



BOARD OF DIRECTORS MEETING #4(2016)

MINUTES

VicDeaf JML Room
3rd Floor 340 Albert Street East Melbourne
10:00AM - 4:00PM
Saturday 18 June 2016

Chairperson: Phil Harper (PH)

Directors: Alex Jones (AJ), Ricky Bryan (RB), Kathryn O'Brien (KOB),
Katie Kelly (KK) via Skype, Hannah Britton (HB) and Tracey
Corbin - Matchett (TCM)

Apologies: Darren Howell (DH),

In attendance: Garry West-Bail – General Manager (GWB), Sarah Howell and
Daniel Hately (Auslan Interpreters).

Invited Guests: Nil

1. Open and Apologies

Commencing at 10.10am, the Chair welcomed everybody. PH noted DH's apology and welcomed the new Board Members KK, HB and TCM. It was pleasing that the Board had now a full complement and now consisted of a great gender mix. The full agenda was detailed which includes key areas for direction, strategy and planning.

2. Confirmation of Previous Board Meeting Minutes 26 April 2016

Resolved: that the Board Minutes of the 26/4/16 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 portfolio

2.2 Conflict of Interest

Kathryn explained the background the the Conflict of Interest requirement for all Board members.

Resolved - that there was no conflict of interest noted, however the Board members were asked to update the register. GWB to forward the document

2.3 Board Motions approved off line.

NIL

2.4 Board Portfolio Appointments

PH led a discussion on succession planning, with particular note to his term on the Board finishing at the November 2016 AGM. Further discussions concentrated on the Board audit skill report (to be finalised) and the Board evaluation report (tabled). The Board decided to use the new skills available on the Board to develop a new portfolio structure.

The new structure would improve communication and support for all Board members which was found to be a weakness with the previous portfolio management system.

Resolved - that the Board approves the following make up for the reporting mechanisms that will occur via the portfolios / committees:

1. The President will be ex - officio to all portfolios
2. The Boards Executive will be PH / KOB / GWB
3. Governance, Legal and Policy Development - Chair - KOB
4. Finance and Risk - Chair - DH
5. Marketing and Communication - TCM, RB and KK - the Chair to be decided by the Committee - responsibilities of the portfolio will be Government relations, Sponsorship, Fundraising, Communication and Social Media, internal events and branding
6. Sport and Membership - AJ, HB and KOB - the chair to be decided by the Committee - responsibilities will be National, and International events, ADG and Members liaison
7. GWB is to prepare new terms of references that will include the KPI's that are included in the current DSA Strategic Plan

3. Portfolio/Committee Report

3.1 Membership Report (AJ)

3.1.1 Membership Structure Update

Resolved – that the update reports from AJ be noted. The following is noted:

- The Board notes the development of the Members forum / workshop that will be held in Melbourne on 23rd. July 2016 - it will look at case studies, agreements, arrangements, databases and future working relationship amongst all stakeholders as well as providing an update on the 2018 ADG

3.1.2 – From the Boardroom

Resolved - that this new initiative is a great way to communicate the workings of the Board to the Members – the concept is to be continued on at least a quarterly basis

Resolved: that the tabled report and updates were noted.

3.2 National Sport (AJ)

3.2.1 2016 Australian Deaf Games

Resolved: that it be noted a letter and subsequent payment has been forwarded to DCSSA. Final reports to Events SA and payment from Events SA to DSA have been completed.

