



## SAERA Committee Meeting Minutes

28<sup>th</sup> February 2019

Woodside Council Offices

Commenced 6:50pm

### 1. Present

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

Bill Harbison arrived 7:10

### 2. Minutes from previous meetings

Moved Jodie Luck Seconded Rachael Barnett

Minutes from January meeting and AGM are still to be received from the previous Secretary

Following discussion, minutes will be posted on the website following endorsement at the next meeting to correct mistakes and ensure minutes are an accurate and considered reflection of the meeting

### 3. Actions from previous meeting

Status summarised at the end of Minutes

### 4. General business

#### 4.1 Ride Trailer Update

Jodie Luck tabled findings from discussions and assessment of trailer.

Proposed that modifications to the ride trailer (including redistribution of weight, seal roof, repaint rusted section, gutter above door, check electrics). Estimated cost of modifications \$700

Approval for expenditure moved Jodie Luck Seconded Cheryl Bullock carried unanimous

**Action:** Jodie Luck to prepare a report for membership outlining the process undertaken and outcomes for inclusion in the next meeting minutes

**Action:** Jodie Luck to prepare instructions for use of Ride Trailer to be included for Ride Organisers to be attached to the trailer and available on the website

**Action:** Melissa Bright to update statement re ride trailer on website

**Action:** Jodie Luck to double check both ride trailers insurance status

**Action:** Jodie Luck to advertise the old ride trailer for sale

#### 4.2 2019 Ride Calendar

**Action:** Melissa Bright to put 2019 vet fees on website for Ride Organisers



Callington – only two vets required for less than 60 horses as per the AERA Rulebook.

**Action:** Stella Harbison to confirm two vets – Harry Ousley and Jacqui McLeod and advise RO

**Action:** Cheryl Bullock to obtain ride budget and forward to saera5

Mil Lel Marathon - progressing

Waikerie Ride Application – SMC sincerely appreciates the effort put in by Lisa and Colin Brown to make this ride available for members

Preference for three leg 80kms

Accept proposal Moved Cheryl Bullock Seconded Bill Harbison All in favour

**Action:** Mel Bright and Tania Drever to contact Lisa Brown and assist with volunteers

State Champs – June Long Weekend, various options discussed with no resolution at the moment

Masters Games – 5-12 October

#### 4.3 Constitution

First meeting of SAERA Constitution subcommittee held 18 Feb 2019. Proposed timeline to progress as follows:

- March 2019 - Subcommittee to produce Discussion Paper to address issues for new Constitution
- April 2019 - SMC to debate issues raised in Discussion Paper
- May 2019 - Draft 2019 SAERA Constitution written and endorsed by SMC
- June 2019 - Lawyer to convert draft Constitution into legally acceptable document
- July 2019 to end July 2019 (4 weeks) - Draft constitution posted on SAERA website for open consultation process, members to email comments and questions
- August 2019 - Subcommittee to redraft Constitution taking into account members contributions, then to lawyer and SMC for endorsement
- Early Sept 2019 – schedule and advise of Special General Meeting
- October 2019 - SGM called for Membership to vote on new SAERA constitution

#### 4.4 CS Report

The application for registration of SAERA as an organisation was submitted on 12 Feb 2019.

Applications have been commenced for the President, Secretary, Treasurer and 7 Chief Stewards. NOTE: there are 13 Chief Stewards on the list (see below), several of which are Provisional and/or have indicated they may or may not continue the role of CS

Once Chief Stewards have confirmed their intent to fulfil the role the link for them to complete the Child Protection Online course will be sent.

The link to the Child Protection Online course was sent to Mel S and Mel B on 12/02/19. The training takes about 30-45 minutes with questions.



First Name	Surname	Application commenced	Comments
Jil	Bourton	25/02/2019	
Cheryl	Bullock		Provisional?
Tania	Drever	25/02/2019	
Graham	Dugmore		
Faye	Gallagher	25/02/2019	
Melanie	Scott	25/02/2019	
Bill	Harbison		Provisional?
Jodie	Luck	25/02/2019	Provisional?
Lainie	Ray	25/02/2019	
Jody	Smith	25/02/2019	Provisional?
Paula	Van Eck	25/02/2019	
Sue	Arwen		Provisional?
Bob	Masters		Provisional?
Jean	Sims		Provisional?

