



BOARD OF DIRECTORS MEETING #1 (2013)

MINUTES

10:00am - 12:00pm

Saturday 23 March 2013 - completed Sunday 24 March 2013

Vicdeaf JML centre - Level 3, 340 Albert Street East Melbourne

Chair: David Peters (DP)

Directors: Kathryn O'Brien (KOB),
Emma Merkas (EM), Phil Harper (PH), James Ashley (JA)

Apologies - Brent Phillips

In attendance: Garry West-Bail - Manager (GWB)
Karen Clare & Paul Heuston (Auslan Interpreters)

1. Open

The Chair welcomed everybody and noted the apology of Brent Phillips. He also welcomed the new Manager Garry West-Bail and the interpreters

2. Confirmation of Meeting Proceedings

- a). *Confirmation of Previous Board Meeting Minutes 23/11/2012 and Confirmation of the Annual General Meeting Minutes 24/11/2012 (attached)*

Resolved: that the Board Meeting Minutes of 23/11/12 be accepted as a true and correct record of the meeting

Resolved: that the Annual General Meeting Minutes of 24/11/2012 be accepted as a true and correct record of the meeting

- b). *Election of the President for 2012/ 2013*

The manager was appointed as the Chair to proceed over the election of the President for the period up to the next Annual General Meeting.

Resolved: that the Board elected unanimously David Peters as President of Deaf Sports Australia for the period up to the next Annual General Meeting

2.1. Action Items from the Previous Board Meeting

- 2.1.1 LCubed Update - EM led a general discussion.

Resolved: that EM and staff will review the current arrangements and also look at alternatives to ensure the DSA website is user friendly, efficient, cost effective and flexible enough to ensure it can expand and improve with the changing times.

Action: that a report be tabled at the next Board Meeting

2.1.2 NSW Deaf Society Update - JA led a general discussion.

Resolved - that after taking into consideration their 100 year anniversary, GWB to discuss with the various parties possible outcomes which can be developed to create a DSA presence in NSW.

Action: that GWB prepare a report for the next Board Meeting

2.1.3 Fundraising Activities Update - GWB led a general discussion.

Resolved - that it be noted that agreement has been reached with Little Stars and Appco to commence a three month trial.

Action: that at the end of the three months all parties will analyse the feedback & financial returns from the fundraising initiative.

Action: further details are included in the Marketing Report

2.1.4 New Manager Update - DP led the discussion regarding the process of appointing the new Manager.

Resolved that the following be noted:

- that after the receipt of a large number of applications a short list of four people were interviewed.
- that after a due process Garry West-Bail was offered the position which he duly accepted
- that a proper induction process was followed
- that the DP thanked PH, BP and Amanda Beehag (ASC) for their time and effort in working through the employment process
- that Irena Farinacci be thanked for her efforts whilst undertaking Acting Manager duties

2.1.5 Starting Lights System Update - PH provided an update

Resolved - that it be noted GWB is working with Omega, Athletics Australia & Athletics Victoria on preparing a report that will include budgets, best possible equipment and funding alternatives to ensure DSA has access to a number of lighting systems. In addition will seek reimbursement from AA or ASC for the original purchase

Action: that the report will also include the use of the system in swimming as well and identified sports

2.1.6 Vicdeaf Filming Room for DSA Videos - DP provided an overview of the equipment that is available.

Resolved - that GWB prepare a letter to Vicdeaf regarding the use and cost of the equipment applicable to DSA.

2.1.7 Board/Staff International Travel Policy - DP outlined the need for a transparent policy that is cost effective but flexible.

Resolved - that GWB prepare a new policy for the next Board Meeting

- that at the same meeting a report be prepared highlighting the status of all Board policies and the time lines to ensure all documents are current and reflect a consistency with our needs both internally and with our external stakeholders.
- that the Board Policy review also look at the best possible mediums to ensure access to the documents by DSA members which would also include an openness and accessibility via Auslan
- that research be conducted into other businesses as to how they highlight, promote and display their policies

2.1.8 Directional recommendations (attached) - DP discussed the feedback from the report.

Resolved -that the feedback be noted and used during the Strategic Plan review

3. Portfolio/Committee Report

3.1 Membership Report - Provided by JA

3.1.1 Deaf Rugby Team Update

Resolved - that the following be noted

- a) the entity is to be re-established and for it to be affiliated with DSA
- b) that it needs to be sustainable and its programs concentrate on events but generating a policy that covers participation growth
- c) that DSA aims to attend their AGM

3.1.2 Deaf Netball Australia

Resolved - that DSA needs to follow up on the status of this year National Championship.

