



## BOARD OF DIRECTORS MEETING #3 (2017)

### MINUTES

Novotel Hotel -Brisbane Airport

9:30 AM to 3:30 PM

Saturday 19 August 2017

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<b>Chairperson:</b>	Kathryn Armfield (KA)
<b>Directors:</b>	Hannah Britton (HB), Darren Howell (DH), Katie Kelly - was available on the phone (KK), Tracey Corbin - Matchett (TCM), Alex Jones (AJ)
<b>Apologies:</b>	Ricky Bryan (RB)
<b>In attendance:</b>	Stephen Waddell and Duke Moolenaar (Auslan Interpreters) Garry West-Bail (GWB), Irena Farinacci (IF)
<b>Invited Guests:</b>	Siju Gao - (DSRQ) - attended the first 20 minutes of the meeting

#### 1. Open and Apologies

Commencing at 9.30am, the Chair welcomed everybody. KA noted the apologies.

The full agenda was detailed which includes key areas for direction, strategy and planning which would be discussed in detail. Board reports would focus only on action items. It was noted that Siju Gao will be attending the meeting to discuss the DSA / DSRQ developments.

The Board congratulated KA on her recent wedding and wished her all the best.

#### 2. Confirmation of Previous Board Meeting Minutes 13 May 2017

Resolved: that the Board Minutes of the 13/05/17 be accepted as a true and correct record of the meeting

Moved AJ: Seconded TCM: CARRIED.

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

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

- Board Evaluation and Skill audit not yet completed
- DSRV and VicDeaf - relationship not yet completed
- JML Cup rules to be completed by October 2017
- DSA survey to be completed by the end of October 2017

## **2.2 Conflict of Interest**

The Board noted KA had tendered her resignation at her employer and was now commencing her own legal practice

Resolved - that there was no conflict of interest noted

## **2.3 Board Motions approved off line**

The following motions that have been approved off line are now minuted:

### **Motion 1**

The Board moves that the April 2017 financial reports be approved and is satisfied that the Organisation is viable, has met its Pay As You Go (PAYG) and Superannuation Guarantee Contribution (SGC) obligations and is able to meet its commitments when they fall due.

2. The Board moves that the Cash Disbursement Report for April 2017 be accepted.

3. The Board moves that the 2018 ADG Financial report as at April 2017 be accepted.

4. The Board moves that the Cash Disbursement Report for May 2017 be accepted.

Moved: DH Seconded: Ricky Bryan / KA CARRIED

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

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

Portfolio report tabled and noted

#### **3.1.1 Membership Structure and Database**

Resolved - that the update reports be noted.

#### **3.1.2 SDSO Update**

Resolved - that the Board noted the following:

- DSRV and VicDeaf are still not amalgamated. DSA has very recently been approached by DSRV to outline how it would support DSRV in becoming a working part of the DSA network. That is a branch of DSA. Paperwork and discussions will now be shared with DSRV - GWB to follow up with all stakeholders. It was agreed that Phil Harper could attend any future meeting of DSRV members and explain DSA's position

- DSRQ - This section was brought forward to the beginning of the meeting where the Board and Siyu Gao could discuss and outline the developments and timelines. Discussions with the Queensland Government are now complete. DSA is responsible for achieving the set key outcomes and reporting back to GOVT. New plans, staffing and strategies are now being put into place. DSRQ held its AGM for the calendar year in June 2017 (DH and Sherrie Beaver attending) - a good positive and transparent meeting - A SGM in October will be held where the DSRQ members will be asked to wind up the legal entity. The DSRQ brand will be kept. DSQ have confirmed they will support the new arrangement and will sign a MOU next week that will provide FOC access to a hot desk and facilities at their Alderley offices. Issues that were discussed centred on:
  1. Current and future rent
  2. Cost of the photocopier
  3. Staffing
  4. DSRQ final audit
  5. DSRQ asset stock take
  6. QAD funds
  7. Future fundraising
- NSWDS - ongoing and exciting developments - in addition it was noted that the NSWDS Committee are having preliminary discussions in hosting a World Deaf Swimming Championship that would also include Beach Water Polo, Beach Volleyball and Surfing
- WADRA - no reply to our offer to help and provide services. It was noted that the new CEO of WA Deaf Society is the current Chair of DSQ

### 3.1.3 2018 Australian Deaf Games

Resolved: that the tabled report be noted and was accepted.

