



## **BOARD OF DIRECTORS MEETING #2(2016)**

### **MINUTES**

**VicDeaf Training Room  
2<sup>nd</sup> Floor 340 Albert Street East Melbourne  
10:00AM - 4:00PM  
Saturday 13 February 2016**

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**Chairperson:** Phil Harper (PH)

**Directors:** Alex Jones (AJ), Ricky Bryan (RB), Darren Howell (DH) ,  
Kathryn O'Brien (KOB)

**Apologies:** Dean Barton-Smith (DBS)

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

**Invited Guests:** Nil

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

Commencing at 10.10am, the Chair welcomed everybody and noted the agenda. PH noted DBS apology and wished him and his family all the best. It was also noted that the Board has a casual vacancy after Marnie Kerridge's resignation  
A full agenda for the day that included key areas for direction, discussion and decisions were outlined.

#### **2. Confirmation of Previous Board Meeting Minutes 8 January 2016**

Resolved: that the Board Minutes of the 08/01/16 be accepted as a true and correct record of the meetings.

Moved: AJ: Seconded: RB CARRIED.

##### **2.1. Action Items from the Previous Board Meeting**

Items are noted under the designated portfolio

##### **2.2 Conflict of Interest**

Resolved - that there was no conflict of interest noted

2.3 Board Motions approved off line.

NIL

2.4 Board Elections and Portfolio Appointments

PH led a discussion on succession planning, with particular note to his term on the Board finishing at the November 2016 AGM. Further discussions concentrated on the impending Board audit skill report being completed and the need for a seamless handover. The Board noted that it had a quorum and therefore could progress to electing the President and VP but deliberated on contacting DBS to seek his comments. No direction or suggestions were received from DBS prior to the meeting. Considering DBS family issues it was decided not to make direct contact during the meeting.

The acting Chair stood aside and invited GWB to seek nominations for the President role

Nominations were called for with the following outcome:

PH was the only nomination as President.

Resolved - that the Board of Directors unanimously endorsed and appointed PH as President up until the 2016 AGM.

PH thanked the Board for electing him and looks forward to working with the team in this capacity.

PH resumed chairing the meeting and requested nominations for the role -

KOB as the only nomination as Vice President

Resolved - that the Board of Directors unanimously endorsed KOB as Vice President up until the 2015 AGM.

PH congratulated KOB on her election and looked forward to working with her in these new roles

It was agreed in the absence of DBS, that portfolio responsibilities to be confirmed on line with everyone and possible allocation as follows:

- Membership - to be further discussed
- National - AJ
- Marketing - RB
- Finance - DH
- International - DBS
- LPP - KOB

### **3. Portfolio/Committee Report**

### **3.1 Membership Report (AJ)**

#### **3.1.1 Membership Structure Update**

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

- MOUs between NDSC's and DSA plus the relevant terms of reference are to be completed in the next three months
- The Board supports the development of a Members workshop that will be held in Melbourne in July – August 2016 – the weekend workshop will look at case studies, agreements, arrangements, databases and future working relationship amongst all stakeholders.

Consider tying this event in with a visit to the National Sports Museum (Deaflympics display). GWB to liaise in organising this event.

Resolved: that the tabled report and updates were noted.

### **3.2 National Sport (AJ)**

#### **3.2.1 2016 Australian Deaf Games**

Resolved: that it be noted the Games were a success both financially and from a community / attendance outcome. Final written reports should be available in the next three weeks.

Resolved: that the following is noted and need to be taken into consideration in the planning for the 2018 Games:

- Data, events, structure and performance of the GOC
- Budgets
- More younger people to attend the Games
- Revenue / Sponsors
- Database - use of
- JML Cup rules - need to be updated
- SDSO strength

#### **3.2.2 2018 Australian Deaf Games**

Resolved: that the Board has noted that PH, AJ, GWB and representatives from DSRV will be visiting Albury / Wodonga - meetings will occur with representatives from the two cities and likely venues will be viewed:

- The 2016 Games Project Manager (Johanna Plante) has provided various observations and recommendations as to what is structure is best suited for the 2018 Games
- Aim to finalise the form of the 2018 ADG GOC and the structure that will be used to Manage the Games by mid March

### **3.3 Marketing & Communication Report (RB)**

#### **3.3.1 2015 Plans**

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

- APPCO/Little Stars are providing a weekly income stream
- The Llewellyn 2015 Report was noted - a pleasing and productive outcome

Resolved: that the tabled report and updates were noted.

### **3.4 Legal, Planning and Policies Report (KOB)**

#### **3.4.1 Appointments / Nomination Committee**

Resolved: that it was agreed that committee will consist of KOB, PH and GWB - to look at gender balance, skills required, succession planning and board appointments together with length of terms. In addition the committee needs to include a person external to the Board

Resolved: that the casual vacancy to be filled by a female and such appointment will be up to the 2016 AGM

Resolved: that a Board Skill Audit report is completed asap

Resolved: that the Board members complete the Board evaluations by 26/02/16

#### **3.4.2 Policy Review Update**

Resolved: that it be noted that the updated Life Membership Policy has been presented to the Members. The following policies are still be worked on Succession, Induction, Travel and Appeals Policies

#### **3.4.3 Register of Declared Interests**

Resolved: that Board Members will forward any alterations

Resolved: that the written report was noted.

