



## SAERA Committee Meeting Agenda

19<sup>th</sup> June 2019, 6:40pm

Woodside Council Offices

### 1. Welcome and Apologies

Present: Melanie Scott, Rachel Barnett, Kelsey Bright, Cheryl Bullock, Jodie Luck, Melissa Bright  
Apologies: Stella Harbison, Bill Harbison,  
Tania Drever joined meeting 6:55pm  
Andrew Luck joined meeting at 7:35pm

Guests: Annalise Drever-Borchardt, Bella Johns

### 2. Minutes from previous meetings

23<sup>rd</sup> May 2019 Minutes approved  
Moved: Rachael Barnett Seconded: Jodie Luck

Adequacy of current minute format discussed and agreed that format is satisfactory. No changes required

### 3. Actions from previous meetings

Summarised in Attachment 1

### 4. Treasurer's Report

Rachael

Bills paid as of 17.06.2019

04.06.2019	Callington Recreation Park ground hire	\$150
04.06.2019	Polish Hill ground hire and power	\$424.15
04.06.2019	Unicorn Embroidery 9509 SC Merch	\$591.75
04.06.2019	Kennards SC Light tower	\$170
11.06.2019	AERA 802 Affiliation	\$177
11.06.2019	AERA 801 Liability	\$222.50
11.06.2019	Vet Louyen Heng Waikerie	\$764.50
11.06.2019	Vet Lachlan Cameron SC	\$973
13.06.2019	Bloomfield Rugs SC rug prizes	\$490
15.06.2019	Vet Paul Lubbe SC	\$973
15.06.2019	Hills Hire replace soap dispenser	\$40
15.06.2019	Hills Hire water filler lid missing	\$20
15.06.2019	Birdwood CFS SC volunteer catering	\$110
15.06.2019	WICEN SC Communications	\$300
15.06.2019	Lainie Ray SC Volunteer catering	\$184.37
15.06.2019	Lainie Ray carrots	\$32.50



17.06.2019	Sue Brown Drug Testing SC	\$83.20
17.06.2019	AERA 810 Logbooks	\$275
17.06.2019	Archer Equine Mil Lel Saddle blanket	\$200

Sam Uren has provided new spreadsheet for 2019 accounts. Very helpful and greatly appreciated thanks Sam

Agreed to insure the water trailer only but not the contents due to their minimal value

## 5. General business

### 5.1 2019 Ride Calendar

**Committee**

State Champs – congratulations Lainie Ray and team on delivering a fantastic event enjoyed by all. It was fabulous to see such a high success rate and in particular four junior competitors. There has been a noticeable change in the level of enjoyment of all involved in the events this year and thanks goes to the ROs and volunteers for their role in making this change.

**Action:** Mel Bright to send thank you cards to Lainie Ray and Jody Smith

5/6 July – ride to be removed from calendar

3/4 August Sandy Creek – looking to fill RS/CS

**Action:** Mel Bright and Tania Drever to assist ROs

24/25 August –

**Action:** Tania Drever to contact Shillabeers to scope out option of ride at Cambrai

14/15 Sept Ride for Jacqui – Tay advised of her inability to put on the ride.

**Action:** Mel Bright, Kelsey Bright and Tania Drever to discuss options

5/6 October – proposed training day.

**Action:** Jodie Luck to look into options

12/13 October – Vic SC

1, 2 November – Dergholm

### 5.2 Constitution

**Andrew**

The first draft of new SAERA Constitution was forwarded to the SMC in mid-May 2019. Replies were received by several SMC members with suggested amendments. Modifications were made to the draft and sent for legal opinion, along with some questions regarding specific matters raised by SMC members.

