



SAERA COMMITTEE MEETING MINUTES

Wednesday the 26th September 2018

at Totness Hotel, Mount Pleasant,

Recorded & prepared by Karren Carman.

Meeting started 6 45pm

1. Welcome & Apologies

Welcome: Andrew White, Naomi Leavesley, Nicki Samson -Ward, Karren Carman, Bill Harbison & Cheryl Bullock

Apologies: Stella Harbison, Jess Aistrope, Lyn Chapman, & Karen Alderton

2. Minutes from previous meeting:

Accepted & ratified 7 votes FOR, no AGAINST.

Corrections: 9.6 Naomi working Lucas

Nb: next meeting 25th Oct not Sept

Motion: Minutes approved.

Action: Wal to amend the minutes.

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 9.8 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:

Working on a design to improve safety and compliance re change of responsibility. Looking into a cage to store the equipment, should be ready by early next year.

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

8 FOR, no against

5. Correspondence:

5.1 Email from Lainie Ray re her thoughts on the Xmas party & AGM

Committee discussed Lainie's suggestion to combine AGM & Presentations. She said the previous committee combined the two to get members to the AGM.

Action: The committee chose to remain with separating the two as the date had already been set for End of Year Presentations and felt the members would be better informed having the AGM early in the new year.

5.2 Draft letter from Faye Gallagher re letter to members re: logbook fraud.

Faye drafted a letter on behalf of the SMC.

Action: Letter endorsed, secretary to send letter via email to all members.

5.3 Quote from Built Tuff Trailers re repairs & or modifications to make it roadworthy.

Quote for estimate of repairs totalled \$11, 500.

Action: Bill agreed to take the trailer back to Medlow re repairs & or modifications to make it roadworthy.

5.4 Guidelines and templates re compliance for the child safety framework from DCS.

The committee needs to DCS with a Child Safe Environment Policy, **this is a legal requirement as legislated in the Child Protection Act 2016, they have agreed to extend the timeframe to December, failure could result in a \$10,000.00 penalty and closure of the club.**

Action: Karren and Naomi to complete preliminary investigations and table at the planning day for further discussion and action.

5.5 Letter of Support for Mt Crawford Dressage Club- Lights and water

SAERA wrote a letter of support to the MCDC with the view to possibly using the grounds in the future.

Action: No further action required.

5.6 Invitation for two SAERA representatives to the TQ18 Sponsors Welcome Event were offered to Rose Ross & Jill Bourton.

Action: Jill & Rose forwarded invitation via email.

5.7 Email from AERA secretary requesting a member/s from SAERA to present a rug at the Quilty 18.

Action: Jill & Rose were contacted and have agreed to present the rug on behalf of SAERA.

6. Treasurers Report:

6.1 Treasurers Update:

Nothing to report as books are with the accountant

6.2 Update re SAERA books from accountant

Accountant currently working on the books, hopefully should have them back before planning day in November. He noted there are numerous invoices missing in particular Wynarka, Farrell Flat and Sandy Creek. He urged the committee's treasurer not to pay any payments in the new year without an invoice, the purchase of a new accounting system should prevent this from happening in the future.



7. Ride Calendar

7.1 Dergholm Ride 3rd & 4th November – duel affiliated

7.2 Raglan Ride 20th and 21st October

Request came via president to duel affiliate the ride with Victoria.

Motion declined: Voted 4 against 2 FOR

8. Ride Reports:

8.1 Ride report from Cambrai, will be discussed at next meeting after the ride on the weekend

Action: secretary emailed ride organiser to contact CS re reminder to finalize ride report and forwarded to secretary to be tabled at next meeting.

9. General Business:

9.1 Online survey for Christmas Party & End of year presentations ends soon – place reminder on social media sites.

Naomi has kindly offered to place information on the website, including placing event item on Nominate, allowing members to choose from the menu and make payment prior to day.

9.2 Water trailer – has the work safe -risk management work been completed?

Geoff Carman & Russell Ward will complete a risk assessment and complete alterations and repairs as required. This work will be done before the commencement of the next ride in 2019.

9.3 WEC Update

Bill provided an update of the WEG in Tryon, North Carolina USA

9.4 Lainie Ray declined an offer (for personal reasons) to attend the TQ18 in Tasmania as a CS for SAERA.

9.5 Insurance – Certificate of Currency not being completed for rides?

Cambrai was the ride this year to have insurance.

Action: Ride application form to be amended to include this information.

9.6 Vet updates

Naomi working with Lucas to engage other vets into the sport, Lucas has agreed to mentor training vets. More discussions with Bill Harbison re running training clinic sometime in the new year.

9.7 End of year Presentations

Will be held at Kersbrook Tavern, Naomi has booked the venue and organised the menu.

9.8 Nomination for Log book registrar for 2019

An expression of interest will be put out after the planning day regarding a logbook registrar for 2019 and beyond. Faye is happy to mentor the person if they require her guidance and assistance. Thank you, Faye.



9.9 Membership computer repairs

Approval given to repair/upgrade Membership computer due to contact AERAspace updates.

Meeting closed 2230 hrs.

Next meeting: Thursday 25th October 2018 at the Totness Hotel, Mount Pleasant- to accommodate Jess