



## SAERA Committee Meeting Minute

24<sup>th</sup> April 2019, 6:45pm

Woodside Council Offices

### 1. Welcome and Apologies

Present: Melanie Scott, Kelsey Bright, Cheryl Bullock, Melissa Bright, Andrew Luck, Jodie Luck

Tania Drever and Bill Harbison arrived 6:56pm

Stella Harbison arrived 7:10pm

Guests: Annalise Drever and Megan Brown

Apologies: Rachael Barnett

### 2. Minutes from previous meetings

Minutes approved Moved: Andrew Luck Seconded: Kelsey Bright

### 3. Actions from previous meetings

Summarised at the end of Minutes

### 4. Treasurer's Report

4.1 Treasurer an apology for the meeting

4.2 Feedback on Mil Lel trial of upfront ride payment of ride entries was very supportive from many riders. Propose to accept full upfront payment at time of nomination Moved: Tania Drever Second: Stella Harbison all in favour

**Action:** MB to advise members of new nominate process

### 5. General business

5.1 Ride and Water Trailer Update

Andrew/Jodie

Black water tubs not liked by the horses so will be sold. Decision to purchase some cheaper ones until long term decision is made. Blue tubs difficult to stack and transport. All committee members to investigate options for water tubs.

To discuss next meeting the option of \$50 deposit for RO to cover costs of incidentals that go missing

5.2 2019 Ride Calendar

Committee

**Waikerie** debrief – thank you to Lisa and Colin Brown for filling the calendar and putting on a good ride. It was great venue and fantastic to explore a new location. Look forward to seeing the event continue develop

**Mil Lel Marathon** debrief – water, water, water...great job Ray and his team. SA's inaugural Marathon a success

**Glen Gillian** – due to the difficulty of managing stock and drought conditions, Glen Gillian is no longer an option. Several other options have been explored for the date. Jess Aistrophe



has offered to RO at a new venue at Polish Hill (between Watervale and Clare). Propose to support Jess in progressing the replacement ride with Ride Application and Budget to be forwarded and approved out of session once further details (eg venue) are locked in Moved: Stella Harbison Seconded: Cheryl Bullock

**State Champs** – progressing well.

**Action:** JL/LR to prepare draft budget so that ride entry fees can be set. Ride flyer to be forwarded once fees set

**Sandy Creek** – no update

**Ride for Jacqui** – no update

**Action:** Kelsey Bright to prepare 2020 draft calendar of dates

5.3 Constitution Andrew

Special SMC meeting held on 14 April to discuss points raised in Discussion Paper

**Action:** MB to create online survey and distribute to financial members

5.4 CS Report Tania

**Action:** TD to forward CS information from Mark Dunn to SAERA CS

5.5 AERA Business Stella/Jodie

**Action:** SH to ask Jess Aistroppe if she is interested in writing TQ19 Year Book article

5.6 Membership Update

55 members

5.7 Logbook Registrar Kelsey

Nil to report

5.8 Aeraspace Registrar Kelsey

Nil to report

5.9 Horse Welfare Cheryl

There are no currently competing horses that have issues with high point accumulation

5.10 Social Media Cheryl/Jodie

No issues to report

**Action:** JL to put calendar onto AusHorse

5.11 Sponsorship Jodie

Currently focussing on State Champ

5.12 Website Mel B

**Action:** MB to undertake a tidy up of website

5.13 Correspondence (see Attachment 2 below) Mel B



## 6. Other business

### 6.1 Ride Survey

**Action:** JL to forward previous ride survey

**Action:** MB to prepare new survey on website

### 6.2 Outstanding Items from 2018 AGM (see AGM papers online)

- Set ride fees – ongoing. RB/MS finalising 2018 finances
- Data entry officer for rides – prepaid nominate has reduced RS load significantly and has been adopted as an ongoing process for ride entries
- SAERA logo – **Action:** slight adjustments to be made for ease of embroidery.
- SAERA policies
  - Payment of invoices - standing agenda item with items automatically authorised approved last meeting to include AERA, vet bills and costs under \$500
  - AERA delegate meeting expenses – AERA cover flights, twin accommodation, transport, breakfast and lunch for two delegates. Proposal to provide a \$180 allowance for other incidental costs associated with attendance eg overnight parking at airport, evening meal Moved: Tania Drever Seconded: Cheryl Bullock Five in favour No vote recorded from Andrew and Jodie Luck and Bill and Stella Harbison due to perceived conflict of interest
  - Record Management policy – issues regarding security of email and website account to be further explored