**Action:** Andrew Luck to follow up legal advice on content and structure

**Action:** Melanie Scott to rework the “Aims and responsibilities” sections of the Constitution

**Action:** Mel Bright to include an update on progress of Constitution in next President Update for members



### 5.3 AERA Business

Stella/Jodie

TQ19 SA Team

**Action:** Jodie Luck to post reminder of SA TQ19 application

### 5.4 Membership Update

59 members – 3 Life, 4 Honorary, 2 Assoc, 2 Intermediate, 8 Junior, 40 Ordinary

**Action:** Rachael Barnett to find out the cost from AERA of part year

**Action:** Mel Bright to work with Lainie Ray to update the membership forms to define and outline member responsibilities

### 5.5 Logbook Registrar

Kelsey

Since last reported (23 May 2019) there have been 4 logbooks issued

### 5.6 Aeraspace Registrar

Kelsey

Few issues with Aeraspace and BC results at State Champs. Special thanks to Steve Swan for resolving the issue

**Action:** Mel Scott to contact AERA for a current list of AERAspace access

### 5.7 Horse Welfare/Medication Control

Cheryl/Tania

Four horses were swabbed at the State Champs

### 5.8 Social Media

Cheryl/Jodie

Getting some good numbers of new members joining FB page

## 6. Other business

AHSA is generously sponsoring a rug for the first registered pure bred or derivative arab over the line at every State Championship. Thank you AHSA for the acknowledgement of the diversity and talent of the Arabian breed.



## ATTACHMENT 1: ACTION ITEMS

Meeting Date	Description	Responsibility	Status
6 Feb 2019	Thank you letter and gift to Faye Gallagher and Shirley Ellis thanking them for their years of service as SAERA's logbook registrar.	Melanie Scott	In progress
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, Melissa Bright, Rachael Barnett
28 Feb 2019	Regularly check email correspondence	Melanie Scott	Ongoing
27 Mar 2019	Prepare a list of maintenance and upkeep actions for ride trailer	Jodie Luck	In progress
27 Mar 2019	Undertake inventory and get quote for insurance of ride trailer contents	Jodie Luck	Completed
27 Mar 2019	Ask WAERA how they manager sponsors on their social media	Jodie Luck	Completed
27 Mar 2019	Advise admin of Endurance Enthusiasts SA	Jodie Luck	Completed
27 Mar 2019	Prepare SAERA sponsorship package	Jodie and Andrew Luck	In progress
24 Apr 2019	Undertake a tidy up of website	Melissa Bright	In progress
24 Apr 2019	Put calendar onto AusHorse	Jodie Luck	Completed
24 Apr 2019	Forward email from Mark Dunn to all SA CS	Tania Drever	Completed
24 Apr 2019	Update online feedback survey	Melissa Bright	
24 Apr 2019	SAERA logo options for consideration	Stella Harbison	Completed
23 May 2019	Change the address of the ride trailer with the insurance company to Jodie Luck's.	Rachael Barnett	Completed
23 May 2019	Review insurance policy for trailer annually.	Rachael Barnett	Ongoing
23 May 2019	Get quotes on a solar cell for the ride trailer	Jodie Luck	In progress
23 May 2019	Ask Sam Uren about spreadsheet for 2019 accounts	Rachael Barnett	Completed
23 May 2019	Take trailer to be reviewed by an auto – electrician	Jodie Luck	In progress
23 May 2019	Contact Ray Heinrich regarding water requirements and organisation of cubes and pallets for SC.	Bill Harbison	Completed
23 May 2019	Contact Lisa Brown to confirm all is progressing ok	Mel Bright	Completed
23 May 2019	Confirm with VERA that Dergholm Ride is to be Dual Affiliated	Mel Bright	In progress
23 May 2019	Circulate 2020 Ride Calendar to SMC	Mel Bright	In progress
23 May 2019	Contact Colin and Lisa Brown and Jess Aistrope regarding 2020 ride organisation.	Jodie Luck	Completed
23 May 2019	Email saera5 reminding SMC to provide comments on draft constitution	Andrew Luck	Completed
23 May 2019	Draft the requirements of the SAERA Honorary Vet including running TPR courses, Vet recruiting, sounding board for the	Bill Harbison	In progress



	committee, attending state champs and quilty, advocacy for the sport		
23 May 2019	Write to Lidwein, thanking her for her years of service	Mel Bright	Completed
23 May 2019	Draft a letter asking for expressions of interest for next year's honorary vet position including the list of expectations required within the position	Mel Bright	
23 May 2019	Investigate the potential of running a TPR course out of Almazaan Stud in a couple of months' time.	Jodie Luck	In progress
23 May 2019	Circulate SA Quilty Team Application Forms.	Jodie Luck and Mel Bright	Completed
23 May 2019	Send out invitations to previous SAERA financial members at the start of the year, reminding them to renew their membership.	Jodie Luck	