

SAERA COMMITTEE MEETING MINUTES

Wednesday the 22nd August 2018

at Totness Hotel, Mount Pleasant,

Recorded & prepared by Karren Carman.

Meeting started 6 45pm

1. Welcome & Apologies

Welcome: Karen Alderton, Andrew White, Naomi Leavesley, Nicki Samson -Ward, Karren Carman, Lyn Chapman & Bill Harbison.

Special welcome to Faye Gallagher

Apologies: Stella Harbison, Jess Aistrope & Cheryl Bullock

2. Minutes from previous meeting:

Accepted & ratified 8 votes FOR, no AGAINST.

Motion: Minutes approved.

Action: Wal to delegate to Naomi as Website Coordinator.

3. Actions from previous meetings:

Action sheet incomplete:

Action: item 8.6.1 Ride and water trailer maintenance & insurance – Bill to liaise with Medlow mechanical re maintenance & Warranty – deferred until next meeting.

Action: item 9.1 Logo – Stella to liaise with AERA re logo design – deferred until next meeting.

Action: item 9.5 Profit & Loss statements – Nicki to prepare information

Action: item 9.8 Review and update TPS's, RS & CS for 2019 – Karren to send out letter requesting update on status for the new year.

Action: Secretary to Action any business arising.

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

4. Actions arising from previous minutes:

4.1 **Ride Trailer Update:** Bill has not contacted Medlow Mechanical & Fabrication re repairs & warranty.

Action: Bill to liaise with Luke at Medlow to try and resolve trailer repairs ASAP, must bring an update to next meeting for the committee to consider.

Action: Karren to write a letter of complaint to Medlow re outlining the current issues we've experiencing with the ride trailer.

Action: Karren to advise members via the website re ride trailer update.

4.2 Water Trailer update:

Thor Trailers are working on the cage to store the equipment, should be ready by early September.

4.3 Presentation trophies: Naomi allocated \$1500.00 for prizes & trophies.

8 FOR, no against

5. Correspondence:

5.1 Email from Faye Gallagher Re Logbook fraud – Faye to address the committee re letter.

Faye spoke to the committee re the occurrence of logbook fraud – stud prefixes. Faye was aware of three cases that required further investigation. Faye became aware of one such instance at Marrabel ride and advised “that it best if these persons came forward voluntarily to surrender their logbook” for correction at their own expense.

Action: Faye to draft a letter for the committee for consideration.

5.2 Email from Jill Bourton Re Easter Ride 2019

Ride proposal for Easter 2019 Mini Marathon at Mil-lel. Committee were happy to entertain the proposal although did have concerns regarding the timing (too early in the season) and associated costs (vets). Sponsorship would have to be sort from external sources.

Action: Karren to ring Jill & Melissa to advise re discussions.

6. Treasurers Report:

6.1 Treasurers Update:

Action: Nicki has liaised with an accountant re fee schedules, and preparation of EFOY statements and audits, the costs between \$3000-\$5000. These costs were considered to prohibitive. Karren suggested getting another quote from another accountant.

Action: Karren to liaise with accountant re books and audit costs to SAERA.

Voted 8 FOR, no against.

Nicki preparing financials and is currently a work in progress TBA

Nicki advised SAERA paid for one AERA delegate previously. Due to cost constraints committee agreed and decided that there would be only one delegate for AERA. As Stella & Jess were nominated they are to decide who will be the delegate and who will be the proxy.

Action: Karren to send Stella and Jess an email outlining decision and request they notify the committee as to who the delegate and proxy will be for any future correspondence with AERA.

7. Ride Calendar

7.1 Cambrai Ride September 28 & 29th September.

Ride application and budget received. Committee will requested amendment to scrape 10km ride lieu of the extra vetting for the 80kms.

Action: Karren to liaise with Tracey re amendment and advise in writing.

7.2 Ponderosa Ride 8th and 9th September

Ride to consist of 20km, 50km trainer and 80km

Action: Naomi Flyer to be placed on website.

8. Ride Reports:

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

9. General Business:

9.1 TQ18 SA Team/s rugs

Two members Jill Bourton and Rose Ross have expressed an interest in attending this years TQ. Nicki will organise jackets & rugs with logo and embroidery.