Next meeting 23 May 2019

Close: 9:20pm



## 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. | 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       |
| 6 Feb 2019   | Ride Calendar to be reviewed to assess possibility of inclusion of Masters Games   | Melanie Scott                                 | Ongoing  |
| 28 Feb 2019  | Advertise old ride trailer for sale  | Jodie Luck                                    | In progress  |
| 28 Feb 2019  | Obtain Callington ride budget and forward to saera5  | Cheryl Bullock                                |  |
| 28 Feb 2019  | Finalise TQ19 SAERA CS nominee   | Tania Drever                                  | Completed  |
| 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                                    | In progress  |
| 27 Mar 2019  | Arrange and book airfares for TQ19 SAERA CS  | Tania Drever                                  | In progress  |
| 27 Mar 2019  | Send letter of offer to vet at TQ19 to list of SA vets and draft formal response to AERA   | Stella Harbison                               | In progress  |
| 27 Mar 2019  | Send letter to each Honorary Associate Member  | Melissa Bright                                | Completed  |
| 27 Mar 2019  | Ask WAERA how they manager sponsors on their social media  | Jodie Luck                                    | In progress  |
| 27 Mar 2019  | Advise admin of Endurance Enthusiasts SA   | Jodie Luck                                    | In progress  |
| 27 Mar 2019  | Prepare SAERA sponsorship package  | Jodie and Andrew Luck                         | In progress  |
| 24 Apr 2019  | Inform members of new nomination process   | Melissa Bright                                |  |
| 24 Apr 2019  | Prepare and forward State Champ budget and flyer   | Jodie Luck                                    |  |
| 24 Apr 2019  | Create online survey and distribute to financial members   | Melissa Bright                                |  |
| 24 Apr 2019  | Ask Jess Aistrop if she is prepared to write SA TQ19 article   | Stella Harbison                               |  |
| 24 Apr 2019  | Prepare 2020 draft calendar of dates   | Kelsey Bright                                 |  |
| 24 Apr 2019  | Undertake a tidy up of website   | Melissa Bright                                |  |
| 24 Apr 2019  | Put calendar onto AusHorse   | Jodie Luck                                    |  |
| 24 Apr 2019  | Forward email from Mark Dunn to all SA CS  | Tania Drever                                  |  |
| 24 Apr 2019  | Forward previous survey to saera5  | Jodie Luck                                    |  |
| 24 Apr 2019  | Update online feedback survey  | Melissa Bright                                |  |
| 24 Apr 2019  | SAERA logo options for consideration   | Whole Committee                               |  |



## ATTACHMENT 2: Incoming Correspondence

| Date Received | From           | Description   | Action Taken   |
|---------------|----------------|---|--|
| 27 Mar 2019   | Kim Moir       | AERA Financial Reports                                      | Filed for record   |
| 27 Mar 2019   | Karren Carmen  | Requesting update on the 2018 Profit & Loss Statement       | Update provided to all members via Presidents Update               |
| 3 Apr 2019    | Cindy Sharrock | Note of thanks and appreciation for the Honorary Membership |  |
| 3 Apr 2019    | Di Kajar       | Membership query  | Response and links provided  |
| 4 Apr 2019    | Kim Moir       | AERA Award applications                                     | Forwarded to JL for promotion through FB                           |
| 5 Apr 2019    | Mark Dunn      | Sampling selection form for use when swabbing at an event   | Forwarded to TD  |
| 8 Apr 2019    | Mandy Barth    | Suggestions for the ride trailer                            | Forwarded to JL for consideration. Thanks and update sent to Mandy |
| 12 Apr 2019   | Kim Moir       | Article for TQ19 Year Book                                  | For discussion at next meeting                                     |