### **3.5 Risks and Audit Report (DH)**

#### **3.5.1 Finance Reports including Profit and Loss for the period January 2016 and Cash Disbursements for January 2016.**

Resolved: That the Board approves the January 2016 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.

Moved: DH Seconded: AJ - CARRIED

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

Moved: DH Seconded: KOB - CARRIED

#### **3.5.2 2016 ADG Financial Report**

Resolved: that the report to the end of January 2016 be noted

Moved: DH Seconded: AJ – CARRIED

It was noted that RB abstained from these three resolutions

Resolved: that the tabled report and updates were noted

### **3.6 International Sport (DBS)**

#### **3.6.1 2017 Deaflympics**

Resolved: that two expressions of interest have been received for the CdM position. DBS will be recommending a decision asap

#### **3.6.2 2016 World Deaf Athletic Championships**

Resolved: that the issue of hiring the DSS is ongoing with costs for transport being finalised.

#### **3.6.3 Oceania Foundation**

Resolved – that it be noted GWB will be meeting with the Foundation shortly to work on a long term plan and partnership

#### **3.6.4 Active Deaf High Performance Plan**

Resolved – that the plan was noted and the development of the final document is work in progress

### **4.0 Active Deaf Kids Program**

Ongoing - the planned events for the next three months were noted

### **5.0 General Manager's Report (GWB)**

Resolved: that the report and plans be noted

### **6.0 Strategic Plan 2015 - 2018**

#### **6.1 Portfolio Terms of Reference**

Referred to in each portfolio report.

#### **6.2 Review and update of the Strategic Plan.**

Resolved - that it was noted that the Board went through an extensive analysis of the plan that together with a discussion that highlighted short and long term future goals will see the 2016 - 2019 plan updated by the end of February 2016

Resolved: that once the plans as well as the five Strategic Goals have been updated they are to be presented in Auslan

### **7.0 General Business**

### 7.1 School Sport Australia

Resolved: that it was noted the matter is being discussed at the up coming School Sports Australia Forum that is being held in Melbourne

### 7.2 ASC Review Update

Resolved: that it was noted that the ASPR report will be forwarded to the Board next week.

### 7.3 NSM Update

Resolved: that the display needs more people attending

### 7.4 DSA Sport Specific App Update

Resolved: that it be noted that most film work was completed during the Games with final work being completed during February. Conexu have been great supports of the initiative

### 7.5 2015 DSA AGM and Members Forum

Resolved: that the AGM was conducted well and efficiently

Resolved: that the notes from the Members Forum are to be sent out to the Members asap

### 7.6 Board Performance Review

Resolved: that whilst the evaluation process is underway, it is noted that effective communication by ensuring committee reports are sent to Members on time and good communication are key elements to improving the Board performance

### 7.7 Board Meeting schedule

Resolved: that GWB will look at the coming meetings with reference to dates, location, form of meeting

## 8.0 Action items for Next Meeting

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

- Membership - develop case studies, agreements, MOUs, and databases - Sam, PH and AJ
- Membership - develop a workshop for representatives from the NDSC's and SDSA's to attend - discuss details and information that have been progressed in point 1 - Sam, Irena and GWB
- ASC - forward the ASPR dashboard - completed by GWB
- 2016 ADG - forward Project Manager's evaluation and recommendations to the Board - completed by GWB
- Marketing - work on various fundraising initiatives - put into place an events sub committee that will support the end of year DSA Sports Awards and fund-raising event - RB, Irena
- Legal, Planning and Policies - develop Board Skill Audit template (input from ASC), appointments / nominations committee functioning include an external person - KOB

- Legal Planning and Policies - forward / complete the Board evaluation - return to KOB by 26/02/16
- 2018 ADG - PH, AJ and GWB visiting Albury / Wodonga 23/02/16 together with DSRV and Deaf Sports NSW representatives - work on the GOC make up and reporting structure - finalise asap
- Develop small working group that can update the JML rules - AJ
- DSA 2016 - 2019 Strategic Plan - forward to Board with inclusions that were highlighted from the meeting - to be sent out by 19/02/16 - GWB
- Develop and updated 2016 meeting schedule - GWB
- Seek individuals for casual vacancy - PH
- Promote the National Sports Museum - ongoing GWB / Irena
- Appoint the 2017 Deaflympics CdM asap - DBS
- Members Forum notes - forward and distribute - PH and GWB

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

- Process of and updating of the 2016 - 2019 Strategic Plan
- Proposed Members Workshop
- 2018 ADG discussion
- Board vacancy and succession planning
- Projected Financial results for the 2016 ADG

### **10.0 Next Meeting Dates**

Next Meeting date to be confirmed

- 09/04/16 Teleconference
- 18/06/16
- 27/08/16 Teleconference
- 08/10/16
- The above dates and form may change - a review is to be commenced
- 25/11/16 (Friday night) - followed by the DSA AGM and Awards night on the 26/11/16

### **11.0 Close**

The meeting closed at 3.46PM. The Chair thanked all Board Members for their input and thanked the interpreters' work and attendance.