



SAERA Committee Meeting Minutes

27th March 2019, Woodside Council Offices

Commenced 6:45pm

1. Welcome and Apologies

Present: Melanie Scott, Andrew Luck, Jodie Luck, Tania Drever, Rachael Barnett, Kelsey Bright, Melissa Bright

Apologies: Cheryl Bullock and Bill Harbison

Stella Harbison arrived 6:50 and left the meeting at 9:45

Guests: Annalise Drever

2. Minutes from previous meetings

Minutes approved moved: Tania Drever seconded Andrew Luck

Jan Minutes - were received on 25 March from previous Secretary but they are unverified (not able to be moved or seconded as there were no members on the current SMC present at the January meeting). The January minutes will therefore not be published. Document will be retained for record keeping purposes

2018 AGM held on 3 February 2019 Minutes were received from the previous Secretary on 25 March. Several accounts in the draft minutes do not reconcile with current SMC notes and recall. A second version of AGM minutes will be prepared. Both versions will be presented to members leading up to the 2019 AGM for their consideration and vote.

3. Actions from previous meetings

Summarised at the end of the Minutes

4. General business

4.1 Ride and Water Trailer Update

Andrew/Jodie

The RT was well received by the organisers of the first ride at Callington and was reported to tow with no concerns

Wendy Grundy and Darryl provided some suggestions on management and ongoing use of the ride trailer. The information provided was appreciated and will be addressed throughout the year as time and budget allow.

Action: Jodie Luck to prepare a list of actions

Action: Jodie Luck to get quote for insurance of ride trailer contents

WT has been repaired by Rob and included basic annual maintenance including bearing regreasing .2 extra rails have been added to the wheel arches to safely secure the cube, along with new straps ensuring a secure load. Old D shackles have been replaced with load rated ones. Secure netting will be purchased



4.2 2019 Ride Calendar

Committee

Waikerie Ride – progressing well and all looking forward to exploring a new course. Thank you Colin and Lisa Brown

Mil Lel Marathon – proposed program discussed

Glen Gillian ride application received. Unable to do the ride calendar date. Proposed for 11/12 May. Unanimously supported

State Champs ride application received from Lainie Ray. Proposed for Mt Crawford Dressage Club. No other applications have been received. Vote of confidence from SMC to progress further development including exploration of other venues eg Mt Pleasant Showgrounds

Ride for Jacqui Ride Application received from Tay Schroder. Melissa Bright to assist with ride base confirmation. Unanimously supported

4.3 Constitution

Andrew

Constitution Discussion Paper has been circulated to SMC. A special meeting to discuss will be held 5pm, 14 April at Kangarilla

4.4 CS Report

SMC congratulates Cheryl Bullock on her recent qualification as Chief Steward.

5 screening applications have been completed, 3 are pending identification and remaining have not responded to date

Sue Arwen and Bob Masters have requested to be removed from the CS list

TQ19 CS representatives from SAERA are Lainie Ray and Graham Dugmore. AERA will cover all costs of one CS and will cover the accommodation and food for another.

Proposal to cover the airfare to Brisbane of SAERA's second CS representative. Moved Tania Drever seconded Rachael Barnett All in favour

Action: Tania Drever to arrange and book airfares

4.5 AERA Business

Notes from meeting from AERA attached

Request for TQ19 vet nomination

Action: Stella Harbison to send letter of offer to list of SA vets

4.6 Membership Update

44 members – 3 Life, 2 Assoc, 5 Junior, 34 Ordinary

Honorary Associate Members – propose Shirley Ellis, Cindy Sharrock, Michelle and Harry Ousley and Graham Dugmore Moved Tania Drever Seconded Rachael Barnett All in favour

Action: Melissa Bright to send letter to each Honorary Associate Member



4.7 Logbook Registrar

Since the last meeting six log books have been completed and 1 horse membership upgraded to lifetime status. Faye has been excellent at answering a couple of questions along the way. There was a hold up with one of the log book orders as there were issues with the postal system.

Proposal to accept electronic submission of logbook application forms with proof of payment Moved Kelsey Bright Seconded Tania Drever All in favour

4.8 Aeraspace Registrar

The Callington ride has been verified. The change-over of staff caused a few technical difficulties throughout the ride with Aeraspace but they should be solved now.

4.9 Horse Welfare

Nothing to report

4.10 Social Media

Action: Jodie Luck to ask WAERA how they manager sponsors on their social media

Endurance Enthusiasts SA has approached SAERA for promotion through the SAERA FB page. It was considered a duplication of some of SAERA's goals and objectives and therefore not appropriate to advertise through SAERA FB. An offer to forward any for sale approaches to SAERA will be made to Endurance Enthusiasts SA as this service is not provided through SAERA FB

Action: Jodie Luck to advise admin of Endurance Enthusiasts SA

4.11 Sponsorship

SAERA gratefully acknowledges the recent sponsorship provided by:

- Hills Hire Mt Barker – discount of \$1,000 on toilet hire
- Colorectal Surgery - \$1,600 sponsorship to cover the toilet hire
- RedHorse Endurance – completion ribbons
- Andrew Elliot, SA Rotomold Pty Ltd – two troughs

Action: Jodie and Andrew Luck to prepare SAERA sponsorship package

4.12 Correspondence (see Attachment 2 below)

5. Treasurer's Report

- 5.1 Proposal that any veterinary fees, AERA and other bills under \$500 be approved for payment by treasurer and approved by another signatory outside of formal meeting Moved Rachael Drever Seconded Andrew Luck

