



BOARD OF DIRECTORS MEETING #6(2014)

MINUTES

10:00AM - 1:00PM

Saturday 4 October 2014

VicDeaf Training Room, Ground Floor, 340 Albert Street East Melbourne

- Chair:** Phil Harper (PH)
- Directors:** Kathryn O'Brien (KOB) via Skype, Darren Howell (DH)
Marnie Kerridge (MK)
- Apology:** David Peters (DP), Ricky Bryan (RB)
- In attendance:** Garry West-Bail - General Manager (GWB), Paul Heuston and Neil Ray (Auslan Interpreters).

1. Open and Apologies

The Chair welcomed everybody and noted that KOB was connected via Skype. The Chair noted the apologies of DP and RB.

2. Confirmation of Previous Board Meeting Minutes 12 July 2014

Resolved - that the Board Minutes of the 12/07/2014 be accepted as a true and correct record.

2.1. Action Items from the Previous Board Meeting

Items are noted under the designated portfolios.

3. Portfolio/Committee Report

3.1 Membership Report

3.1.1 Membership Structure Update

Resolved - that it be noted that PH has now discussed the new structure will all members with the last ones being squash, netball, tenpin bowling and volleyball;

The following issues have been discussed and are to be part of the presentation at the upcoming Members workshop:

- Committee template, terms of reference, financial management, member/committee protection, and committee policies;
- Empowerment of the committee, voting rights of the committee, flow of finances, roles and responsibilities' and relationships with States and DSA;
- Documents need to be clear and concise;
- It is noted that the Legal, Planning and Policy Committee are working on the definition of Member which will need to be discussed at the workshop;

- ADTBA requested assistance from reviving the MoU with TenPin Bowling Australia - GWB to follow up;
- It is noted that PH will prepare a briefing document for the Board that will outline the Members benefits and costs that will be part of the new Structure - this will include the possibility of each Member signing an agreement that will outline each parties obligations and responsibilities
- Confirmed we are aiming to have the new structure in place by 2015 AGM via a special meeting arranged to deal with constitutional changes required for the new structure.

3.1.2 NSW Deaf Sports Committee

Resolved - That it be noted the process and development of the committee is ongoing. A grant has been lodged with the NSW Government that aims at securing funds for the ADK program.

- That it is noted the committee is currently working on developing a number of relationships with various stakeholders with such connections aiming at improving services and plans which are directed at the participation numbers across identified sports.

3.1.3 NT Deaf Sports Committee

Resolved - that it was noted the committee is working and meeting to develop a number of documents and initiatives to increase participation in the NT.

3.1.4 National Championship Update

Resolved - That it be noted that the following events are planed over the next few months - Deaf Rugby 7 in Brisbane and Deaf Touch in Brisbane.

3.1.5 Committee Report

Resolved - that the report was noted.

3.2 National Sport

3.2.1 2016 Australian Deaf Games

Resolved - that the following be noted:

- That the appointed Event Manager has resigned because of poor health Board. The workload has been taken up by GWB and Johanna Plante;
- That the priorities over the next few months are finalising the Games Hub, Sport Venues, appointing the on - line registration provider and securing key sponsors;
- That the DCSSA appointment has also resigned;
- That the GOC status report as presented be accepted and noted that whilst there has been a number of difficult issues there has been a number of successes and time lines are being met;
- That the GOC will aim to maximise the Games return and at the same time maximise DCSSA return and exposure;
- That sport fees should be finalised by early November

- That the GOC will be presenting to the DSA AGM workshop in late November plus conduction a sport workshop for attendees;
- That communication channels need to be continually reviewed to ensure there is proper and constructive dialogue between the GOC and the DSA appointed representative

3.2.2 - Report

Resolved - that the tabled report be noted.

3.3 Marketing & Communication Report

3.3.1 Fundraising

Resolved - that a new campaign will commence shortly with Blaze Fundraising that will cover telemarketing, door to door sales and site promotions.

3.3.2 Sponsorship and Communication

Resolved - that it be noted the upgraded website has received positive feedback.

- That it be noted Llewellyn Communications have conducted a successful promotional media campaign for the ADK program plus the ear selfie campaign;
- That the improving strength of the ADK program provides a good successful vehicle that can be used to secure a sponsor(s).

3.3.3 Survey

Resolved - that it be noted that while the response numbers were poor it is within average results surveys generally receive. The survey with the results is currently being analysed and presented to the DSA AGM;

- That one of the key outcomes was the large number of under 21 year old people who replied;
- That whilst the results highlight the need to promote the DSA services to a wider audience there is a positive want by the respondents to have more information and be involved in the DSA programs.
- that the Committee needs to decide when future surveys are to be conducted and consider adding incentives to attract increased responses.

3.3.4 Grant Update

Resolved - that the tabled report is noted with emphasis on the small successes (including a grant for DSRQ) and that there are a number of grants in the pipeline that if successful will provide a very positive impetus to the DSA programs.

3.3.5 Report

Resolved - that the tabled report was noted.

3.4 Legal, Planning and Policies Report

3.4.1 Policy / Document Development

Resolved - that it be noted the committee is working on the definition of Member which needs to be introduced into the DSA Constitution to cover for the new Membership Structure;

- That it be noted KOB is working on a terms and conditions agreement for use of the Deaf Starting System

KOB to purchase terms and conditions template that can be developed for DSA use.