3.2.2 2018 Australian Deaf Games

Resolved: that the following be noted:

- There has been two ad hoc meetings of the GOC
- A detailed "how to" document regarding the 2016 ADG prepared by Johanna Plante has been received
- The first formal meeting of the GOC is occurring on Sunday 19th June
- This meeting will confirm coordinators, time lines, critical paths and milestones
- Most coordinator roles will be allocated with the remainder being filled asap
- PH is the acting Chair until a permanent appointment is made. The Board discussed the chair position and ambition to find an independent chair which to date has not been successful. Agreed to continue the search until the August Board meeting before making a final decision.
- The Business Plan and Marketing and communication plan have been completed
- Most venues are confirmed with costing's soon to be received from Albury and Wodonga
- Issues regarding the fair allocation of venues around the two cities were discussed and explained
- ADG promotional material and website are now functional

Resolved: that the Board approves the following appointments to the GOC:

- Sports and Venue Coordinators - Cindy - Lu Bailey and HB
- Registration and Accreditation Coordinator - Steve Nicholson
- Transport and Logistics Coordinator - James Hale
- Ceremonies and Social Program Coordinator - Debra Swan
- Media and Sponsorship Coordinator - TBC

Resolved: that the Board approves the following appointments that will support the GOC:

- Auslan Interpreter Coordinator - Belinda Chadwick
- Local Community Coordinator - Jessi Hartley
- Volunteer Coordinators - Carla Anderson and Leonie Jackson

Resolved: that the Board will make a decision on the GOC Chair position by the August Board meeting.

3.2.3 JML Cup

Resolved - that it be noted that a draft of the new and updated rules will be presented to the upcoming Members Forum

3.3 Marketing & Communication Report (RB)

3.3.1 2016 Plans

Resolved: that the tabled report be accepted with emphasis on fundraising , communication and social/media data:

- APPCO/Little Stars have finished their trial program
- Llewellyn communication updates regarding the media exposure of the ADK program have been excellent
- An awareness campaign regarding fundraising and specifically the ADK program will be launched over the next 2 weeks
- DSA will set up a fundraising agreement and link with the Australian Sport Foundation - will support DSA initially and then it will be expanded to support all DSA members

Resolved: that the tabled report and updates were noted.

3.4 Legal, Planning and Policies Report (KOB)

3.4.1 Appointments / Nomination Committee

Resolved: that the Board is very pleased with the new Board appointments each person bringing required skills and energy. In addition it was pleasing a number of people had expressed an interest on being on the Board. The Board thanked the appointments committee for their work and finally noted that the Board now consisted of 4 females and 4 males

Resolved: that a Board Skill Audit report is being finalised and will be updated after the inclusion of the new Board Members

Resolved: that the Board members evaluation report was noted with a requirement that a table of actions and priorities be prepared expeditiously

3.4.2 Policy Review Update

Resolved: that it be noted the following policies are still be worked on Succession, Induction, Travel and Appeals Policies.

Resolved: that a priority review process of all policies be implemented

3.4.3 Register of Declared Interests

Resolved: that GWB is to forward an updated register to the Board Members

Resolved: that the written report was noted.

3.5 Risks and Audit Report (DH)

3.5.1 Finance Reports for the period up to May 2016 and Cash Disbursements for April and May 2016.

Resolved: That the Board notes the May 2016 financial reports and will wait until the return of DH for the reports to be moved. It was noted that the audit of the y/e reports would occur in late July 2016. General discussion occurred regarding the outcomes of the audit

Resolved: That the Cash Disbursements for April and May 2016 be accepted as a true and correct record.

Moved: DH Seconded: RB - CARRIED

3.5.2 2016 - 2017 DSA Budgets

Resolved: that Board notes the reports and approves their distribution noting that at this stage ASC funding is not confirmed

Moved: DH Seconded: AJ - CARRIED

3.6 International Sport (DBS)

3.6.1 2017 Deaflympics

Resolved: that it be noted that the CdM (Bryn Davies) has commenced his role and the calling for EOI's has been distributed. Information regarding the Deaflympics is very limited

Resolved: that DSA will not be sending the CdM to a July 2016 briefing meeting in Samsun. Key information that will be made available will be secured from other countries and from key Australian ICSD technical delegates who will be attending the meeting

3.6.2 2016 Active Deaf High Performance Plan

Resolved: that it be noted that the plan has now commenced operations

3.6.3 ICSD Anti - Doping

Resolved - that it be noted GWB has completed a one page survey and returned the contents to the ICSD

4.0 Active Deaf Kids Program (Irena Farinacci attended the meeting to make a presentation)

Resolved: that the excellent presentation be noted highlighting its successes and ability to create a strong footprint around Australia.

