



## SAERA Committee Meeting Minutes

23<sup>rd</sup> May 2019, 6:41pm

Woodside Council Offices

### 1. Welcome and Apologies

Present: Melanie Scott, Rachel Barnett, Kelsey Bright, Stella Harbison, Bill Harbison, Jodie Luck, Andrew Luck  
 Apologies: Melissa Bright, Tania Drever, Cheryl Bullock

### 2. Minutes from previous meetings

24<sup>th</sup> April 2019 Minutes approved  
 Moved: Bill Harbison, Seconded: Jodie Luck

### 3. Actions from previous meetings

Summarised in Attachment 1

### 4. Treasurer's Report

4.1 Status update

Rachael

07.04.2019	Waikerie HPC camping and meals	\$1185
07.04.2019	Lisa Brown Waikerie volunteer food	\$120.94
08.04.2019	Cheryl Bullock old ride trailer rego etc jan-apr	\$42
08.04.2019	Rachael Barnett old ride trailer rego apr-july	\$27
08.04.2019	Lachlan Cameron Waikerie vet	\$695
16.04.2019	AERA Liability PA INV 770	\$1479
16.04.2019	AERA Affiliation and rego INV 771	\$900
16.04.2019	Unicorn Embroidery INV 9469 Mil Lel Merch	\$1701.20
16.04.2019	Archer Equine Mil Lel Prizes	\$800
26.04.2019	Nominate Mil Lel refunds	\$740
26.04.2019	Mil Lel Ground Hire	\$840
02.05.2019	Mel Bright Mil Lel Perpetual Trophy	\$319.90
02.05.2019	Baxter Hire Mil Lel bathrooms	\$606.95
02.05.2019	Meningie Vet Clinic Mil Lel	\$1656.06
02.05.2019	Lachlan Cameron Vet Mil Lel	\$1515
02.05.2019	Unicorn Embroidery INV 9469 (adjusted)	\$71.50
02.05.2019	Mel Bright Mil Lel prizes and \$40 ink	\$1090
03.05.2019	Mel Bright Mil Lel prizes	\$200
03.05.2019	Tania Drever TQ19 Chief Steward G Dugmore	\$566.92
03.05.2019	Jill Bourton Mil Lel CS Accomodation	\$95
07.05.2019	Rob Vlaanderen water trailer repairs	\$488.20
09.05.2019	Mt Crawford D. Club grounds hire deposit SC	\$400
16.05.2019	Jess Aistrop Polish Hill buckets, diesel, food	\$421.81



16.05.2019	Lachlan Cameron vet Polish Hill	\$695
16.05.2019	AERA Affiliation INV 746	\$288
16.05.2019	AERA Liability PA INV 745	\$508
16.05.2019	AERA Liability PA INV 787	\$349.50
16.05.2019	AERA Affiliation INV788	\$369
21.05.2019	Cheryl Bullock raffle refund paid twice	\$10
21.05.2019	ACRM Waikerie ride	\$100

**Action:** Rachel Barnett to speak to Sam Uren about an updated spreadsheet for profit and loss data.

#### 4.2 Proposed account structure

Motion: Rachael Barnett proposes a new account structure Seconded: Andrew Luck All in Favour

#### 4.3 Ride Trailer Contents Quote

Rachel Barnett presented two quotes regarding ride trailer contents insurance.

Motion: Rachael Barnett proposes to insure the ride trailer for \$1,032 per year to cover \$10 000 worth of contents and \$25 000 for the trailer. Seconded: Jodie Luck. All in favour.

**Action:** Rachel Barnett to change the address of the ride trailer with the insurance company to Jodie Luck's.

**Action:** Rachel Barnett to review insurance policy for trailer annually.

### 5. General business

#### 5.1 Ride and Water Trailer Update

Andrew/Jodie

An action plan for trailer repairs and maintenance has been prepared. Thanks to input from various members. (see attachment)

**Action:** Jodie Luck to get quotes on a solar cell for the ride trailer.

**Action:** Jodie Luck to take trailer to be reviewed by an auto - electrician.

Motion: Jodie Luck proposes that the fridge in the ride trailer is sold. Seconded: Kelsey Bright. Carried.

