



BOARD OF DIRECTORS MEETING #3 (2018)

MINUTES

Pullman Hotel Sydney Airport

9:30AM to 3:30PM

Saturday 26th May 2018

Chairperson:	Kathryn Armfield (KA)
Directors:	Hannah Britton (HB), Ricky Bryan (RB) – on phone, Tracey Corbin – Matchett (TCM), Alex Jones (AJ) Darren Howell (DH)
Apologies:	Katie Kelly (KK), Sherrie Beaver(SB)
In attendance:	Jasmine Rozsa and David McQuiggan (Auslan Interpreters), Garry West-Bail - GM (GWB), Greg Troedson – visitor (GT)

1.0 Open and Apologies

Commencing at 9.35AM, the Chair welcomed everybody and thanked them for their attendance – it was noted that RB was on teleconference and Greg Troedson was an observer. GT was introduced to the attendees

2.0 Confirmation of Previous Board Meeting Minutes 24 February 2018

Resolved: that the Board Minutes of the 24/02/18 be accepted as a true and correct record of the meeting

Moved: Alex Jones Seconded: Darren Howell CARRIED.

2.1 Action Items from the Previous Board Meeting

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

- 2017 Deaflympics report by the CdM plus the surveys will be followed up by AJ.
- DSA is now a member of Deafness Forum of Australia (DFA) and DFA is a member of DSA
- KA will forward the Board Skill Audit to Board Members next week with reports to be returned within 30 days

- The Board at its next meeting further discuss the appointment of a Member Protection Officer(MPO) – this matter will be added to the Governance, Legal and Policies Portfolio

2.2 Conflict of Interest

- Nil noted for the Board
- The current register had been forwarded to Board Members prior to the meeting

2.3 Board Motions approved offline

The following offline was noted for minuting:

1. The Board moves that the financial statements for the period ended 31/3/2018 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. The Board moves that the Cash Disbursement Reports for February 2018 and March 2018 be accepted.

Moved: Darren Howell Seconded: Tracey Corbin-Matchett CARRIED

3.0 General Managers Report

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

- ASC timing and contents of the soon to be announced National Sports Plan and outcomes from the Disability Sector Review
- SSP and ADSC updates – small steps but there are some positive outcomes
- ASC - ASPR results are good – highlighted issues are accepted and acknowledged
- Need to conduct a Members Forum – decided to hold on 21/07/18 – an agenda to be prepared asap
- Need to streamline and improve the MOUs that are in place with the NDSCs – very important
- Updates on NSWDS, DSRV and DSRQ
- Imperative action is taken regarding the ADHP committee and action plans put into place for the ASPD Games in November 2019
- 2018 and 2022 ADG
- Future Commonwealth Games
- Succession planning and strategic plan
- Formalise strategies for new members and categories

4.0 Strategic Plan 2018 - 2021

4.1 Corporate structure, staffing

Resolved – that the Board agreed to the following:

- To continue with the part time media and communications coordinator role
- To continue with the General Mangers (GM) role in its current form subject to ASC funding that will be announced in the coming weeks
- If the funding is the same as is currently received the Board will seek a part time GM; if there is an increase of over \$50,000 the GM role will be retained as a full-time role

4.2 ASC funding, structure and framework and the National Sports Plan

Resolved – that the Board noted the following:

- ASC announcements should be known in the next few weeks – this will cover the Disability Sector Review and the National Sports Plan
- Once known the Board will further discuss the outcomes off line, consider directions and opportunities and discuss further at the next Board Meeting

4.3 Priorities, achievements and benchmarks

Resolved: that the Board agreed with the following required macro outcomes and priorities:

- Success of the Active Deaf programs – in particular the ADK / SSP and ADSC
- Formation of the ADHP committee – prepare for the APDS Games in Hong King in November 2019
- Outline a clear pathway for the running of the 2022 ADG

4.4 An independent person's observations

David Brady CEO of Hear for You and Chair of Deafness Forum of Australia had been invited to the Board Meeting to provide a 15 minute. David provided his unique insight as follows:

- The concerns that oral athletes have attending the ADG – need to promote the Games is for all

- Direction of the Forums strategy and steering committee to have Hearing Health a National Health priority – noted that the Federal Government is working on a road map
- HFY direction and future
- HAW will be in February 2019

4.5 DSA Strategic Plan 2018 - 2021

Resolved: that the Board agreed to adopt the new plan with some minor alterations as discussed; that the updated plan be distributed to the members within the next few weeks

