



SAERA Committee Meeting Minutes

3 April 2023

7pm via Zoom Teleconference

Meeting Commenced: 7:11

1. Welcome and Apologies

Present: Erin, Lisa, Tracy, Jil, Cheryl, Paula, Chris, Rhiannan

Apologies: Julia

Absent: Claire

2. Minutes from previous meetings

2.1. Minutes from 6 March - see attachment 1

Moved: Jil

Seconded: Lisa

Carried: Unanimously

3. Treasurer's Report TBA

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

Reports will be one month behind due to timing of meetings - no treasurer's report to vote on at this meeting, will continue officially from next month.

There was on hire fee for the grounds at Farrell Flat, but Lisa proposed we offer a donation to Farrell Flat management committee of \$150 for the use of the grounds.

Moved: Lisa

Seconded: Cheryl

Carried: Unanimously

4. Secretary update

Erin

4.1. Correspondence In

4.1.1. Appreciation email from Wal - see attachment 2

4.1.2. Various correspondence in and out with Linda re Farrell Flat result publishing issue

4.1.3. Kirsty Rehn inquiry regarding Muscle Management course and interest for SAERA Members (in agenda items below)

4.1.4. Various sponsorship notifications from Mel B re Mil Lel

4.1.5. Jodie Luck advisement of name change for Almazaan Elevator and withdrawal of 120km option

4.1.6. Dual Affiliation proposal for Mil Lel offer and acceptance by VERA

4.1.7. TQ23 rug sponsorship options confirmed and finalised

4.2. Correspondence Out

4.2.1. Advisement of Paula's appointment to TQ24 Committee sent

4.2.2. Various responses and commentary with Kirsty Rehn regarding course - for consideration later in agenda

4.2.3. Response to Jodie Luck re acceptance of Elevator withdrawal and name change and confirmation of sponsorship

4.2.4. Request for Dual Affiliation for Mil Lel sent to VERA



4.2.5. Confirming availability of TQ23 rug sponsorship options

5. Actions from last meeting

5.1. See table below

6. General business

6.1. Ride Calendar

6.1.1. Waikerie - Dual Affiliation **Lisa**

Lisa proposes we request to dual affiliate with VERA

Moved: Lisa

Seconded: Rhi

Carried: Unanimously

6.1.2. Sandy Creek CATE - clash with Mothers Day **Lisa**

Motion to move to Saturday the 13th

Moved: Lisa

Seconded: Rhi

Carried: Unanimously

6.1.3. TQ24 Update

Event director secured - Tom McCormack

Still working through forestry applications, another meeting coming up after Mil LeI where further information can be confirmed.

6.2. Ride Trailer **Lisa**

6.2.1. Paint/decals - see attachment 3 and 4 for quotes **Jil**
To consider doing at the end of the year and revisit with new quotes closer to the date and vote acceptance/rejection etc at that time.

6.3. AERA Business **Jil**

6.3.1. Minutes from AERA AGM - see attachment 5

6.3.2. AERA Hall of Fame nominees
 - see attachment 6 (Jil Bourton nomination)
 - see attachment 7 (Chip Chase Knight nomination)

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 - 59
- Intermediate - 7
- Junior - 2
- Life - 3
- Non-Riding/Associate - 3
- Total – 74
- Total new - 5

6.5. Logbook Update **Kelsey**

6.5.1. 12 logbooks

6.6. Horse Welfare **Cheryl**

Two members were coming close to the threshold with points - one has gotten through recently the other has entered at Mil LeI and Cheryl has had a chat with them regarding their closeness so hopefully they get through! We will revisit at the next meeting



