



SAERA Committee Meeting Agenda

7 January 2022

1pm at Antola Lodge - 286 Bloomingdale Road Mount Torrens

Meeting Commenced: 1:27

1. Welcome and Apologies

Welcome: Rhiannan Bee, Jillian Bourton, Cheryl Bullock, Tracy Brandon, Chris McCall, Paula Van Eck, Erin Short, Lisa Brown

Apologies: Claire Pearce

2. Minutes from AGM

2.1. Reviewed and accepted Sunday 4th December 2022 Draft Minutes

Moved: Tracy

Seconded: Jil

Carried: Unanimously

2.2. Minutes from last SMC meeting not made available

3. Review SMC Meeting Policy as per Clause 11.16 of the SAERA Constitution

Erin

3.1. Clause 2.5 and sub-clauses to be changed to allow for fully electronic communication for SMC meetings

Moved: Rhiannan

Seconded: Jil

Carried: Unanimously

4. Treasurer's Report

Andrew/Lisa

4.1. For security reasons the report is not formally reported as part of our minutes but can be requested by members at any time – See Attachment 3

4.2. Lisa Brown (2023 Treasurer) to take over as signatory with access to all accounts and internet banking services from late January after handover from Andrew Luck

4.2.1. Full Name: Lisa Brown, Address: 20 Angas Street, Springton, SA, 5235

4.2.2. Andrew Luck, Rachel Barnett, Melissa Bright and Melanie Scott to be removed as signatories

4.2.3. In case of emergencies a third signatory who is a current SMC member is to be added

Full Name: Erin Short, Address: 40 Jamieson Street, Forresteron, SA, 5233

4.2.4. The rights to be provided to Lisa Brown (Treasurer) and Erin Short (Secretary) as new signatories of the Association is as provided in Clause 18.5 of the SAERA Constitution "All cheques, drafts, bills of exchange, promissory notes and other negotiable instruments must be signed by two (2) committee members"

5. Appointment of President

5.1. Jil Bourton proposes that Cheryl Bullock will assume the role of President (from Vice President) for a term of 1 year

Moved: Jil Bourton

Seconded: Chris McCall

Carried: Unanimously

5.2. Paula Van Eck proposes that Jil Bourton will assume the role of Vice President) for a term of 1 year

Moved: Paula Van Eck



Seconded: Tracy Brandon

Carried: Unanimously

6. General business

6.1. Appoint SMC Roles

Erin

- 6.1.1. Membership Officer – Erin Short
- 6.1.2. Logbook Registrar – Kelsey Bright
- 6.1.3. Horse Welfare – Rhiannan Bee
- 6.1.4. Social Media – Cheryl Bullock, Erin Short
- 6.1.5. Website – Claire Pearce – Cheryl to follow up and confirm as she was not present today – Rhiannan to help in interim if within her skill set.
- 6.1.6. Vet Coordinator – Lachie Cameron – Erin Short to liaise with him on progress etc.
- 6.1.7. Development Officer – Julie White
- 6.1.8. Insurance Coordinator – Andrew Luck -> Lisa Brown on changeover to follow up
- 6.1.9. Ride and Water Trailer Coordinator – Tracy Brandon
- 6.1.10. Merchandise – Sophie Counsell
- 6.1.11. Disciplinary Panel – Jill Ross, Paula Van Eck, Tania Drever and Colin Brown – LISA to double check on last two

6.2. Ride Calendar

- 6.2.1. State Championship options **Jil**
 State Championship date is no longer viable due to Quilty Change
 Ideal date is the date of the Almazaan ride – Jil has spoken to Jodie Luck, she has concerns due to not being a long weekend.
 Lisa proposed swapping Waikerie date for Almazaan ride instead to open up the date for an SC.
 Tracy proposed making the Almazaan ride an elevator 160km as an option for the SC instead with support of the SMC in organising – to liaise with Jodie about this idea or swapping with Waikerie date.
- 6.2.2. Moving around other ride dates to help logistics and clashes with Victorian rides
 Waikerie cancelled due to floods – perhaps move TBA to 27/28 of May or June long weekend, once discussed with Jodie about proposal it will be decided
 Sandy Creek moved to July TBA date to avoid clash with Ararat
- 6.2.3. Farrell Flat **Erin/Jess Aistrope**
 Dual Affiliation request from VERA members – declined by SMC as too far from the border

6.3. AERA Business

Jil

- 6.3.1. Notes from last AERA meeting circulated.
 To allocate CS and Vet's to represent SA at the Quilty – to look into Vic CS for this and reach out to the vet's in SA eligible for the role.