Bills paid as of 27.03.2019:

5/3	Rob Vlaanderen New ride trailer repairs	\$698
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5/3	Adelaide Plains Equine fluids	\$112
19/3	Lisa Brown AGM salads and bread	\$103.67
19/3	Mel Bright Gifts for Faye and Shirley	\$508.90
19/3	Hills Hire (toilets sponsored by Colorectal)	\$1600
19/3	Mel Bright Mil Lel prizes	\$211.15
19/3	Stirling Crossing TQ19 sponsorship	\$500
19/3	Mt Barker Computing 65996 anti virus	\$50
19/3	Mt Barker Computing 61559 MS Office	\$189
19/3	AERA 758 Meeting costs	\$324.84

5.2 Upfront ride payment of ride entries and nominate

Option of using Nominate to collect the entire riding fee has been explored. Nominate currently takes 5.5%. Using Mil Lel 2018 the cost impost would have been an additional \$241.45 for nominate to collect all the money, provide reimbursements where required and deposit the money into our account. Nominate was contacted and asked for a possible discount but unfortunately we are still small fry.

Other options eg EventBrite, TryBooking were also considered. Their charges are lower however the pre-filled entry forms which are much appreciated by Riders and RS are not available

PROS: limited handling and storage of money at rides (can sometimes be as much as \$5,000), no reconciliations required by RS making the job less daunting and time consuming, no deposit of money into bank by RS/treasurer, convenience for riders at entry, tax receipts electronically issued, ongoing access to Nominate to make changes to nomination process

CONS: cost, RS providing list of reimbursements for Sec/treasurer to manage through nominate

Propose that all ride entry fees be paid upfront through nominate. For withdrawals there is a non-refundable administration of \$10 and late fee of \$20. This will be trialled for Mil Lel and re-assessed for all future rides Moved Tania Drever Seconded Rachael Barnett All in favour

Meeting close 10:05pm



Attachment ACTION LIST

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	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
28 Feb 2019	Prepare a report updating membership on the trailer status for inclusion in next meeting's minutes	Jodie Luck	Completed
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	Completed
28 Feb 2019	Update statement re ride trailer on website	Melissa Bright	Completed
28 Feb 2019	Double check both ride trailers insurance status	Jodie Luck	Completed
28 Feb 2019	Advertise old ride trailer for sale	Jodie Luck	In progress
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	Completed
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	Completed
28 Feb 2019	Finalise TQ19 SAERA CS nominee	Tania Drever	In progress
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	In progress
28 Feb 2019	Regularly check email correspondence	Melanie Scott	Ongoing
28 Feb 2019	Prepare information regarding payment of full ride entries when nominating	Melissa Bright	Completed
28 Feb 2019	Collect water trailer and take for further assessment	Jodie Luck	Completed
28 Feb 2019	Collect donated troughs from Mile End	Kelsey Bright	Completed
27 Mar 2019	Prepare a list of maintenance and upkeep actions for ride trailer	Jodie Luck	
27 Mar 2019	Get quote for insurance of ride trailer contents	Jodie Luck	
27 Mar 2019	Arrange and book airfares for TQ19 SAERA CS	Tania Drever	
27 Mar 2019	Send letter of offer to vet at TQ19 to list of SA vets	Stella Harbison	



27 Mar 2019	Send letter to each Honorary Associate Member	Melissa Bright	
27 Mar 2019	Ask WAERA how they manager sponsors on their social media	Jodie Luck	
27 Mar 2019	Advise admin of Endurance Enthusiasts SA	Jodie Luck	
27 Mar 2019	Prepare SAERA sponsorship package	Jodie and Andrew Luck	



ATTACHMENT 2: Incoming Correspondence

Date Received	From	Description	Action Taken
13 Mar 2019	Ellen Prestage	Advising of VERA dual affiliation for Mil Lel	Advised SMC and RO
14 Mar 2019	Wendy Grundy	Suggestions for future trailer care and maintenance of trailers	Forwarded to Jodie Luck who spoke further with Wendy about the suggestions
14 Mar 2019	Kim Moir	Seeking 2018 audited accounts	Advised that they are unavailable at this point
14 Mar 2019	Shirley Ellis	2018 Ride Reconciliations	Used by Treasurer for 2018 budget
15 Mar 2019	Amanda Smith	Missing minutes from start of 2018	Forwarded for website upload
18 Mar 2019	Sterling Crossing	Invoice for TQ19 Sponsorship	Forwarded to Treasurer
20 Mar 2019	Mark Dunn	AERA CS coordinator seeking contact details for CS Coordinator	Requested details provided
20 Mar 2019	Karren Carman	Email with draft AGM motion regarding the trailer	Forwarded to SMC
20 Mar 2019	Mary Chirgwin	Logbook and membership paperwork	Forwarded to Kelsey and Lainie
21 Mar 2019	Horse SA	E-newsletter	Forwarded to SMC
21 Mar 2019	Mark Dunn	AERA CS coordinator seeking contact details for Cheryl Bullock	Requested details provided
22 Mar 2019	Kim Moir	Play by the Rules March Magazine	Forwarded to Tania
25 Mar 2019	Karren Carman	Draft AGM and January SMC minutes	Forwarded to SMC and thanked Karren for providing
26 Mar 2019	Kim Moir	AERA meeting notes	Forwarded to SMC