



## **BOARD OF DIRECTORS MEETING #7(2014)**

### **MINUTES**

**5:00 – 7:00PM**

**Friday 28 November 2014**

**Adelaide High School Staff Room West Terrace, Adelaide**

- Chair:** David Peters (DP)
- Directors:** Kathryn O'Brien (KOB), Darren Howell (DH), Phil Harper (PH)  
Marnie Kerridge (MK), Ricky Bryan (RB)
- Apology:** Nil
- In attendance:** Garry West-Bail – General Manager (GWB), Imran Webb and Heather Loades (Auslan Interpreters).

#### **1. Open and Apologies**

The Chair welcomed everybody and noted that all Board Members were in attendance. The actual meeting commenced at 5.20PM after a brief introductory walk around the Adelaide High School led by Johanna Plante (GOC Member) that will be the Games Hub for the 2016 Australian Deaf Games KOB.

Before the meeting formally commenced David Brady, President of Deafness Forum of Australia made a brief presentation to the Board. The discussion and outcome of the presentation is noted under General Business.

#### **2. Confirmation of Previous Board Meeting Minutes 4 October 2014**

Resolved – that the Board Minutes of the 4/10/2014 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 updated the powerpoint presentation which will be presented at the Members workshop tomorrow.

The following issues will be highlighted:

- 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;
- The definition of Member;
- 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;
- Outcomes - to get all national member groups working under the new structure by the end of 2015;
- timelines - special meeting to be organised some time in 2015 with the next DSA AGM in January 2016 to be conducted under 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 seeking expressions of interest from individuals who can help in developing the structure and working of the committee.

### 3.1.3 NT Deaf Sports Committee

Resolved – that it was noted the committee is continuing to work and develop a number of initiatives to increase participation in the NT. This hopefully will culminate in a “team” from NT competing at the 2016 ADG

### 3.1.4 Introduction of Three New Full Members

Resolved – That it be noted that the following committees will hopefully be approved to become Full Members at the AGM tomorrow – Deaf Athletics Australia, Deaf Touch Australia and Deaf Rugby Australia

### 3.1.5 Committee Report

Resolved - that the report was noted.

## 1.2. National Sport

### 1.1.1. 2016 Australian Deaf Games

Resolved – that the following be noted:

- That the GOC has appointed a new Event Manager – Caroline Conlon who will commence in early 2015;
- That Games Hub, most Sport Venues, and an on – line registration provider have been confirmed. A number of

prospective key sponsors have been approached with most showing an interest in being involved;

- That the DCSSA / DSA agreement is being re – written so as it reflects a number of changed responsibilities;
- That the GOC status report will be presented to all DSA Members at the workshop tomorrow and monthly reports to be sent to DSA Board from the GOC chair and summarised by the Board's GOC rep;
- That sport fees and registration fees should be finalised by late December;
- That the final budget and merchandise contractor should be finalised in late December with on line registration going live in late January;
  
- 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.

## 1.3. Marketing & Communication Report

### 3.3.1 Fundraising

Resolved – that it be noted a new campaign has commenced 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 a Llewellyn Communications proposal for 2015 has been received which outlines a number of initiatives and campaigns.

- That the proposal will be worked up so as all parties are on the same page with a view to have it commence in early February;
- That the improving strength of the ADK program provides a good successful vehicle that can be used to secure a sponsor(s) and promote the DSA brand

### 3.3.3 Survey

Resolved – that it be noted there has been a good reply to the survey;

- That one of the key outcomes was the large number of under 21 year old people who replied plus a National response (spread);
- 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 there is a need to promote the DSA/ ADK linkage plus the DSA gateway / connection to the ASC funding
- That the Committee will look at running the next survey in July 2015 using the 2014 as a base for comparison.

### 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 / ADK 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 still 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 feedback from the workshop will be used in completing this task.

