



## **BOARD OF DIRECTORS MEETING #2 (2018)**

### **MINUTES**

**Novotel Brisbane Airport**  
**9:30AM to 3:30PM**  
**Saturday 24<sup>th</sup> February 2018**

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**Chairperson:** Kathryn Armfield (KA)

**Directors:** Hannah Britton (HB), Ricky Bryan (RB), Tracey Corbin – Mat-  
chett (TCM), Alex Jones (AJ) Darren Howell (DH) Katie Kelly  
– on phone (KK)

**Apologies:**

**In attendance:** Cornelia Ratima and Martin Randel (Auslan Interpreters),  
Garry West-Bail (GWB) and Sherrie Beaver (SB)

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

Commencing at 9.35AM, the Chair welcomed everybody including KK who was on the phone – noting there were no apologies.

#### **2. Confirmation of Previous Board Meeting Minutes 19 January 2018**

Resolved: that the Board Minutes of the 19/01/18 be accepted as a true and correct record of the meeting

Moved: Darren Howell Seconded: Ricky Bryan CARRIED.

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

Items are noted under the designated portfolio however the following were highlighted:

- Corporate Membership – a policy and guidelines will be developed by KA noting the discussions that have occurred with Deaf Forum Australia
- 2017 Deaflympics report by the CdM plus the surveys will be followed up by KA. In the meantime, GWB to forward the current draft to the Board
- DSA will seek membership of Deafness Forum of Australia (DFA) and DSA will offer membership to DFA

- DSA will also seek membership with Deaf Australia before the next Board Meeting – details to be discussed off line

## **2.2 Conflict of Interest**

- Nil noted for the Board
- Noted that SB works part time with Deaf Victoria
- Whilst it was mentioned at the end of the meeting GWB confirmed that he had accepted a part time consultancy with the Global Games Sport Company a business owned by Sport Inclusion Australia to conduct the 2019 Global Games in Brisbane
- The register is to be provided to the next meeting and attached to other Board meeting materials that are forwarded prior to the meeting

## **2.3 Board Motions approved offline**

**NIL**

## **2.4 Election of Office Bearers for 2018**

**After KA stepped aside as Chair, the Board Members discussed the coming year.**

**Resolved: that the Board of Directors agreed on the following appointments**

- **Kathryn Armfield – Chairperson**
- **Ricky Bryan – Vice President**

**Resolved: that the Board of Directors agreed on the following make-up of the Executive:**

- **Kathryn Armfield, Ricky Bryan, Alex Jones and Garry West-Bail**

Moved: Darren Howell Seconded: Tracey Corbin Matchett CARRIED

KA resumed her Chairperson role

Resolved: that the Board of Directors have appointed Darren Howell as an appointed Director for the next 3 years; it is noted that this will be his last term

Moved: Alex Jones Seconded: Ricky Bryan – CARRIED

Resolved: that the Board Committees will now consist of the following groups and be overseen by the following Board members

- Sports and Membership – Alex Jones / Hannah Britton

- Marketing and Communication – Tracey Corbin – Matchett
- Legal, Governance and Policies – Tracey Corbin - Matchett
- Risks and Finance – Darren Howell
- Government Relations – Ricky Bryan
- Active Deaf High Performance – TBC

Terms of References to be supplied to each committee by GWB as soon as possible. It is noted the Chairperson of each committee can add external individuals to the committees as they deem appropriate subject to prior approval by the whole Board

### **3. Portfolio/Committee Report**

#### **3.1 Sports and Membership Report (AJ / KA)**

Portfolio report tabled and noted

##### **3.1.1 Sports and Membership Report**

Resolved – that the Board noted the following:

- Ongoing – NDSC reporting and the updates to the MOUs needs to be a priority over the coming 2 to 3 months
- GWB to provide a status report on the NDSCs – covering performance and outcomes
- Deaf Tenpin Bowling Australia have recently informed the Board that as there have been no new committee members, they plan to close down the committee – discussions need to be held as soon as possible
- Deaf Darts Australia are having similar problems – there is a balance between working with sports that young people want but balance that with what the older generation want -need to look at new sports, work up some surveys to gauge wants
- Need to finalise the Active Deaf High-Performance Committee and terms of reference
- GWB has had further discussions with the APC regarding DSA becoming a member of the APC – the Board is strongly in favour of this development
- Need to examine how to form / establish new sport committees where there are no NSOs or NDSCs

##### **3.1.2 SDSO Update**

Resolved – that the Board noted the following:

- DSRV is on the path to becoming a Committee Member of DSA – ongoing process. Still waiting for SRV to finalise the documents and VicDeaf to provide a MOU.

