



SAERA Committee Meeting Agenda

30th January 2020, 7:00pm

Woodside

1 Welcome and Apologies

Present: Melanie Scott, Rachel Barnett, Melissa Bright, Stella Harbison, Andrew Luck, Jodie Luck (arrived 8pm)

Guest: Dan Sims

Apologies: Kelsey Bright, Cheryl Bullock

2 Minutes from previous meetings

27th November 2019 Minutes approved

Moved: Andrew Luck Seconded: Rachael Barnett

7th Jan 2020 Minutes approved

Moved: Melanie Scott Seconded: Jodie Luck

Proposal to upload DRAFT 2019 AGM Minutes onto website for membership

Moved: Rachael Barnett Seconded: Andrew Luck

Action: Include Honorary Vet (Dan Sims) to SMC distribution list

3 Actions from previous meetings

See Attachment 1

4 Treasurer's Report

Hand over in progress

List of bills paid from RB

Rachael/Andrew

5 Role Assignment

5.1 AERA delegate

Stella Harbison

Jodie Luck (1 month leave)

5.2 Logbook and AERASpace Registrar

Kelsey Bright

5.3 Membership

Lainie Ray

5.4 Horse Welfare Officer

Cheryl Bullock

5.5 Vet Coordination

Dan Sims

5.6 Social Media Management

Jodie Luck

Cheryl Bullock



5.7 Website

Melissa Bright

5.8 Insurance and Registration

Andrew Luck

6 General business

6.1 Ride and Water Trailer Update

Jodie

Water Trailer has gone to Rob V for service

6.2 2020 Ride Calendar

7/8 Mar – Monarto

Action: MS to discuss program with JB

Action: DS to organise vets

21/22 Mar – Wunkar

9-12 Apr – Mil Lel Marathon draft program tabled

5/6 Sept – Starkeys

Lisa and Colin Brown has offered both venue and course marking at Sandy Creek for 8/9 Aug.

Action: SH to discuss with Browns what they require help with to make the ride happen

Action: MB to post on FB the need for ride organisers, in particular the threat to State Champs not happening

6.3 Vet Coordination

Action: SH to provide DS with list of SA vets and their contact details

Action: SH to forward 2014 AERA document outlining TQ vet requirements to Dan

6.4 AERA Business

Stella/Jodie

21/22 Mar meeting to be attended by SH

6.5 Membership Update

31 ordinary members (including 2 intermediate and 1 junior)

6.6 Logbook Registrar

Kelsey

One logbook to date

6.7 Aeraspace Registrar

Kelsey

Action: KB remove first Feb ride from AERASpace calendar

6.8 Social Media

Cheryl/Jodie

Nil to report

6.9 Grants and Sponsorship

Successful Active Club grant application totalling \$4,200

Registered with Bunnings to undertake another BBQ

7 Other business

7.1 Develop an Annual Calendar

Action: MB and AL to develop a list of anniversary dates for insurances etc

7.2 Honorary Membership

Action: MB to forward letter to Dan Sims

7.3 Bibs

Action: Lainie Ray to explore options for bib suppliers

7.4 Yankalilla Trails Reference Group

Action: MS to contact Sam Uren about potential interest in contributing to the Reference Group



7.5 Confirm SMC meeting schedule for 2020

Monthly meetings at the Woodside Council Building at 6.30pm

Thurs Jan 30

Wed Feb 26 (AL)

Thurs March 26

Wed April 22

Thurs May 21

Wed July 15

Thurs Sept 10

Wed Nov 4th

Sun Dec 6 (AGM)

Close 9:06pm

Next Meetings:

Wed Feb 26 (AL)

Thurs March 26 (MS)

Wed April 22 (RB)

Thurs May 21 (MB)

Wed July 15 (SH)

Thurs Sept 10 (KB)

Wed Nov 4th (CB)

Sun Dec 6 (AGM)



ATTACHMENT 1: ACTION ITEMS

Meeting Date	Description	Responsibility	Status
27 Mar 2019	Prepare a list of maintenance and upkeep actions for ride trailer	Jodie Luck	Completed
24 Apr 2019	Undertake a tidy up of website and online feedback survey	Melissa Bright	In progress
23 May 2019	Review insurance policy for trailer annually.	Andrew Luck	Ongoing
23 May 2019	Get quotes on a solar cell for the ride trailer	Jodie Luck	Ongoing
23 May 2019	Take trailer to be reviewed by an auto – electrician	Jodie Luck	Ongoing
23 May 2019	Send out invitations to previous SAERA financial members at the start of the year, encouraging them to renew their membership.	Mel Bright	In progress
19 June 2019	Update membership form	Mel Bright	Completed
24 July 2019	Look into possible website hosting associated with AERA website	Stella Harbison/Mel Scott	Ongoing
7 Nov 2019	Check options for term deposit re interest rates and terms	Rachael Barnett	Completed
7 Nov 2019	Follow up on vet invoices for Calli kick off	Stella Harbison	
7 Nov 2019	Send final P/L to ride organisers with thank you note	Rachael Barnett	Completed
7 Nov 2019	Explore battery options for the ride trailer	Jodie Luck	Ongoing
27 Nov 2019	Prepare Treasurer report for AGM	Rachael Barnett	Completed
27 Nov 2019	Andrew Luck to MC presentations	Andrew Luck	Completed
27 Nov 2019	Prepare motion and proxy paperwork for website	Melissa Bright	Completed
27 Nov 2019	Email Linda Tanian regarding dual affiliation for Mil Lel and Brimapan	Melissa Bright	Completed
27 Nov 2019	Update Child Protection Services on progress of Member Protection Policy and screenings undertaken	Melissa Bright	
7 Jan 2020	Advertise membership discounts ASAP	Jodie Luck/ Melissa Bright	Completed
7 Jan 2020	Contact members not on electronic media directly re membership discounts	Cheryl Bullock	Completed
7 Jan 2020	Contact Lainie Ray to confirm that she will remain Membership officer in 2020	Jodie Luck	Completed
7 Jan 2020	Remove 2019 Membership Forms from SAERA Website	Melissa Bright	Completed
7 Jan 2020	Contact Jess Aistrope re SA State Championships at Polish Hill River June 2020	Jodie Luck	Completed
7 Jan 2020	Contact Amanda Smith to inform her that she can now advertise her ride for late March	Jodie Luck	Completed
7 Jan 2020	Contact previous ride organisers re running a ride in 2020	Melanie Scott	Completed