### 3.4.2 Appointments Committee

Resolved – that it be noted the Committee needs to commence work earlier in 2015 on finalising preferred nominations for the DSA Board at the 2015 AGM

### 3.4.3 Annual General Meeting and Members Workshop Program

Resolved – that it be noted the Board worked through the program and discussed amongst a number of issues – the election of Board Members, Constitution changes and Life Membership appointment

### 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 have been included in the 2014 Annual Report;

### 3.5.2 – Risk Management Checklist Report

Resolved – that the report continues to be reviewed by the committee;

- That the following are key issues – funding, spreading the Board Members workload, ASC analysis and succession planning.
- That two of the key risk elements need to be addressed at each Board Meeting

### 3.5.3 Cash Disbursements 2014

Resolved – that the Cash Disbursements for the months of September and October 2014 be accepted

### 3.5.4 Succession Planning

Resolved – that it be noted that DH and PH are now cheque signatories and confirmed as an online banking signatories;

### 3.5.5 DSA and ADK Budgets

Resolved – that the DSA and ADK Budgets for 2014/15 be accepted as presented

### 3.5.6 Financial Reports for the period ended 31/10/14

Resolved – that the Profit and Loss Report and Balance Sheet for and as at 31/10/14 be accepted as presented

## 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 will be confirmed by 1 December 2014.
- That a Chef de Mission has not yet been appointed and is currently being followed up.

### 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
- That this report be seen as a priority for the Committee

### 3.6.3 2019 Asia Pacific Deaf Games

Resolved – that it be noted tender/event bidding guidelines have been requested for again with still no adequate reply;

### 3.6.4 ICSD Report – Status of Deaflympics

Resolved – that it be noted the Committee needs to create a position paper as to DSA stance regarding the Deaflympics competition in respect to the IPC;

### 3.6.5 APDSC Meeting

Resolved – that it be noted that the next meeting of this committee will be held in Melbourne (May 2 -3 2015) with the cost of accommodation being paid for by DSA. This is in lieu of the cost normally paid for by DSA for David Peters to attend an overseas meeting

## 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 status and committee reports be discussed by the new Board at its first meeting with the aim to improving there effectiveness

## **7.0 Action Items for Next Meeting**

Resolved – that the following is to be completed

- \* Constitution Update
- \* The New Membership Structure including Membership benefit
- \* Risk Analysis
- \* ADG Update
- \* TOR and Committee reports - effectiveness

## **8.0 General Business**

### **8.1 Deafness Forum of Australia**

Resolved – that the Board will support and promote the Hearing in Australia 10 National Health Priority campaign that the Deafness Forum of Australia is currently conducting.

- That it be noted the campaign covers all forms of hearing and sport can play an important roll in communicating the message. Achieving the goal as a National Health Priority member will have widespread implications for deaf service and consumer organisations in relation to funding, program development, influence and recognition of needs.

A letter to be drafted by DFA formally inviting DSA to participate and agreed action plans will be put in place to assist the campaign.

### **8.2 2014 David Peters**

Resolved – that it is noted PH formally recognised this meeting was DP's last prior to his retirement at the AGM tomorrow. DP passion for Deaf sport in Australia and DSA itself has been evident since the early 1980's;

- That his commitment and service to his many roles was greatly appreciated and the Board thanks him for his work over the last 30+ years.
- It was resolved to ensure ways to retain DP's involvement in some capacity with DSA both internally and externally.

## **9.0 Four Top Outcomes from the Meeting**

- \* Approval of the Financial Statements for the period ending 31/10/14 together with the 2014/15 budgets

- \* New Membership Structure discussions
- \* Preparation for the AGM and Members workshop
- \* Hearing the 10<sup>th</sup> National Health Priority Campaign

**10.0 Next Meeting Dates**  
Next Meetings Dates

- To be discussed at the next meeting

**11.0 Close**

The meeting closed at 7.10PM with the President thanking the Board Members and interpreters.