- DSRQ's operational plans are progressing well with 2018 plans currently being finalised - the January to June 2018 SRQ financial payment has been received
- NSWDS has been operating well with a good committee in place who have provided a number of positive outcomes. Their relationship with Sports NSW is positive. Paperwork for the renewal of the Office of Sport State Sport Development funding is being completed
- WADRA – investigations are still ongoing into establishing a Committee due to the lack of responses and support from WADRA.

### 3.1.3 2018 Australian Deaf Games

Resolved: that the verbal report as provided by AJ be noted and was accepted.

Resolved: that the Board noted the following:

- GOC operated well under duress(heat)
- First Games that involved two States and two Councils – a great result
- Small profit would have been higher if had cricket, basketball and rugby
- Approximate numbers involved and who experienced the Games – 1000
- Legacies include Australia Day experience, Auslan courses and DAT plus silent challenge
- Oceania needs to be followed up to secure an ongoing relationship on a year to year basis
- Communication via the DSA social media network was very good. The Media in general was excellent – great profile generated
- Support from the Councils was excellent
- NSW won the JML Cup
- Numbers were very good, social program was excellent
- Website and online registration needs to be more user friendly
- The number of people on the GOC needs to be increased if possible
- The 2022 GOC needs to be in place by March 2019
- Follow up with Triathlon Australia and Triathlon Victoria on developing a closer relationship – it was a great experience at the Games – see if there can be deaf and hard of hearing sections in future events
- Recommendations from the Games will be presented to the Board at its next meeting
- Board members added the following thoughts – Beach Volleyball to be in the middle of the city, Touch Football finals to be held as a standalone event plus look at hosting a scaled down event or a couple of Nationals 12 to 24 months prior to the location of the 2022 Games
- Post Games report will be distributed to the key stakeholders over the next fortnight
- Whilst not affiliated Deaf AFL are having an event in A / W in 2018
- The location of the 2022 ADG is still to be confirmed

- A post 2018 GOC face to face meeting to be held asap
- The Board thanked and congratulated AJ and the GOC on a job well done –

#### 3.1.4 JML Cup Recommendations

- As noted at the last meeting the formulae needs' to be worked up / changed to ensure a fairer outcome – the rules need to be updated by the end of the year

#### 3.1.5 Deaflympics

Status noted above under point 2.1.

#### 3.1.6 Deaf Golf Australia

Noted - Deaf Golf Australia have submitted a bid to host the 2022 World Deaf Golf Championships on the Gold Coast. A decision will be made in April 2018. It is hoped the 2022 ADG will be a selection event for the World's

#### 3.1.7 ICSD Update

Resolved: that currently the DSA and the Board are not in a position to canvas for any ICSD events – noting that currently we do not know what the status / timing is of the first Youth Deaflympics nor the Deaflympics.

Noted: that there is a 1<sup>st</sup> World Deaf Sailing Championship organized by the Polish Deaf Sports Association and that we have a person who is interested in participating – DSA has agreed to disperse the information only through usual media channels. This event is sanctioned by the ICSD but is not a Deaflympics pathway event.

#### 3.1.8 Deaf Aquatics Australia

Deaf Aquatics Australia and NSW Deaf Sports have lodged an expression of interest in hosting the 2020 World Deaf Swimming Championships.

While the event includes Swimming and Beach Volleyball, additional demonstration sports will also take part which are: Surfing, Beach Soccer and Water Polo.

The Board is still of the opinion that more time is needed to discuss the bid to ensure it is viable and feasible.

