



## BOARD OF DIRECTORS MEETING #7(2014/15)

### MINUTES

3:30AM – 4:00PM

Tuesday 10 October 2015

Meeting held at Ryan Kruger Lawyers Level 8, 232 Adelaide Street Brisbane

Chairperson: Phil Harper (PH)

Directors: Alex Jones (AJ), Dean Barton-Smith (DBS), Ricky Bryan (RB)  
and Kathryn O'Brien (KOB)

Apologies: Marnie Kerridge(MK) and Darren Howell (DH)

Guest attendance: Garry West-Bail – General Manager (GWB), Mark Cave and  
Mike Webb (Auslan Interpreters).

Invited Guests: Siyu Gao (President DSRQ)

#### 1. Open and Apologies

Commencing at 9.55AM, the Chair welcomed everybody and noted the full agenda. PH thanked AJ for organizing the venue. PH explained the day's proceedings, which included separate sessions in the afternoon on the AGM minutes, Constitution Changes, NDSO/ NDSC and SDSO review and an ADG 2015 update. PH welcomed Siyu Gao to the meeting.

The meeting will conclude with action items arising from today's meeting.

#### Confirmation of Previous Board Meeting Minutes 13 August 2015

Resolved: that the Board Minutes of the 13/08/15 be accepted as a true and correct record of the meetings.

Moved: AJ: Seconded: RB CARRIED.

#### 2.1. Action Items from the Previous Board Meeting

Items are noted under the designated portfolios.

Resolved: GWB to look at the benefits/costs of holding Skype or face-to-face or on-line text meetings. In addition, to develop a roster/sharing schedule for Board Members at meetings.

#### 2.2 Conflict of Interest

Resolved - that the register of interest was noted, updated and highlighted. Some Board members raised potential conflicts of interest.

## Portfolio/Committee Report

### 3.1 Membership Report (PH)

#### 3.1.1 Membership Structure Update

Resolved: that the report provided by Sam Cartledge, the new Membership Support and Development Officer. General discussion followed that highlighted the acceptance of the new roll out of over 80% of the DSA /

Resolved: that an additional note be added to the ongoing status report with such report commenting about relationship DSA and the NDSC/O has with the specific NSO.

Discussed timing of constitutional change to enable all current members to be absorbed into the new structure. Discussed timing of AGM or Special Meeting in the following months. Also discussed final date all members need to become members. They have had 18 months to prepare for the change.

Resolved: that the new constitution changes need to be finalized by the end of October so as a final decision made as to how and when they will be implemented.

Resolved: that the tabled report and updates were noted.

### 3.2 National Sport (AJ)

#### 3.2.1 2016 Australian Deaf Games

Resolved: that the tabled reports from the Project Manager and MK were noted with the key issues being:

- Resignation of Kylie Rickards - role to be taken over by MK with support from the Project Manager and
- The new look GOC with the addition of a number of individuals to new areas of responsibility
- Costs to be carefully monitored and promotion of registrations be heightened
- Merchandise has arrived and medals will arrive shortly
- There will be key staff employed in the media and website / social media space during the Games
- Sport related plans including logistics are a key priority
- Volunteer plans and tasks
- Promotion of the Games is tracking well but remains a key priority
- Ceremonies are on track
- Stakeholder relationships are being managed well with a regular update email being distributed
- The Games website is now overseen by a highly skilled volunteer
- NZ will be attending, with Fiji likely to attend - Samoa will not attend
- Planning for all publications has commenced
- 100 day launch was a success
- Use of videos has been positive
- Telstra will sponsor the Games Hub internal communications
- Smart Access Alerts App is being developed
- Free Public Transport for all registered participants will be available

#### 3.2.2 Bid Funding for the 2018 ADG

Resolved: that the Board noted the update summary of the status of the various locations

Resolved: that the tabled report and updates were noted

### **3.4 Legal, Planning and Policies Report (KOB)**

#### **3.4.1 Appointments Committee**

Resolved: that it was agreed that committee will consist of KOB, PH and GWB - to look at gender balance, required, succession planning and board appointments together with length of terms.

