



## SAERA Committee Meeting Minutes

6 March 2023

7pm via Zoom Teleconference

Meeting Commenced: 7:08

### 1. Welcome and Apologies

**Present:** Erin Short, Lisa Brown, Chris McCall, Jil Bourton, Julia Field, Paula Van Eck

**Apologies:** Tracy Brandon, Cheryl Bullock, Rhiannan Bee

**Absent:** Claire Pearce

### 2. Minutes from previous meetings

2.1. Minutes from 5 February - see attachment 1

**Moved:** Jil

**Seconded:** Paula

**Carried:** Unanimously

Veterinary Meeting Minutes - see attachment 2

**Moved:** Lisa

**Seconded:** Jil

**Carried:** Unanimously

### 3. Treasurer's Report

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

**Moved:** Lisa

**Seconded:** Erin

**Carried:** Unanimously

### 4. Secretary update

Erin

#### 4.1. Correspondence In

- 4.1.1. Liz Larkin re updated ride fees and ride locations on calendar - inspecific (ride name only but not exact location)
- 4.1.2. Kapunda trotting track happy to have us book a time in August for an 80km event
- 4.1.3. Kim accepted Paul Lubbe line vet appointment
- 4.1.4. Linda requested online nomination system forms be completed for AERAOnline - Calli Hill and Farrell Flat
- 4.1.5. Sponsorship request for TQ23 from individual DA clubs
- 4.1.6. Development Committee Bingo proposal
- 4.1.7. AERA Hall of Fame nomination from Jil
- 4.1.8. Sponsorship receipt for Hills Farm Supplies - Mil LeI
- 4.1.9. Ella Bachus request to attend a ride within the vet ring as required for barefoot trimming qualification - requested Sandy Creek
- 4.1.10. Merch Details from Fran and Sophie
- 4.1.11. Kim keen to have Laura on board with some more experience prior to the event, suggested we see if we can secure a grant to help with cost to get her there
- 4.1.12. AERA Affiliation Agreement accepted and returned by AERA



#### 4.2. Correspondence Out

- 4.2.1. Liz Larkin - responded clarification on fees voted at agm and locations (suggested we approach AERA about making the actual location visible on AERASpace Calendar)
- 4.2.2. Updated new email address with trailer insurers
- 4.2.3. Vet card orders
- 4.2.4. Communications with Kapunda trotting track to withdraw state champs and TQ24 tentative booking and suggest running an 80km
- 4.2.5. Vet fee policy circulated - no responses
- 4.2.6. Paul Lubbe TQ24 line vet appointment submitted to Kim
- 4.2.7. Online nomination system forms sent to Linda
- 4.2.8. Advised Ella Bachus we will discuss at next meeting and get back to her
- 4.2.9. Advised Kim of Cheryl appointment as AERA Delegate
- 4.2.10. Advised Kim of Laura's interest in attending TQ23 to learn pending SMC discussion - provided Laura's details to clarify her intentions

#### 5. Actions from last meeting

5.1. See table below

##### 5.2. Colin Brown for disciplinary committee

*Restricted due to unnecessary outlay for full membership under the current requirements. The SAERA Constitution Clause 9.3 states that the Disciplinary and Grievance Policy can be changed at the discretion of the SMC - this has been under consideration since the first meeting pending Colin was happy to be a part of the sub-committee so actioned now.*

*Amend the guidelines to be in line with that of Chief Steward membership requirements*

**Moved:** Lisa

**Seconded:** Erin

**Carried:** Unanimously

#### 6. General business

##### 6.1. Ride Calendar

- 6.1.1. State Championship update **Erin**  
*No further correspondence as yet*  
*Paula showed interest in being second SMC representative for TQ24 Committee*  
**Moved:** Paula  
**Seconded:** Lisa  
**Carried:** Unanimously
- 6.1.2. Sandy Creek CATE **Lisa**  
*14th May proposed*  
*Pole work and trail ride, mock vetting, similar setup to Antola and CATE's held last year*  
**Moved:** Lisa  
**Seconded:** Erin  
**Carried:** Unanimously
- 6.1.3. Sandy Creek **Lisa**  
*1st/2nd of July application received and accepted*
- 6.1.4. Waikerie/Point Pass **Lisa**  
*22nd/23rd of July application received and accepted*
- 6.1.5. Kuitpo **Lisa**  
*October long weekend 30th-1st-2nd application received and accepted*



*Clashes with Mia Mia/Victorian SC but not all will travel so still worth running an 80km event within SA for our members - especially those based down south*

- 6.1.6. Kapunda - see attachment 3 **Erin/Lisa/Tracy**  
*12th and 13th*  
*Concerns about clash with Ararat - but best fit for our calendar, otherwise would be too close to the SA rides either side*