Action: that after their AGM DNA is to provide a report to DSA regarding their office bearers.

3.1.3 Deaf Tennis Australia

Resolved - that it be noted DTA are celebrating their 80th Anniversary at this years National Championships which are being held in Adelaide in April.

Action: that PH will attend

3.1.4 Overview

3.2 National Sport - PH led discussions and spoke to his tabled report

3.2.1 2012 Australian Deaf Games Review

Resolved - that the report, survey and analysis were received just before the meeting.

Action: that the ADG review committee be thanked for their efforts in preparing the documentation

Action: that DSA will seek a summarised report that can be distributed to all members

3.2.2 2016 Australian Deaf Games

Resolved - that once the 2012 ADG review report has been worked through a 2016 GOC committee be formalised with such an outcome occurring in the second half of 2013.

Action: that it be noted that there are some issues that DSRSA are dealing with concerning their office accommodation.

Action: that on receipt of further information GWB is to work through the issues with the various stakeholders.

3.2 Marketing, Promotion & Media Report

3.2.1 Report attached (presented by GWB)

Resolved - that the report be noted

3.3.2 Overview (presented by EM)

Resolved - that the following be noted

a) important that a great deal of effort is directed at creating the best system that will harness and develop a useful database for use by DSA

b) that an athletes profile "bank" be created that can be used to create stories and forwarded to media outlets

3.3.3 Active Deaf Kids Program (ADK)

Irena Farinacci attended the meeting and presented her report

Resolved - that the report be noted which included the following highlights:

a) that during the last 12 months over 700 children have experienced the program with the last active day being held in Adelaide on the 15th March 2013

b) that over the next few months Tasmania, Sydney and Canberra will be visited

c) that together with the ASC the program is connecting with the Active After Schools Program which hopefully will create a stepping system from school to clubs

d) that over the next 30 days a new DSA information booklet will be completed together with a document that outlines Safety in Sports - this document highlights the safe use of hearing aids and cochlear implants during sports which includes the wearing of appropriate protective gear.

e) that the new ADK website is fully functional

3.3 Stakeholder Relations Report

No Report

3.4 Finance & Administration Report (Report provided by DP)

3.4.1 Profit & Loss Statement for period ended 28/2/2013

Resolved - that the Profit and Loss Statement for the period ended 28/02/13 be accepted

3.4.2 Balance Sheet as at 28/2/2013

Resolved - that the Balance Sheet as at 28/02/13 be accepted

3.4.3 Payments for the period 1 July 2012 to 28th February 2013

Resolved - that is be noted the report is being finalised and will be presented to the Board via email over the next week

3.4.4 2013/2014 Budget

Resolved - that the 2013/2014 draft Budget will be presented at the next Board Meeting.

3.6 International Affairs (presented by DP)

3.6.1 2013 Deaflympics Sofia Update

Resolved - that planning is continuing on sending 40 athletes & officials to the games. However there are ongoing issues regarding the acceptance and qualification of the Australian basketball team into the games which is affecting the finalisation of flights, accommodation and team personnel (officials)

Action: that GWB prepare a further letter to the ICSD conveying the Boards disappointment with the handling of this issue

Action: that it be noted that the office should receive notification of schedules and accepted teams by the beginning of April

3.6.2 2015 Asia Pacific Deaf Games, Taoyuan, Taiwan

Resolved - that at the next Board Meeting the Board is to progress a plan to create an APG committee

3.6.3 Nominations for elections to the Executive of ICSD

Resolved - that it be noted the Board has nominated Rebecca Adam as Australia's representative to ICSD Executive Board

3.6.4 ICSD Congress DSA Delegates

Resolved

- that the Board has agreed that there will be two delegates attend the ICSD congress.
- that the first delegate will be DP
- that the final decision on who the second delegate will be based on the outcome of the dispute regarding the inclusion of the basketball team & the DSA budget.
- that DP is following up with ICSD regarding the basketball issue

3.6.5 Logistics & High Performance Review

Resolved - that at the finish of the 2013 Deaflympics a report is to be completed six weeks after the games that will outline a new policy covering the Chief de Mission logistical management roles and the need for separate transparent selection & training policies for individuals & teams selected to attend International events

