



BOARD OF DIRECTORS MEETING #3(2014)

MINUTES

10:00AM - 1:00PM

Saturday 10 May 2014

VicDeaf Training Room Ground Floor 340 Albert Street East Melbourne

Chair: David Peters (DP)

Directors: Phil Harper (PH),
Rick Bryan (RB) via Skype, Darren Howell (DH)
Marnie Kerridge (MK)

Apology: Kathryn O'Brien (KOB),

In attendance: Garry West-Bail - General Manager (GWB), Sarah Howell and Mark Quinn (Auslan Interpreters).

1. Open and Apologies

The Chair welcomed everybody and noted that RB was connected via Skype. The Chair welcomed MK back from her leave of absence and wished KOB the very best

2. Confirmation of Previous Board Meeting Minutes 29 March 2014

Resolved - that the Board Minutes of the 29/03/2014 be accepted as a true and correct record.

2.1. Action Items from the Previous Board Meeting

Items are noted under the designated portfolios.

3. Portfolio/Committee Report

3.1 Membership Report

3.1.1 Membership Structure Update

Resolved - that it be noted that PH has now chaired two meetings of the working group (Gavin Balharie, Bryn Davies and Lisa Westwood) with the following being addressed:

- Committee template, terms of reference, financial management, member/committee protection, and committee policies
- Empowerment of the committee, voting rights of the committee, flow of finances, roles and responsibilities' and relationships with States and DSA
- Documents need to be clear and concise
- Aim to have draft documents by the end of May at which stage the Board will review and upon acceptance they will be forwarded to the NDSO's for feedback
- It is noted there will be templates but it is understood that each sport will have their own needs and differences

- The PowerPoint presentation has been updated and it will be presented to Cricket and Lawn Bowls over the next month
- Other presentations will be investigated over the next one to two months

3.1.2 NSW Deaf Sports Committee

Resolved - That it be noted the process and development of the committee is ongoing. A grant has been lodged with the NSW Government that aims at securing funds for the ADK program.

- That it is noted the committee is currently working on developing a number of relationships with various stakeholders with such connections aiming at improving services and plans which are directed at the participation numbers across identified sports.

3.1.3 NT Deaf Sports Committee

Resolved - that it was noted the committee is working and meeting to develop a number of documents and initiatives to increase participation in the NT.

3.1.4 National Deaf Lawn Bowls

Resolved - That it be noted that Tony Gorringe has taken over the running of the Committee after the resignation of Theo Delaware

- That it be noted that there would appear to be a number of discrepancies in the books of the Organisation with the discrepancies now being investigated

3.1.5 Committee Report

Resolved - that the report was noted.

3.2 National Sport

3.2.1 2016 Australian Deaf Games

Resolved - that the following be noted:

- That the Board has approved the Games Organising Committee via an email exchange - the committee will be chaired by Kym Jacobs;
- That the GOC is currently reviewing the documents that have been prepared in preparation for the first formal meeting in Adelaide on 31st May 2014;
- That Brett Hidson consultancy has been finalised after accepting a full time position- the Board thanks him for his work;
- That the following are the key issues for the GOC at its first meeting - acceptance of the Business Plan and Marketing Plan, confirmation of promotional collateral, Games Hub, Sport Program, confirming time lines that need to be achieved and the process of appointing the Event Manager;
- That the GOC will aim to maximise the Games return and at the same time maximise DCSSA return and exposure

3.2.2 Deaf Basketball Australia

Resolved - that it be noted there are ongoing discussions aimed at working through a number of issues;

- that it be noted Basketball Australia has been contacted to develop plans and programs;
- that DBA have set into play a number of event initiatives that are aimed at 2015/16 International Events

3.2.3 Deaf Football Australia

Resolved - that it was agreed the structure that has been recognised and recommended by DSA, and supported by the FFA and ASC is the best structure for moving Football ahead. However for various reasons the model is currently not working. Therefore whilst this model is the best way forward in the medium term the following are the recommendations of the Board:

The DSA Board's new Deaf Futsal Australia Committee will continue to be supported and recognised by the DSA Board as the legitimate group representing DSA in developing Deaf Futsal in Australia:

- That a State based Futsal Structure be implemented with the aim at improving participation levels;
- That Deaf Football Australia be approached on the basis that DSA will support the organisation on developing football but excluding futsal;
- That the structure is reviewable every 6 months and is in effect for the next 18 months;

3.2.4 - Report

Resolved - that the tabled report be noted.

3.3 Marketing & Communication Report

3.3.1 Fundraising

Resolved - that the campaign with APPCO will be finalised by the end of May 2014

3.3.2 Communication

Resolved - that it be noted the upgraded website is now operational and that it has received positive feedback.

- That it be noted Llewellyn Communications have been contracted to run a promotional media campaign for the ADK program;
- That the Board approves the ear selfie campaign, which will be launched, and run during August 2014. In addition a number of silent games of touch and netball will occur in five States and Territories during Hearing Awareness Week

3.3.3 Committee Structure

Resolved - that it be noted RB has confirmed Paul Baulch will be an advisor to his committee with the following being priorities;

- That some of the key outcomes that the committee needs to address include the securing of corporate sponsors, working with identified NSO's(e.g. Touch, Netball) and increasing community engagements and awareness of the DSA services.
- That the committee puts into place a survey monkey that will address and contact the various databases that DSA has available.