**VOTING FOR ACCEPTANCE OF ALL RIDES PROPOSED**

*Moved: Erin*

*Seconded: Chris*

*Carried: Unanimously*

**6.2. Ride Trailer **Lisa****

- 6.2.1. Servicing update  
*To be done by Denis Uren(registered mechanic) in between Farrell Flat ride and Mil LeI prior to the trip to the South East*  
*The water trailer will also have its bearings etc. checked and a basic going over prior to this by Andrew - will need a full service at some stage.*

**6.3. AERA Business **Jil****

- 6.3.1. Minutes from last AERA meeting - see attachments 4  
 6.3.2. AERA Hall of Fame nominees  
*Need to finalise a short write up from SMC in support - Jil can probably draft and send this around for her proposed appointment*  
*Jil will follow up with Cheryl about her application for Chip Chase Knight*  
 6.3.3. TQ Stories for Media Campaign  
*That will come down on its own when we see who is attending this year - unknown at this stage, no action at this stage.*

**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 - 46  
               Intermediate - 6  
               Junior - 2  
               Life - 3  
               Non-Riding/Associate - 2  
               Total – 59  
               Total new - 4

**6.5. Logbook Update **Kelsey****

- 6.5.1. Logbook orders - 7 (+3 pending)  
*Logbooks need to stay with the registrar and be issued by the registrar to the horse owners - if not picked up AT the ride then they need to be posted out (cannot continue to be left in the trailer)*

**6.6. Horse Welfare **Cheryl/Rhi****

*Neither present to give report*

**7. Other business**



- 7.1. Getting Laura to the Quilty** **Lachie/Erin**  
*Send Laura Kim's details for her to follow up - we need to determine what capacity she plans to attend as before we can consider any sort of reimbursement. Depends if she will be a volunteer or a paid vet.*
- 7.2. Newcomer draw prize** **Jil**  
*See previous correspondence from Jil re sponsorships secured  
 No response from Scoot Boot, but Jil has secured Archer Equine, Liversage and Dixon Smith - Jil will follow up and formalise more during her forced downtime over the next month. Need to solidify eligibility criteria - needs to be qualifying on your OWN horse doing your FIRST Quilty, meant for newcomers only.*
- 7.3. Development Officer/Sub-Committee Update** **Jil/Rhiannan/Chris**  
*See correspondence from Rhi to be sent out tomorrow  
 Bingo launch went well - eligibility understanding was fairly good, still nutting out some of the nitty gritty criteria. Sub-committee still finding their feet with it all but everything is coming together slowly.  
 Newcomer's facebook group is doing well so far, good discussions and educating going on there  
 Jil looking to make a list of the volunteer roles that newcomer's can work towards trying to help out with so that they KNOW what they can perhaps offer as help*
- 7.4. Inclement Weather Policy** **Lisa**  
*Lightning policy specifically as we already have a hot weather policy  
 The AERA rule book already lays out the protocol for inclement weather - it is at the discretion of the CS, the RO and the Head Vet (Clause 8.12) to decide whether there is a need to cancel the ride, close the vet ring for a period when it is unsafe - etc. refer to the "Unplanned Circumstances" section in the AERA General Rulebook. The SMC feels that this is adequate enough as a policy where weather may be testing and as such does not feel that any further or specific policy need be drafted or created.*
- 7.5. Banking keycard** **Lisa**  
*It is a possibility to get a keycard for purposes of online transactions, however, it would require changing the structure of at least one of the accounts due to the need for two signatories. This is a possibility, perhaps with the rainy day account, however, the primary issue is whether that change would be unconstitutional.*
- 7.6. Toilet** **Tracy**  
*Continuing to look into the logistics of this idea, there will be a cost of upkeep, someone to house it, tow it, clean it, empty it etc. Need to get a little more logistical and cost related information before proceeding.*
- 7.7. BC Rugs** **Lainie/Tracy**  
*Woollen/fleece and sizings  
 Extra work to get sizings, extra cost to buy one off rather than in bulk etc. who would need to be responsible for organising this post ride, has the potential to be messy and time consuming. General consensus against at this stage - no official vote taken  
 Jil opposed to fleece rugs, if we were prepared to spend the extra dollars on something other than cotton it should be woollen and this would require an increase in the sponsorship fee for the BC prizes to reflect that change. For now the plan is to use the cottons we have in stock with Fran and reconsider when it comes to purchasing new stock.  
 Need to appoint someone as our BC rug sponsorship officer for future rides (Julie White's job last year), will follow up with Julie to see if she has a list of sponsors we could contact again for 2023.*



*Jil will find out what Jess is doing for BC at Farrell Flat or if we need to organise some last minute rugs from our stock.*

**7.8. Barefoot trimmer request to assist in vet ring for qualification**

*It's up to the CS and Vet's discretion hand over to enquirer to follow up with relevant officials to tee up for Sandy Creek - Erin will advise this and update on the Sandy Creek date change.*

