



BOARD OF DIRECTORS MEETING #5(2014)

MINUTES

10:00AM - 1:00PM

Saturday 12 July 2014

VicDeaf Training Room Second Floor 340 Albert Street East Melbourne

- Chair:** David Peters (DP)
- Directors:** Phil Harper (PH),
Kathryn O'Brien (KOB) via Skype, Darren Howell (DH)
Marnie Kerridge (MK)
- Apology:** Rick Bryan (RB), Darren Howell (DH)
- In attendance:** Garry West-Bail - General Manager (GWB), Sarah Howell and Cheryl Sandilands (Auslan Interpreters) and Amanda Beehag (Australian Sports Commission).

1. Open and Apologies

The Chair welcomed everybody and noted that KOB was connected via Skype and RB and DH were apologies. The Chair welcomed Amanda Beehag from the Australian Sports Commission.

2. Confirmation of Previous Board Meeting Minutes 10 May 2014

Resolved - That the Board Minutes of the 10/05/2014 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 the overview, guidelines and presentation have progressed to a stage of acceptance by the sub committee

- That 80% of the NDSO have accepted the new structure
- That communication and meetings will continue with all NDSO's with a final presentation occurring at the DSA AGM in November
- That a number of MOU's acknowledging the new structure have been signed with NSO's
- That the Board via management need to ensure all members are being engaged on a regular basis via all means of communication
- That DSA needs to continually ask itself "how can it do it better"

3.1.2 NSW Deaf Sports Committee

Resolved - That it be noted the strategic plan and operational plan are nearing completion.

-That DSA on behalf of the Committee have lodged a grant application for funding with the NSW Government

-That the make up of the committee is being reviewed and discussed with a view to seeing whether a person(s) with historical experience could be added

3.1.3 NT Deaf Sports Committee

Resolved - That it was noted the committee is continuing its plans, programs and initiatives to increase participation in the NT.

3.1.4 National Deaf Championships

Resolved - That it be noted that Lawn Bowls and Netball had just completed successful events;

- That 8 ball will be able to conduct its National Championship at the 2016 ADG that can then be followed up by an International Championship

3.1.5 Committee Report

Resolved - That the report was noted and the NDSC Terms of Reference and Governance Rules were adopted.

3.2 National Sport

3.2.1 2016 Australian Deaf Games

Resolved - That the following be noted

- That the GOC is completing the documents that are required to be forwarded to Events SA - as per the sponsorship agreement;

- That negotiations with Adelaide University are continuing regarding the locations of the Games Hub;

- That the allocation of committee portfolios to GOC members' has been completed and the roles and responsibilities' within the portfolios have been defined and outlined;

- That the GOC will aim to maximise the Games return and at the same time maximise DCSSA return and exposure, with the roles and responsibilities and relationships between DCSSA, GOC and DSA enshrined into signed MOU's;

- That the process of appointing the Events Manager has commenced by advertising the role in various outlets - the role should commence in late August initially part time then moving to full time early in 2015;

- That the DSA Board via GWB will forward a letter to the GOC that outlines its position and understanding regarding the overall control of the ADG, processes, outcomes, reporting structure and protocols that need to be followed by all parties.

3.2.2 - Report

Resolved - that the tabled report be noted.

3.3 Marketing & Communication Report

3.3.1 Survey

Resolved - That the campaign and substance (contents and direction) has been agreed upon and the launch of the survey will commence shortly;

3.3.2 Sponsorship and Communication Update

Resolved - That it be noted the plans for the Ear Selfie campaign are nearing completion with a start date of 1 August;

- That it be noted Llewellyn Communications are overseeing the campaign that will run for over one month;
- That this campaign together with the Hearing Awareness Week in late August will provide a positive impetus to the various DSA brands and themes during August - DSA and Touch Football Australia have created an excellent Silent Games Campaign which will occur in QLD, SA, ACT and VIC;

3.3.3 Grants Update

Resolved - That the grant status report be noted with the following comments;

- That over 12 applications is currently in the market place with the following two being confirmed - Australian Sports Foundation and a grant funded by the Perpetual Foundation;
- That it is hoped a number of the applications will be confirmed shortly.

3.3.4 Report

Resolved - that the tabled report is noted.

3.4 Legal, Planning and Policies Report

3.4.1 Appointments Committee

Resolved - That it be noted the Committee will consist of KOB, DH and GWB which must finalise its profiles and recommendations by the end of August;

- That it be noted the Appointments Policy will be followed in completing the report to the Board;
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3.4.2 Annual General Meeting, Workshop Program and Constitution Update

Resolved - That it be noted GWB is finalising the agenda and programs with a draft document to be forwarded to DP and KOB by the beginning of August;

- That the amendments to the Constitution based on the "new" definition of Member (New Membership Structure) be completed by mid August

3.4.3 Report

Resolved - That the tabled report was noted and that the new Board Attendance at Special Events Policy be accepted and adopted.

