

## SAERA COMMITTEE MEETING MINUTES

from Wednesday the 23<sup>rd</sup> May 2018

at Totness Hotel, Mount Pleasant,

Recorded & prepared by Karren Carman.

### 1. Welcome & Apologies

Welcome: Karen Alderton, Cheryl Bullock, Naomi Leavesley, Nicki Samson -Ward, Bill Harbison (President) Stella Harbison, Lyn Chapman, Karren Carman and our visitor Di Kajar

Apologies: Amanda Smith and Jess Aistrope.

### 2. Minutes from previous meeting:

General discussion from the committee regarding the role of the Secretary. There were some concerns that administration and correspondence requirements have not been completed, in a timely manner.

Karren voted in as Proxy, President to talk with Secretary regarding options and discuss role and responsibilities.

**Motion:** Not to approve previous minutes due to inaccuracies and Action Sheet not provided.

**Action:** Bill to speak with Amanda

### 3. Actions from previous meetings:

No action sheet provided, it is noted on the agenda it will be available at the June meeting with new format.

**Action:** Secretary to complete Action sheet for the meeting.

### 4. Treasurers Report:

#### 4.1. Scam Report:

Treasurer discussed the circumstances behind the email fraud.

Once the treasurer became aware it was a fraudulent invoice and transaction, it was reported to the NAB bank within two hours. The president was notified and a police report completed. SAPOL investigations are ongoing, funds maybe recovered from the bank. Nicki to work with Cheryl regarding fraud investigation and funds recoveries with the banks.

There was general discussion regarding payments of invoices, it was decided that all future invoices with the exception of "standing monthly accounts" such as AERA and monthly website & internet connection.

**Actions:** Nicki and Cheryl to liaise with the banks re recovery of funds.

Cheryl to email Nicki a copy of the letter re dispute of transaction.

#### 4.2 Nominate.com.au

Cheryl would like the information from the site.

**Action:** Amanda to contact nominate.com to have Cheryl's name placed on the ride nomination list.

#### 4.3 Ride reconciliation sheet.

The treasurer would like the ride reconciliation sheets in an enlarged format that's easier to read.

**Action:** Amanda to **RING SHIRLEY** 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.

#### 4.4. Fuel cards:

Fuel vouchers will be purchased online. Purchases and or statements will have a reference name included.

**Action:** Treasurer to purchase online as required.

#### 4.5. Update financial approvals and information regarding payment of invoices for rides on the website:

**Actions:** 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.

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.

Cheryl will only pay if original invoice is provided.

### 5. Ride Calendar

Calendar needs to be updated to reflect changes for September ride. Tania Drever to be the contact.

**Action:** Naomi to contact Zenware re changes.

#### 5.1.1. State Championships 2018 Update:

Naomi struggling with sponsorship, only a few buckles have been sponsored to date. Nicki offered to assist Naomi with sponsorship.

**Action:** Nicki to assist Naomi with sponsorship options.

#### 5.1.2. Condition of perpetual trophies:

The committee has become aware of damage to a number of SAERA's perpetual trophies especially those returned from interstate. An example provided; a trophy was upside down in the glass case and badges had fallen off.

**Action:** SAERA to pay for repairs for damage and replace badges (as required).

Naomi to organise for state champs.

5.1.3. Article in the Herald Newspaper (May 17<sup>th</sup> 2018) promoting the SAERA State Championships and the sport of Endurance Riding.

5.2. Dual affiliation rides with VERA.

Dual affiliation for Dergholm ( 2 & 3rd November) & Moyston ( 6 & 7<sup>th</sup> July) supported.

**Action:** Naomi to updated calendar and internet (Zenware).

6. Ride Reports:

*Jacques Ride Kuitpo:* Chief Stewards (CS) & Head Vet Reports have been completed.

Issues arising:

Rider fell off horse and injured ankle, Basic First Aid administered. No further action required.  
Rider having mounting issues, fell onto their back and hit head. Went on to complete ride, collapsed in vet ring at final vet check. First Aid administered, responded to treatment, no further action required.

*Glen Gillen:* Chief Stewards (CS) & Head Vet Reports have been completed.

Issues arising:

Not enough water on course: CS checked with Ride organiser and other riders re status of water out on course. CS felt no further action was required.

Heart rate being taken outside of the vet ring because the horse was highly strung. CS upon being advised by the head vet, advised the rider the heart rate could not be accepted as they had left the vet ring. VO HR.

Rest Order: Horse vetted out lame. Post ride vets completed a schedule of hourly observations re horse recovery. It was suggested the horse receive IV fluids which was declined by the owner. The horse received an eight and half week's rest order, recorded in Logbook.

Logbook: Vet ID not recorded in second book. Attachments provided for reference. CS advised the owner of the horse that it was unacceptable and that if the first logbook has been lost or misplaced "there would be problems".

**Action:** Secretary to write to AERA, TASERA and the owner regarding the status of the logbook, fraudulent Vet ID completed by owner, absence of Vet ID in second Logbook.

Amanda to write to AREA, TASERA and the owner re discrepancies in logbook ID.

## 7. General Business:

### 7.1 Correspondence received:

Complaint re Veterinary Care and Rest Order – Glen Gillian Ride.

Complaint withdrawn 23<sup>rd</sup> May 2018. Noted.

#### 7.1.2. Complaint re Water Glen Gillian Ride.

**Action:** Secretary to acknowledge their complaint and contribution and any corrective actions for the future.

Amanda to write to Jill Bourton.

#### 7.1.3. Complaint re Ride Organisers Comments at the Glen Gillian ride

**Action:** Secretary to acknowledge their complaint and contribution and any corrective actions for the future.

Amanda to write to Cazz Schroder.

### 7.2. Confidentiality Agreement:

The committee discussed the agreement and its application. The general consensus was no, this generated further discussion which was referred for further investigation and the next meeting.

**Action:** Bill and Stella to investigate further and bring back finding to the committee at the next meeting.

### 7.3. Website Update:

Naomi provided an update, website was good, all ok.

### 7.4. Ride Trailer Update:

There were reports that the ride trailer was not returned clean, drills uncharged, no fuel etc.

Naomi is the ride trailer coordinator and maintenance officer. Mentioned rides were to close together causing issues for ride organisers. Rides on the calendar are now spaced out and therefore should elevate the problem for the rest of the season.

### 7.5 Old ride trailer:

General discussion re disposal.

**Action:** Karen will organise for the trailer to be valued by a trailer business ready for disposal. Karen to bring back estimation for the next meeting. Karen to liaise with Cheryl re registration re moving the trailer for quote for disposal.

7.6. Merchandise Pre – Purchase items for photographing for website.

**Action:** Deferred until next meeting.

7.7. Promotional Banners

**Action:** deferred until next meeting\

7.8. AGM date & venue.

AGM will be held in February 2019 at a Micro-Brewery in Langhorne's Creek, dates to be confirmed later in the year.

**Action:** Karren to organise.

7.9. TQ18 Nominations for Vet & CS

Committee agreed to send Dan Sims – Vet and Melanie Scott – CS.

7.10 Rug embroidery for First over the line, previous ride.

**Action:** Naomi to organise.

7.11. Di Kajar's address to the committee as member and visitor.

From my understanding, Di was not permitted to address the meeting because she hadn't provided appropriate correspondence prior to the meeting, as previously discussed.

Di has been given instructions from the President to provide a summary or extract, regarding the nature of her business or address to the committee **in writing prior to the meeting.**

Next meeting TBC: 20<sup>th</sup> June 2018 at the Totness Hotel, Mount Pleasant.