The old ride trailer has been sold for \$1000. Funds have been deposited into the SAERA account. The purchaser is picking the trailer up this week.

A stocktake of all rider bibs has been undertaken. Unused bibs will be donated.

Naomi had provided a very good comprehensive inventory of all items in the trailer and is used as a checklist.

So far, the plan for loading the trailer with all items secured in front of the red line on the trailer floor has worked very well. Every person who has towed the trailer since the spare tyres were relocated to the front of the trailer, and the new rules about how to pack the trailer, has reported that the trailer tows beautifully and there have been no concerns or reports of the trailer swaying in any way. This is excellent news!!



5.2 2019 Ride Calendar

Committee

Polish Hill River debrief – Great feedback, thankyou Jess Aistrope. Look forward to continuing the relationship with Polish Hill ground keepers and private property owners.

State Champs – Forestry SA require maps ASAP. Sponsorship is going well. Accessing a water truck is still a problem. Resolution to purchase 9 000 L at \$200, to be delivered to base and access multiple water cubes from members.

**Action:** Bill Harbison to contact Ray Heinrich regarding water requirements and organisation of cubes and pallets.

6/7 July – Still to be appointed

3rd and 4th of August - Sandy Creek

**Action:** Mel Bright to contact Lisa Brown to confirm all is progressing ok

24/25 August – Still to be appointed

Ride for Jacqui – To be held on 14th and 15th of September

5/6 October/ Masters Games

**Action:** Stella Harbison to talk to potential ride organisers for October Long Weekend.

**Action:** Mel Bright to confirm with VERA that Dergholm Ride is to be Dual Affiliated.

2020 Ride Calendar drafted

**Action:** Mel Bright to circulate to SMC

**Action:** Jodie Luck to contact Colin and Lisa Brown and Jess Aistrope regarding 2020 ride organisation.

5.3 Constitution

Andrew

Draft Constitution circulated separately for feedback

Results of the survey were incorporated into the first draft of the constitution.

**Action:** Andrew Luck to email saera5 reminding SMC to provide comments on draft constitution

5.4 CS Report

Tania

DCSI Screening status update

First Name	Surname	Application completed	Comments	Play by the Rules Training
Rachael	Barnett	Pending	Paper Verification required	
Jil	Bourton	Yes		



Melissa	Bright	Yes		Yes
Cheryl	Bullock	Yes	Provisional?	
Tania	Drever	Yes		Yes
Graham	Dugmore	Pending		
Faye	Gallagher	Yes		
Jodie	Luck	Yes	Provisional?	
Lainie	Ray	Yes		
Melanie	Scott	Yes		Yes
Jody	Smith	Pending	Provisional?	
Paula	Van Eck	Pending		
Bill	Harbison	No response	Provisional?	
Jean	Sims	No response	Provisional?	
Sue	Arwen	NA	Does not wish to CS	
Bob	Masters	NA	Does not wish to CS	

#### 5.5 AERA Business

Stella/Jodie

#### TQ19 Year Book article

#### 5.6 Membership Update

57 members – 3 Life, 4 Honorary, 2 Assoc, 2 Intermediate, 8 Junior, 38 Ordinary

#### 5.7 Logbook Registrar

Kelsey

Since last reported (27 Feb 2019) there has been:

- 3 yearly horse registrations
- 7 logbooks issued

#### 5.8 Aeraspace Registrar

Kelsey

A reminder has been put on FB for riders to check AERAspace records following a ride and to advise Kelsey (with evidence) if any corrections are required.

#### 5.9 Horse Welfare

Cheryl/Tania

Equestrian SA have provided some information but deciphering it is another story. Dorte Colja, AERA Medication Control representative has been very helpful as has Melanie Scott in securing an accredited Medication Control officer to conduct swabbing at a ride or two.

#### 5.10 Social Media

Cheryl/Jodie

Other states Facebook pages have been investigated in regards to their policies on advertisement. The current SAERA policy is available on Facebook and is working well.