7. Other business

- 7.1. TQ23 10th Over The Line Rug Sponsorship** Erin
Moved: *Erin*
Seconded: *Cheryl*
Carried: *Unanimously*
- 7.2. Development Officer/Sub-Committee Update** Jil/Rhiannan/Chris
- 7.3. BC Rugs** Tracy
Need to appoint someone to seek sponsorship for these at future rides
Lisa has put together a general request for sponsorship letter - perhaps we don't put this to one person, but encourage anyone within the areas of where a ride is held to help seek membership from the businesses that they use
To reconsider at next meeting - no volunteers at this stage
Tracy- Woollen 2023 SC - Tracy will forward a picture for us to consider for that rug, Tracy will seek sponsorship for these particular rugs
- 7.4. Merchandise update** Rhi
 See attachment 8
Possible to merge merchandise with our website at no cost, but we don't have a large profit margin and generally don't keep stock of most items but do made to order. Perhaps we send out a call for merch orders once every quarter to get interest and do merch orders that way instead.
To consider again at next meeting
- 7.5. Course marking equipment/stakes** Lisa
Mel B secured sponsorship for 250 plastic type stakes from bunnings for course marking in plantation forests, if they work well we will consider buying a bulk amount
- 7.6. Wirrina 1 Sponsorship** Lisa
Request from Mel for SMC to seek sponsorship for this ride, Tracy will contact some of her contacts local to that area to seek some sponsorship, either cash or products
- 7.7. Quilty Levy** Lisa
As TQ24 is going ahead the TQ24 MC is requesting the dollars in Quilty Levy collection to be transferred to them once they have setup their bank account.
Some of the information from previous years was missing as to the Quilty Levy - Lisa has manually calculated these based on entries in AERA Space.
- 7.8. Kirsty Rehn Proposal** Erin
 See attachments 9 and 10
Against our policy so can't do it - she could try posting on endurance chatter etc. but we cannot help even if she sponsors a ride.
- 7.9. Come and Try nomination closing times** Paula
Since we don't have to know numbers much in advance and the biosecurity guidelines don't apply so early closing times may not be necessary plus it is more inviting for newcomers to not impose a late fee in any case.
We will do it on a case by case basis as to what the organiser's requirements are.
- 7.10. Vet Liaison Role reappointment** Erin
Jil to do for now
- 7.11. Cloud Based System update** Claire
Erin (and possibly Greg) to take this on going forward



7.12. Late fees and closing times on AERA Online

Erin

Motion all standard SAERA rides late fees will be applied from 10pm Monday night and absolute cut off for entries will be 10pm Wednesday before the ride

Second: Erin

Carried: Unanimously

to also put a PSA out to all members beforehand to clarify as there has been some confusion over the year with closing dates and times. To also add this to the ride organiser pack to ensure flyers also reflect that.

Jil to also speak to AERA online - sub committee and AERA MC with regard to changing the layout of closing date and late fee imposition etc. as it is catching a few people out at the moment.

7.13. Swabbing portfolio

Jil

We need someone on the SMC to take on the swabbing portfolio (organising swabbing at rides in 2023). Do not have to have done a course just have to organise the packs etc.

Jil will try to find a portfolio synopsis to forward so that people know what they are signing up for in the future - Mel Scott can continue for now but with TQ coming up it would be better for an SMC member to take it on

To consider further at next meeting.

7.14. Claire resignation

Claire

Claire has resigned from her position on the SMC due to her other commitments. Email of appreciation for her efforts over the last year will be provided shortly.

Close: 8:39



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> <i>New AERA guideline has been provided - liaise with Lachie around this document 3/4/2023</i>	TBA Erin	In progress <i>email sent</i>
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> <i>Still waiting for actual quote from the supplier, they will be a tiny bit different but not by much (elastic sides instead of ties and no weight division line) 3/4/2023</i>	Lisa	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	Rhiannan to refine Jill's newly proposed ride budget form for circulation and approval at next meeting	Rhiannan	In progress
6 March 23	Follow up with Bridget from Alfa to confirm sponsorship details and accept <i>Riding tights as an encouragement award for the person who rides their first 80km ride at each ride of the year where applicable 3/4/2023</i> <i>Revisit next meeting</i>	Jil	Complete
6 March 23	Register Lisa as new Public Officer	Erin	In progress
3 April 23	Send off Hall of Fame Nominations	Erin	In progress
3 April 23	Thank you to Claire for her time on the SMC	Erin	Complete
3 April 23	Let Kirsty know we are unable to promote her business on our Facebook Page	Erin	Complete
3 April 23	Contact Fran about fixing spelling on Vet Vest for Dan	Erin	In progress
3 April 23	BC rugs and sponsorship for SC 2023	Tracy	In progress
3 April 23	Request Dual Affiliation for Waikerie	Erin	Complete
3 April 23	Change the date for Sandy Creek CATE on AERA Space	Erin	Complete
3 April 23	Wirrina 1 sponsorship from local businesses	Tracy	In progress
3 April 23	Speak with AERA re changing layout of AERA Online to make closing and late fee times more clear.	Jil	In progress