



SAERA COMMITTEE MEETING MINUTES

Thursday the 25th October 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 & Karen Alderton

Apologies: Stella Harbison, Jess Aistrop & Lyn Chapman

Visitors: Melanie Scott & Lainie Ray (unannounced)

Short discussion re chair. President is the chair unless delegated to another member. Bill to remain as chair.

Thank you to Nicki for taking the minutes.

2. Minutes from previous meeting:

Accepted & ratified 7 votes FOR, no AGAINST.

Corrections:

9.6 Naomi working with Lucus to engage other vets into the sport.

Motion: Minutes approved.

Action: Wal to amend the minutes.

3. Actions from previous meetings:

Action sheet completed:

Action: item 5.1 Cost \$800 - \$1100 to bring 2017 & 2018 books up to date as required by the accountant.

Motion: Expenditure for accountant be approved.

7 FOR, no AGAINST

Action: item 6.3 Wal and Sandy to advise we were not dual affiliating Raglan ride.

Action item 8.1 Naomi – done.

Action item 8.2 In progress

Action item: 8.5

Action item 8.7 Done

Action item 8.8 Faye will give committee job description & has agreed to mentor. Secretary to organize an expression of interest to go out before the AGM.

Action item 9.4 Wait for planning day

Action item 9.5 Wal forward link



Action item 9.6 Wal to forward link

Action item 9.9 On planning day agenda, sent out agenda.

Action item 9.11 General Business

Action item 9.12 Done

Action item 10.1 General business

Action item 10.2 Logo – templates emailed to committee to be discussed at the planning day.

Action item 10.3 Done

Action item 10.4 Marquee ordered. Naomi to follow up.

3.1 **Action:** Secretary to provide action sheet to committee for next meeting.

4. General business:

4.1 Ride trailer Update:

Bill has spoken with Luke at Medlow. Medlow has agreed to modify hinges and seal water leakages.

Bill feels the axles were a design from the previous committee and signed off. Andrew challenged and said Medlow said it was to your specifications. Bill said he took the trailer to Toby's on the 25th of September, Toby made remarks to the effect "they must have had a heap of shit at the back of the trailer" and it was well constructed, poorly designed.

Bill said he got in touch with Regency and they said it is unlikely it is unroadworthy and to take it to the nearest police station for assessment.

Bill then spoke with Damien at Gawler Police Station who said he sees no reason to defect it.

Karren mentioned keeping an investigations diary to keep track of conversations and dates.

Karren said she had been in touch with Brad at Tonkin's Engineering, they are happy to provide a preliminary report with recommendations. One recommendation could be they need to undertake a full assessment, this would cost around \$1500.00. This document will be the supporting document for any future action.

Motion: Karren to liaise with Brad at Tonkin's re preliminary report for ride trailer.

Actions: Bill to send photos to saera5,

Karren to send light Trailer data sheet to Medlow.

Karren to write to Medlow re list of complaints regarding the trailer

Motion carried: 7 FOR, no AGAINST

4.2 End of year presentations to be held at the Kersbrook Tavern, thank you to Naomi for organising.

Action: Naomi to place reminder on website.

4.3 Membership computer – repairs cost \$300, will ask IT technicians where it's worth repairing or replacement?

Action: Naomi to follow up

Motion: Agree to pay \$300 for repairs.

Voted: 6 FOR, 1 AGAINST



4.4 Faye has provided a job description for the State log book registrar, an Eol will be called before the AGM, via the website.

Action: Secretary to organise Eol to go out to members before AGM.

4.5 Discussing regarding addressing members complaints that “posting was not being answered or were declined” on Facebook. Committee agreed it was beneficial to have social media outlet Facebook for the DE dissemination of information. The committee agreed there needed to be one person responsible for Facebook, Cheryl kindly offered to coordinate this site and place some rules up regarding the use of the site.

Action: Cheryl to update notifications on Facebook and apply some rules regarding posting.

4.6 Committee agreed to change Membership form to include a “preferred contact” for correspondence.

Action: Karen to change on 2019 Membership form.

4.7 Planning day Update: An Eol went out to members requesting their input into the planning day, some information received. Draft agenda has been sent out. SAERA to pay for lunch.

4.8 SMC have agreed to rescind organising ride officials for 2019. Ride organisers are to find and secure ride officials and volunteers for their ride.

