



BOARD OF DIRECTORS MEETING #1 (2017)

MINUTES

Porta Lawyers
Unit 3, 420 Newman Road, GEEBUNG, QLD 4034
9:00 AM to 3:00 PM
Saturday 25 February 2017

Chairperson (Acting): Kathryn O'Brien (KOB)

Directors: Ricky Bryan (RB), Tracey Corbin - Matchett (TCM), Darren Howell (DH)

Apologies: Hannah Britton (HB), Alex Jones (AJ), Katie Kelly (KK), Garry West-Bail - General Manager (GWB)

In attendance: Maree Madden and Danielle Vicary (Auslan Interpreters)

Invited Guests: Nil

1. Open and Apologies

Commencing at 8.55am, the Chair (Acting) welcomed everybody. KOB 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.

2. Confirmation of Previous Board Meeting Minutes 3 December 2016

Resolved: that the Board Minutes of the 03/12/16 be accepted as a true and correct record of the meetings.

Moved DH: Seconded KOB: CARRIED.

2.1 Action Items from the Previous Board Meeting

Items are noted under the designated portfolio

2.2 Conflict of Interest

The Board noted the updated register

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:

1. The following is an outline of the online approval of the November and December 2016 Financial Statements

The Board moves that the financial reports for November and December 2016 be approved and is satisfied that DSA 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.

Moved DH: Seconded KOB: CARRIED
15 February 2017

2. The following is an outline of the online approval of the 2018 ADG Registration Fees and Sport Fees.

The Board of Deaf Sports Australia accept and approve the proposed registration and sports fees for the 2018 17th Australian Deaf Games in Albury-Wodonga

Moved AJ: Seconded RB: CARRIED
3 February 2017

2.4 Confirmation of Executive Officers

KOB stepped down as Chairperson (Acting) and DH accepted duty to oversee nominations and voting.

Nominations received prior to meeting: NIL

Nominations from the meeting:

President: KOB nominated by RB. KOB accepted. CARRIED

Vice President: RB nominated by KOB. RB accepted. CARRIED

KOB resumed the agenda of the meeting as Chairperson.

Resolved: The Board noted a Board appointed vacancy exists and resolved to commence a targeted search for a candidate with the right skill set.

3. Portfolio/Committee Report

3.1 Sports and Membership Report (HB)

Portfolio report tabled and noted that not approved by Committee Chair as at time of Board Meeting.

3.1.1 Membership Structure and Database

Resolved - that the update reports be noted. Request for membership status table in portfolio report to include effective dates of MOUs.

3.1.2 SDSO Update

Resolved - that the Board noted the following:

- DSRV and VicDeaf have amalgamated. DSA is yet to receive a plan from VicDeaf regarding service provision. VicDeaf will need to become member of DSA. The Board will need to confirm when membership can occur.
- DSRQ discussions continue with DSQ, DSA and the Queensland Government regarding the best possible way forward. Awaiting decision from Queensland Government Sports Minister.
- WADRA - no reply to our offer to help and provide services.

3.1.3 2018 Australian Deaf Games

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

Resolved: that the Board noted the following:

- ADRU hosting of World Deaf Rugby 7s has been moved to April 2018 as per email dated 24 February to KOB
- Registration Fees and Sport Fees approved via off-line motion
- On Line registration is available
- The JML Cup rules update is continuing

3.1.4 2016 JML Cup Recommendations

Resolved: Carried over to next meeting

3.1.5 2017 Deaflympics

Resolved: that the Board noted the following:

- 2nd CdM meeting was held in Samsun from 19-20 February and Bryn Davies was in attendance. A report from Bryn will be provided to DSA and ADT members.

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

3.1.7 Deaf Tenpin Bowling

Resolved: Carried over to next meeting

3.1.8 Deaf Gold Australia

Resolved: Carried over to next meeting

3.1.9 ICSD Update

Resolved: Rebecca Adam seeks DSA endorsement for nomination for ICSD Board. All paperwork for nomination to be forwarded to Board members for consideration. Offline motion and voting to occur.

Resolved: Robert (Mac) Adam seeks DSA endorsement for nomination as ICSD TD Shooting. All paperwork for nomination to be forwarded to Board members for consideration. Offline motion and voting to occur

Congress 2017: The Board raised issues regarding the ICSD Congress 2017. To date no agenda for Congress 2017 has been received, no minutes from Congress 2015 have been received and no financial statements from Congress 2015 have been received. DSA is to provide details of DSA delegate to Congress 2017 prior to March 16.

Resolved: Motion to send a DSA delegate to Congress 2017 and approach relevant candidates.

