

**Action items from meeting held on the 23<sup>rd</sup> May 2018  
at the Totness Hotel Mount Pleasant**

Item Number	Description of Action	Responsible Person
2	President to talk with Secretary regarding options and discuss role and responsibilities.	Bill to speak with Amanda
3	<ul style="list-style-type: none"> <li>• No action sheet provided.</li> <li>• Secretary to complete Action sheet for the meeting.</li> </ul>	Amanda re previous meeting & Wal
4.1	<ul style="list-style-type: none"> <li>• Nicki and Cheryl to liaise with the banks re recovery of funds.</li> <li>• Cheryl to email Nicki a copy of the letter re dispute of transaction</li> </ul>	Nicki & Cheryl
4.2	<ul style="list-style-type: none"> <li>• Wal to contact nominate.com to have Cheryl's name placed on the ride nomination list.</li> </ul>	Wal to confirm with Cheryl once completed.
4.3	Wal to <b>RING SHIRLEY</b> to ask whether it is possible to enlarge the text and put in an easy to read format, if possible. Please request Shirley to talk with Cheryl regarding any changes.	Wal to contact Shirley.
4.4	Treasurer to purchase furl cards online as required	Cheryl
4.5	<ul style="list-style-type: none"> <li>• Naomi to update financial approval process on the website regarding an update to all members and ride organisers to complete ride applications and budgets details.</li> <li>• Cheryl to review pre-ride budget and provide comment. Anything not recorded on the pre-ride budget sheet approval, needs to come back to the Committee for approval.</li> <li>• Cheryl will only pay if original invoice is provided.</li> </ul>	<ul style="list-style-type: none"> <li>• Naomi</li> <li>• Cheryl</li> <li>• Cheryl</li> </ul>
5.	Naomi to contact Zenware re calendar changes	Naomi
5.1.1	Nicki to assist Naomi with sponsorship options	Nicki & Naomi
5.1.2.	SAERA to pay for repairs for damage and replace badges (as required). Naomi to organise for state champs.	Naomi

5.2.	Naomi to updated calendar and internet (Zenware).	Naomi
6.	Secretary to write to <ul style="list-style-type: none"> <li>• AERA,</li> <li>• TASERA</li> <li>• and the owner regarding the status of the logbook, fraudulent Vet ID completed by owner, absence of Vet ID in second Logbook.</li> </ul>	Wal
7.1.2.	Complaint re Water Glen Gillian Ride. <ul style="list-style-type: none"> <li>• Secretary to acknowledge their complaint and contribution and any corrective actions for the future.</li> </ul>	Wal to write to Jill Bourton
7.1.3.	Complaint re Ride Organisers Comments at the Glen Gillian ride <ul style="list-style-type: none"> <li>• Secretary to acknowledge their complaint and contribution and any corrective actions for the future.</li> </ul>	Wal to write to Cazz Schroder
7.2	Bill and Stella to investigate further and bring back finding to the committee at the next meeting.	Bill & Stella
7.5	<ul style="list-style-type: none"> <li>• Karen will organise for the old ride trailer to be valued by a trailer business ready for disposal.</li> <li>• Karen to bring back estimation for the next meeting.</li> </ul>	Karen
7.8	AGM & fund raiser will be held in February 2019 at a Micro-Brewery in Langhorne's Creek, dates to be confirmed later in the year	Wal
7.10	Rug embroidery	Naomi