



BOARD OF DIRECTORS MEETING #6(2016)

MINUTES

VicDeaf JML Room
3rd. Floor 340 Albert Street East Melbourne
5:00PM - 7.30PM
Friday 3 December 2016

Chairperson: Phil Harper (PH)

Directors: Alex Jones (AJ), Kathryn O'Brien (KOB), Darren Howell - on Skype(DH), Tracey Corbin - Matchett (TCM), Hannah Britton (HB), Ricky Bryan (RB),

Apologies: Katie Kelly (KK)

In attendance: Garry West-Bail - General Manager (GWB), Paul Heuston and Daniel Hately (Auslan Interpreters).

Invited Guests: Nil

1. Open and Apologies

Commencing at 5.20pm, the Chair welcomed everybody. PH noted the apologies. PH noted that this would be his last Board Meeting as Chair as his allowable term finishes tomorrow at the 2016 AGM.

The full agenda was detailed which includes key areas for direction, strategy and planning which would be discussed in detail. Board reports would focus only on action items.

2. Confirmation of Previous Board Meeting Minutes 3 September 2016

Resolved: that the Board Minutes of the 03/09/16 be accepted as a true and correct record of the meetings.

Moved: RB: Seconded: KOB CARRIED.

2.1. Action Items from the Previous Board Meeting

Items are noted under the designated portfolio

2.2 Conflict of Interest

The Board noted the updated register

Resolved - that there was no conflict of interest noted

2.3 Board Motions approved off line.

The following motions that have been approved off line are now minuted:

1. The following is an outline of the online approval of the August 2016 Financial Statements

The Board moves that the financial reports for August 2016 be approved and is satisfied that DSA is viable, has met its Pay As You Go (PAYG) and Superannuation Guarantee Contribution (SGC) obligations and is able to meet its commitments when they fall due."

Moved Darren Howell: Seconded Alex Jones - CARRIED
3 October 2016

2. The following is an outline of the online approval of Sherrie Beaver being added to the 2018 ADG GOC.

The Board approves the addition of Sherrie Beaver to the 2018 ADG GOC the media and communications coordinator

Moved Alex Jones: Seconded Kathryn O'Brien - CARRIED
24 October 2016.

3. Portfolio/Committee Report

3.1 Sports and Membership Report (AJ)

3.1.1 Membership Structure Update

Resolved - that the update reports be noted. Further information sharing to take place at the Members Forum after tomorrow's AGM.

3.1.2 SDSO Update

Resolved - that the Board noted the following:

- DSRV have decided to align with VicDeaf. DSA will now work with the parties to work out the best lines of communication and service provision
- NSW Deaf Sports - via the DSA entity NSWDS are now part of the NSW Sport Development Funding Program. In addition NSWDS have been provided the opportunity to register as a club (FOC) of Athletics NSW
- DSRQ are in discussions with DSQ, DSA and the Queensland Government regarding the best possible way forward
- WADRA - awaiting a reply to our offer to help and provide services

3.1.3 2018 Australian Deaf Games

Resolved: that the update reports be noted.

Resolved: that the Board noted the following:

- The request to have Rugby 15's as well as Rugby 7's and the interest to hold a concurrent International competition for Rugby 7's involving teams from Europe, Asia as well as the Pacific - the GOC will review the papers that have been received
- The purchase and erection of ADG flags that would be located on major roads in Albury and Wodonga and ability for some flags to have a generic message allowing for re-use at future games - what is the best outcome? - the GOC will investigate
- Key Sponsorships are being targeted from the local community as well as the known deaf industry suppliers.
- Registration Fees have been set at levels that are only CPI increases from the 2016 ADG
- Sport Fees are finalised
- On Line registration is being finalised
- The JML Cup rules update is currently a work in progress - a good deal of work has been completed

3.1.4 2017 Deaflympics

Resolved: that the CdM update report be noted. The following points are highlighted

- Training Camp - will be well attended by tennis, basketball and swimming teams
- PH - has met the ICSD Secretary General Via Skype expressing DSA's concerns about the preparations for the Games and lack of adequate communication
- PH - also had dialogue via Skype with Daniel Harbourne, President of Deaf Sports NZ who conveyed that NZ would not be sending a team
- Australian Team costs are being completed
- Fundraising has been carried out by the swim team, individuals' on behalf of the whole team, individuals for themselves - basketball has a function coming up on 9th December.

3.1.5 Active Deaf High Performance Plan

Resolved: that the Board notes that a committee needs to be appointed early in the New Year

3.1.6 International Sports

Resolved: that the Board noted the discussions that PH has had with the ICSD and with NZ Deaf Sports

Resolved: that the Board notes that the best way to have quick responses and actions with ICSD is to organise a Skype chat; Deaf Sports NZ have asked DSA for assistance with re-building their organisation through sharing policies and strategic plans; and, the USA Deaf Sports survey on 2017 Deaflympic issues to which DSA has responded to.

Resolved: that the tabled report and updates were noted.

3.2 Marketing & Communication Report (TCM)

3.2.1 2016 Plans

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

- Social media data continues to show positive numbers and results
- DSA link with the Australian Sport Foundation - ongoing development
- Need to look at a mapping exercise to analysis potential supporters of DSA
- A Membership survey to be completed over the next few months - checking on best time to do the survey (eg; Hearing Awareness Week if Deafness Forum Australia change the dates to March 2017). Results to be tabled at the early in 2017

3.2.2 Sponsorship Update

Resolved: that this work is a priority of the committee and the whole Board. GWB to follow up.

