



SAERA Committee Meeting Minutes

6th February 2019

Woodside Council Offices

Meeting open 6:45pm

1. Present:

Melanie Scott, Andrew Luck, Jodie Luck, Tania Drever, Bill Harbison, Cheryl Bullock, Rachael Barnett, Stella Harbison, Kelsey Bright, Melissa Bright

2. Minutes from previous meetings

Previous minutes were not available for meeting and will be reviewed at the next meeting once forwarded by previous Secretary. Bill Harbison is the only returning member present at the January meeting able to verify the previous minutes

Action: Melissa Bright to follow up with previous secretary to obtain January Minutes and Draft AGM Minutes

3. Actions from previous meeting

Actions from December meeting were reviewed

4. General business

4.1. 2019 role and task allocation

AERA delegate – nominations from Bill Harbison, Stella Harbison and Jodie Luck
Three meetings a year but a lot of activity between meetings

Motion: Jodie Luck and Stella Harbison to be AERA delegates

Proposed: Kelsey Bright Seconded: Cheryl Bullock Voted unanimously

Logbook Registrar and AERASpace Verification

Kelsey Bright appointed

Action: Melissa Bright to send thank you letter to Faye Gallagher and Shirley Ellis sincerely thanking them both for their years of service to SAERA. Their professionalism and dedication leave big boots to fill

Action: Melissa Bright to advise Steve Swan of change to arrange logins for AERASpace

Membership

Lainie Ray appointed

Horse Welfare Officer

Cheryl Bullock appointed

Vet Coordination

Stella Harbison appointed

Medication Control Coordinator

Tania Drever appointed



CS and TPR Coordinator

Tania Drever appointed

Social Media Management

Jodie Luck and Cheryl Bullock appointed

Action: Jodie Luck to re-pin social media policy to FB page for member's reference

Website Management

Melissa Bright appointed

Ride Secretary Coordinator

Melissa Bright appointed

Insurance and Registration

To be included as part of the Treasurer role

Public Officer

Andrew Luck appointed.

Action: Andrew Luck to update records held by Consumer and Business Services

4.2. Ride Trailer

Ride trailer assessed by RV Trailers on 6 Feb and will be further assessed by JR Collins Trailers, Mt Barker on Friday. Next steps to be determined following Friday's assessment

Action: Andrew and Jodie Luck to manage ride trailer assessment.

4.3. 2019 Ride Calendar

Mil Lel Draft Flyer and Budget discussed with some good suggestions around programming of marathon event. Marathon prices set as: Marathon \$250, Mini Marathon \$150 and Micro Marathon \$75

Action: Melissa Bright to send flyer to upload onto website

Conversation around how well SAERA and VERA dates coordinate.

Action: Melanie Scott to contact VERA President to discuss options for better calendar coordination and to follow up request to dual affiliate Mil Lel

Action: Melissa Bright to email Jess Aistrop to advise her of previous committee's decision not to accept her training ride proposal

4.4. Constitution and other policy review and update

Constitution Review sub-committee formed led by Andrew Luck with Tania Drever, Jodie Luck and Jill Bourton. Jono Sims to provide expert legal advice.

Membership Protection Policy circulated to members as part of AGM papers. No comments have been received.

Action: Tania Drever to update MPP to reflect recent changes to screening processes

Action: Melissa Bright to upload onto website

Action: Melissa Bright to update ride entry form for Day Membership to reference MPP



Action: Tania Drever to register SAERA for free screening checks for volunteers from DHS

Action: Tania Drever and Melissa Bright to advise all CS of the process to undertake screening

Action: President, Secretary and Treasurer and all CS to undertake 30 min online training for child protection

4.5. AERA Business

Second correspondence received from AERA (first received 10 Dec) advising the AGM dates 16-17 Mar and requesting Delegate nominations, agenda items and reports.

Action: Melissa Bright to forward SAERA delegate nominations to AERA

4.6. Correspondence

Secretary asked SMC how they would like to be informed about incoming/outgoing correspondence. It was agreed to prepare a table of incoming correspondence with actions taken and include in the meeting agenda for discussion as required.

