement processes.

Motions regarding Board member appointments as per emails dated 18 April and Appendix A.

3. Portfolio/Committee Report

3.1 Membership Report (AJ)

3.1.1 Membership Structure Update

Resolved - that the update reports from AJ be noted. The following is noted:

- Tabled DSA Membership Structure Status Report
- Update and program for Members workshop in July tabled

Resolved: that the tabled report and updates were noted.

3.2 National Sport (AJ)

3.2.1 2016 Australian Deaf Games

Resolved: that it be noted that final written reports were sent to all Board members.

Noted: that rebate payment to DCSSA will occur in May and final financial reports will be available for next Board meeting.

3.2.2 2018 Australian Deaf Games

Resolved: that it be noted that the GOC is currently being formed and DSA will be required to endorse once membership of GOC is finalised.

3.2.3 2016 JML Cup recommendations

Noted: Sub-committee to be formed to review points system for JML Cup.

Resolved: that the tabled report and updates were noted.

3.3 Marketing & Communication Report (RB)

3.3.1 2016 Plans

Resolved: that the tabled report be accepted with importance noted on establishing an Events Sub-committee and signing of documentation and MOU with Australian Hearing.

Resolved: that the tabled report and updates were noted.

3.4 Legal, Planning and Policies Report (KOB)

No portfolio report filed. PH to action items in KOB absence.

3.4.1 Appointments Committee - Board Vacancies

Resolved: that the motions to appoint Board members to fill casual vacancies be noted.

Resolved: that the motion to appoint an additional Board-appointed director be noted.

3.4.2 Policy Review Update

Noted: that the following policies are still be worked on Succession, Induction, Travel and Appeals Policies.

3.4.3 Board Evaluation

Noted: that KOB will forward Board Evaluation report once completed.

3.4.4 Board Skills Audit

Noted: that KOB will forward Board Skills Audit report once completed.

3.5 Risks and Audit Report (DH)

3.5.1 Finance Reports including Profit and Loss for the periods February 2016 and March 2016.

Resolved: That the Board approves the February 2016 and March 2016 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.

Moved: DH Seconded: RB - CARRIED

3.5.2 Cash Disbursements reports for February 2016 and March 2016.

Noted: That the Cash Disbursements files for February 2016 and March 2016 were unable to be opened by AJ and RB. DH to resend in different format and approve off-line.

3.5.3 2016 ADG Financial Report

Noted: that rebate payment to DCSSA will occur in May and final financial reports will be available for next Board meeting.

Resolved: that the tabled report and updates were noted

3.6 International Sport (Vacant)

No portfolio report available. PH reported on items where applicable.

3.6.1 2017 Deaflympics

Resolved: that Bryn Davies has been appointed as CdM for the Australian Team for the 2017 Deaflympics.

3.6.2 Active Deaf High Performance Plan

Noted: that an update was included in National Sports Portfolio report. Progress is ongoing.

3.6.3 ICSD / IOC MOU

Noted: that ICSD and the IOC have signed Memorandum of Understanding on 8/3/2016.

4.0 Active Deaf Kids Program

Ongoing - the planned events for the next three months were noted

5.0 General Manager's Report (GWB)

Resolved: that the report and plans be noted

6.0 Strategic Plan 2016 - 2019

6.1 Review of Plan

Resolved: Strategic Plan 2016-2019 forwarded to Board members.

6.2 Review of 5 Goals Strategic Plan

Resolved: DSA 5 Strategic Goals Plan forwarded to Board members.

7.0 General Business

7.1 School Sport Australia

Resolved: SSA have agreed to use the terminology "Multi-class events" as per GM Report.

7.2 Australian Sports Commission Yearly Review

Resolved: ASPR report forwarded to Board members.

7.3 DSA Sport Specific App

Noted: Ongoing progress is being made. Tentative launch is August 2016.

7.4 Portfolio Allocations and Portfolio types

Noted: KOB proposal of new Portfolios tabled by email. Members asked to consider proposal and update of each Portfolio's Terms of Reference. PH indicated that this will be discussed at the next Board meeting with new members in attendance. Portfolio allocations to be completed at next Board meeting.

7.5 ASC Funding Level

Noted: Question raised via email regarding DSA level of ASC funding compared to other organisations. Email response from GWB noted and tabled. Refer additional notes in GM Report.

7.6 Portfolio Handover - International Sports

Noted: Final handover from previous portfolio Board member to be actioned and any outstanding items to be addressed.

8.0 Action items for Next Meeting

The following are action items generated from today's meeting:

- Membership - develop case studies, agreements, MOUs, and databases - Sam, PH and AJ
- Marketing - work on various fundraising initiatives - put into place an events sub-committee that will support the end of year DSA Sports Awards and fund-raising event - RB, Irena
- Legal, Planning and Policies - appointments / nominations committee functioning include an external person - KOB
- Legal Planning and Policies - forward completed Board Skills Audit report to Board members - KOB
- Legal Planning and Policies - forward completed Board evaluation report to Board members - KOB
- National Sports - Develop small working group that can update the JML rules - AJ
- National Sports - Signing of MOU and Sponsorship documentation with Australian Hearing for ADG2018 and ADG2022 - PH, GWB
- International Sports - Final handover from previous Board member and any outstanding items - GWB, PH

- Risk and Audit - 2016 ADG Financial Report finalised - GWB, DH
- Risk and Audit - Committee to include CPA qualified external member - DH
- Promote the National Sports Museum - ongoing GWB / Irena
- Review Sponsorship and Procurement procedures for ADG - GWB, PH

9.0 Three Top Outcomes from the Meeting

- Board member appointments.
- Clearsea worked well. Good use of technology.
- Australian Hearing ADG funding

10.0 Next Meeting Dates

Next Meeting date to be confirmed

- 18/06/16 - Face to face - Melbourne
- 27/08/16 - Face to face - Melbourne
- October date TBC - Teleconference
- 25/11/16 (Friday night) - Face to face - Melbourne
- 26/11/2016 - DSA AGM and Awards night

11.0 Close

The meeting closed at 7.22PM. The Chair thanked all Board Members for their input and thanked the interpreters' work and attendance.

APPENDIX A

"That the Board consider and accept Tracey Corbain-Marchett as a casual vacancy director, appointed by the Board, until the DSA 2016 AGM (held in November)."

Moved: KOB Seconded: DH - CARRIED via email

Carried

"That the Board consider and accept Hannah Britton as a casual vacancy director, appointed by the Board, until the DSA 2017 AGM (likely to be held at the 2018 ADG)."

Moved: KOB Seconded: DH - Carried via email

"That the Board consider and accept Katie Kelly as a casual vacancy director in the capacity of a Board appointed director for a three year term."

Moved: KOB Seconded: DH - Carried via email