#### 3.1.9 Deaf Football Australia

Further to the last Board Meeting and notes contained in point 2.1 above, the Board will investigate the possibility of allowing a group of individuals to become members of DSA – the details of this possibility are to be investigated off line

### **3.2 Marketing & Communication Report (RB)**

#### 3.2.1 Sponsorship Update

- DSA and ADG media, public relations, communications and social media have been excellent over the last 6 to 10 months
- Clarification of future Government funding will allow an updated marketing plan to be put into place

### **3.3 Governance, Legal and Policies Report (TCM)**

Resolved: that it was noted that the following issues will be carried forward to the next Board Meeting

3.3.1 Board Evaluation – will occur in August, reviewed and then used in the yearly Annual Report

3.3.2 Board Skills Audit – updated audit needs to be completed mid-year each year

3.3.3 DSA 2017 AGM – proceeded without issues – most questions were about the ADG

3.3.4 DSA Members Forum – feedback received and will be implemented into the next GOC strategic plan / handbook

### **3.4 Risks and Finance Report (DH)**

#### 3.4.1 DSA Financial Reports for the period ended January 2018

Resolved: That the financial Report ended January 2018 be accepted and the Board is satisfied that DSA is viable, has met its PAYG and SGC obligations and is able to meet its commitments when they fall due

Moved: DH Seconded: RB CARRIED

#### 3.4.2 Cash Disbursements

That the Cash Disbursements Report ended January 2018 be accepted.

Moved: DH Seconded: AJ CARRIED

#### 3.4.3 DSA and ADK Budgets

Previously approved

#### 3.4.4 2018 Australian Deaf Games

That the Financial Report for the 2018 Australian Deaf Games ended January 2018 be accepted.

Moved: DH Seconded: TCM CARRIED

#### 3.4.5 Risk Management Plan

To be carried forward to the next meeting

#### 3.4.6 Bequest provided by the estate of Alan Mann – noted again

Resolved: that the funds will be used in general terms during the year; as there was no specific directions contained in the solicitor letter the funds cannot be directed at any specific program or initiative

#### 3.4.7 Financial Position Overview

Resolved: that the following was noted by the Board from DH 's report

- Accounting and cash reserves need to be increased
- Based on a key strategic plan outcome the reserves now only cover 1.5 years of discretionary income
- If the ASC funding remains at the current recurring amount DSA can only afford 1 FT or equivalent staff person
- The current ASC ASPR highlights some key high risk areas that need to be addressed – these include the need to prepare cash flow and budget forecasts for at least 3 years in advance plus the lack of other sources of income – total reliance on the ASC funding is not sustainable

### 4. **AD Programs**

Resolved: that the verbal report be noted and accepted

### 5. **General Managers**

Resolved: that the tabled report be noted and accepted. In addition, the following was noted:

- The ASC review of the NSP and the Disability Sector should be known in early May 2018

### 6. **Strategic Plan 2017 - 2020**

#### **6.1 Corporate Structure, staffing**

Resolved: that the following was noted and agreed upon

- The Board discussed "in camera" the future employment structure of DSA – whilst very much tied up to the ASC review – the Board will announce after the meeting some key appointments

## **6.2 ASC Funding, structure, framework and national sports plan**

Resolved to hold until the next meeting as it is hoped that we will receive more information from ASC on the disability sector.

## **6.3 Strategic Plan overview and update**

Resolved: that after considerable discussion and feedback from Board members, surveys and from the recent Members Forum the plan would be updated noting a number of key additions. The addition of recreation into the plan was not accepted. The updated plan will be based around the belief that DSA will receive increased funding from the DSA. If this does not eventuate a Plan B will be implemented that at a minimum would cover and support the DSA members, advocacy and social media and communications.

## **7. General Business**

### **7.1 NDIS**

Resolved: that DSA will work with registered organisations or individuals in a partnership framework. DSA at this stage does not fit directly into the NDIS

## **8. Action items for Next Meeting**

KA and Board - re corporate staffing, advertising and budget considerations for the new employment structure.

KA – policy updates

KA to draft possible policy for DSA corporate membership with other organisations.

DH – to finalise update the risk management plan

AJ – to present a brief 2018 post Games recommendations

GWB - SDSC and SDSO update

GWB – Active Deaf programs update



KA and Bryn Davies – completion of Deaflympics Review and feedback on the Chef de Mission position.

**9. Three Top Outcomes from the Meeting**

- Corporate staffing structure and ASC outcomes
- ADG updates
- Strategic Plan update

**10. Next Meeting Dates**

Next Meeting scheduled – late April to mid-May 2018 – hopefully will be able to look at the ASC proposals

**11. Close**

The Chair thanked all Board Members and staff for their input and thanked the interpreters' work and attendance.

The meeting closed at 3.30pm.