



SAERA Committee Meeting Minutes

1 May 2023

7pm via Zoom Teleconference

Meeting Commenced: 7:09

1. Welcome and Apologies

Present: Erin Short, Lisa Brown, Tracy Brandon, Cheryl Bullock, Rhiannan Bee, Chris McCall

Apologies: Jil Bourton, Paula Van Eck, Julia Field

2. Minutes from previous meetings

2.1. Minutes from 3 April - see attachment 1

Moved: Erin

Seconded: Tracy

Carried: Unanimously

3. Treasurer's Report - attachment 2

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: Tracy

Carried: Unanimously

4. Secretary update

Erin

4.1. Correspondence In

4.1.1. Positive COVID test full refund request for Mil Lel, proof of positive test received.

4.1.2. Refund request for Mil Lel - no reason given.

4.1.3. AERA Correspondence re horse catastrophe - see attachment 3.

4.1.4. AERA Meeting Agenda.

4.1.5. Laura Salisbury - issue nominating for Mil Lel and confusion re closing times and late fees.

4.1.6. Partial refund request due to injury for Mil Lel received.

4.1.7. Swabbing receipt/invoice from State Champs 22.

4.1.8. Kirsty thanked us for our help and consideration regarding advertising.

4.1.9. Confirmation of receipt from VERA re Waikerie Dual Affiliation Request.

4.1.10. Hall of Fame profile from Jil.

4.1.11. Fran responded that she will see what she can do with the embroidery on the vest.

4.1.12. Bib order from Helen Kerr (forwarded to Lisa).

4.1.13. Various Mil Lel receipts from Mel B (forwarded to Lisa).

4.1.14. Query regarding day membership availability for Rocky Creek.

4.1.15. Swabbing details from Chris' research (considered later in minutes).

4.1.16. Request from VERA to Dual Affiliate Moyston.

4.1.17. Dual Affiliation for Waikerie approved by VERA.

4.2. Correspondence Out

4.2.1. Response to Laura regarding late fee application time and closing times/troublesome layout with AERA Online.



- 4.2.2. Sandy Creek CATE flyer and March Minutes sent to Rhi for upload.
- 4.2.3. Acknowledgement and thanks to Claire for her time on SMC sent.
- 4.2.4. Email sent to Kim Moir re Digger Head CS for TQ24.
- 4.2.5. Positive COVID test refund request response - asking for proof of positive test, sent relevant information to Mel B to approve full refund via AERA Online.
- 4.2.6. Refund request directed to AERA Online/Mel B to process refund request.
- 4.2.7. Full details as SMC aware of for TQ24 MC sent to Kim Moir.
- 4.2.8. Response sent to Kirsty re inability to advertise on SAERA FB.
- 4.2.9. Follow up email sent to Bridget from Alfa to clarify terms of sponsorship offer and officially accept .
- 4.2.10. Waikerie Dual Affiliation Request sent.
- 4.2.11. Hall of Fame applications for Jil and Chip Chase Knight sent to AERA.
- 4.2.12. Fran informed of mistake with vest spelling.
- 4.2.13. Acknowledgement of bib order from Helen, advised may be a wait.
- 4.2.14. Clarified query that day memberships are always available for rides less than 80km.
- 4.2.15. Acknowledged receipt of Moyston Dual Affiliation request.
- 4.2.16. Email sent to Lachie re biosecurity template and SAERA statement update.

5. Actions from last meeting

- 5.1. See table below

6. General business

6.1. Ride Calendar

- 6.1.1. Dual Affiliation request from VERA for Moyston - see attachment 4

Move: Lisa

Seconded: Tracy

Carried: 5 for 1 against

To consider our dual affiliation policy again - revisit what dual affiliation was meant for - if not to fill gaps in the calendar is it appropriate to do so?

- 6.1.2. TQ24 Terms of Reference

Jil

See attachment 5

Will be taken to the next TQ24 meeting to confirm what was requested by AERA and get back to us with a document to forward on

- 6.1.3. Vets - who is locked in for which rides?

Lisa and I will follow up with organising second vets

6.2. Ride Trailer

Lisa

- 6.2.1. Packing and weight requirements

Made some improvements to make packing easier which brought some weight forward onto the towbar, the max is 350kg, ideal is 250kg, currently is 290kg, which is still adequate. But will work to make it closer to ideal again and paint some markers on the floor so everyone knows exactly where to put everything.