Moved DH: Seconded TCM: CARRIED

3.2 NIL - Meeting agenda numbering error

3.3 Marketing & Communication Report (TCM)

3.3.1 2016 Plans

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

3.3.2 Sponsorship Update

Resolved: that this work is a priority of the committee and the whole Board. TCM hopeful to organise meeting with KK and Australian Unity.

3.4 Governance, Legal and Policies Report (KOB)

No portfolio report tabled. All items 3.4.1 to 3.4.5 to be carried over to next meeting.

3.4.1 Appointments / Nomination Committee

3.4.2 Policy Review Update

3.4.3 Board Evaluation

3.4.4 Board Skills Audi

3.4.5 DSA and ADG Patron Policy

3.5 Risks and Audit Report (DH)

3.5.1 DSA Financial Reports for the period ended January 2017

The Board moves that the January 2017 financial statements be approved and 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

3.5.2 Cash Disbursements

The Board moves that the Cash Disbursement Report dated 31 January 2017 be accepted as a true and correct record.

Moved DH: Seconded KOB: CARRIED

3.5.3 2016-2017 DSA and ADK Budgets

The Board moves that the 2016-2017 DSA Operating budget and 2016-2017 ADK Budget be approved.

Moved DH: Seconded TCM: CARRIED

3.5.4 2018 ADG Financial Report - January 2017

Resolved: that the Board notes the current status of the report and agrees with the budgeted revenue and expenditure estimates

3.5.5 Risk Management Plan

Resolved: Carried over to next meeting

3.5.6 Investment Policy

Resolved: Carried over to next meeting

4. Active Deaf Kids Program

4.1 ADK Status Report

Resolved: the Board notes that 2017 planning for ADK programs has commenced as per GM report tabled

4.2 Sporting Schools Program (SSP)

Resolved: that the Board notes the submissions that have been provided to the ASC regarding the Sporting Schools Program and the ongoing work required in this area

5. General Manager's Report (GWB)

Resolved: that the tabled report be noted and accepted

6. Strategic Plan 2016 - 2019

6.1 Portfolio Terms of Reference / Committee Structure

Resolved: that it be noted that the terms of references will be updated after the strategic plan has been reviewed

Resolved: TCM nominated to take on position as Chair of Legal, Governance and Policies Portfolio. CARRIED

6.2 Strategic Plan Review - Strategic Plan 2017-2020

Resolved: The Strategic Plan 2016-2019 was reviewed and changes made to incorporate into the Strategic Plan 2017-2020. The Strategic Plan 2017-2020 will be presented at the next Board meeting.

6.3 DSA Corporate Structure

Resolved: The Board noted the tabled documents from GWB regarding the future corporate structure of DSA. Discussion occurred in relation to succession planning, the financial impact of future options and the positioning of particular responsibilities and tasks within any new structure. Governance responsibilities (eg. ASIC, ACNC, Company Secretary, ATO) were discussed and the potential impact on Board members if future structure did not include a GM position.

6.4 Staffing Options

Resolved: The Board agreed that the staffing of DSA be 1.5 FTE under the current financial limitations. This can be reviewed if DSA's financial position improves.

Resolved: The Board moves that GWB be retained as DSA GM until 30 September 2017 at 5 days per fortnight.

Moved KOB: Seconded TCM: Carried

7. General Business

7.1 DSA Sport Specific App

Resolved: Carried over to next meeting

7.2 Australian Sports Foundation

Resolved: Carried over to next meeting

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 - KOB
- Board appointment vacancy - identify candidates - Board and GWB
- Membership and Governance - VicDeaf membership - KOB, DH and GWB
- Sport - ICSD Congress delegate possibilities and offline motion - Board and GWB
- Sport - ICSD nomination endorsements and offline motion - KOB
- 2018 ADG - work through all time lines, work with GOC - AJ, HB and GWB
- JML Cup - AJ
- Membership - status report to highlight MOU effective dates - HB and GWB
- Risk and Audit - governance and financial responsibilities - DH and GWB
- Risk and Audit - Risk Management Plan - DH and GWB
- Risk and Audit - Investment Policy - DH and GWB
- Develop and update 2017 meeting schedule - GWB
- DSA Sports app and DSS - GWB

9. Three Top Outcomes from the Meeting

- Strategic Plan update
- Corporate structure resolution
- Budgets (Operational and ADK) 2016-2017 approval

10. Next Meeting Dates

Next Meeting scheduled for Saturday 29 April in Sydney. Venue and time to be advised.

11. Close

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

The meeting closed at 3.15PM