



## **BOARD OF DIRECTORS MEETING #5(2016)**

### **MINUTES**

**VicDeaf Training Room  
2<sup>nd</sup> Floor 340 Albert Street East Melbourne  
10:00AM - 4:00PM  
Saturday 3 September 2016**

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**Chairperson:** Phil Harper (PH)

**Directors:** Alex Jones (AJ), Kathryn O'Brien (KOB), Darren Howell (DH)  
and Tracey Corbin - Matchett (TCM)

**Apologies:** Katie Kelly (KK), Hannah Britton (HB), Ricky Bryan (RB),

**In attendance:** Garry West-Bail - General Manager (GWB), Paul Heuston and  
Teale Nicholls (Auslan Interpreters).

**Invited Guests:** Nil

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

Commencing at 10.10am, the Chair welcomed everybody. PH noted the apologies. Before the meeting formally commenced the Board took some photos that will be sent to promote the Conexu / DSA Sunsuper competition.

The full agenda was detailed which includes key areas for direction, strategy and planning which would be discussed in detail.

#### **2. Confirmation of Previous Board Meeting Minutes 18 June 2016**

Resolved: that the Board Minutes of the 18/06/16 be accepted as a true and correct record of the meetings.

Moved: AJ: 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.

NIL

## 2.4 Board Portfolio Appointments

PH led a brief discussion on the new super portfolios and the updated TOR's. Whilst new, the tabled reports and the workings of the committees is very good.

Resolved - that the Board noted again the new committee / portfolio structure:

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

## 3. Portfolio/Committee Report

### 3.1 Sports and Membership Report (AJ)

#### 3.1.1 Membership Structure Update

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

- The Members forum / ADG 2018 workshop was a success with valuable feedback and connection. The forum also included open questions about DSA generally.
- The new membership status report was noted. GWB to prepare an update that includes the status of the wind ups for the new National Deaf Sport Committee's.

### 3.1.2 2018 Australian Deaf Games

Resolved: that after investigating various options the Board endorsed AJ as the Chair of the 2018 ADG Games Organising Committee.

Resolved: that the Board noted the following:

- The critical time line and tasks were currently on track but there is a need to ensure the GOC members complete their tasks on time
- The GOC is meeting in Albury / Wodonga in early October to work through the critical tasks and concentrate on the social program including ceremonies and sport program
- A letter has been sent to the Federal Sports Minister seeking her support for the Games
- The JML Cup rules update is currently a work in progress - PH / AJ/ DH will oversee the final submission that will be tabled at the forthcoming AGM workshop
- Government and City agreements
- DSA and Australian Hearing have signed the Games Corporate Partner agreement

### 3.1.3 2017 Deaflympics

Resolved: that the CdM update report be noted with concerns centred on the lack of local costs (transport and accommodation) and the distances between sport venues and the Games village.

A report from the ICSD detailing information on the 2017 Deaflympics was sent to DSA the previous week with GWB and the CdM currently assessing the information.

Cindy-Lu Bailey who was present in Samsun for the TD workshops also provided useful information.

Resolved: that the Board will investigate the opportunity to send the CdM to a meeting in Samsun in November including assessing current information provision and needs.

### 3.1.4 Active Deaf High Performance Plan

Resolved: that the Board is pleased with the Plan and will appoint a working committee by the next Board Meeting

### 3.1.5 ICSD

Resolved: that the Board supports the concept and ideal of a World Youth Games but believes it is not a current priority - focus should be on the 2017 Deaflympics to ensure the Games achieves a high level of quality and satisfaction from the participants and member countries. - GWB to respond

Resolved: that the tabled report and updates were noted.

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

#### **3.2.1 2016 Plans**

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

- Social media data is showing positive numbers and results
- Llewellyn communication updates and ADK media (stories) has been positive
- The federal election awareness campaign regarding fundraising and specifically the ADK program was widely distributed and profiled - no real financial gain and hard to measure improved support for the ADK
- DSA link with the Australian Sport Foundation - ongoing development
- Need to look at a mapping exercise to analysis potential supporters of DSA
- A Membership survey to be completed over the next few months - results to be tabled at the DSA AGM workshop

#### **3.2.2 Sponsorship Update**

Resolved: that the work in securing new sponsors be noted

#### **3.2.3 DSA Sports Awards**

Resolved: that the plans for this year's event be noted. In addition any change to or development of a policy for corporate support of the Awards be implemented for the 2018 Games

#### **3.2.4 Australian Deaf Games Patron Concept**

Discussion showed that support for the concept of a distinguished person (deaf or hearing) with an interest and relationship to sport was unanimous. Suggested that the use of 'patron' not appropriate in this event.

Resolved: that the tabled recommendation be adopted noting that the word patron be changed to ambassador

Resolved: that the tabled report and updates were noted.

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

#### **3.3.1 Appointments / Nomination Committee**

Resolved: that the Board noted the new draft succession policy. It will be completed once the skill audit is finalised and will cover Board and staff

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

#### **3.3.2 Policy Review Update**

Resolved: that it be noted the following draft policies had been tabled - dispute resolution, conflict of interest and meeting procedure.