Resolved: that the Board noted the following:

- GOC had a meeting in A / W in early August - time lines and detailed task lists completed
- Cricket was discussed
- Road Show discussed
- On Line standard registration is available - numbers are low - promotional program has commenced with emphasis on social media, NDSC and SDSC and sport convenors and 100 days to go campaign
- The JML Cup rules update is continuing - must be finalized by October 2017
- Corporate Sponsorship is progressing well
- Costs on track
- Volunteer numbers are progressing
- A number of Pacific Nations have expressed interest
- Portfolios discussed
- Have added Chess, Aquathon and Triathlon as exhibition events
- Need to promote new technology at the Games

### 3.1.4 2018 JML Cup Recommendations

Resolved: Carried over to next meeting, noting point 3.1.3 - DH, AJ and KA to finalise

### 3.1.5 2017 Deaflympics

Resolved: that the Board noted the following after feedback was received from DH and IF:

- Great event, valuable experience, culturally well organised
- ADT requires more interpreters, team doctor or medical officer
- There needs to be more control or oversight on priority of roles
- Communication amongst the team can always be improved
- Roles of officials need to be more clearly defined and where possible no conflicts of interest
- Look at breaking the trip up by staying as a team at a venue / country before arriving at the final destination
- No information support or hub for international spectators
- Issues with transport to venues, ticketing and accreditation

Overall the ADT performed to the best of their ability with a number of PB's being set

### 3.1.6 Active Deaf High-Performance Plan

Resolved: that the Board notes that a committee needs to be appointed early in the New Year. Carried over to next meeting - however such committee must oversee:

- Selection processes, time lines, pathways and guidelines for all sports
- Training and preparation programs
- The DSA Board Member must "own" this committee
- Current plan to be updated posy Deaflympics 2017

### 3.1.7 Deaf Golf Australia

Resolved: To be carried forward

### 3.1.8 ICSD Update

Resolved: that the Board notes IF report on her attendance at the ICSD Congress. The following was noted:

- Voting outcomes
- Lack of financial reports - received just before the Congress started
- Lack of confirmation Minutes
- Future events
- Piggyback Olympics / Paralympics and then Deaflympics
- KA will forward a letter to the ICSD regarding future events

IF was congratulated on her attendance at the Congress, her report and feedback during the Congress

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

### **3.2.1 2016 Plans**

Resolved: that the tabled report be noted and accepted with emphasis on corporate sponsorship, corporate structure, staffing, the strategic plan and communication / media data.

Resolved: that the Board notes the improving reach of the social media initiatives and the opportunity to work with FOX Sports, SBS and Australian Hearing (via a new promotion partnership)

Resolved: that the committee will forward a survey to all stakeholders by the end of September 2017

Resolved: that the Board notes the following that have occurred:

- Ninja Warrior story / support
- Increasing engagement via social media
- 2017 Deaflympic releases / updates
- 2018 ADG releases /updates
- 23/09/17 - MRC race day at Caulfield Racecourse

### **3.2.2 Sponsorship Update**

Resolved: that this work is a priority of the committee and the whole Board. GWB will look at expanding the new corporate partner that has been secured for the ADT.

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

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

3.3.1 Appointments / Nomination Committee

3.3.2 Policy Review Update - ongoing

3.3.3 Board Evaluation - to be completed by the next Meeting

3.3.4 Board Skills Audit - to be completed by the next Meeting

3.3.5 DSA and ADG Patron Policy - ongoing

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

3.4.1 DSA Financial Reports for the period ended July 2017

Resolved: that it be noted that this report will not be finalised until the 30<sup>th</sup>

June 2017 audit has been completed

Resolved: that it was noted the draft audited financial statements show a \$120,000 loss inclusive of \$22,000 no cash items and \$24,000 timing adjustments