Moved: Alex Jones Seconded: Hannah Britton CARRIED

5.0 Government Relations (RB)

Resolved: that the report was noted

6.0 Portfolio / Committee Report

6.1. Sport and Membership Report (AJ)

6.1.1 NDSC

Resolved: that the GM and AJ's reports be noted

6.1.2 SDSCs and SDSOs

Resolved: that the GM and AJ's reports be noted

6.1.3 2018 Australian Deaf Games

Resolved: that the AJ's reports and recommendations be noted and adopted;

Moved: Alex Jones Seconded: Darren Howell CARRIED

6.1.4 JML Cup review process

Resolved: that this issue be carried forward

6.1.5 ICSD Update

Resolved: that it was noted no correspondence had been received from the ICSD regarding their finances and locations of future international Games; it was further noted that the inaugural Youth Games have been transferred to Armenia – an Australian team will not be sent there.

Resolved: that it was noted that Golf, Basketball (U/21M) and Bowls teams were being sent to their respective World events in the next 7 months

6.1.6 2022 Australian Deaf Games

Resolved: that the Board agrees to the following:

- The Games will be held in the Cities of Newcastle and Lake Macquarie
- That financial support is being provided by Destination NSW and the two local Councils to run the Games
- An expression of interest to be sent out for a Chair of the GOC – an appointment to be made in early July 2018
- The appointed Chair and DSA to finalise the GOC by November 2018
- Corporate sponsors to be secured over the next 6 to 7 months

6.1.7 New Membership Category

Resolved: that the Board agreed that the use of the Associate Membership category that is currently in the DSA constitution for new group / sport Members; it was further agreed that these new associates would be encouraged to apply for full membership after 12 months; it was also agreed that current full members who for whatever reason decided to withdraw from this category could "fall" back to the Associate category

6.2 Marketing & Communication Report (TCM)

6.2.1 Sponsorship Update and Plans

- Clarification of future Government funding will allow an updated marketing plan to be put into place
- Surveys need to be put into place
- Social media results / data very positive
- Need to create stories that can be shared and educate the wider community
- The NDIA videos are a great resource

Resolved: that the Bounce Book submission to celebrate the 125th Anniversary of Deaf sports in Australia be accepted only if the cost included in the proposal can be 100% covered by sponsorships or grants; a time limit of 3 months was provided to GWB to secure such funding

6.3 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 – paperwork will be forwarded to Board Members shortly

6.3.1 New Board Membership

Resolved: that it was noted the evaluation and skills audit should be completed over the next 2 to 3 months; the results of these reports to be used for identifying new Board members and succession planning

6.4 Risks and Finance Report (DH)

6.4.1 DSA Financial Reports for the period ended April 2018

Resolved: That the financial Report ended April 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: KA CARRIED

6.4.2 Cash Disbursements

That the Cash Disbursements Report ended April 2018 be accepted.

Moved: DH Seconded: AJ CARRIED

6.4.3 DSA and ADK Budgets

To be updated and finalised after ASC confirmations

6.4.4 Risk Management Plan

It was noted that a draft of the plan had been prepared and it will be forwarded next week

6.4.5 Investment Policy

To be carried forward

7.0 AD Programs

Resolved: that the verbal reports be noted and accepted

8.0 General Business

8.1 – 8.3 – Carried Forward

8.4 DSA New Website

It was noted the soft launch had occurred, but a number of inclusions and adjustments need to be completed to finalise the end product

8.5 Australian Honors

It was noted that a support letter had been forwarded

9.0 Action items for Next Meeting

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

Board – have the ADHP committee operational by the next meeting

Board – oversee the Commonwealth Games strategy

Board – Members Forum – July 2018

KA – policy updates and Board skills audit and Board evaluation

KA and Governance, Legal and Policies look at an updated NDSC MOU

DH – to finalise and update the risk management plan

DH – to provide new budgets once the ASC funding is confirmed

AJ – 2022 ADG appointments

GWB - SDSC and SDSO update

GWB – Active Deaf programs update

GWB – 125th Anniversary

GWB – DSA website updated and fully operational

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

Three Top Outcomes from the Meeting

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

4.0 Next Meeting Dates

Meeting schedule confirmed:

- 22/07/18 – Melbourne
- 23/09/18 – Brisbane
- 16/11/18 – Melbourne

The 2018 DSA AGM will be held on the 17/11/18 in Melbourne

5.0 Close

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

The meeting closed at 3.40pm.