#### **3.4.2 Policy Review Update**

Resolved: that it be noted that work on the Life Member, Delegation Table, Heat, Sponsorship, Induction, T Appeals Policies is currently work in progress . In addition a statement that needs to go with the Anti Drugs being formalised and a PPSR is being developed. Note - the Member Protection Policy has been updated

#### **3.4.3 Register of Declared Interests**

Resolved: as noted in point 2.2

Resolved: that the verbal report and updates were noted.

### **3.5 Risks and Audit Report (DH)**

3.5.1 Finance Reports including Profit and Loss for the period end September 2015 and Cash Disburse September 2015 (previously forwarded).

Resolved: that the Board notes the report but will wait for of line motion from DH before they are approved

#### **3.5.2 Risk Analysis Update**

Resolved: that the updated report was noted which highlighted the high risk areas as being the collection of tion numbers in each sport, ongoing funding, succession planning for the Board and Committees and updates including selection of players / athletes and officials to attend National and International events.

#### **3.5.3 2016 ADG Financial Report as at 30/09/15**

Resolved: that the report as presented is accepted as being a true and correct record. It is further noted that report covers the 2013/14 and 2014/15 years, therefore it is an event P & L indicating the current financial performance over two years.

#### **3.5.4 Financial Reporting**

Resolved: that the committee is still developing new monthly financial reports that will reflect DSA/ADK operations and present separate event reports.

### **3.6 International Sport (DBS)**

#### **3.6.1 2015 Asia Pacific Deaf Games**

Resolved: that it be noted the team has performed well winning five medals –  
Jamie Howell (1 x Gold, 1 x Silver and 1 x Bronze),  
Niamh Colvill (1 x Bronze) and  
Reece Emerson van Beek (1 x Bronze).

It was noted that the Basketball team was playing off for Gold during the afternoon. Further it was noted that Emerson van Beek was the flag bearer at the Opening Ceremony and John Lui and Mark Bilyji had been appointed team captains.

- 27th August - Canberra, ACT -Netball Stadium - a part of HAW
- 5th September - Alice Springs, NT
- 7th September - Darwin, NT

Resolved: that it was noted an ACT 2 day workshop will be held in late October.

## **5.0 General Manager's Report (GWB)**

Resolved: that the report and plans be noted with particular reference to:

- ASC meeting with key staff members
- ASC ASPR recorded good marks
- ASC Survey - hopeful of having included disability questions included
- Have now 4 women completing the Certificate IV in Sport and Administration
- Active Deaf Sports Club development
  - Silent Challenges
  - Documents to be forwarded to the NSW Government seeking financial support to help set up the Sport Organisation
  - Have registered three business names - Active Deaf Kids, Active Deaf Sports Club, Active Deaf S

## **6.0 Strategic Plan 2015 - 2018**

### **6.1 Portfolio Terms of Reference**

Referred to in each portfolio report.

## **7.0 General Business**

### **7.1 School Sport Australia**

Resolved: that GWB is to forward a written report outlining alternatives.

### **7.2 DSA Sport Specific Update**

Resolved: that GWB to continue to seek possible partnerships to develop the app.

### **7.3 Meeting with DSRO**

Resolved: that it was noted that the President of DSRQ provided a verbal report on the status of their discussion with the QLD State Government.

### **7.4 NDIS**

Resolved: that the Board will continue to discuss with relevant stakeholders the actions, processes and best practice for DSA to be a part of the NDIS.

### **7.5 Board Responsibilities**

Resolved: that the outcomes of the discussions be forwarded to the ADG Project Manager by GWB.

### **7.6 2015 DSA AGM**

Resolved: that KOB, AJ and DH need confirm their intentions to seek new Board terms - in each case the term to be three years.

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

- ASC Meetings
- Upcoming events - NSM and Parliamentarians Dinner
- Active Deaf Brand Development
- Board attendance by DSRQ President
- Sponsorship Policy adoption

## **10.0 Next Meeting Dates**

Next Meeting date to be confirmed

- 21/11/15 - location to be confirmed - aim to look at teleconference

## **11.0 Close**

The meeting closed at 4.00PM. The Chair thanked all Board Members for their input taking time out to at day and for the interpreters' work and attendance.