Motion carried: 7 FOR, no AGAINST

4.9 Free screening checks for volunteers

The government has now offered free screening checks for volunteers as of the 1st November 2018. Screening as about providing safe environment for children and other vulnerable people. SA and Commonwealth policy and legislation make it mandatory for sporting clubs to carry out background checks on prospective volunteers.

SMC has agreed to start screening volunteers and club members starting with ride officials such as CS and RS.

Action: Secretary to place information on website. Call for Eol for anyone interested to contact the secretary to have their name placed on the database.

Action: Secretary to lodge application with screening SA for the processing of the application so that members and volunteers can manage their own information.

4.10 Update regarding SC refresher/ training with Gerard Bou (Queensland). Gerard has agreed to do the training sometime early in the new year. Lucus has agreed to run a TPR workshop early in the new year also. Please note: to keep our Honorary Vet Dan in the loop.

4.11 The committee discussed the need to include members who had children to identify and explore options. The committee agreed to a sub committee to implement the child Safe Environment policy.

Motion: carried.

4.12. The need for a Confidentiality Agreement was brought up again, after complaints around information leaking from the committee. It was agreed that somethings should be kept confidential however it was almost impossible to stop information being disseminated to the broader membership.



4.13 Secretary sent letter to Dennis Uren.

4.14 SAERA Asset register.

Karren discussed the need to have an asset register for the club for insurance and financial requirements to comply with legislation.

Action: Secretary to email SMC requesting items for the register.

5. Correspondence

5.1 Jess's suggestions regarding a number of items could not be discussed due to no or little information.

Action: deferred until Jess comes to a meeting.

5.2 Jessica Aistroppe has resigned as AERA delegate and is an apology for the upcoming meeting.

The committee will seek a new delegate at next year's AGM.

Bill mentioned Stella would also not be attending, no reason given.

Expression of interest to attend, Wal and Naomi offered.

Motion: Both attend the next AERA meeting in Melbourne and to organise proxy's etc.

Action: Secretary to liaise with AERA re SA report, meeting information & requirements.

Action: Secretary to forward Jess's resignation to AERA.

5.3 Email from Shirley, she felt it unnecessary to have sent out the Log Book fraud letter to all the members as there only a few offenders and should have been dealt with directly. Accepted Shirley's position.

No further action required.

5.4 Email from Brad at Tonkin's Engineering re ride trailer. Brad would like us to send him some photos of the trailer and any other relevant information for him to complete a preliminary assessment, providing recommendations as to whether a further assessment/report was required. Brad also provided a Light trailer data sheet to be completed by the manufacture.

Action: Karren to liaise with Brad and organise for the photos and data sheet to be sent to him ASAP.

Motion: Carried.

5.5 Email from Faye Gallagher confirming she's happy to mentor, the soon to be, newly appointed State Registrar (to be voted on at the AGM). An EoI also needs to go out prior to AGM for committee positions including AERA delegates, AERA database ride verifier, etc.

Action: Secretary to put out an EoI prior to AGM

5.6 Email from Stella Harbison, informing the committee she has a buyer for the new trailer, offering \$5000 from another club, and we should take it.

Actioning the committee to vote (via email) on the sale ASAP.

No further discussion or action required.



6. Treasurers Report

6.1 Update from accountant. Correspondence has been back and forth, he hopes to have 2017 Financial Statement ready for November. Nicki has agreed to run an excel spreadsheet for P & L for rides. All looking very encouraging and relieved that the finances will be ready for the AGM.

Finances to be discussed at Planning Day re increased costs of running rides.

7. Ride Calendar

Dergholm last ride for the year.

Ride dates for 2019 to be discussed at Planning day and the calendar will then be posted on the website shortly thereafter.

8. Other business

Melanie Scott discussed correspondence re draft AERA constitution revision in particular *Clause 16 Eligibility of Committee Members*. *Not yet accepted as final*.

They aim to have a final version ready for acceptance at the AERA Annual General meeting in march 2019.

Andrew raised a question to Mel as to why the Child protection Policy wasn't done by the previous committee as she replied, "well that's probably my fault, I had to prioritize, when you've got 50 things, some have to drop off" and supported the idea of having a sub committee working on the policy. Mentioned Tania Drever and Melissa Bright would be happy to contribute.

Meeting closed 2200 hrs.

Next meeting: Wednesday 21st November 2018 at the Totness Hotel, Mount Pleasant