**7.9. Alfa endurance sponsorship offer**

**Erin**

*See attachment 5*

*Jil to follow up - general consensus is we are happy to accept whatever is on offer*

**7.10. Merchandise**

*See attachment 6*

*Julia to follow up when taught AERA online and have this up for every ride going forward for now Will forward update from Rhi on viability of attaching a shop to our website for comprehensive discussion at next meeting.*

**7.11. Cloud based system**

**Erin/Claire**

*We have gone with Dropbox business for now as the larger systems are not suitable for our operation on reflection. Claire will start uploading the paper documents we have in stock following Farrell Flat - anyone that has any lying around please get in contact with Claire to organise getting them uploaded.*

*Unsure on cost at this stage as it has been set up but Claire has not mentioned costings to me (Erin - Claire not present today to ask).*

*Erin will be moving this minutes/agendas and other supporting documents onto this platform shortly also.*

**7.12. Raffle proposal**

**Erin/Karen**

*See attachment 7*

*\$5 a ticket - one to go to Antola event, one for Rocky Creek, TBA final box*

**7.13. Face to face meetings**

**Tracy**

*See correspondence in attachment 8*

*Consider quarterly face to face meetings, perhaps look at June for a face to face 5th of June perhaps (Sunday instead of Monday) - to confirm the details and location at next meeting*

**7.14. Public Officer**

*Has been Andrew Luck up until now, but no longer SMC member or general club member. General consensus that it should be someone on the SMC or at least an active member.*

*Lisa Brown nominated*

**Moved:** Lisa Brown

**Seconded:** Erin Short

**Carried:** Unanimously

*Erin will look into updating this on the registry over the next month.*

**7.15. Grant application**

*Need to do by the 15th of March*

*Proposed we apply for grant in relation to obtaining drills, water buckets, signage/course marking and setup - Lisa to action.*

**Close: 10:14**





## ATTACHMENT 1: ACTION ITEMS

Meeting Date	Description	Responsibility	Status
29 June 22	Prepare a draft Volunteer Policy for SMC consideration before the 2023 AGM.	Lisa - review following June	In progress
3 June 21	Update biosecurity policy <i>Erin follow up with Lachie - send him the current policy and ask for thoughts on updating 6/3/2023</i>	TBA Erin	In progress
22 April 21	New bib providers <i>Provider has been found local to Lisa - just awaiting quote then we will move forward 6/3/2023</i>	Lisa	In progress
7 January 23	Organise online shop options for merchandise to be added to SAERA website <i>Rhiannan not present today - Erin will send correspondence with update following today's meeting 6/3/2023</i>	Rhiannan	In progress
7 January 23	Liaise with interstate CS to be head CS at TQ24 <i>Awaiting further information from TQ24 Committee 6/3/2023</i>	Jil	In progress
7 January 23	Formulate a strict policy for the use of the Volunteer Levy moneys collected in line with the original rationale when proposed at 2014 AGM	Jil	In progress
5 February 23	Handover of horse welfare/training <i>Cheryl to continue in the role for now 6/3/2023</i>	Rhi/Cheryl	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	Expression of interest to TQ23 Committee to sponsor a placing rug - see what is available <i>Erin to follow up on new email system 6/3/2023</i>	Erin	In progress Complete
6 March 23	Setup Antola Lodge CATE on AERAOnline with prices decided at last meeting and Paula's writeup (Paula to forward) - no late fees to be applied with entry cut off the Wednesday before as with normal rides	Erin	Complete
6 March 23	Erin to amend Disciplinary Policy to have the same sub-committee membership/eligibility requirements to be the same as that required of a Chief Steward	Erin	Complete
6 March 23	Erin to forward quotes to 'SAERAify' the trailer with stickers etc. following this meeting as came in too late to consider today	Erin	Complete
6 March 23	Get sizes for ordering vests for current Accredited vets	Jil	In progress
6 March 23	Follow up with Bridget from Alfa to confirm sponsorship details and accept	Jil	In progress
6 March 23	Apply for grant for new water buckets, drills and signage by 15th March	Lisa	In progress
6 March 23	Register Lisa as new Public Officer	Erin	In progress
6 March 23	Accept barefoot trimmers request to attend Sandy Creek - send details to follow up with head vet and CS once confirmed	Erin	Complete
6 March 23	Request access to AERAOnline/AERASpace for Julia Field from Linda Tanian and Erin arrange a time to teach Julia the system	Erin	In progress



6 March 23	Inform Laura of TQ23 discussions and give her Kim's contact for her to follow up formally and report back with verdict of capacity	Erin	Complete
6 March 23	Inform TQ24 Committee of Paula's appointment as second SMC representative	Erin	Complete