Resolved: that it be noted such a loss is very disappointing, caused by the uncertainty of and reduction of funding from the ASC. Whilst such a loss had been previously noted, the financial reserves that DSA holds provide strength to the ongoing balance sheet. In addition it should be noted the 2017/18 outlook is currently showing a cash break without including ADG results

#### 3.4.2 Cash Disbursements for the period ended June to July 2017

Resolved: that whilst the reports were tabled and discussed the Board will wait for on off line motion from DH that should be completed by 5/08/17

#### 3.4.3 2018 ADG Financial Report - July 2017

Resolved: that whilst the reports were tabled and discussed the Board will wait for on off line motion from DH

#### 3.4.4 Risk Management Plan

Resolved: Carried over to next meeting

#### 3.4.5 Investment Policy

Resolved: Carried over to next meeting

### 4. Active Deaf Kids Program (IF)

#### 4.1 ADK Status Report

Resolved: The Board notes that 2017 planning for ADK programs is on hold even though there have been some programs occur in QLD, NSW and shortly in Victoria

#### 4.2 Sporting Schools Program (SSP)

Resolved: that the Board notes that the ASC has provided funds to conduct pilot programs during term 4 and terms 1 in 2018. Such an outcome is very exciting, no other disability sport NSO has been provided such an opportunity. Planning and discussions have commenced.

#### 4.3 Active Deaf Sports Club (ADSC)

Resolved: that the Board notes the new relationships with VICDEAF and DS and soon DSQ. The grant from Tennis Australia was noted as well as the interest shown from Cricket and Golf

#### 4.4 DSA 2017/18 Participation Plan

Resolved: that the plan is accepted noting that it has been updated to include the SSP pilots plus the document is being used to ensure consistency with NSW and QLD

**5. General Manager's Report (GWB)**

Resolved: that the tabled report be noted and accepted

**6. Strategic Plan 2017 - 2020**

**6.1 Strategic Plan Review - Strategic Plan 2017-2020**

Resolved: that the Strategic Plan 2018-2021 will be updated after feedback from Members at the next Members Forum that will be held at the 2018 ADG

**6.3 DSA Corporate Structure**

Resolved: The Board discussed the GWB report and submission. The matter was discussed at length with the Board agreeing to review PDs, terms, budgets and finalise a position by early September 2017

**7. General Business**

**7.1 DSA Sport Specific App**

Resolved: Carried over to next meeting

**7.2 Australian Sports Foundation (ASF)**

Resolved: that the Board notes the proposed changes and time lines that will see the ASF link become the key platform for donations for DSA, its Members and selected events - it was noted that it was important that the members were given direct access to updating their sections of the site

**7.3 2022 Australian Deaf Games**

Resolved: that the Board notes that discussions are ongoing as to the location host city

**7.4 Disability Sports Sector**

Resolved: that the Board notes that the ASC is likely to convene a meeting of all organisations to discuss how the sector can better position itself and work more economically

**7.5 DSA 2017 AGM**

Resolved: that the Board notes the meeting will be held on Saturday 20<sup>th</sup> January 2017 at the ADG

**7.6 NDIA**

Resolved: that management and the Board look at partnerships that would be mutually beneficial

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

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

- Marketing Plan - KK, RB and TCM - membership survey
- Marketing - develop sponsorship drive - KK, RB and TCM
- Governance, Legal, Planning and Policies - finalise policies - KA
- Board appointment vacancy - identify candidates - Board and GWB
- Membership and Governance - DSRV - GWB
- 2018 ADG - work through all time lines, work with GOC - AJ, HB and GWB
- JML Cup - AJ, KA and DH
- Risk and Audit - governance and financial responsibilities and off-line motions - DH and GWB
- Risk and Audit - Risk Management Plan - DH and GWB
- Risk and Audit - Investment Policy - DH and GWB
- DSA Sports app and DSS - GWB

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

- Feedback regarding the Deaflympics, ICSD Congress and APDSC Congress
- DSRQ deliberations and developments
- Organisation structure strategy

## **10. Next Meeting Dates**

Next Meeting scheduled - 14/10/17 Brisbane - same location

## **11. Close**

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

The meeting closed at 3.25PM