6.4. Membership Update, Logbook, AERASpace Update

Erin

- 6.4.1. AERA still exploring updating AERAOnline to include Membership
- 6.4.2. Current membership numbers
 - 6.4.2.1. Ordinary - 11
 - Intermediate - 2
 - Junior -
 - Life -



Non-Riding/Associate - 1

Total – 14

7. Other business

- 7.1. **Financial** **Erin**
- 7.1.1. \$2.50 charged for every entry processed through AERA Online
To have the policy from last year increasing the admin fee to cover this uploaded to the website and linked to Facebook so that all members are aware of the policy and there is no argument going forward.
- 7.1.2. Volunteer Levy holding and use **Tracy**
To formulate an actual policy for how this money can be used and make sure all RO's are aware of what they can use – Jil to formulate, Tracy to help with input.
Moved: Erin
Seconded: Rhiannan
Carried: Unanimously
- 7.2. **Constitutional Updates** **Jil**
- 7.2.1. Updating of Clause 6.5 to add Clause 6.5.5 as voted at AGM
Erin to update Constitutional Clause and send off to Claire/Rhiannan to be uploaded onto the website.
- 7.2.2. Platinum, Gold, Silver, Bronze Rider Status (proposal available on FB page) **Jil**
To discuss again at the next meeting as to how it could be implemented and recognised at rides
- 7.3. **Tabling ride documents** **Jil**
All chief steward reports to be tabled at meetings after rides – ensure that CS are writing these reports
Moved: Jil
Seconded: Lisa
Carried: Unanimously
- 7.4. **Veterinary attendance and recommended fees** **Tracy**
If a vet is not in attendance for the full ride what are they entitled to payment wise?
Jil to discuss with Mark Dunn in relation to the AERA guidelines – to then liaise with Lachie with informing the SA vet cohort of the policy going forward.
- 7.5. **Email System Upgrade** **Jil/Erin**
- 7.5.1. Can this be integrated with the cloud system – Claire?
Unable to come to a conclusion on this as Claire was not present to discuss capabilities.
- 7.6. **Drafting of Dual Affiliation Policy for 2023/ongoing**
- 7.6.1. Requirements/guidelines proposed by Jil
Moved: Cheryl
Seconded: Rhiannan
Carried: Unanimously
- 7.6.2. Erin to draft the SA policy from Jil's proposal and circulate for the next meeting.
Also draft a proposal to send to VERA for discussion.
- 7.7. **Beginners/introductory videos** **Rhiannan**
- 7.8. **Beginners incentive prize/sponsorship** **Jil**
Providing an incentive for new riders to become members and complete their first endurance ride to go in the running for a prize – Liversage was approached to donate a saddle but unlikely to be



enough interest to warrant such a large size unless it was Australia wide.

Suggested we put together some other kind of prize package as a club to form this incentive – to continue to consider this idea in the future.

7.9. State Championship Incident

Kerryn Agnew

Details provided in email tabled and considered at length. Suggestions to further mitigate risk in the future accepted and to be implemented by RO's in the future.

Remuneration was considered to not be appropriate in this case due to the inherent risk and unpredictable nature of horse sports and the acceptance of this risk on entry.

7.10. Earlybird Membership Special

Erin

7.10.1. Proposed \$25 discount for either 2 weeks or until January 31st

Moved: Erin Short

Seconded: Rhiannan

Carried: Unanimously

7.11. Appointment of Julia Field for casual committee member

Erin

7.11.1. Confirm type of membership needed for this

Non-riding membership is adequate due to constitutional change made at AGM – Erin to inform Julia and move to have her elected as a casual committee member at next meeting

Close: 6:09



ATTACHMENT 1: ACTION ITEMS

Meeting Date	Description	Responsibility	Status
29 June 22	Prepare a draft Volunteer Policy for SMC consideration before the 2023 AGM.	Andrew	In progress
3 June 21	Update biosecurity policy	TBA	
22 April 21	Work to provide members the opportunity to purchase intermediate bib.	Mel	In progress
7 January 23	Update Clause 2.5 of the SMC Policy to allow for fully electronic communication	Erin	Complete
7 January 23	Cheryl to follow up with Claire re website and progress of cloud-based storage system + attendance at next meeting	Cheryl	In progress
7 January 23	Organise online shop options for merchandise to be added to SAERA website	Rhiannan	In progress
7 January 23	Check whether Tania Drever is happy to continue on the disciplinary committee and would Colin Brown be interested (membership restraints)	Lisa	In progress
7 January 23	Follow up with Jodie Luck about Almazaan ride date alteration/160km elevator option	Jil/Lisa	In progress
7 January 23	Send out expression of interest to eligible head vets for TQ24	Erin	Complete
7 January 23	Liaise with interstate CS to be head CS at TQ24	Jil	In progress
7 January 23	Refund policy to be uploaded onto SAERA website and linked to FB to inform members of changes	Erin/Claire	Complete
7 January 23	Formulate a policy for the use of the Volunteer Levy moneys collected	Jil/Tracy	In progress
7 January 23	Update Clause 6.5 of the constitution as voted on at the AGM and have new version uploaded to website	Erin	Complete
7 January 23	Liaise with AERA regarding part ride attendance veterinary fees	Jil	In progress
7 January 23	Drafting of an official dual affiliation policy for SA and proposal for VIC to consider	Erin	Complete