



BOARD OF DIRECTORS MEETING #5(2014/15)

MINUTES

9:30AM – 4:30PM

Saturday 27 June 2015

Meeting held at 2nd Floor training Room 340 Albert Street East Melbourne

- Chairperson:** Phil Harper (PH)
- Directors:** Alex Jones (AJ), Dean Barton–Smith (DBS), Marnie Kerridge (MK), Ricky Bryan (RB), Kathryn O'Brien (KOB) and Darren Howell (DH).
- Apologies:** Nil
- In attendance:** Garry West-Bail – General Manager (GWB), Mark Quinn and Sarah Howell (Auslan Interpreters).

1. Open and Apologies

Commencing at 9.37AM, the Chair welcomed everybody and noted the full agenda. PH explained the day's proceedings

2. Confirmation of Previous Board Meeting Minutes 14 March 2015

Resolved - That the Board Minutes of the 14/03/15 be accepted as a true and correct records of the meetings.

Moved: AJ: seconded: MK CARRIED.

2.1. Action Items from the Previous Board Meeting

Items are noted under the designated portfolios.

2.2 Conflict of Interest

Resolved - that the register of interest was noted, updated and highlighted.

2.3 Off line Meetings - the following resolutions previously approved by the Board are now confirmed in these minutes

2.3.1 - Resolved - That the GOC not have a chairperson but an alternate method of shared responsibility between two key people - the EM (Caroline) and GOC member (Johanna)

2.3.2 - Resolved - That the Board approves the February 2015 financial reports and is satisfied that the organisation is viable, has met its PAYG and SGC obligations and is able to meet its commitments when they fall due

2.3.3 - Resolved - That the updated DSA Strategic Plan 2015 - 2018 is approved and can become operational from the 1st April 2015

3. Portfolio/Committee Report

3.1 Membership Report

3.1.1 Membership Structure Update

Resolved - That it was noted that the ASC had confirmed additional funding for the roll out of the new structure. This was a great result and will help in supporting all stakeholders as the system is implemented

- That a clear outline and timeline be highlighted in the spreadsheet when each NDSO will confirm their acceptance of the new structure
- That this clarification will help in processing the program for the roll out
- That a key priority and outcome of the new structure will be developing a proper and useful database
- That a part-time person be employed to help with the implementation of the new structure - this role is to also concentrate on developing a participant database and support SDSO's

Resolved - that it was noted the committee of Deaf Cricket Australia had recently resigned

- That DSA will work with all interested parties to ensure their will be a strong cricket competition at the 2016 ADG

Resolved – That the tabled report and updates were noted.

3.2 National Sport

3.2.1 2016 Australian Deaf Games

Resolved - that the tabled report from the Project Manager was noted with the key issues being:

- Re - worked structure after the resignation of the Event Manager
- Sponsorship is tracking well
- Merchandise agreements
- There is a positive momentum however registrations are slower than expected
- Sport related plans including logistics are a key priority
- Volunteer plans and tasks
- Promotion of the Games is tracking well but remains a key priority
- Ceremonies are on track
- Stakeholder relationships are being managed well with a regular update email being distributed
- The Games website is now overseen by a highly skilled volunteer
- Strong indications that NZ, Fiji and Samoa will be attending
- Planning for all publications has commenced

Resolved - that a review of the 2016 Event Manager position be implemented so as the role can be defined and improved for future Games.

It was noted by MK that the GOC is meeting on the 11/07/15 at which these issues and others will be addressed.

3.2.2 Future Dates / Years for ADG's

Resolved - that the Board has approved the new rotation of the Games that will commence in 2018 and follow four years thereafter

- That feedback from Members was noted

3.2.3 Bid Funding for Future ADG's

Resolved - that the draft bid documents be approved and that they be sent out to relevant State Governments and Local Councils

- That the successful body be announced at the closing ceremony of the 2016 ADG
- That a sub committee to select the successful bid be appointed by the 31/07/15
- That a risk audit be prepared for the 2018 Games