3.3.4 Report

Resolved - that the tabled report is noted.

3.4 Legal, Planning and Policies Report

3.4.1 Policy Development

Resolved - that it be noted new Codes of Behaviour have been approved which cover athletes, spectators, officials and coaches;

- that it be noted DP presented to the Board the summary of the Board Appraisal which was based on each Board Members feedback
- That it was noted the feedback averages provided a rating of seven out of 10 - performing to expectation
- That the five key areas that were highlighted were - continuing with the Strategic Workshop, provision of more history and networking so as members are aware of processes and priorities, risk analysis needs to be at the forefront of strategy discussion, governance process is good and succession planning is required
- That the report provides a good base to work from
- That an induction process for new Board Members occur on the Sunday after the AGM

3.4.2 Succession Planning

Resolved - that it be noted the Appointments Committee will consist of KOB (Chair), DH, GWB and Brent Phillips (Independent) with the committee preparing a report for the next Board Meeting;

3.4.3 Report

Resolved - that the tabled report was noted.

3.5 Risks and Audit Report

3.5.1 Financial Reports for period ended 30/04/14

Resolved - that the Profit & Loss Report for the period ended 30/04/14 be accepted.

- That the Balance Sheet as at 30/04/14 be accepted.
- That the cash payments for March and April 2014 months be accepted.

3.5.2 - Risk Management Checklist Report

Resolved - that the report is still being reviewed with the committee reporting back to the next meeting.

3.5.3 2014/15 Budgets

Resolved - that the DSA preliminary operational budget as presented and based on the expenses as outlined be accepted with final approval to occur at the next Board Meeting after ASC funding is confirmed;

- That this budget includes three months of ADK costs
- That it be noted the stand alone ADK budget will not be finalised until funding confirmation has been received from the ASC

3.5.4 Succession Planning

Resolved - that it be noted that DH is to become a cheque signatory plus an on line - banking signatory;

- That PH is to become an on line-banking signatory
- That one of the pre- requisites that the Appointments committee take into consideration is the need to have a financial skilled Board Member in Victoria

3.6 International Sport

3.6.1 Asia Pacific Games October 2015

Resolved - that the committee together with staff at DSA produce a time line and check points report including identified sports by mid June 2014.

- That a budget be prepared by DP and finalised by the end of June 2014.
- That Chef de Mission expression of interest advertisement is extended to a closing date of 9 July 2014.

3.6.3 2017 Deaflympics

Resolved - that the committee finalise a report for the 2013 ADT team with such report including recommendations that can be used in planning for the next event.

- That Chef de Mission expression of interest advertisement is extended to a closing date of 9 July 2014.

3.6.4 2019 Asia Pacific Games

Resolved - that the committee is to seek guidelines and requirements from the APDSC on hosting this event. Such information is to be used on deciding whether it is practical to bid for the event, an event that would need to be hosted in a regional centre.

- That GWB investigate any interest from the Gold Coast.

3.6.5 ICSD Update

Resolved - that it be noted that Rebecca Adams from the executive of the ICSD presented a PowerPoint presentation to the Board;

- That the presentation outlined the current development regarding the change over from the previous administration, the constitution and governance update which will see the reforms presented in 2015 where feedback will be sort, with final adoption in 2017;
- That the ICSD is seeking from each Member memorabilia which can be included in a 90 year history book

3.6.6 Report

Resolved - that the tabled report be noted.

4.0 Active Deaf Kids Program

Resolved - that the tabled report was noted.

- That Irena Farinacci is congratulated on her good work.
- That the future of the program it's funding and its direction and emphasis was discussed.
- That the Board accepted the ADK 2014/17 Strategic Plan.

5.0 General Manager's Report

Resolved - that the General Managers report was noted and accepted.

- that it be noted that DP/PH will oversee a annual review of GWB contract
- that it be noted that the DSA office will move to the 3rd floor of the Vic Deaf building in about 3 months

6.0 Committee Terms of References (TOR)

- Resolved - that the TOR analysis and current status of the individual committee TOR be noted.
- Resolved - that in the future the committees portfolio report is to incorporate the TOR analysis of the status of the agreed outcomes.

7.0 Action Items for Next Meeting

Resolved - that the following is to be completed:

- * All Committee (portfolios) terms of references to be updated
- * Appointments Committee Update
- * Status report on the New Membership Structure
- * Final Budgets to be presented for the 2014/15 period
- * CDM - confirmations
- * ADG Update

8.0 General Business

9.0 Four Top Outcomes from the Meeting

- * ICSD Presentation
- * New Membership Structure
- * Preliminary Budget confirmed
- * Promotional Campaign

10.0 Next Meeting Dates

Next Meetings Dates

- 12/07/14
- 18/10/14 (TBC)
- 29/11/14 in Adelaide AGM.

11.0 Close

The meeting closed at 1.10PM with the President thanking the Board Members and interpreters.