



BOARD OF DIRECTORS MEETING #2 (2013)

MINUTES

9.30AM - 1.30PM

Saturday 25 May 2013

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

Chair: David Peters (DP)

Directors: Brent Phillips (BP) Emma Merkas (EM), Phil Harper (PH),
James Ashley (JA)

In attendance: Garry West-Bail - General Manager (GWB)
Melissa O'Neill and Luke Cassetta (Auslan Interpreters)

1. Open and Apologies

The Chair welcomed everybody and noted that Kathryn O'Brien was an apology.

2. Confirmation of Previous Board Meeting Minutes 23 March 2013 (attached).

Resolved - that the Board Minutes of the 23/11/2013 be accepted as a true and correct record of the meeting.

2.1. Action Items from the Previous Board Meeting

- 2.1.1 Website Update (refer to Marketing and Communication Report)
- 2.1.2 NSW Deaf Society Update (refer Membership Report)
- 2.1.3 Fundraising Activities Update (refer Managers Report)
- 2.1.4 Starting Lights System Update (refer Managers Report)
- 2.1.5 Vicdeaf Filming Room for DSA Videos (refer Managers Report)
- 2.1.6 Board/Staff International Travel Policy (Legal, Planning and Policies Report)

3. Portfolio/Committee Report

3.1 Membership Report

3.1.1 Deaf Rugby Team Update

It was noted that there AGM is in July and that DSA will be in attendance.

3.1.2 Membership Structure & Review (report attached)

Resolved - that the Board agrees to the new Structure in principle based on plans, time lines, roll outs, and member consultations being developed.

- that GWB prepare the documents which will include Auslan presentations by the end of June

- that all NDSO and SDSO's be informed and consulted about the new proposed structure

3.1.3 Insurance Update (report previously forwarded)

Resolved - that the Board is pleased with the outcomes of the negotiations and look forward to the finalisation of the Sport Public Liability cover in July 2013

- that on completion of the policies the Board will review overall costings of the DSA umbrella coverage

3.1.4 NSW Deaf Society

Resolved - that it was noted that there are ongoing discussions

3.1.5 Australian Deaf 8ball Association

Resolved - that the DSA Board does not accept the Association's letter of resignation

- that GWB is to forward a formal letter to the Association outlining the DSA position and the need to work through the issues so as an agreed outcome can be achieved to the satisfaction of all parties

The Board members agreed that the "new" template(s) for committee reporting and terms of references will be used in the future.

3.2 National Sport

3.2.1 2012 Australian Deaf Games Review

Resolved - that it be noted the Executive Summary that details the outcomes and future direction was tabled

- that the Members are to receive a public report that outlines the overview and recommendations for future Games
- that the report has looked at the best operating model, roles and regulations, policies and the need for flexibility based on the location of the event and the needs of the Members.

3.2.2 2016 Australian Deaf Games

Resolved - that PH and GWB finalise time lines, tasks and GOC recommendations for Board approval

- that GWB is to visit Adelaide to meet with DSRSA and SA Government to work through the issues that need to be currently addressed

3.2.3 Directors Report

Resolved - that the tabled report be noted
- that the calendar of events be regularly updated and for the Board to rotate and appoint Board Directors to attend National Championships

3.3 Marketing & Communication Report

3.3.1 Report attached

Resolved - that the new Marketing Plan was noted
- that the Plan be further developed and for sub plans to be formulated covering website development(utilising new technology), sponsorship, communication and for the media plan for the Deaflympics to be finalised.

3.4 Legal, Planning and Policies Report

3.4.1 Board / Staff International Travel Policy

Resolved - that this policy be developed during the overview of all other policies

3.4.2 Risk Analysis (Attached)

Resolved - that this analysis is to become the front section of the reviewed and updated policies
- that once the policies have been updated the risk analysis is to be completed with a report to be provided to the Board by the end of the year

3.4.3 Sport Specific National Championship Support Policy

Resolved - that the new policy is noted but for it to be finalised as part of the overall review of DSA policies

3.4.4 Sport Specific International Event in Australia Policy

Resolved - that the new policy is noted but for it to be finalised as part of the overall review of DSA policies

3.4.5 DSA Mobile Application Development

Resolved - that this concept be further worked on with a view to seek funding for the development

3.4.6 Constitution Update based on ASC recommendations

Resolved - that the recommendations be incorporated into a proposal that needs to be presented to the members at this years AGM

