



SAERA COMMITTEE MEETING MINUTES

Wednesday the 19th December 2018

at Blumberg Hotel, Birdwood.

Recorded & prepared by Karren Carman.

Meeting started 8pm

1. Welcome & Apologies

Welcome: Andrew White, Naomi Leavesley, Karren Carman, Bill Harbison & Cheryl Bullock, Karen Alderton & Jess Aistrop

Visitors (left over from EGM) Lisa Brown, Tania Drever, Melissa Bright, Cassie Organ, Di Kajar, Lainie Ray, Jodie Smith, Jill Bourton. Melanie Scott.

Apologies: No apologies

2. Minutes from previous meeting:

Minutes from previous meetings October & November were ratified.

Action: Wal to send to Zenbyte -website

3. Actions from previous meetings:

Action list completed.

4. General Business

4.1 Working with Children & Vulnerable persons Policy

Tania & Melissa

Melissa Bright provided an overview of the history behind the previous committee's decision and her own personal circumstances as to why they chose not to act in relation to compliance statements, numerous requests sent by DECS went unheeded. Andrew raised several points, that it was a legacy left over from the previous committees, Melanie Scott said at a recent SMC meeting that "it was her fault, it wasn't a priority at the time and somethings had to drop off". The recent committee (last half of the year) only received one email forwarded by Melissa Bright (private mail box), re our final warning for non-compliance and that penalties of \$10,000 may apply. Naomi & Wal spent several hours in Adelaide with DECS re resolution. The SMC then made to decision to create a sub committee to work on the Compliance Statement.

Melissa and Tania having been working closely with a liaison from "play by the rules" and other sources to provide a draft statement. An application for extension was granted until 20th January 2019. Hope to have a draft ready for the SMC meeting in the new year.

Action: Sub committee to provide compliance statement for comment at the next SMC meeting.

4.2 Presentations Debrief

Naomi

Naomi provided feedback that the day was well attended and enjoyed by all those who attended.

Those who won awards appreciated their prizes and commended Naomi on a 'job well done'.



4.3 Update CS refresher/training with Gerard Bou 2019

Cheryl

Cheryl had contacted "G" he's happy for SAERA to organise a workshop. Dates are 9th & 10th Feb.

Action: Cheryl to tee up with "G"

4.4 General discussion re AGM

Committee

The AGM Fun Day has been set for Sunday 3rd February 2019. Lisa Brown has supplied a flyer for the AGM.

A fun day be incorporated with the AGM. Commencing 8 30am, a short ride & or games followed by a BBQ lunch then AGM. The venue will be Colin & Lisa Browns 23 McIntyre Rd, Sandy Creek.

Action: Secretary to forward onto Zenbyte -website.

4.5 Ride Trailer Update

Committee

Tonkin's Engineering have refused to undertake a compliance assessment, on the bases that Bill and Karren provided them with conflicting information regarding the trailer and Stella's email (sent to Secretary and cc'ed Brad in) regarding Bill and the trailer. We discussed finding another engineering and getting a quote for the compliance assessment.

Action: Secretary to contact an engineer and request a quote for compliance statement.

Action: Bill agreed to return trailer to Karen & Andrew to take to the engineers in January.

4.6 Extraordinary General meeting Re increasing membership for 2019

Committee

Done. Motion Accepted for \$5 increase – based on CPI

Action: Membership Officer to change form and place on website.

4.7 Nominate for Clubs- Membership (online)

Karren

Short discussion on the value of placing our membership online using the Nominate for Clubs- Membership (online) website. General consensus, it was unwarranted at this time as small membership.

No further action required.

4.8 Future Financials to be further category expenses to include

- AERA delegate expenses
- Website
- EoY Presentations
- Accountant fees
- Vehicle registration & insurance

All Agreed.

Action: Secretary to forward request onto accountant & treasurer.

4.9 Asset Register

Secretary has started an asset register, requested by the accountant for compliance and insurance reasons.

Action: Secretary to enter data and check whether we already had either an inventory or asset register.

Action: Secretary to ask Lainie whether she knows anything.



5. Correspondence

5.2 Email from Jodie Luck Re Membership & Insurance

Bill has spoken with Jodie, no further action.

5.5 Email from Melanie Scott re recent posting on website.

Short discussion, committee responded to request and took down the post. Some members were offended by the content re finances were incorrect and felt their contributions weren't appreciated.

Committee reiterated it wasn't there intension, acting on the information that had been given to them by the treasurer. The committee is apologetic for any inconvenience this may have caused.

No further action required.

5.9 Email from Melissa Bright Re vindicating herself from any wrong doing in relation to the non-compliance or delay in Working with Children Compliance statement.

Discussed earlier under general business

Action: Secretary to write a letter

5.10 Email from Catherine Hollingsworth.

Action: Secretary to write an acknowledge letter.

6. Treasurers Report.

6.1 Update from accountant re SAERA's books.

Committee has received 2018 Profit & Loss Statements for 2018. These will be tabled for the AGM.

John will provide the 2018 financial statement early 2019, in time for the AGM.

6.2 Cheryl re disclosing and recording monthly expenses for everyday account.

Attachment 1 – Finances Dec

Invoices approved: Your Personal Accountant Pty Ltd – SAERA books 2018 \$ 1850

Oasis Function centre \$130

Action: Secretary to table expenses in the minutes.

7. Ride calendar 2019

Calendar on website.

Add Mil Lel (Mount Gambier) for Easter - Marathon confirmed.

Motion: ride approval

Voted: 4 For & 3 against

Action: Naomi to ring Mel re ride approval

Action: Secretary to approach VICERA re duel affiliation



Sandy Creek ride pending in August – Thank you to Lisa & Colin Brown
Voted 7 For

Action: Liaise with Lisa re ride distances and times for the ride, referred for next meeting.

Other business

(Cheryl left 9 40pm)

8.1 Jess Aistrop – discussion around volunteers and how we encourage members to volunteers at events throughout the year.

General discussion around volunteers and creative ways to engage with volunteers & members.
It was deferred as an item for the AGM

Action: Secretary to place on AGM agenda

8.2 Melanie Scott spoke on behalf of Stella (Stella had left earlier) re the Vote of No Confidence.

General discussion around Stella's commitment to AERA and SMC meetings throughout the year.

Attended 1 AERA meeting & 2 SMC meetings and non-attendance at the Planning Day.

Stella said that would not stand down, it will be recorded as a Vote of No Confidence.

Melanie mentioned that perhaps the committee had been overzealous in their decision, drawing attention to Clause 15 in the Constitution and that we needed to notify Stella in writing, as has occurred on three previous occasions when warning letters were issued in the past.

The committee was prudent and upheld previous motion.

Motion of no confidence stands.

Actions: Secretary to notify AERA that Stella is no longer after SMC after being given a Vote of No Confidence.

Meeting closed 2230hrs.

Next meeting: scheduled for Wednesday 17th January 2019 at the Totness Hotel Mount Pleasant.