3.5 Risks and Audit Report

3.5.1 Financial Reports for period ended 30/06/14

Resolved - That the Profit & Loss Report for the period ended 30/05/14 be accepted.

- That the Balance Sheet as at 30/04/14/14 be accepted.
- That the cash payments for May and June 2014 months be accepted.
- That it be noted the audit process has commenced for the financial year ended 30/06/14 - it is anticipated that the preliminary audit reports will be tabled at the next Board Meeting

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 based on the confirmation of ongoing funding for the DSA participation programs for 6 months and the operational funding for 12 months the DSA budgets be revised and updated with final documents to be forwarded to the Board in the next two weeks

3.5.4 Succession Planning

Resolved - that it be noted that DH has become a cheque signatory plus an online - banking signatory;
- That PH has become an on line-banking signatory
- That Brent Phillips has been removed from all Westpac bank access.

3.6 International Sport

3.6.1 Asia Pacific Games October 2015

Resolved - That the following sports be noted as accepting preliminary registration to the event - Athletics, Basketball, Cycling, Football, Futsal, Swimming and Tennis with such confirming paperwork to be forwarded by the end of July 2014. It is noted however that there has not been a Chef de Mission Expression of Interest for the event.

- That a budget needs to be prepared by DP and finalised by the end of July 2014.
- That as no expression of interests were received for the Chef de Mission position the committee will seek out individuals.

3.6.3 2017 Deaflympics

Resolved -- That as no expressions of interests for the Chef de Mission position have been received the committee will seek out individuals.

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 has received QLD Government interest in the concept (on the Gold Coast) but there needs to be an understanding of the guidelines plus a number of key stakeholders' need to be locked away before any further developments' occur;

3.6.5 2018 Commonwealth Games

Resolved - That it be noted that GWB has received ICSD support for creating a plan to include Deaf Sports into the Games. Paperwork has been forward to all key stakeholders but as it turns out the competition schedule had been confirmed prior to our approach. It was also noted that ICSD had commenced discussions on Deaf inclusion into the Games some two years ago but it was not followed up;

- That DSA will investigate developing specific sport competitions that occur prior to or after the Games with such events being used as trails for the possible 2019 APDG.

3.6.6 Report

Resolved - That the tabled report be noted.

4.0 Active Deaf Kids Program

Resolved - That the tabled report was noted and accepted.

5.0 General Manager's Report

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

- That it be noted that the DSA office will move to the 3rd floor of the Vic Deaf building during late July 2014

6.0 Committee Terms of References (TOR)

- Resolved - That the TOR analysis and current status of the individual committee TOR be noted as detailed in each portfolio report.

7.0 Action Items for Next Meeting

Resolved - that the following is to be updated:

- * Status report on the New Membership Structure
- * Final Budgets to be presented for the 2014/15
- * ADG Update
- * ASC funding
- * Appointments recommendations
- * AGM / Workshop Agenda

8.0 General Business

8.1 Australian Sports Commission

At the completion of the agenda items 1.0, 2.0, 3.1 and 3.2 Amanda Beehag provided an ASC presentation

Resolved - that it was noted the presentation covered the following subjects:

- ASC new Participation Strategy
- AASC and its replacement School Sports Program
- ASC Restructure
- Sport being the driver and producer of the new participation outcomes
- Whilst schools will apply to the ASC for funding in the new program NSO's and NDSO's will need to form good working relationships
- Future funding
- DSA will need to concentrate on capability, governance, finance, alignments and planning

The presentation (PowerPoint) will be forwarded to all DSA Board after the meeting.

Amanda Beehag left the meeting after her presentation - DP thanked her for her attendance and support.

8.2 Annual Report

Resolved - that GWB ensure that the report includes Board Evaluation results plus an outline of the key outcomes contained within the DSA Strategic Plan

8.3 Dean Barton Smith - (DBS)

Resolved - that the Board has appointed one of its own to arrange a meeting with DBS to discuss what actions need to be taken to ensure a mutually agreed position can be attained

- that the Board would like to move forward with a positive outlook so as all parties can work together for the common benefit of Deaf Sports Australia.

9.0 Four Top Outcomes from the Meeting

- * ASC Presentation and funding extension
- * New Membership Structure
- * Promotional Campaign
- * Grants success

10.0 Next Meeting Dates

Next Meetings Dates

- 04/10/14

- 29/11/14 in Adelaide AGM.

11.0 Close

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