3.4.7 Policy Review

Resolved - that as noted in previous points the DSA policies are to be reviewed and updated with the final portfolio presented to the Board by the end of August

3.4.8 Directors Report

Resolved - that the report be noted

3.5 Risk and Audit Report

3.5.1 Profit & Loss Statement for period ended 30/04/2013

Resolved - that the Profit and Loss Statement for the period ended 30/04/2013 be accepted

3.5.2 Balance Sheet as at 30/04/2013

Resolved - that the Balance Sheet as at 30/04/2013 be accepted

3.5.3 Payments for the period 1 July 2012 to 30th April 2013

Resolved - that the payments for the period 1 July 2012 to 30 April 2013 be accepted

3.5.4 ASIC and ACNC Update

Resolved - that it be noted all necessary paperwork has been completed

3.5.5 Cheque and Credit Card Signatories

Resolved - that it be noted all necessary paperwork has been completed

3.5.6 2013/2014 Draft Budgets (attached)

Resolved - that the DSA operational budget and the Aussie Deaf Kids Budgets be accepted for the 2013/14 year

3.5.7 Development Priority List

Resolved - that GWB prepare for the Board a report that outlines a priority development list that would be used should DSA secure additional funds from external sources

3.6 International Sports Report

3.6.1 2013 Deaflympics Sofia Update

Resolved - that it be noted planning, organisation and logistic operations are progressing well

- that it be noted the Men's Basketball Team has been called into the Games which has been well received by all parties; arrangements for their late inclusion are progressing well
- that it be noted as stated in the Marketing Report a media communication plan is being developed
- that at the completion of the Games the Chef de Mission and DP will prepare an overview document that will review all the preparations and outcomes from the Games

3.6.2 2015 Asia Pacific Deaf Games Taiwan

Resolved - that at the competition of the 2013 Deaflympics, planning will commence for these Games

- that based on the High Performance review from the Deaflympics a working committee be formed to oversee the preparations for the Games

3.6.3 ICSD Congress DSA Delegates

Resolved - that it be noted that DP and BP will be the DSA delegates at the Congress

- that it be noted all paperwork has been received for the Congress .

3.6.4 ICSD Congress Governance Review - DSA support

Resolved - that BP and DP will prepare a paper that outlines their recommendations regarding the review

- that the report will be provided to the Board three weeks prior to the Congress.

3.6.5 Logistics & High Performance Review

Resolved - that BP and DP and Chef de Mission from the 2013 Deaflympics will be preparing a report that outlines roles, responsibilities, time lines and guidelines (and separations) for all parties that can be used for future International ICSD sanctioned events.

3.6.6 Bidding for 2019 Asia Pacific Games (Analysis)

Resolved - that this matter is ongoing and will be time lined for action later this year.

3.6.7 Directors Report

Resolved - that the tabled report be noted.

4.0 Active Deaf Kids Program (report attached)

- Resolved - that the report was noted
- that the outcomes are pleasing and it be noted that the report has been forwarded to the ASC
 - that a number of development and relationship initiatives are being developed that will enhance the strategy and future of the program

5.0 Manager's Report (attached)

Resolved - that the report was noted and accepted

6.0 Strategic Plan

6.1 Revised Plan (attached)

- Resolved
- that the tabled plan be adopted
 - that the plan be forwarded to the Members for their comments

6.2 Operational Plan (attached)

Resolved - that the tabled plan be adopted

6.3 Committee Terms of References

Note - The Strategic Plan and Operational Plan have been updated based on Board Members comments and feedback from the ASC. TOR will be updated once the Board approves these documents - there will be minimal changes

Resolved - that GWB will update the terms of references based on the adopted strategic plan

7.0 Action Items for Next Meeting

- Roll out of new Membership Structure
- Roll out of Strategic Plan
- Member update of current and new initiatives
- Update of the Marketing Plan

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

- Adoption of Strategic Plan and Operational Plan
- Adoption of a new Membership Structure
- Structures, new initiatives and plans are in place or are being developed to strengthen the DSA outcomes

9.0 General Business

9.1 Appointment of Vice President

Resolved - that it be noted the Board appointed Phil Harper unanimously to the position of Vice President of Deaf Sports Australia.

10.0 Next Meetings Dates

10.1 Board - Saturday 17 August 2013 - to be noted, the following meeting to be held in early October

10.2 Annual General Meeting Saturday 23/11/2013 in Sydney

11.0 Close

The meeting closed at 1.30PM