



SAERA Committee Meeting Minutes

5 February 2023

7pm via Zoom Teleconference

Meeting Commenced: 7:08

1. Welcome and Apologies

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

Absent: Claire Pearce

2. Minutes from previous meetings

2.1. Minutes from 6 January - see previous correspondence from last week

Moved: Lisa

Seconded: Tracy

Carried: Unanimously

3. Treasurer's Report - see attachment 1

Andrew/Lisa

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

December report supplied by Andrew, January and February to be supplied by Lisa together at next meeting following changeover with the bank.

Moved: Lisa

Seconded: Jil

Carried: Unanimously

4. Secretary update

4.1. Correspondence In

AERA Correspondence regarding TQ, Affiliation Agreement, Certificate of Currency received, TQ Sponsorship proposal from TQ23 Committee, volunteer discount request from Karren Carman, logbook enquiry.

4.2. Correspondence Out

Request for Certificate of Currency, response to Karren Carman re tabling at next meeting but unable to make any decisions as not accepted at last AGM, altered Kim Moir and Linda Tanian of email address update, TQ24 head vet EOI to Lachie Cameron and Dan Sims, request for further information sent to TQ24 Committee, Dual Affiliation proposal sent to VERA, logbook enquiry forwarded to Kelsey.

5. Actions from last meeting

5.1. See table below

6. General business

6.1. Ride Calendar

6.1.1. State Championship update

Jil

Need to touch base again from TQ24 MC to see whether they want to commit to running this years SC as a test event

Lisa - to be SMC rep on TQ committee

Erin to draft email to Mel Scott to advise her



- 6.1.2. Antola Lodge CATE **Paula**
Run down of 'agenda' for the CATE - mock vet, obstacles, sausage sizzle, trail ride - Paula will make a program/flyer to circulate at next meeting and post on facebook
Considered pricings - Lisa's proposal \$40 non member, \$20 member, \$20 juniors
Moved: Lisa
Seconded: Paula
Carried: Unanimously
- 6.1.3. Rocky Creek Climb ride application **Erin/Tracy/Lisa**
 See attachment 2
Moved: Erin
Seconded: Chris
Carried: Unanimously
- 6.1.4. Update on Calli Hill
Vets confirmed for 26th plus emergency vets have been made aware of the event also
Following up for potential delay due to Fire Ban with vets etc.
- 6.2. Ride Trailer**
- 6.2.1. *When was it last serviced? to follow up with Julie*
All batteries currently being charged, to be delivered to Tracy next weekend
New fluids etc. will be provided to us by Lachie next year - inventory was sent to him earlier in the week so he is aware
- 6.3. AERA Business** **Jil**
- 6.3.1. Minutes from last AERA meeting not yet provided
EA Affiliation - SAERA Vote no to current agreement with EA for substantial payment
- 6.3.2. Swabbing portfolio/delegate update **Jil**
Need to do 3 swabs other than the SC - Horse Welfare Officer (Rhiannan) to liaise with Mel S following swabs etc.
- 6.3.3. *Need for second AERA delegate to share load with Jil if unavailable*
Cheryl proposed as second AERA delegate
Moved: Jil
Seconded: Rhi
Carried: Unanimously
- 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 - 30
 Intermediate - 3
 Junior - 1
 Life - 3
 Non-Riding/Associate - 1
 Total – 38
- 6.5. Logbook Update** **Kelsey**
- 6.5.1. Transfer of Ownership - 1
 Logbook orders - 2
 Yearly endurance horse registration - 1