5. Treasurer's Report

5.1. Changing signatories/access to internet banking

Signatories for SAERA accounts NAB Cash Manager 083 088 561046762 and NAB Business Cheque 085921 205135822 to be changed as follows:

- Remove Naomi Leavesley, Amanda Smith, Nicola Samson-Ward and
- Add Rachael Barnett, Melanie Scott and Melissa Bright

Action: Rachael Barnett to update signatories with NAB bank

5.2. Plan of action for 2018 books

The 2018 accounts were left unfinished by the preceding committee, including a possible \$13,000 in unspecified expenses to be tracked and accounted for. It was therefore not possible to present a 2018 profit and loss statement at the recent AGM

Action: Rachael to contact John Lawson to understand current status of the books

Action: Rachael Barnett to check whether accountant invoice has been paid

Action: To finalise 2018 books, members to be asked through FB (Jodie Luck) and website (Melissa Bright) posting to forward all receipts by end of Feb

6. Other business

6.1. TQ19 Sponsorship

Action: Melissa Bright to follow up to see what is left to sponsor and offer SAERA sponsorship of up to \$500

6.2. TQ2023 -

6.3. Masters Games – 5-12 Oct

Cheryl received an email from SA Harness Club inviting SAERA to put on an Endurance Ride for Master's Games on 5-12 Oct 2019



Action: Cheryl Bullock to forward email to saera5

Action: Following discussions with VERA, Ride Calendar to be reviewed to assess possibility of inclusion of Masters Games

6.4. Certificate of Currency

Action: Melissa Bright to obtain Certificate of Currency for 2019 riding year from New Market.

Meeting closed 10:10pm

Next meeting Thursday 28th February, 6:30pm at Woodside Council Office



ACTION LIST

Meeting Date	Description	Responsibility	Status
6 Feb 2019	Follow up with previous secretary to obtain January Minutes and Draft AGM Minutes	Melissa Bright	
6 Feb 2019	Send thank you letter to Faye Gallagher thanking her for her years of service as SAERA's logbook registrar.	Melissa Bright	
6 Feb 2019	Advise Steve Swan of change to arrange logins for AERAspace	Melissa Bright	
6 Feb 2019	Re-pin social media policy to FB page for member's reference	Jodie Luck	
6 Feb 2019	Update records held by Consumer and Business Services	Andrew Luck	
6 Feb 2019	Manage ride trailer assessment	Andrew and Jodie Luck	
6 Feb 2019	Send flyer to upload onto website	Melissa Bright	
6 Feb 2019	Contact VERA President to discuss options for better calendar coordination and to follow up request to dual affiliate Mil LeI	Melanie Scott	
6 Feb 2019	Email Jess Aistrope to advise her of previous committee's decision not accept her training ride proposal	Melissa Bright	
6 Feb 2019	Update MPP to reflect recent changes to screening processes	Tania Drever	
6 Feb 2019	Upload MPP onto website	Melissa Bright	
6 Feb 2019	Register SAERA for free screening checks for volunteers from DHS	Tania Drever	
6 Feb 2019	Advise all CS of the process to undertake screening	Tania Drever and Melissa Bright	
6 Feb 2019	Undertake 30 min online training for child protection	President, Secretary and Treasurer and all CS	
6 Feb 2019	Forward SAERA delegate nominations to AERA	Melissa Bright	
6 Feb 2019	Update signatories with NAB bank	Rachael Barnett	
6 Feb 2019	Contact John Lawson to understand current status of the books	Rachael Barnett	
6 Feb 2019	Check if accountant invoice has been paid	Rachael Barnett	
6 Feb 2019	To finalise 2018 books, members to be asked through FB and website posting to forward all receipts by end of Feb	Jodie Luck and Melissa Bright	
6 Feb 2019	Follow up to see what TQ19 sponsorship is available and offer SAERA sponsorship of up to \$500	Melissa Bright	
6 Feb 2019	Forward Masters Games email to saera5	Cheryl Bullock	
6 Feb 2019	Ride Calendar to be reviewed to assess possibility of inclusion of Masters Games	Melanie Scott	
6 Feb 2019	Obtain Certificate of Currency for 2019 riding year from New Market	Melissa Bright	

