

## **SAERA COMMITTEE MEETING MINUTES**

from Wednesday the 20th June 2018

at Totness Hotel, Mount Pleasant,

Recorded & prepared by Karren Carman.

Meeting started 7 05pm

### **1. Welcome & Apologies**

Welcome: Karen Alderton, Naomi Leavesley, Nicki Samson -Ward, Bill Harbison (President)  
Stella Harbison, Lyn Chapman, Karren Carman.

Apologies: Amanda Smith, Jess Aistrope and Cheryl Bullock

### **2. Minutes from previous meeting:**

Accepted 7 votes FOR, no AGAINST.

**Motion:** Minutes approved.

**Action:** Wal to delegate to Naomi as Website Coordinator.

### **3. Actions from previous meetings:**

Action sheet completed

**Action:** Secretary to Action any business arising.

3.1. Karren voted in as Secretary

3.2. Nicki Samson-Ward nominated as Treasurer upon Cheryl's resignation.

3.3 Secretary to provide action sheet to committee for next meeting.

### **4. Correspondence:**

4.1 Letter from Di Kajar dated 15.06.2018

**Action:** Referred for legal advice. Secretary to contact insurance company.

4.2 Ordering of logbooks & Covers. Committee approved Faye Gallagher to purchase logbook and covers as per request.

**Action:** Nicki to liaise with Faye re purchasing.

### **5. Treasurers Report:**

5.1 Cheryl has resigned as Treasurer due to personal reasons. Thank you for your contributions thus far and look forward to you accepting another role in our committee.

5.2. Nicola Sharon Ward (also known as Nicki Samson-Ward) voted in as Treasurer.

Accepted 7 votes FOR, no AGAINST.

5.3. NAB signatures on account. The committee decided to remove anyone who wasn't a current committee member. These include:

- Sam Uren
- Melanie Scott
- Taylor Schroder
- Jodie Hockley
- Melanie Bright
- Veronica Harris
- Rachel Barnett

**Actions:** Nicki to liaise with NAB re removing signatures.

Naomi to liaise Nicki regarding financial approval process for treasurer and reiterate that all ride organisers need to complete a ride application and budget details and needs to go committee for consideration and approval.

**Action:** Nicki to have the authority to have address changed on SAERA bank account so that related correspondence goes to Nicki.

## 6. Ride Calendar

6.1 SC Coordinator Naomi, gave a summary on the State Champs, overall very pleased with the running of the event, feedback positive, \$3000 from sponsorship.

6.2 Sandy Creek Ride, ride application and budget approved. It was noted that Lisa and Brownie are sponsoring the event. The committee would like to thank them in advance for there generous offer (as has occurred on previous occasions) of time and sponsorship for the ride.

General discussion regarding day memberships and insurance requirements for rides. Deferred into other business for further discussion.

## 7. Ride Reports:

7.1 Ride reports for Farrell Flat and State Championships have not been received.

**Action:** Secretary to liaise with Ride secretary to request CS's to forward reports to Secretary to table at next meeting.

7.2 Raffle details regarding winner and the amount of monies raised. Deferred until next meeting as Jess wasn't present to provide the information requested.

**Action:** Jess to provide details on the raffle drawn at Farrell Flat

- Who won the raffle? – for those who weren't present
- How much money was raised?
- What the actual money went towards.
- To provide receipts for payments that have already been paid for.

This information will be placed on the website for members and others to view.

**Action:** Jess to forward committee members the information before the next meeting 20<sup>th</sup> July and Secretary to table at the next meeting.

7.3 Wal to forward treasurer ride budget for Farrell Flat

**Action:** Secretary to forward Nicki ride budget

7.4 Secretary and President to write to Kim Noble regarding damage to SAERA's perpetual trophy. Damages cost \$28.00 plus time and travel to repairer.

**Action:** Secretary to write Nobles and VICERA re incident.

## **8. General Business:**

8.1 Any other business regarding State Championships

No other business arising

8.2 Business arising for next AERA meeting

Stella said that was unable to confirm her attendance at the next AERA Conference to be held on the 28<sup>th</sup> & 29<sup>th</sup> July in Melbourne. Stella will advise the committee closer to the date as to whether she will be available. Stella mentioned that Jess was also looking for a proxy, if there was any interest from other committee members.

8.3 Ride & water trailer maintenance

- 8.3.1 Captive shackles & chains for ride & water trailer
- 8.3.2 Conversion plug for different vehicles
- 8.3.3 Jockey wheel spring isn't working correctly -requires urgent attention
- 8.3.4 Replace & purchase extension cord for ride trailer
- 8.3.5 Right indicator not working
- 8.3.6 Duct tape around indicators
- 8.3.7 Instruction re trailer use
- 8.3.8 Secure cage in the water trailer to store water buckets
- 8.3.9 Trailer leaking from roof, check seals
- 8.3.10 Any other item that requires repairs, as per Naomi instructions.

