



SAERA Committee Meeting Minutes

24th July 2019, 6:30pm

Woodside Council Offices

1. Welcome and Apologies

Present: Melanie Scott, Rachel Barnett, Kelsey Bright, Cheryl Bullock, Melissa Bright

Jodie Luck phoned in from 6:40 to 6:54pm

Tania Drever and Stella Harbison arrived 6:51

Bill Harbison arrived 6:58pm

Andrew Luck phoned in from 8:00pm to 8:13pm

Guests: Bella Johns and Annalise Drever-Borchardt

2. Minutes from previous meetings

19th June 2019 Minutes approved

Moved: Cheryl Bullock Seconded: Kelsey Bright

3. Actions from previous meetings

See Attachment 1

4. Treasurer's Report

Rachael

Bills paid as of 17.06.2019

17.06.2019 Tania Drever SC Fuel \$110

17.06.2019 Jody Smith SC Fuel \$110

17.06.2019 Lainie Ray SC Fuel \$100

23.06.2019 Rachael Barnett RT & WT rego x 12 months \$178

09.07.2019 Unicorn Embroidery 9532 SC Merch \$175.75

09.07.2019 Unicorn Embroidery 9537 TQ19 Team Rug Emb \$165

09.07.2019 Bloomfield Rugs TQ19 Team rugs \$375

09.07.2019 Jo Crosby SC swabbing \$100

22.07.2019 AERA 820 Affiliation \$172

22.07.2019 AERA 819 Liability \$345.50

22.07.2019 Ultratune City Inv 35 RT Coupling, jack, wheel chocks \$134.80

Proposal to reduce member fees from 1 August 2019 to \$85 for full membership and \$45 for intermediate and junior membership Moved Rachael Barnett Seconded Tania Drever All in Favour

Action: Mel Bright and Jodie Luck to promote to members through website and FB



5. General business

5.1 Ride and Water Trailer Update

Andrew/Jodie

See Ride Trailer Maintenance list

- 1) Wendy and Darryl list completed for review
- 2) New trailer hitch purchased and installed
- 3) New jack and chocks purchased.
- 4) Advertising/Sale of 240v fridge (not done yet)
- 5) Printer was not broken- needed new ink cartridges purchased.
- 6) Picked up the yellow box from Bills, some bibs, cones, blue generator in there. Rest was all chuck out stuff.
- 7) Ride Trailer repacked and ready for Sandy Creek (Lisa picked it up on Sunday-21st)

Action: Mel Bright to email Trailer Maintenance list to SMC to action

Action: Put Ride and Water Trailer inventory with Ride Organiser information on website

5.2 2019 Ride Calendar

Committee

3/4 August Sandy Creek – CS Mel Scott, RS Kelsey Bright, Vets organised

24/25 August – see Ride Application Approved and supported

14/15 September Ride for Jacqui – See Ride Application Approved and supported

5/6 October – proposed training day plans progressing

2/3 November Dergholm Dual affiliated confirmed

Action: Thank Sioux for dual affiliation offer for 14/15 Sept

5.3 Constitution

Andrew

Currently with lawyers for legal advice

Action: SMC to review Melanie Scott's draft and provide comments

Action: Circulate revised version to SMC

5.4 CS Report

Tania

Action: Tania Drever to remind all CS about Play by the Rules online training requirement

5.5 AERA Business

Stella/Jodie

Request for the minutes of SMC no later than 21 days after meeting as per AERA Constitution

Action: Stella Harbison to look into possible website hosting associated with AERA website

5.6 Membership Update

61 members – 3 Life, 4 Honorary, 2 Assoc, 2 Intermediate, 8 Junior, 42 Ordinary

Action: Mel Scott to check that all membership details are correct

5.7 Logbook Registrar

Kelsey

No logbooks have been issued

5.8 Aeraspace Registrar

Kelsey

Action: Mel Scott to advise Steve Swan of changes to aeraspace access



5.9 Horse Welfare

Nil to report

Cheryl/Tania

5.10 Social Media

Nil to report

Cheryl/Jodie

5.11 Sponsorship

We are on the Bunnings Sausage Sizzle List but no correspondence from them yet regarding a date

Jodie

Action: Kelsey Bright to apply for SA Sport grant- Active Club Grant -Round 48 opens 7th August
Closes 25th September- Up to or including \$5000

5.12 Correspondence (Attachment 2)

Mel B

Closed 9:10pm

Next meeting 14 August 2019



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.	Melanie Scott	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, Melissa Bright, Rachel 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	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	Update online feedback survey	Melissa Bright	
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	
23 May 2019	Take trailer to be reviewed by an auto - electrician	Jodie Luck	
23 May 2019	Confirm with VERA that Dergholm Ride is to be Dual Affiliated	Mel Bright	Completed
23 May 2019	Circulate 2020 Ride Calendar to SMC	Mel Bright	Completed
23 May 2019	Draft the requirements of the SAERA Honorary Vet including running TPR courses, Vet recruiting, sounding board for the committee, attending state champs and quilts, advocacy for the sport	Bill Harbison/Tania Drever	In Progress
23 May 2019	Draft a letter asking for expressions of interest for next year including the list of expectations required within the position	Mel Bright	
23 May 2019	Investigate the potential of running a course out of Almazaan Stud in October.	Jodie Luck	In Progress
23 May 2019	Send out invitations to previous SAERA financial members at the start of the year, encouraging them to renew their membership.	Jodie Luck	
19 June 2019	Send thank you cards to Laine, Jody, Tania and Jodie for SC	Mel Bright	Completed
19 June 2019	Fill CS and RS roles for Sandy Creek	Mel Bright/Tania Drever	Completed
19 June 2019	Explore options to fill ride calendar in Aug and Sept	Mel Bright/Tania Drever	Completed
19 June 2019	Constitution legal advice on content and structure	Andrew Luck	In Progress
19 June 2019	Rework Aims and Responsibilities	Melanie Scott	In Progress
19 June 2019	Include update on progress of the Constitution in President	Melissa Bright	Completed



	Update		
19 June 2019	Part year member AERA costs	Rachael Barnett	Ongoing
19 June 2019	Update membership form	Mel Bright/Lainie Ray	
19 June 2019	Current list of AERAspace access	Mel Scott	Completed



ATTACHMENT 2: Incoming Correspondence

Date Received	From	Description	Action Taken
4 Jun 2019	Jil Bourton	Advising SMC of the new sponsored Mwt Perpetual Trophy	Forwarded to SMC
7 Jun 2019	Daniel Clark	Advice that the new online one-stop-shop to assist clubs in player health and wellbeing has been launched	Noted
7 Jun 2019	Horse SA	Horse SA e-news	Noted
9 Jun 2019	Lidwien Verdegaal	Response to thank you letter sent	Noted
25 Jun 2019	Veronica MCDC	Thank you for leaving the grounds in such an awesome state after SC	Forwarded to SMC
26 Jun 2019	Kim Moir	Reminder of August AERA meeting	Noted
28 Jun 2019	Sioux Reid	Dual affiliation request for Moyston on 14/15 Sept	Taken to July SMC
1 Jul 2019	Shirley Ellis	Grateful thanks for card and gift	Forwarded to SMC
4 Jul 2019	Horse SA	Horse SA e-newsletter	Noted
5 Jul 2019	Patricia Reeves	Dergholm dual affiliation request	Advised VERA of acceptance of request
20 Jul 2019	VERA	Formal advice that Dergholm is dual affiliated	Share advice with members via ride calendar, website, social media
23 Jul 2019	Kim Moir	Request for audited accounts	