3.6.6 Overview

4. **Manager's Report (attached)**

Resolved - that the report be noted

5. **Strategic Plan**

The following are resolutions that have been formalised after the Board entered into a review of the current DSA strategic Plan. These discussions occurred from 12.30PM to 4.30PM on Saturday 23 March & then from 10.00AM to 12.30PM on Sunday 24 March. Board Members, GWB and Irena Farinacci were involved in the discussions

Resolved - that after taking into consideration the need to respond to changing guidelines from the ASC, other external stakeholders altered circumstances and to remain modern and cognisant of the future, the Board has agreed on a new outline for its strategic plan for the 2013 to 2017 period.

Action: the Board will finalise the document over the next two months at which stage it will be approved by the Board at their next meeting. Following agreement by the Board it will be distributed to the Members

Resolved - that the internal review into DSA membership and external stakeholders to be continued with GWB finalising a new document for presentation at the next Board Meeting

6. **General Business**

6.1 Financial Records and Maintenance

Resolved - that effective from 1 April 2013 the Manager will be responsible for the day to day bookkeeping as well as the oversight and preparation of the monthly financial statements together with the completion of the financial year reports in readiness for the yearly audit.

Resolved - that the Manager prepares financial and management reports on a monthly basis with such reports in the first instance being forward to the portfolio chair that is responsible for such reports.

Action: at this time and after acceptance of the reports by the Chair the other Board members will receive the reports and statements. The Chair at the next Board Meeting will formalise such approval.

Resolved - that effective immediately the following will be approved cheque signatories of DSA - David Peters, Brent Phillips, Phil Harper, Garry West-Bail

6.2 2019 Asia Pacific Games

Resolved - that the Board will commit to investigate the viability of hosting the 2019 Asia Pacific Games

6.3 Committee Appointments

Resolved - that the following Board Members have been appointed as Chairs of the following committees -

- a) - Risk and Audit - David Peters
- b) - Legal Planning and Policies - Kathryn O'Brien
- c) - Members - James Ashley
- d) - Marketing and Communication - Emma Merkas
- e) - National Sports - Phil Harper
- f) - International Sports - David Peters

It is noted the Finance Committee has been renamed Risk and Audit after feedback and direction from the Australian Sports Commission.

It is noted that DP will discuss with BP his appointment to a committee

6.4 Appointment of Secretary

Resolved - that Garry West- Bail be appointed secretary of Deaf Sports Australia effective from the confirmation notice from ASIC

6.5 National Members Summit

Resolved - that the Board at its next meeting will consider a summit to discuss and analysis with its members membership benefits, structures and relationships

6.6 Sport Specific National Championships

Resolved - that GWB prepare a policy and guidelines that allows a member to apply for a \$500.00 DSA grant with such grant being used by the sport to offset costs.

Action: that such a policy needs to reflect that a maximum \$3000.00 is available per year and the applicant must have participated at the last ADG

6.7 Sport Specific International Event

Resolved - that GWB prepare a policy that outlines how and why funds (maximum of \$2500.00) maybe provided to a sport to host an International event in Australia

6.8 Upcoming Sport Specific National Championships or Meetings

Resolved - that it be noted that James Ashley will attend the Netball Championships as well as the Southern Cross Rugby AGM. Phil Harper will attend the Tennis Championships in Adelaide

6.9 Dates and locations for Annual General Meetings

Resolved - that the 2013 AGM be held In Sydney on 23rd November (location tbc) and the 2014 & 2016 AGM to be held in Adelaide.

6.10 Vicdeaf

Resolved - that GWB prepare a submission to Vicdeaf that will cover the use of their Film Room, storage areas and the purchase & location of a memobriilia cabinet at 340 Albert Street East Melbourne

7. What are the three top Outcomes for today's meeting?

The following were the three highlights from the Board Meeting and associated Strategic Workshop

- DSA membership and internal structures
- Strategic Plan and thinking Review
- Board Members working together

8. Next Meetings Dates (Recommended)

- Board - Saturday 18/05/2013 or 25/05/2013 (DP to follow up)
- Annual General Meeting Saturday 23/11/2013 - Sydney

9. Close

3.30 PM on Sunday 24/03/2013 - the Chair thanked everybody for their attendance