

SAERA COMMITTEE MEETING MINUTES

From Thursday the 19th July 2018

at Totness Hotel, Mount Pleasant,

Recorded & prepared by Karren Carman.

Meeting started 7 00pm

1. Welcome & Apologies

Welcome: Karen Alderton, Naomi Leavesley, Nicki Samson -Ward, Cheryl Bullock Karren Carman a very special welcome to Jess Aistroke

Apologies: Bill Harbison (President), Stella Harbison, and Lyn Chapman

2. Minutes from previous meeting:

Accepted 6 votes FOR, no AGAINST.

Spelling correction: Toby from Thor Trailers

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 Secretary to provide action sheet to committee for next meeting.

4. Correspondence:

4.1 Resignation from Amanda Smith as Secretary and committee member

Action: Accepted

4.2 Resignation from Cheryl Bullock as Treasurer

Action: Accepted

4.3 Email from Di Kajar dated 28th June 2018

Action: Wal to send Di an email to support her contributions as a member and that members and others in the Endurance fraternity reflects a healthy culture of respecting and supporting each other in the sport.

4.4 Email from Mandy Barth re Waterboy

Mandy discussed her concerns regarding the raffle of the water-boy last year at the TQ and raffled at the AGM, won by Fiona Shearman.

Action: Wal's to contact Lesley Cartwright- TQ17 Treasurer to ask; How much money was raised and where to money went to?

Action: Wal to notify committee & Mandy Barth re outcome.

4.5 Email from Tayla Schroder re advertising on Facebook

Tay wrote to committee asking why her facebook posts were being removed and or rejected re sponsorship advertising.

Action: Wal to reply to Tay that sponsorship advertising will only be approved for sponsoring a specific event rather than constant posts for advertising. There is also a new link under the sponsors page that directs users to their business websites.

4.6 Email from Samantha Maher re membership midyear & 80km day membership.

Sam asked whether it was possible to get 80km day membership and if paid now (half yearly) whether a discount applied.

Action: Wal to reply, there will be no discount or day membership for 80km riders due to insurance.

5. Treasurers Report:

5.1 Treasurers Update:

Nicki requested receipts for the Farrell Flat ride.

Jess responded that all invoices and receipts had been given to Nicki with the exception of fuel money as it's never been requested in the past as it's a flat rate.

This raised questions regarding receipts (of any description) required by the account for auditing the books.

5.2 Cheryl raised the question, could the committee give due consideration to engaging an accountant to bring the books up to date as there has been difficulty getting this done on time in the past creating issues for the treasurer.

Action: Nicki to Liaise with an accountant re fee schedules, and preparation of EFOY statements and audits.

Voted 6 FOR, no against.

5.3. Nicki preparing financials and is currently a work in progress due to other time constraints.

6. Ride Calendar

6.1 Marrabel Ride

Mary Cherwin provided a Flyer and ride budget.

Jess suggested ride flyer details needed to be updated to reflect \$5 surcharge for the volunteers and there were some anomalies regarding prizes/donations and fuel costs.

Action: Wal to email Mary for updated flyer, resubmit ride budget on "new" form and make her aware that fuel reimbursement would be \$80 as per schedule.

6.2 Mount Cole Muster Ride in Victoria.

Ride is dual affiliated with Victoria. SAERA cannot find a Chief Steward to attend, we'll notify VICERA ASAP. The ride is a tribute to Anne Howles to be made a legend of the sport.

Naomi requested a ride flyer for the website.

Action: Wal to liaise with VICERA re CS & ride flyer.

7. Ride Reports:

7.1 Ride reports for State Championships have not been received due to the Little's holidaying in Queensland.

7.2 Ride report for Sandy Creek to be submitted & tabled at the next meeting.

8. General Business:

8.1 TQ18 SA Team/s rugs

Committee discussed options for sponsoring riders attending the TQ18 in Tassie. The consensus was merchandise, perhaps a jacket or shirt with logo and embroidery. It was discussed Cheryl's sister might be an option as she has an embroidery business and lives in Tasmania.

Action: Secretary to put out an Expression of Interest on the website. Provide feedback to committee.

8.2 AERA's July meeting in Melbourne

Bill to attending the next AERA Conference to be held on the 28th & 29th July in Melbourne.

Action: Secretary to forward agenda and notify AERA Sec of the change.

8.3 Ride organiser's reimbursements, can we review at AGM

Committee discussed whether ride reimbursements were current and progressive and reflected members expectations. Deferred the discussion to planning day and be tabled at the AGM for consideration.

8.4 Planning day for the Committee in the Barossa Valley.

Committee have set the dates: Planning Day will be on the afternoon of Saturday 17th November, a gathering then meeting followed by dinner and O/N stay (optional).

Christmas Party – End of year presentations will be held on Saturday the 1st December.

Action: Secretary to forward info so it can be placed on the website and or calendar.

8.5 Honorary Vet for SAERA

Committee discussed the role of the Honorary Vet and vets who either fit the criteria or have expressed an interest. Dan Sims was nominated for this role and the committee accepted that he was best choice to take us into the future. We'd like to acknowledge Ludwyin (?) contributions to SAERA over the past couple of years and thank her for all her time, commitment and expertise she's given to us and the sport.

Action: Secretary to send a thank you letter and flowers to acknowledge her support for SAERA and the sport.