**Action:** Tania Drever to finalise TQ19 SAERA CS nominee

#### 4.5 AERA Business

Bill Harbison to proxy for Jodie Luck at next meeting

#### 4.6 Membership Update

20 Members to date

#### 4.7 Logbook Registrar

Met with Faye Gallagher for formal handover

Advised that the three fraudulent horse logbooks (as per email sent to all members in 2018) have been amended

#### 4.8 Horse Welfare

Nil report

#### 4.9 Social Media

FB page is increasingly being considered as a “for sale” site

**Action:** Cheryl, Jodie and Stella to discuss position around what to accept as for sale items

#### 4.10 Correspondence

**Action:** Melanie Scott to regular check email correspondence



## 5. Treasurer's Report

### 5.1 Bills paid as of 28/02/2019

22.02.2019	Nicole Smith membership refund	\$177
25.02.2019	Karren Carmen AGM advert in paper	\$238
25.02.2019	AERA 730 liability and pa	\$2331
25.02.2019	AERA 731 affiliation	\$491
28.02.2019	Dani Oniszk logbook refund	\$35
28.02.2019	RV Trailers (ride trailer inspection)	\$550

5.2 QBE have begun direct debit of ride trailer insurance.

5.3 Confusion of payment of \$40 for Jill Ross. She has elected not to worry about it.

5.4 Paperwork picked up from John the accountant.

5.5 26.11.2019 no invoice for Presentation lunch \$568.60

5.6 Term deposit maturity statement 21.12.2018 missing – seeking information from TQ1& committee.

**Action:** Melissa Bright to prepare information regarding payment of full ride entries when nominating

## 6. Other business

### 6.1 Water Trailer

Wendy Grundy has advised SMC that the water trailer requires some maintenance

**Action:** Jodie Luck to collect the water trailer and take for further assessment

### 6.2 Ribbons

Thank you Shirley Ellis for ensuring SAERA completion riders have been beautifully rewarded for many years and thank you Catherine Hollingsworth for offering to take over the job.

### 6.3 Water Troughs

2 large 250L water troughs have been donated by Andrew Elliot, SA Rotomold Pty Ltd. Plastic products manufacturers and wholesalers. Sincere thanks for the generous support

**Action:** Kelsey Bright to pick up troughs from Mile End

### 6.4 Future Meeting Dates

Thurs 28th March

Wed 1<sup>st</sup> May

Thurs 23rd May

Wed 19th June

Thurs 25th July (delayed by a week to allow members to get back to Adelaide from TQ19)

Wed 14th August

Thurs 12th Sept

Wed 9th Oct

Thurs 7th Nov

Wed 4th Dec

Sun 8th Dec AGM/Presentation

Close 10:22pm



## 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	Complete Previous secretary unable to provide
6 Feb 2019	Send thank you letter to Faye Gallagher and Shirley Ellis thanking them for their years of service as SAERA's logbook registrar.	Melissa Bright	In progress
6 Feb 2019	Advise Steve Swan of change to arrange logins for AERAspace	Melissa Bright	Completed
6 Feb 2019	Re-pin social media policy to FB page for member's reference	Jodie Luck	Completed
6 Feb 2019	Update records held by Consumer and Business Services	Andrew Luck	Completed
6 Feb 2019	Manage ride trailer assessment	Andrew and Jodie Luck	Completed
6 Feb 2019	Send Mil Lel ride flyer to upload onto website	Melissa Bright	Completed
6 Feb 2019	Contact VERA President to discuss options for better calendar coordination and to follow up request to dual affiliate Mil Lel	Melanie Scott	Completed
6 Feb 2019	Email Jess Aistrope to advise her of previous committee's decision not accept her training ride proposal	Melissa Bright	Completed
6 Feb 2019	Update MPP to reflect recent changes to screening processes	Tania Drever	Completed
6 Feb 2019	Upload MPP onto website	Melissa Bright	Completed but further changes made and requires reload
6 Feb 2019	Register SAERA for free screening checks for volunteers from DHS	Tania Drever	Completed
6 Feb 2019	Advise all CS of the process to undertake screening	Tania Drever and Melissa Bright	Completed
6 Feb 2019	Undertake 30 min online training for child protection	President, Secretary and Treasurer and all CS	Completed by Mel Scott, Tania Drever, Lainie Ray
6 Feb 2019	Forward SAERA delegate nominations to AERA	Melissa Bright	Completed
6 Feb 2019	Update signatories with NAB bank	Rachael Barnett	Completed
6 Feb 2019	Contact John Lawson to understand current status of the books	Rachael Barnett	Completed
6 Feb 2019	Check if accountant invoice has been paid	Rachael Barnett	Completed
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	Completed
6 Feb 2019	Follow up to see what TQ19 sponsorship is available and offer SAERA sponsorship of up to \$500	Melissa Bright	Completed
6 Feb 2019	Forward Masters Games email to saera5	Cheryl Bullock	Mel Scott to send