Resolved – That the tabled report and updates were noted

3.3 Marketing & Communication Report

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

- That the subcommittees National Sports Museum update report was accepted
- That an International Deaf Sports Club (including the Deaflympians Club) function will be organised during the 2016 ADG
- That the Fundraising campaign is progressing well
- That the 2015 Earselvie program will commence on the 1st August lasting for two months
- That it was noted various sports will be conducting silent challenges throughout Australia during Hearing Awareness Week
- That a cocktail style function co-hosted by DSA and Deafness Forum Australia will occur in mid October in Canberra - Parliamentarians will be invited
- That the Board at this function aims to present to the Parliamentarians the DSA five strategic goals report that will incorporate the new corporate structure and direction

Resolved – That the tabled report and updates were noted

3.4 Legal, Planning and Policies Report

3.4.1 Appointments Committee

Resolved - that it was agreed that KOB will investigate the appointment of the committee so as it is operational by the end of July.

3.4.2 Policies

Resolved - that it be noted that work on the Life Member, Delegation Table, Induction, Travel and Appeals Policies is currently work in progress . In addition a statement that needs to go with the Anti Drugs Policy is being formalised and a PPSR is being developed

3.4.3 Register of Declared Interests

Resolved - that the following be noted - RB - is currently acting VP of DeafACT and DH is on the QLD Schools Athletes Disability Advisory Group

Resolved – That the tabled report and updates were noted

3.5 Risks and Audit Report

3.5.1 Finance Reports including Profit and Loss for the period end May 31 2015

Resolved – That the Board approves the May 2015 financial reports and is satisfied that the organisation is viable, has met its PAYG and SGC obligations and is able to meet its commitments when they fall due

Resolved - That the Cash Disbursements for April and May 2015 be accepted as a true and correct record

3.5.2 Risk Analysis Update

Resolved - that in conjunction with the directional outcomes from the revised strategic Plan three key issues are the collection of participation numbers in each sport, succession planning for the Board and Committees and polices for selection of players / athletes and officials to attend National and International events.

3.5.3 DSA Credit Card

Resolved - that it be noted that a new card is now operational with a credit card limit of \$4,000 / month. The ADG Project Manager is using this card. The General Managers card limit will stay at \$5000.00 / month with the office card being reduced to \$1000.00 / month. Therefore the total credit has not changed

3.5.4 2016 ADG Financial Report as at 31/05/15

Resolved – that the report as presented is accepted as being a true and correct record. It is further noted that the report covers the 2013/14 and 2014/15 years, therefore it is an event P & L indicating the current financial position over two years.

3.5.5 2015/16 DSA Budgets

Resolved - that the Board approves the adoption of the presented budgets for the DSA operations and ADK Program. It is noted that the DSA budget does not include the new Membership grant from the ASC, however the ADK budget does include the ASC ADK funding

- That the committee and identified Board Members will look at reducing specified costs and increasing highlighted revenue areas

3.5.6 Financial Reporting

Resolved - that the committee will develop new monthly financial reports that will reflect DSA / ADK operations and present separate event reports

3.5.7 APDG Committee

Resolved – that based on the DSA Travel policy that outlines financial support will only be provided to DSA Board Members and staff for interstate and overseas travel, the Board can not support David Peters request for travel funds to attend the APDGC meetings should he be successful in his re – appointment to the Committee

3.5.8 Active Deaf Kids Program

Resolved – that *the Board recommends and approves that \$2,000 is to be allocated as a recognition of the staff's performance on the ADK project and that the monies will be paid as wages and distributed from the ADK funding monies.*

3.6 International Sport

3.6.1 2015 Asia Pacific Deaf Games

Resolved - that it be noted the logistical preparation of the team is progressing.

3.6.2 ICSD Congress

Resolved - that it was noted that DSA still has not received a formal reply to the follow up letter that was forwarded to the ICSD that outlines DSA concerns regarding transparency and governance of the ICSD and the executive.