3.4.2 Appointments Committee

Resolved - that it be noted the Committee is working on finalising its preferred nominations for the DSA Board

3.4.3 Report

Resolved - that the tabled report was noted.

3.5 Risks and Audit Report

3.5.1 Audited Financial Reports for period ended 30/06/14

Resolved - that it be noted Saward Dawson have completed the audit for the year ended 30 June 2014;

- That various journals have been completed to reflect the auditors' adjustments.

Resolved - that the Board approved and accepted the financial statements for the year ended 30 June 2014. Motion - first and seconded names

- That the Board will review and deliberate the auditors Management Letter on receipt with the results of the off line discussions being minuted at the next Board Meeting.

- That the Board approved the appointment of Saward Dawson as the auditors of Deaf Sports Australia for the year ended 30 June 2015. Motion - moved by DH and seconded by KOB.

- The Chairperson congratulated everyone for their work on getting the audited financial report in order.

3.5.2 - Risk Management Checklist Report

Resolved - that the report is being reviewed with the committee reporting back to the next meeting;

- That the following are key issues - funding, spreading the Board Members workload and succession planning.

3.5.3 Cash Disbursements 2014/15 Budgets

Resolved - that the Cash Disbursements for the months of July, August and September 2014 be accepted.

3.5.4 Succession Planning

Resolved - that it be noted that DH is now a cheque signatory and PH has been confirmed as an online banking signatory;

- That DH is to become an on line-banking signatory
- That one of the pre- requisites that the Appointments committee take into consideration is the need to have a financial skilled Board Member in Victoria.

3.6 International Sport

3.6.1 Asia Pacific Games October 2015

Resolved - that it be noted that draft per person costs have been provided to the NDSO

- That final acceptance / entry of teams and individuals needs to be confirmed by 1 December 2014.
- That a Chef de Mission has not yet been appointed.
- That a meeting between DP, PH and GWB occur in late October and November to confirm status and processes that need to be in place.

3.6.2 2017 Deaflympics

Resolved - that the committee must put into place a planning report by the March 2015 Board Meeting with the report needing to outline the following:

- Identified sports that need to put into place selection criteria and training programs,
- Required NSO support
- Appointment of Chef de Mission,
- Budgets and finances,
- Promotion and awareness campaign.

3.6.3 2019 Asia Pacific Games

Resolved - that as tender/event bidding guidelines are not being made available by the APDGC (after a number of requests) this matter be put onto hold and carried forward;

- That the Queensland Government had shown some initial interest in the possible bid for the Games to be held on the Gold Coast.

3.6.4 Australian Commonwealth Games Association

Resolved - that it be noted that the opportunity to put a proposal to have a Deaf and Hard of Hearing competition as being part of the 2018 Commonwealth Games did not proceed;

- That the competition schedule had been finalised about one month prior to the DSA proposal being finalised.

3.6.5 2025 Winter Deaflympics

Resolved - that the Board needs to decide about attending the next ICSD Congress which will be held in early 2015.

4.0 Active Deaf Kids Program

Resolved - that the tabled report was noted.

5.0 General Manager's Report

Resolved - that the General Managers report was noted and accepted;

- That the ASC 2013/14 Governance report be noted and accepted;
- That it be noted the report has provided a very good rating of the DSA structure, governance, operations and management
- That the major issue is membership data collection must be improved as it is a key element of continued SDC funding.

6.0 Committee Terms of References (TOR)

- Resolved - that the TOR analysis and current status of the individual committee TOR be noted.
- Resolved - that it be noted the committees portfolio reports now incorporate the TOR analysis of the status of strategic outcomes.

7.0 Action Items for Next Meeting

Resolved - that the following is to be completed:

- * Survey Analysis
- * Constitution Update
- * The New Membership Structure including Membership benefits
- * 2014 AGM and workshop
- * Risk Analysis
- * ADG Update
- * 2015 ICSD Congress attendance

8.0 General Business

8.1 Dean Barton-Smith

Resolved - that further discussions occur so as a meeting can be set up that will aim to develop a new acceptable pathway for all parties.

8.2 2014 Annual General Meeting and Workshop

Resolved - that it is noted that all papers have been forwarded regarding the above meetings;

- That it is important that the workshop have three main discussion points - Member presentations, New Membership Structure and ADG presentation and that adequate time is given to each topic

8.3 - Membership Applications

Resolved - that the Board accepts Deaf Touch Football Australia application for membership of DSA;

- That the application be presented to the DSA AGM for formal acceptance by the current DSA Members
- That it be noted Deaf Rugby Australia and Deaf Athletics Australia are preparing applications for membership of DSA which if accepted will be presented to the DSA AGM

9.0 Four Top Outcomes from the Meeting

- * Approval of the Financial Statements for the period ending 30/06/14
- * New Membership Structure - definition
- * Development of the MOU's with NSO's
- * Grant Application overview and status

10.0 Next Meeting Dates

Next Meetings Dates

- 28/11/14 - Adelaide
- 29/11/14 - AGM - Adelaide
- 30/11/14 - Adelaide

11.0 Close

The meeting closed at 1.10PM with the Vice President thanking the Board Members and interpreters.