3.2.3 DSA Sports Awards

Resolved: that it be noted that this years Awards were cancelled, with announcement of the winners now being made after the DSA AGM. This outcome was disappointing - lessons can be learnt including bringing back to November; work with a larger organising group; ensure no clashes with other events.

Resolved: that the tabled report and updates were noted.

3.3 Governance, Legal and Policies Report (KOB)

3.3.1 Appointments / Nomination Committee

Resolved: that the Board noted the new draft succession policy can now be completed as the skill audit is now finalised.

3.3.2 Policy Review Update

Resolved: that a priority review process of all policies be implemented

3.3.3 Board Evaluation

Ongoing - to be set as a priority at the next meeting where the strategic plan will be reviewed

3.3.4 Board Skills Audit

Resolved: that it be noted the skills audit has been distributed to the Board

3.3.5 DSA and ADG Patron Policy

Ongoing

3.3.6 DSA AGM

Resolved: that it be noted that the Board discussed the AGM program and the proposed constitution changes

3.3.7 Board Process after the 2016 AGM

Resolved: that it be noted that as PH will be stepping down from the Board after this weekends AGM the following resolutions were put to the Board:

Resolved: that the Board will continue to operate under the existing portfolios until the next Board Meeting in 2017.

Resolved: that the Board will be Chaired by KOB as acting President until the next Board Meeting

Moved KOB: Seconded AJ - CARRIED

Resolved: that the written report was noted.

3.3.8 Governance

Resolved: that the Board notes the current 2015/16 ASPR outcome and looks forward to the final document that rates the governance (February 2017)

3.4 Risks and Audit Report (DH)

3.4.1 DSA Financial Reports for the period ended October 2016

That the Board approves the October 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: KOB - CARRIED

3.4.2 Cash Disbursements

Resolved: That the Cash Disbursements for September and October 2016 be accepted as a true and correct record.

Moved: DH Seconded: AS - CARRIED

3.4.3 2016 - 2017 DSA and ADK Budgets

Resolved: that the Board notes the reports and waits to see the outcome of the new ASC funding

3.4.4 2018 ADG Financial Report - October 2016

Resolved: that the Board notes the current status of the report and agrees with the budgeted revenue and expenditure estimates

3.4.5 Risk Management Plan

Resolved: that the Plan be carried forward to the next meeting

3.4.6 Investment Policy

Resolved: that the Policy be carried forward to the next meeting

4.0 Active Deaf Kids Program

Resolved: that the Board is very happy with the excellent ongoing work and promotion of the Active Deaf brand and looks forward to future developments under a new funding agreement with the ASC

Resolved: that the Board notes the submissions that have been provided to the ASC regarding the Sporting Schools Program

5.0 General Manager's Report (GWB)

Resolved: that the report and plans be noted

6.0 Strategic Plan 2016 - 2019

6.1 Portfolio Terms of Reference

Resolved: that it be noted that the terms of references will be updated during the next Board Meeting and after the strategic plan has been reviewed

6.2 Strategic Organisation Structure

Resolved: that it is noted the Board discussed the "Strategic Organisation Structure" paper produced by GWB and various options and opportunities that need to be addressed should the ASC accept DSA's proposal to be included in the Sporting Schools Program. Various structures and PD's were reviewed.

Resolved: that GWB is to prepare a report that the Board will review off line over the next 2 weeks which should coincide with the ASC SSP decision.

7.0 General Business

7.1 DSA Technology

Ongoing

7.2 Triathlon Australia

No work completed - delete from the agenda

7.3 Australian Sports Foundation

Resolved: that the work that needs to be completed for DSA and its members be reported to at the next Board Meeting

8.0 Action items for Next Meeting

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

- Marketing Plan - KK, RB and TCM - membership survey
- Marketing - develop sponsorship drive - KK, RB and TCM
- Governance, Legal, Planning and Policies - finalise policy's and prepare for the Strategic Plan review - KOB
- 2018 ADG - PH, AJ, HB and GWB - work through all time lines, work with GOC
- JML Cup - AJ
- Risk and Audit - update DSA and ADK Budgets - DH and GWB
- Develop and updated 2017 meeting schedule - GWB
- DSA Sports app and DSS - GWB
- Sport - 2017 Deaflympics - CdM to Samsun - GWB
- Membership - status report to highlight wind up update - GWB
- Strategic corporate structure - GWB

9.0 Five Top Outcomes from the Meeting

- Strategic Organisation discussions
- New Membership Structure
- Board evaluation and skills audit
- NSWDS funding
- ASPR outcomes

10.0 Next Meeting Dates

Next Meeting date to be confirmed

11.0 Close

The Chair thanked all Board Members for their input and thanked the interpreters' work and attendance. As this was PH's last Board Meeting he outlined his mixed feelings about his departure but he was proud of his achievements and legacies over the last 10 years. He thanked the Board and staff and wished everybody the very best for the future.

KOB thanked PH for his energy and commitment to DSA, for his strength and passion in seeing through the update to policies, the new membership structure and a positive strengthening of the DSA network. He will be greatly missed

The meeting closed at 7.45PM