			via email
6 Feb 2019	Ride Calendar to be reviewed to assess possibility of inclusion of Masters Games	Melanie Scott	Ongoing
6 Feb 2019	Obtain Certificate of Currency for 2019 riding year from New Market	Melissa Bright	Completed
28 Feb 2019	Prepare a report updating membership on the trailer status for inclusion in next meeting's minutes	Jodie Luck	
28 Feb 2019	Prepare instructions for use of Ride Trailer to be included for Ride Organisers to be attached to the trailer and available on the website	Jodie Luck	
28 Feb 2019	Update statement re ride trailer on website	Melissa Bright	
28 Feb 2019	Double check both ride trailers insurance status	Jodie Luck	
28 Feb 2019	Advertise old ride trailer for sale	Jodie Luck	
28 Feb 2019	Put 2019 vet fees on website for Ride Organisers	Melissa Bright	
28 Feb 2019	Confirm two vets for Callington – Harry Ousley and Jacqui McLeod and advise RO	Stella Harbison	
28 Feb 2019	Obtain Callington ride budget and forward to saera5	Cheryl Bullock	
28 Feb 2019	Contact Lisa Brown and assist with volunteers for Waikerie	Melissa Bright/Tania Drever	
28 Feb 2019	Finalise TQ19 SAERA CS nominee	Tania Drever	
28 Feb 2019	Discuss and propose position around what to accept as for sale items on FB for SMC endorsement at next meeting	Cheryl, Jodie and Stella	
28 Feb 2019	Regularly check email correspondence	Melanie Scott	
28 Feb 2019	Prepare information regarding payment of full ride entries when nominating	Melissa Bright	
28 Feb 2019	Collect water trailer and take for further assessment	Jodie Luck	
28 Feb 2019	Collect donated troughs from Mile End	Kelsey Bright	



**ATTACHMENT 1: Incoming Correspondence**

<b>Date Received</b>	<b>From</b>	<b>Description</b>	<b>Action Taken</b>
7 Feb 2019	Wendy Grundy	Some thoughts regarding the ride trailer	Forwarded to Jodie Luck for consideration
7 Feb 2019	Kim Moir (AERA)	Nomination form and confidentiality agreement	Forwarded to Jodie Luck
10 Feb	Kim Moir	Equine Influenza outbreak	Forwarded to SMC
13 Feb	Screening Unit	DHS login and password details	Filed
15 Feb 2019	James Caracoussis	Reminder to forward banking details for QBE insurance on old ride trailer	Forwarded to Rachael Barnett
19 Feb 2019	Horse SA	E-newsletter	Forwarded to Jodie Luck and Cheryl Bullock for possible distribution through FB
21 Feb 2019	Wendy Grundy	Water Trailer status update	Forwarded to SMC for next committee meeting discussion
22 Feb 2019	Nicki Samson Ward	Partly completed ride reconciliations from 2018	For review by Treasurer
22 Feb 2019	Kim Moir	Letter advising TQ19 CS Team	Forwarded to SMC
24 Feb 2019	Kim Moir	Notice of AERA AGM	Forwarded to SMC