

**Action items from meeting held on the 20th June 2018  
at the Totness Hotel Mount Pleasant**

Item Number	Description of Action	Responsible Person
4.1	<ul style="list-style-type: none"> <li>• Letter from Di Kajar. Referred for legal advice. Secretary to contact insurance company.</li> <li>• Secretary to email Di re outcome of meeting</li> </ul>	Wal
4.2	<ul style="list-style-type: none"> <li>• Ordering of logbooks &amp; Covers.</li> </ul>	Nicki to organise with Faye
5.3	<p>NAB signatures on account.</p> <ul style="list-style-type: none"> <li>• Remove anyone who wasn't a current committee member&amp; organise for the removal of names &amp;</li> <li>• Nicki to have the authority to have address changed on SAERA bank account so that related correspondence goes to Nicki.</li> </ul>	Nicki to liaise with NAB
7.1	Ride reports for Farrell Flat and State Championships	Wal to liaise with Ride Sec for reports
7.2	<p>Farrell Flat Raffle</p> <ul style="list-style-type: none"> <li>• Who won the raffle? – for those who weren't present</li> <li>• How much money was raised?</li> <li>• What the actual money went towards.</li> <li>• To provide receipts for payments that have already been paid for.</li> </ul> <p>Secretary to forward details of raffle to website coordinator to place on website</p>	<p style="text-align: center;">Jess</p> <p style="text-align: center;">Naomi</p>
7.3	Secretary to forward treasurer ride budget for Farrell Flat	Wal
7.4	President to write to Noble's regarding damage to SAERA's perpetual trophy	Bill
8.3	Ride & water trailer maintenance & repairs	Karen & Naomi
8.4	Naomi to investigate a wavier for ride organisers	Naomi
8.7	Stella to liaise with AERA re logo design & bring to next meeting	Stella
8.8	Ribbons for ride completions	Nicki
8.10	Log book Secretary on holidays in September. Secretary to forward info to Zenware to put up on website	Wal

8.11	Old ride trailer disposal- Notice will be placed on website, all interested parties to put offers to Karen Karen to inform committee re offers	Karen
8.12	Nicki to review current insurance policy and report back to the committee	Nicki
8.13	Naomi to liaise with Zenware re requirements to install survey tab	Naomi
8.14	Profit & loss statements. Nicki to provide an update at the next meeting	Nicki
8.15	Planning Day. Secretary to table a date.	Wal
8.16	Ride Organisers reimbursements to be tabled at next meeting for discussion	Wal
8.17	Amanda to return the laptop and printer to the secretary before or at the next meeting	Amanda & Stella