- 6.6. Horse Welfare** **Cheryl/Rhi**
 Cheryl and Rhi to catch up to do a handover and check points from last year prior to start of this year's competition
- 7. Other business**
- 7.1. Financial** **Erin**
 7.1.1. Volunteer Levy holding and use **Tracy/Jil**
 Progress update on policy formation - *Look to AGM proposal*
- 7.2. Constitutional Updates** **Jil**
 7.2.1. REVISIT FROM LAST MEETING - Platinum, Gold, Silver, Bronze Rider Status (proposal available on FB page)
See how this can be integrated with the Development Committee's work as a one year trial
- 7.3. Vet fee policy** **Tracy**
 7.3.1. Proposed policy see attachment 3
Moved: Erin
Seconded: Lisa
Carried: Unanimously
- 7.4. Drafting of Dual Affiliation Policy for 2023** **Jil**
 7.4.1. Official voting on proposed policy
Moved: Jil
Seconded: Chris
Carried: Unanimous
- 7.5. Ride Budget Sheet Upgrade** **Jil**
 7.5.1. See attachment 4
Rhiannan to refine Jil's document more officially and then adopt officially
Moved: Jil
Seconded: Chris
Carried: Unanimously
- 7.6. Veterinary requirements** **Lachie/Erin**
 7.6.1. Need to be mindful of treatment vet requirements, not just head vet
 7.6.2. Proposal to run a 'junior' vet workshop to help educate on common endurance management and increase our vet eligibility
 7.6.3. Lachie will write us an updated list of what we need to keep in the trailer
 7.6.4. *Need to appoint another vet to represent us at TQ23 - Erin to ask Paul Lubbe*
Veterinary head vet vests for qualified vets Erin to follow up with Fran re cost and collate list of current active vets that we would need to provide this to
- 7.7. Volunteer incentive - membership discount** **Wal/Naomi**
See Andrew number 1 action item - Lisa to follow up - is it financially viable?
- 7.8. Newcomer draw prize** **Jil**
Currently become larger and linked to the TQ so not many updates available at this stage
- 7.9. Encouragement awards and completion ribbons** **Tracy**
To give out one encouragement ribbon per event as an incentive, applicable over all distances and entries - to get quotes and follow up with Catherine again re how many general completion ribbons she has left for us to move forward with in the interim



- 7.10. End of Year prizes/subcommittee** **Jil**
Paula Van Eck with Chris McCall
- 7.11. Jendari Cup ride eligibility** **Cheryl**
Mil Lei, SC, Sandy Creek, Almazaan, Rocky Creek - Cheryl to let Darren know our choices
- 7.12. TQ23 Sponsorship**
Erin to send an expression of interest to sponsor a rug of some sort and see what's left and present back to committee to decide
- 7.13. Development Officer/Sub-Committee** **Julie/Rhiannan**
Consider making a development sub-committee rather than just one person. Julie thought it would be good to have someone on the SMC involved as well to bring lots of ideas and different angles to the discussion.
Sub-committee to consist of: Julie, Rhiannan, Jil, Chris
- 7.14. Day vet cards - need to order** **Erin/Karen**
Erin to follow up with AERA
- 7.15. Julia Field admittance to SMC**
Moved: Erin
Seconded: Jil
Carried: Unanimously

Close: 9:44



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/Lisa	In progress
3 June 21	Update biosecurity policy	TBA	
22 April 21	New bib providers	Lisa	In progress
7 January 23	Cheryl to follow up with Claire re website and progress of cloud-based storage system + attendance at next meeting To follow up with a formal email from SAERA with regards to contribution	Cheryl Erin	In progress Complete
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) erin check membership details	Lisa	In progress
7 January 23	Liaise with interstate CS to be head CS at TQ24	Jil	In progress
7 January 23	Formulate a policy for the use of the Volunteer Levy moneys collected Find VL write up from AGM 2014	Jil/Tracy	In progress
5 February 23	Email Kim Moir to enquire about process to order new Day Vet Cards	Erin	Complete
5 February 23	Draft letter to TQ24 MC to ask about 2023 State Championship and advise Lisa Brown appointed as SMC rep	Erin	Complete
5 February 23	Follow up with Julie as to when RT was last serviced	Erin	Complete
5 February 23	Handover of horse welfare/training	Rhi/Cheryl	In progress
5 February 23	Find volunteer levy rationale from relevant 2014 AGM Minutes	Tracy/Jil	In progress
5 February 23	Rhiannan to refine Jill's newly proposed ride budget form for circulation and approval at next meeting	Rhiannan	In progress
5 February 23	Ask Paul Lubbe if he is interested in vetting at TQ23 to replace Lachie (now 2IC)	Erin	Complete
5 February 23	Soft shell head vet vests as a qualification gift - Erin to check with Fran re costing and collate list of current active Head Vet's that would be eligible	Jil	In progress
5 February 23	Encouragement and completion sashes, follow up, quotes etc.	Tracy	In progress
5 February 23	Expression of interest to TQ23 Committee to sponsor a placing rug - see what is available	Erin	In progress
5 February 23	Organise the holding of a short veterinary specific meeting with Lachie and the Executive Committee	Erin	Complete
5 February 23	Follow up with Sophie re profit margin on merchandise for online purchasing platform	Rhiannan	In progress



5 February 23	Formulate flyer/program for Antola Lodge CATE	Paula	In progress
5 February 23	Let Darren Lever know about rides selected for eligibility for Jendari Cup	Cheryl	Complete