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

Action: Nicki to organise purchasing merchandize and rugs and embroidery.

9.2 AERA's July meeting in Melbourne

Bill attended the AERA Conference held on the 28th & 29th July in Melbourne.

Bill did not provide a report. He mentioned that an incident had occurred with a WA Rep and Leva Peters the President.

Action: Secretary to forward meeting minutes.

9.3 Online survey for Christmas Party & EOY presentations.

Committee has agreed to support a survey so that members can chose how they would like to spend the day. Karren & Naomi have given 4 options, closes end of September.

Action: Karren to forward information to Naomi.

Action: Naomi to place survey on website.

9.4 Voting in of a volunteer coordinator

No offers at this stage, deferred until Planning day in November

Action: Secretary to place on agenda.

9.5 Opening reservoirs for Recreational Use in SA

SA government has asked for feedback regarding recreation in reservoirs across SA including Mount Lofty Ranges, Mid north and Happy Valley.

Members are encouraged to complete the online survey to support opening reservoirs.

Action: Secretary to send link to website via Naomi

9.6 Biosecurity Update

Biosecurity SA reminder re PIC registration and your legal requirement to be registered if one or more horses are kept on the property.

Action: Secretary to send link to website via Naomi

9.7 Volunteer Award 2018

This year the committee has decided on the SAERA Volunteer of the year award. Name supplied not divulged as confidential, to be announced at End of Year Presentations. Voted for 8, no against.

9.8 Discussion around shorter distances rides.

Committee raised some concerns that the shorter distance rides haven't been well attended in numbers and cost the club money to subsidise day membership insurance. Will defer to planning plan

Action: Secretary to place on agenda.

9.9 2019 Calendar

Naomi provided a draft calendar for rides 2019 for consideration. Generally, well received to be discussed further at the planning day.

Action: Secretary to place on agenda for planning day.

9.10 EOY trophies

Naomi authorized \$1500.00 towards prizes and trophies for this year's awards.

Action: Vote 8 for, no against

9.11 Third reminder re lodging a child safe environment policy for the club.

SAERA is to provide the authorities with a child safe compliance strategy framework for the club by the end of August. The committee only became aware of this a week ago, previous emails going to a private email address. Our understanding is that the previous committee did not complete this legislative requirement and penalties may apply.

Action: Naomi to contact DECS re what does it involved, does it apply to our club etc and an extension of time to complete our legal requirements.

9.12 Vets Accreditation

Simone from MT Gambier has now been accredited and ratified by the committee.

Action: Secretary to write a welcoming letter &

Action: Naomi to update vet list and forward 2019 ride calendar for her consideration.

10. Other business from actions arising.

10.1 Maintenance and Warranty of ride trailer

Bill did complete previous action to contact Medlow Fabrication.

Bill indicated he wasn't aware of all the issues concerning the trailer. Andrew took the opportunity to discuss the severity of the issues and that the trailer is not roadworthy.

Action: Bill to liaise and take trailer around to 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.

Action: Karen & Andrew to take the trailer around to Bill's.

10.2 Logo.

Stella has been unable to follow up with AERA re SAERA logo (state colours – Blue & Red) so secretary to follow up.

Action: Secretary to contact AERA sec re investigation into logo.

10.3 SAERA's books

Treasurer states SAERA's book for previous financial year will be completed by Sam Uren shortly. This calendar year financials have not be recorded or completed. Some discussion re having the books up to date for the treasurer. Committee agreed to send the books to an accountant to bring the books up to date.

Action: Treasurer to provide Secretary with all information for the accountant.

Action: Secretary to take to accountant for quote.

10.4 Marquee

Naomi provided a quote for the marquee.

Total cost: \$1472.00

Includes: Heavy duty, 3 x 3, Blue with SAERA logo on the back.

Voted: 8 for, no against.

Action: Naomi to purchase a new marquee.

Meeting closed 2215 hrs.

Next meeting: Wednesday 26th September 2018 at the Totness Hotel, Mount Pleasant.