



## **BOARD OF DIRECTORS MEETING #1 (2018)**

### **MINUTES**

**Quest Apartments Kiewa Street Albury NSW**

**5:00PM to 7:30PM**

**Friday 19 January 2018**

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**Chairperson:** Kathryn Armfield (KA)

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

**Apologies:**

**In attendance:** Mark Quinn, Karen Clare (Auslan Interpreters), Garry West-Bail (GWB)

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

Commencing at 5.20pm, the Chair welcomed everybody including KK who was on the phone – noting there were no apologies. This key meeting was being held the evening before the commencement of the 2018 Australian Deaf Games in Albury and Wodonga

#### **2. Confirmation of Previous Board Meeting Minutes 25 November 2017**

Resolved: that the Board Minutes of the 25/11/17 be accepted as a true and correct record of the meeting

Moved: Kathryn Armfield 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:

##### **2.2 Conflict of Interest**

Nil noted

## **2.3 Board Motions approved offline**

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

### **1. Financial Statements**

The Board moves that the November 2017 financial statements 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.

### **2. Cash Disbursement Report**

The Board moves that the Cash Disbursement Report dated 30 November 2017 be accepted.

### **3. 2018 Australian Deaf Games Financial Report**

The Board moves that the 2018 ADG Financial report as at 30 November 2017 be accepted.

Moved: Darren Howell Seconded: Alex Jones CARRIED

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

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

Portfolio report tabled and noted

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

Ongoing – NDSC reporting and the updates to the MOUs needs to be a priority over the coming 2 to 3 months

#### **3.1.2 SDSO Update**

Resolved – that the Board noted the following:

- DSRV is on the path to becoming a Committee Member of DSA which should be completed soon. DSRV have lodged winding up paperwork with the applicable Government department and has notified Sport and Recreation VIC. DSA will be mainly responsible for the financial management of the organization, providing

PLI and supporting DSRV to achieve the best outcomes that have been set in the strategic plan via the utilisation of the DSA Active Deaf programs.

- DSRQ's operational plans are progressing well with 2018 plans currently being finalised - SRQ reports have been lodged and approved together with the 2018 KPIs – the January to June 2018 financial payment should be received shortly. Operational
- NSWDS has been operating well with a good committee in place who have provided a number of positive outcomes. They have set up a good working relationship with Sports NSW where they have put in place a number of programs to occur over the next few months.
- 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 is operating well
- Ceremonies and Social Programs are progressing well – in addition the Albury Australia Day event should be a great inclusive experience
- Fiji have confirmed their attendance at the Games. Accommodation is being provided at the Latrobe University. Delays in medical and visa sign offs have meant the team will not be arriving until after the opening ceremony – team numbers have decreased from 23 to 15
- The current JML Cup rules to remain the same for the 2018 Australian Deaf Games. The Board agreed to review the rules for the 2022 Australian Deaf Games at the Deaf Sports Forum for feedback in order to establish alternative options for a new set of rules.
- Heat will be an issue – duty of care – will need to adhere to policies and have back up plans
- Key staff at Albury and Wodonga Councils have been wonderful
- DAT and Auslan Classes with the support of the two local councils and VicDeaf have been a great success – over 320 local people involved – a great legacy
- Over 850 people will be involved in the Games

The Board thanked and congratulated the GOC on a job well done – the next 7 days will be the key to the final success or otherwise of the Games

### 3.1.4 JML Cup Recommendations

- Resolved: The current JML Cup rules to remain the same for the 2018 Australian Deaf Games. The Board agreed to review the rules for the 2022 Australian Deaf

Games at the Deaf Sports Forum for feedback in order to establish alternative options for a new set of rules.

- It has been important to ensure all State teams, sport convenors and key stakeholders are aware of the rules – this has been done

### 3.1.5 Deaflympics

The Board is yet to receive the final report from Bryn Davies, Chef de Mission of the Australian Deaflympic Team. The report will be distributed to the Board once it has been received.

*Action: KA to follow up with Bryn regarding the report and to complete a performance review.*

### 3.1.6 Deaf Golf Australia

Deaf Golf Australia have submitted a bid to host the 2022 World Deaf Golf Championships which is still ongoing.

### 3.1.7 ICSD Update

Resolved: that currently the DSA and the Board are not in a position to canvas for any ICSD events

### 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

The Board discussed the upcoming 2018 APDS Football Championship whereby Deaf Football Australia have expressed an interest in participating - after extensive discussions and references to communications between key stakeholders the board

Resolved: that the Board notes its current constitution outlines very clearly that it can only support its current registered members – National Deaf Sports Committees and State Deaf Sports Organisation and State Deaf Sport Committees

- That therefore based on the constitution the only sports that can be supported are overseen by DSA NDSCs
- That DSA Members have voted for this structure and any change to the

- rules can only occur if the DSA members agree to such changes
- That DSA cannot support Deaf Football Australia request to compete in the Championship as it is not allowed to under the current constitution
- That the DSA Board would expect the APDSC Executive would also follow its own policies and guidelines in dealing with this matter
- That it is noted that DSA provided an extensive email update to DFA some 1.5 years ago regarding the new DSA constitution and how the changes would impact on any ongoing relationship between the two parties

### **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 – well done Sherrie Beaver
- Hope the ADG will provide some positive momentum post the Games
- 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 – need to decide on best process and timing for the evaluation so as results can be used, reviewed and used in the 2018 Annual Report

3.3.2 Board Skills Audit – updated audit needs to be completed as soon as possible

3.3.3 DSA 2017 AGM – no formal motions received (refer below), no Life Membership nominations received, all paperwork has been forwarded to the members. HB and RB have been reelected unopposed

3.3.4 DSA Members Forum – will seek feedback on the ADG, Deaf Golf Australia's suggestions / recommendations and strategic opportunities

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

3.4.1 DSA Financial Reports for the period ended December 2017

Resolved: That the financial Report ended December 2017 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 November and December 2017 be accepted.

Moved: DH Seconded: KA CARRIED

#### 3.4.3 DSA and ADK Budgets

To be carried forward

#### 3.4.4 2018 Australian Deaf Games

That the Financial Report for the 2018 Australian Deaf Games ended December 2017 be accepted.

Moved: DH Seconded: HB 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

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

### **4. AD Programs**

Resolved: that the verbal report be noted and accepted

### **5. General Managers**

Resolved: that the tabled report be noted and accepted

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

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

Resolved: that the following was noted and agreed upon

- Irena Farinacci left the employment of DSA on Friday 15<sup>th</sup> December 2017
- Garry West-Bail employment at DSA was finalized on the 31<sup>st</sup> December 2017
- Garry West-Bail commenced on 01/01/2018 as a contracted consultant to DSA – still holds the title of General Manager
- Sherrie Beaver's employment contract expires on the 28/02/2018
- That the Board has commenced a review of the employment structure and will look

- at new appointments as soon as possible
- That any Board decisions need to be based around the ASC Disability sector review and the impact on resources and funding
- That the next Board Meeting will review an update the Plan – the new plan will be for the period 2018 - 2021

### **6.3 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.

## **7. General Business**

**NIL**

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

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

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 post Games report

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 – GM position
- ADG updates
- DSA AGM and Members Forum

## **10. Next Meeting Dates**

Next Meeting scheduled – late February 2018 in Brisbane at the airport

**11. Close**

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

The meeting closed at 6:00pm.