Resolved: that the policies be adopted and included in the DSA master policy list

Moved: KOB: Seconded: AJ CARRIED

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

### 3.3.3 Board Evaluation

Resolved: that tabled report was noted. In addition results from the evaluation will be included in the annual report

### 3.3.4 Board Skills Audit

Resolved: that KOB will provide an update by the next Board meeting

### 3.3.5 DSA and ADG Patron Policy

Resolved: that the new policy for the appointment of a key identity to the ADG be referred to as an Ambassador not as a Patron

### 3.3.6 ANZSLA

Resolved: that KOB will notify Board Members of various meetings / workshop that are being held around Australia - members are encouraged to attend

### 3.3.7 General Managers Review

Resolved: that it be noted that GWB's employment review has been successfully completed with a strong vote of confidence in his performance over there last 12 months.

### 3.3.8 DSA Constitution

Resolved: that KOB will work on any changes that need to be presented to the Members and have them tabled at the next meeting

Resolved: that the written report was noted.

## 3.4 Risks and Audit Report (DH)

### 3.4.1 Audited Finance Reports for the period ended June 2016

Resolved: that it be noted the Board discussed cash flows, NDSC financial transition, the auditors recommendations and the overall outcome that is highlighted in the report

Resolved: that the Board notes that all auditor adjustments have been made and reconciliation to the post - audit final trial balance has been completed

Moved: DH: Seconded: KOB - CARRIED

Resolved: that the Board moves that the Auditors Management Letter for the year

end 30/06/16 be noted and accepted  
Moved: DH: Seconded: TCM - CARRIED

Resolved: that the Board moves that the financial statements for the year ended 30/06/16 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: AJ - CARRIED

Note - Financial reports for the period ended August 2016 will be approved on line before the next meeting

#### 3.4.2 Cash Disbursements

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

Moved: DH Seconded: TCM - CARRIED

Note - August 2016 Cash disbursements will be approved on line before the next meeting

#### 3.4.3 2016 - 2017 DSA and ADK Budgets

Resolved: that Board notes the reports and approves their distribution noting that at this stage ASC funding is not confirmed. Once funding is confirmed they will be revised and distributed

Moved: DH Seconded: AJ - CARRIED

### 4.0 Active Deaf Kids Program

Resolved: that the Board is very happy with the excellent ongoing work and promotion of the Active Deaf brand and it's ability to create a strong footprint around Australia.

Resolved: that the Board congratulates Irena Farinacci on her good work

Resolved: that the Board accepts the need to work on a different funding model for the Active Deaf Sports Club initiative. GWB to follow up.

### 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 have been distributed and actioned at this meeting

#### 6.2 Strategic Review of the State Deaf Sports Organisations (SDSO)

On the basis that the SDSO's need to be stronger and better service providers.

The following was noted:

- NDSO/ NDSC are in transition
- SDSO State Government funding models varies
- Communication and operational links between the SDSOs and their members are unclear
- Relationship between DSA and SDSOs is the next priority objective
- Future structure and accountability of SDSOs to be investigated

## **7.0 General Business**

### **7.1 2016/17 Insurances**

Resolved: that it was noted the new and improved insurances plans for DSA and Members are now in place

### **7.2 Deaf Sports NZ**

Resolved: that it be noted that the Board discussed its relationship with NZ and looked at how it could be strengthened. GWB and PH to follow up.

### **7.3 NSM Deaflympics Display Update**

Resolved: that it be noted that the display cabinet will be dismantled in October. It is hoped that it will still be operational during the National Week of the Deaf 14-21 October. To be followed up.

### **7.4 DSA Sport Specific App and DSS Update**

Resolved: that it be noted work is continuing on both initiatives with the Sport Specific App being one of the finalists for a Sunsuper grant. \$5,000 already provided by the initiative and public campaign to gain most votes would achieve another \$5000.

### **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 WADRA**

Resolved: that it be noted that Irena Farinacci has had a meeting with WADRA representatives and WA Deaf Society staff. DSA has forwarded terms of reference to them and remain in touch.

### **7.7 DSA AGM**

Resolved: that it be noted that notices of the AGM will be forwarded to Members in October

## **8.0 Action items for Next Meeting**

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

- Marketing Plan - KK, RB and TCM - membership survey
- Marketing - develop and work on committee to create a fundraising event - KK, RB and TCM
- Governance, Legal, Planning and Policies - finalise succession policy and provide full evaluation report to GWB - KOB
- 2018 ADG - PH, AJ, HB and GWB - work through time lines, work with GOC
- JML Cup - AJ
- Risk and Audit - present on line August reports - DH and GWB
- Risk and Audit - update DSA and ADK Budgets - DH and GWB
- Develop and updated 2016 meeting schedule - GWB
- NZ Deaf Sports relationship follow up - GWB and PH
- DSA Sports app and DSS - GWB
- Sport - 2017 Deaflympics - CdM to Samsun - GWB
- Sport - ICSD Youth Games response - GWB
- Membership - status report to highlight wind up update - GWB

## **9.0 Five Top Outcomes from the Meeting**

- Audited Financial Statements
- Strategic Thinking - SDSOs
- Appointment of GOC Chair
- Revised and new policies
- Transition phase of the new Membership structure

## **10.0 Next Meeting Dates**

Next Meeting date to be confirmed

- October - to be face to face - date to be confirmed
- 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.