8.6 Ride & water trailer maintenance and Insurance.

8.6.1 Insurance

There is currently NO insurance on the water or ride trailers.

Naomi has liaised with an Insurance Broker to get the best deal. The quote presented to the committee was \$100 a month for both trailers. The committee agreed that the trailers required insurance ASAP and accepted the quote.

Voted: 6 FOR, NO against.

Action: Cheryl to arrange water trailer rego to be put in SAERA name for Insurance purposes.

Action: Naomi to arrange insurance for the water trailer ASAP. Ride trailer will not be insurance until repaired.

Action: Treasurer to renew notify Karen and Naomi when completed.

8.6.2 Maintenance and Warranty.

The ride trailer has currently been assessed as unroadworthy. Naomi took the trailer to another trailer manufacturer for a second opinion re list of items that required urgent attention. The estimate for repairs amount to around \$8000.00.

Welcome to our guest Andrew White. Andrew gave the committee a run down on the trailer repairs and his conversation with the trailer manufacturer- Medlow Mechanical, he stated there was two years warranty on the trailer chassis and that the rest of the maintenance/repair work wasn't considered under warranty. The only repair Medlow's are prepared to fix is the leaking roof.

This generated a lot of questions and discussion, as Bill was on the sub-committee to purchase the new ride trailer (2015) in his absence, it was decided to defer until the next meeting as the current committee wasn't privy to the background information and or contract arrangements.

Action: Bill to liaise with Naomi and Andrew regarding information for maintenance and or repairs.

Action: Bill to liaise with Medlow re maintenance and or repairs. What's covered under warranty and what's not? How are we going to proceed on items that have been identified as concerns.?

Action: Bill to brief committee at the next meeting.

8.7 Voting in of the "horse welfare officer"

Amanda Smith resigned her position (Jess proxy) leaving nominations open. Karen nominated Cheryl, seconded by Nicki Samson Ward.

Voted 6 FOR, No Against

Cheryl confirmed Horse Welfare Officer.

Action: Naomi to change details on website and secretary to contact Shirley and or Lainie re access to AERA space.

8.8. Voting on "Membership Officer"

Amanda Smith resigned her position (Jess proxy) leaving nominations open leaving nominations open. Nicki Samson Ward nominated Karen, seconded by Naomi Leavesley.

Voted: 6 FOR, No Against.

Action: Naomi to change details on website and secretary to contact Shirley and or Lainie re access to AERA space.

Vacancy on the committee, Andrew White nominated by Karen, seconded by Nicki Samson Ward.

Voted: 6 FOR, No Against.

Welcome Andrew, I'm confident we'll find you a portfolio that suit's.....

8.9 New waiver form for club trailers.

Committee discussed waivers for both the ride & water trailer. Naomi presented a draft waiver form to be completed by the driver collecting the trailer. Committee to consider the waiver and a decision will be deferred until the planning day.

Action: Secretary to itemize for Planning Day agenda.

8.10 New ride budget form

Naomi has prepared a draft budget form to replace the existing version.

Naomi went through the form highlighting the details, the committee endorsed the new form.

Action: Naomi to post on the website for ride organisers.

8.11 General discussion re photographer

Action: Naomi deferred until next meeting

Other Business

9.1 Logo

Committee has been asked to investigate and or review 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.

9.2 **Faye Gallagher SAERA's Log book Secretary and state registrar** will be retiring at the end of the year. Committee will need to find someone for succession planning to "fill Faye's boots" for the future.

Action: Place an article on the website asking for an expression of interest. No one was assigned the task, held over to next meeting.

9.3 Old ride trailer disposal – quote estimate

A notice was placed on website for any interested parties to put offers to Karen.

To date Karen has not received any offers. Amount dropped to \$1000 see if there is any interest.

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

9.4. Use of old ride trailer.

Committee discussed and agreed the old ride trailer will be used in the interim whilst the new ride trailer is getting repaired, for the remainder of the year, two rides.

Action: Treasurer to renew registration for 3 months.

9.5 Profit & loss statements.

The Profit and Loss statements for 2018 rides is a work in progress, the treasurer will hopefully these available over the next couple of months.

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

9.6 Ride Organises concerns re raising Chief Stewards (CS) & Ride Secretary's (RS) for rides.

Committee discussed the relevance of the difficulties associated with finding CS & RS for rides, especially late in the season with the low numbers of volunteers and members available to do those integral roles to put on a ride. The general consensus is for the committee to organise a 'roster' for those roles in 2019, this should assist to alleviate concerns from members and volunteers that some may get fatigued performing those roles multiple times throughout the year.

Action: Table for Planning Day in November

9.7 Volunteer coordinator

Jess raised the role of a volunteer coordinator to assist to ride organisers and other organisations and agencies with any information they require.

Action: Vote on the Volunteer Coordinator next meeting

9.8 Review and update TPR's, CS & RS for 2018.

Discussed that these contacts were not current and needed updating.

Action: Secretary to contact all participants listed and revise list as required and report back finding to committee.

9.9 Marquee

Marquee needs replacing as we currently don't have one.

Action: Naomi to organise and purchase a new marquee.

Meeting closed 2200hrs.

Next meeting: Wednesday 22nd August 2018 at the Totness Hotel, Mount Pleasant.