5.11 Sponsorship

Jodie

SAERA Sponsorship focus this month has been on getting support for the state champs. So far, the response has been wonderful, with BC rugs and prizes being covered by a variety of businesses. We have also received some handy cash sponsorship that is always welcomed!

We have also started fundraising towards an electronic timing system for SA and once the State Champs are over, more time into investigating the best way to fund this, including looking at grants as we need to raise approx. \$8000.

The Mil Lel Easter raffle raised \$272.00 that will be going towards the electronic timing system.

Waiting to hear back on our time and location for a Bunnings Sausage Sizzle Day.

5.12 Correspondence (see Attachment 2 below)

Mel B

6. Other business

6.1 SAERA Honorary Vet

It has been discovered that action items have not been acted upon from July last year regarding the Honorary Vet role. It has been decided to continue the season without a SAERA Honorary Vet.

**Action:** Bill Harbison to draft the requirements of the SAERA Honorary Vet including running TPR courses, Vet recruiting, sounding board for the committee, attending state champs and quilty, advocacy for the sport

**Action:** Mel Bright to write to Lidwein, thanking her for her years of service and to draft a letter asking for expressions of interest for next year including the list of expectations required within the position.

6.2 TPR Training

It has been discussed that there has not been a TPR clinic in many years.

**Action:** Jodie Luck to investigate the potential of running a course out of Almazaan Stud in a couple of months' time.

6.3 SA TQ19 team

**Action:** Jodie Luck and Mel Bright to circulate SA Quilty Team Application Forms. Nominations to close on the 16<sup>th</sup> June.

6.4 Appoint an executive committee



The Committee have decided that if urgent matters are to be addressed in between meetings, an executive committee consisting of the President, Treasurer and Secretary are licensed to make decisions. This will be brought to the next meeting for ratification.

#### 6.5 Membership

**Action:** Jodie Luck to send out invitations to previous SAERA financial members at the start of the year, encouraging them to renew their membership.

#### 6.6 Old Marquee

The old marquee has been repaired at a cost of \$75 which Bill Harbison has gifted to SAERA

Meeting Closed: 9:35pm



## ATTACHMENT 1: ACTION ITEMS

Meeting Date	Description	Responsibility	Status
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. Send invitation to 2019 SA State Championships.	Melissa Bright	In progress
6 Feb 2019	Upload MPP onto website	Melissa Bright	Completed but further changes made and requires reload
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
28 Feb 2019	Advertise old ride trailer for sale	Jodie Luck	Trailer sold for \$1,000
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	Arrange and book airfares for TQ19 SAERA CS	Tania Drever	Completed
27 Mar 2019	Send letter of offer to vet at TQ19 to list of SA vets and draft formal response to AERA	Stella Harbison	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	Inform members of new nomination process	Melissa Bright	Completed
24 Apr 2019	Prepare and forward State Champ budget and flyer	Jodie Luck	In Progress
24 Apr 2019	Create online survey and distribute to financial members	Melissa Bright	Completed
24 Apr 2019	Ask Jess Aistrop if she is prepared to write SA TQ19 article	Stella Harbison	Completed
24 Apr 2019	Prepare 2020 draft calendar of dates	Kelsey Bright	Completed
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	Forward previous survey to saera5	Jodie Luck	Completed
24 Apr 2019	Update online feedback survey	Melissa Bright	In Progress
24 Apr 2019	SAERA logo options for consideration	All committee members	Completed



**ATTACHMENT 2: Incoming Correspondence**

<b>Date Received</b>	<b>From</b>	<b>Description</b>	<b>Action Taken</b>
22 Apr 2019	Mark Dunn	AERA CS introduction information	Forwarded to TD
25 Apr 2019	Mark Dunn	Updated swab sapling form	Forwarded to TD
26 Apr 2019	Horse SA	Horse SA e-news	
1 May 2019	Kim Moir	AERA Minutes from last meeting	Forwarded to SMC
17 May 2019	Kim Moir	ETS training available at TQ19	Forwarded to SMC
18 May 2019	Mark Dunn	New CS Report – seeking feedback	Forwarded to TD