**All items have been approved under WHS & legal requirements.**

Voted: 5 FOR & 2 AGAINST

Action: Karen to liaise with Naomi re getting the trailers to Troy (Built tuff trailers) for a quote for maintenance and repairs and authorize any repairs as required.

8.4 Security Bond for ride organisers if required?

Committee discussed waivers, fees and security bonds for both the ride & water trailer, as it was noted from the Coordinator they were being returned damaged and or missing gear. It was considered a deposit for both ride and water trailer would be referred to the next meeting for further discussion.

Action: Naomi to investigate a wavier for ride organisers to sign prior to their collection & Naomi to review the ride trailer checklist with ride organisers prior to there departure to ensure everyone is clear of the expectations with regards to the trailers.

8.5 Promotional banners

Action: Deferred until next meeting as Jess on present.

#### 8.6 Committee's portfolio for consideration

Action: Horse Welfare Officer to be decided and voted on at next meeting.

#### 8.7 Merchandise

General discussion regarding the quality of merchandise sold at the state champs.

The logo was as called into question as the embroider provided feedback that the logo was expensive due to the amount of embroidery and colours in the design.

It was decided after extensive discussion that we would investigate the AERA logo that was offered to SAERA some years ago to come into line with AERA and other states across Australia and also limit costs regarding future embroidery.

Action: Stella to liaise with AERA re logo design to bring to the next meeting for further discussion.

It was also decided that members can purchase merchandise at the beginning of the year when memberships are on offer.

Action: Jess to organise in the new year.

#### 8.8 Ribbons for ride completions

Discussion around the costs of ribbons, Shirley has just purchased a box of 100. It was decided to continue with ribbons for ride completions under 40kms.

Action: SAERA to purchase ribbons and continue giving ribbons for ride completions.

#### 8.9 Log book Secretary – Faye Gallagher- will be on holidays from **16th September - 12th October (inclusive)** and will not be available during this time. Information to be posted on the website.

Action: Secretary to forward to Zenware to place on website

#### 8.10 Shirley Ellis: Wants to be reimbursement for monies taken from her account Re old website hosting?

Naomi explained that there was a miscommunication between Shirley and Zenware re transition from old to new website hosting. Shirley, as the account holder did not stop or inform previous website hosts due to various circumstances.

Zenware has graciously offered to reimburse Shirley \$140.00 in good faith on the proviso that she not brings their name into disrepute.

#### 8.11 Old ride trailer disposal – quote estimate

Karen got Toby from Thor Trailers to provide a quote for the disposal of the old trailer. The estimated value is around \$1500.

Action: Notice will be placed on website, all interested parties to put offers to Karen.

Action: Karen to inform committee re offers. Highest offer will be accepted, also to arrange for disposal (including paperwork).

#### 8.12 Confidentiality Agreement for SAERA committee

General discussion, it was agreed to place the item on the agenda for the AGM. Agreement, that is any sensitive information or disclosures it will be done so under a confidential agenda item.

### Other Business

#### 9. Day membership and Insurance.

Committee discussed the rising costs of insurance and how we are going to recover the costs into the future. Currently day membership is \$30 which is subsidised by SAERA.

**Action:** Nicki to review current insurance policy and report back to the committee.

##### 9.1 Website survey tab.

Discussed that the committee wasn't receiving any information or data back from survey monkey. No one has used it for the past year and no one taken ownership of it, although previously done by Jody Luck. It was concluded that a survey tab be installed on our new website to allow members to have a direct link to the ride surveys via the website.

**Action:** Naomi to liaise with Zenware re requirements to install survey tab.

##### 9.2 Profit & loss statements.

Unfortunately, due to a lack of change over and accountability regarding the books, the current committee have been unable to view the Profit and Loss statements for 2018 rides. This information is currently being loaded by the treasurer and hopefully will be available over the next couple of months.

**Action:** Nicki to provide an update at the next meeting.

##### 9.3 Planning Day

SAERA committee will organise a planning at the end of the end to plan for next year. Details to be confirmed.

**Action:** Secretary to table a date.

##### 9.4 Ride Organisers reimbursements

Committee to review ride reimbursements for 2019.

The ride reimbursements to be attached to ride organisers ride application.

Action: to be tabled at next meeting for discussion.

##### 9.5. SAERA laptop and printer

There are two SAERA computers, one for the secretary and the other for the ride secretary.

Committee agreed that Amanda (as membership officer) needs to return the laptop and printer to the secretary as soon as possible.

**Action:** Stella to contact Amanda and arrange for both the laptop and printer to be returned to either Stella or any other committee member at the next meeting if not before.

#### **9.6 Vet fees**

Vet fees are to be GST inclusive

Action: Naomi to amend administration to reflect the GST.

Meeting closed 2200hrs.

Next meeting: Thursday 19<sup>th</sup> July 2018 at the Totness Hotel, Mount Pleasant.