Resolved: that the Active Deaf brand be noted and that it encompasses, Kids, Sporting Clubs, Sports, High Performance and soon Minds

5.0 General Manager's Report (GWB)

Resolved: that the report and plans be noted

6.0 Strategic Plan 2016 - 2019

6.1 Portfolio Terms of Reference

Resolved: that it be noted that updated terms of references will be developed and distributed after the confirmation of the new portfolios

6.2 Review and update of the Strategic Plan.

Resolved: that it was noted that the Board went through an extensive analysis of the plan that together with a discussion highlighted short and long term future goals, issues and outcomes

Resolved: that the Board discussed a number of plans and succession outcomes that will be monitored over the coming months

Resolved: that the Board will implement certain strategies based on future ASC funding and corporate support that will be outlined in the coming months

Resolved: that after lengthy discussions covering the ASC, DSA financial reserves, corporate sponsorship, State Government grants, the ADG and SDSOs the Board approves if required the use of DSA reserves to maintain the current staffing levels until 31/12/2016

Moved: RB Seconded: KOB - CARRIED

7.0 General Business

7.1 2015/16 Audits

Resolved: that it was noted the audit would commence on the 20th July 2016

7.2 2019 APDG Bid Proposal

Resolved: that the Board will not tender a bid to host the Games as there are a number of other key priorities over the coming years - this includes the 2017 Deaflympics, the 2018 ADG and the requirement to secure sufficient funding to ensure their is a legacy from the Games

7.3 NSM Deatlympics Display Update

Resolved: that it be noted that the Victorian College of the Deaf recently had 30 staff and students attend the Museum. Cindy - Lu Fitzpatrick attended the visit

7.4 DSA Sport Specific App and DSS Update

Resolved: that it be noted work is continuing on both initiatives with a launch date of September 2016.

7.5 Triathlon Australia

Resolved: that it be noted we will be making an approach to this NSO with an aim of forging a MOU

7.6 Sponsorship Plan and Election Campaign

Refer to marketing portfolio report

7.7 WADRA

Resolved: that GWB will forward a letter to the SDSO asking for an explanation regarding its plans to develop programs that will increase participation in the State

8.0 Action items for Next Meeting

The following were action items generated from today's meeting and afternoon sessions:

- Members Forum - PH, AJ and HB together with Sam Cartledge
- Declaration of interest and portfolio terms of references - GWB
- Marketing Plan - KK, RB and TCM
- Marketing - develop and work on committee to create a fundraising event - KK, RB and TCM
- Governance, Legal, Planning and Policies - finalise Board Skill Audit report and priority and time lines for policy updates - KOB
- 2018 ADG - PH, AJ, HB and GWB - work through time lines, work with GOC and appoint permanent Chair to the GOC
- JML Cup - Draft update to Members Forum - KOB, AJ and HB
- Risk and Audit - work through the 2015/16 audit process - DH and GWB
- Develop and updated 2016 meeting schedule - GWB
- DSA Sports app and DSS - GWB
- Promote the National Sports Museum - ongoing GWB / Irena
- Sport - 2017 Deaflympics - GWB

9.0 Five Top Outcomes from the Meeting

- Super portfolios
- Strategic Structure
- Welcome to new Board Members
- Sponsorship, fundraising, promotional campaigns
- Financial stability

10.0 Next Meeting Dates

Next Meeting date to be confirmed

- 27/08/16 - Face to Face in Melbourne
- October TBC
- 02/12/16 - Face to Face in Melbourne (Friday night)
- 03/12/16 - DSA AGM in Melbourne
- 03/12/16 - DSA Awards Function in Melbourne

11.0 Close

The meeting closed at 3.55PM. The Chair thanked all Board Members for their input and thanked the interpreters' work and attendance.