That the Board did forward a covering letter to all ICSD Members outlining the DSA issues and a further request for the ICSD to respond. Such correspondence has not received any formal replies

- That it was noted that Rebecca Adam (ICSD Executive Member) attended this meeting and provided an update to the status of xxxxxxxxxxxxxxxx

3.6.3 2017 Deaflympics

Resolved - that a report be put into place covering the structure and planning process for these Games. Such report is to be presented to the next Board Meeting

- That an expression of interest for the CdM role be forwarded with responses to be returned by the mid April 2015

3.6.4 APDSC - Board Meeting June 2015 - Melbourne

Resolved – that it be noted PH attended the meeting xxxxxxxx

3.6.5 APDG 2019 Hosting Submission

Resolved – that the Board decided not to pursue the opportunity to host this event because of the closeness of the 2018 ADG and the lack of hosting guidelines that would need to be addressed

Resolved - That the tabled report and updates were noted

4.0 Active Deaf Kids Program

Resolved - that the 2014/15 review report and 2015/16 plans be noted

- That the ASC ADK funding for 2015/16 be noted
- That the Board approves the new concept of the Active Deaf Sport Club and approves the entering into a working partnership with DABN

5.0 General Manager's Report

Resolved - that the report and plans be noted with particular reference to:

- New ASC funding for the new Membership Structure
- Ongoing support from the ASC for the ADK program
- Adherence to the ASC Mandatory Sports Governance Principles (where not complying, the issues are being addressed)

Resolved - that the Board approves the new overall corporate structure that includes a Active Deaf Brand - this umbrella will include - the Active Deaf Kids Program, the new Active Deaf Sports Club, and the Active Deaf High Performance Program that includes pathways for athletes and the development of sports

6.0 Strategic Plan 2015 - 2018

Resolved - that the Board noted the distribution of the updated plan and the tabled director portfolio reports had effectively reviewed the status of the plans pillars and key outcomes

7.0 General Business

7.1 Deafness Forum of Australia and Deaf Australia Funding

No further discussion required

7.2 Future Deaflympics Reunion

Resolved - that as previously noted an event will be held during the 2016 ADG under the umbrella of the International Deaf Club (Incorporating the Deaflympians Club)

7.3 ASC Funding

Resolved - that it was noted that the following funding had been approved by the ASC for the 2015/16 year

- Framework - \$85,000
- ADK - \$100,000
- Capacity - \$40,000

7.4 National Sports Museum

This topic has now been moved to the Marketing portfolio

7.5 New Initiatives

Resolved - that the development of the proposed DSA Sport App be overseen by RB and DBS and the DSS be overseen by DBS and DH

10.0 Action items for Next Meeting

- Membership - update NDSO status sheet with timelines - PH
- National Sports - set up sub committee for 2018 ADG bid
- National Sports - set up a review of the Event Manager position at future ADG's - MK
- Marketing – Llewellyn Plan for 2015/16 to be distributed and a master sponsorship plan to be developed - RB and GWB
- Marketing – follow up with Paul Oliver - RB
- Marketing – ensure there is an International Deaf Club function at the 2016 ADG – RB, MK and DBS
- Marketing - ensure a successful function with the Parliamentarians in October- RB
- Marketing - look at CRM databases - RB
- Marketing - develop a sponsorship and fundraising plan - RB
- Legal, Planning and Policies - update Life Member, Induction, Appeals and Delegation policies - KB
- Legal, Planning and Policies – update constitution for new Membership Structure - KB
- Legal, Planning and Policies – formalise the Board appointments committee – noting the ASC gender requirement and the need to have an independent qualified person on the RA committee - KB
- Legal, Planning and Policies – review attendance at the ANZSLA Conference – KB
- Risk and Audit - check with auditors as to cost of winding up - GWB and DH
- Risk and Audit - prepare new reporting format - DH
- Risk and Audit - prepare Financial delegation - DH
- International Sports – follow up with ICSD regarding previously forwarded letters as well as the minutes from the 2015 Congress.

11.0 Four Top Outcomes from the Meeting

- ASC Funding
- New Corporate structure that underpins and supports the New Membership Structure
- Active Deaf Brand adoption
- Success of Campaigns and Promotional activities

10.0 Next Meeting Dates

Next Meeting date to be confirmed

- 13/08/15 - offline
- 10/10/15 - in Brisbane
- 21/11/15 - in Melbourne

11.0 Close

The meeting closed at 4.30PM. The Chair thanked all Board Members for their input and for the interpreters' attendance