6.3. AERA Business

Jil

- 6.3.1. No minutes received since last meeting

- 6.3.2. Biosecurity Template update - see attachment 6

Have forwarded to Lachie for advice on updating the SAERA Policy to be more encompassing and current.

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 - 60
- Intermediate - 6
- Junior - 2
- Life - 3
- Non-Riding/Associate - 3
- Total – 74
- Total new - 5

6.5. Logbook Update

Kelsey

6.5.1. 1 logbook

6.6. Horse Welfare

Cheryl

Both members who were close with points are now clear having gotten through rides!

7. Other business

7.1. Development Officer/Sub-Committee Update

Jil/Rhiannan/Chris

Consider doing another intermediate level CATE with pace riders etc.

To keep giving out the cards: 1 was given at Mil Lel, 6 given out at Wirrina

To put reminders up on the newcomers and main group on the Thursday prior to each ride to remind people to bring their cards to get things ticked off or pick up cards at the next ride

7.2. BC Rugs

Tracy

Shall we let all ride organisers know we have the cottons, and ask whether they would like to use them and seek their own sponsorship.

Most rides for the rest of the calendar are run by SMC anyway, but we will let Jodie Luck know she can utilise them if she would like. Lisa will likely use for Waikerie. Will also try to use for the 80km BC at the State Championship at the end. But we can certainly make sure we let every external ride organiser know in the future.

7.3. BC Sashes (possible stock)

Lisa

Lisa proposed to purchase half a dozen of each division

Moved: Lisa

Seconded: Chris

Carried: Unanimously

7.4. Merchandise update

Erin

Do we want to put a call out for mid year merch orders?

Seems like a good idea, Erin will put out a call for merch orders on facebook with images and pricing as was forwarded to us earlier in the year. Orders to secretary with proof of payment and will remain open until the end of May. Will then send off a bulk order to Fran following order closure.

7.5. Swabbing portfolio

Jil/Chris

Some research done by Chris - see attachment 7

To investigate further with some guidance from Mel S.

7.6. Request to use Mil Lel Volunteer Levy funds

Mel B

Mel has requested via email that we use the volunteer levy amount collected at Mil Lel to reimburse Tom McCormack for some of his travel expenses

As a reimbursement Lisa will require a receipt or for him to supply us for an invoice for auditing



purposes but we are more than happy to utilise some of these resources for that.

Moved: Melissa Bright

Seconded: Tracy

Carried: Unanimously

7.7. TQ23 Call for SA Teams

Erin

To put a call out on Facebook to get nominations to represent SA at TQ23 and consider once we get nominations what we will offer those selected team members

7.8. Update Ride Organiser Pack

Jil

See attachment 8 and 9 from Jil

Erin's thoughts - would like to look over the current ride organisers handbook, it may already have all the proposed info from Jil in it, or it can be updated. Perhaps it can become standard to forward the handbook on to all RO's once their application is approved

Will wait to discuss further when Jil is back, current ride organisers are all very aware of requirements, but for future years where we may have newer ride organisers this will be more applicable

7.9. Online Membership Declaration Proposal from AERASpace Sub-Committee

Happy to accept the terms including the tick boxes requested by VERA. Would like to look into using some of those initiatives in the future for our rides (Day Member - Full Member incentive) consider taking this to 2023 AGM.

7.10. Water Trailer

Cube is leaking, needs to be fixed prior to Rocky Creek, may have broken a fuse, the tap is no longer functioning, may need to get a new cube altogether.

Lisa proposed to do all necessary repairs.

Moved: Lisa

Seconded: Cheryl

Carried: Unanimous

7.11. Alfa sponsorship

Certainty of terms received - can now go ahead with advertising the initiative

Certificate to give to the recipients received - they can then follow up with Bridget to claim their prize.

Prizes awarded to people completing their first ever 80km ride at SAERA events.

Bridget has also offered us a \$500 prize back for our State Champs as well as a lucky draw for people who complete their first 160km

7.12. Face to Face meeting - Sunday the 4th of June proposed, to confirm venue and start time over the next couple of weeks. perhaps Palmer Hotel - Lisa to investigate venue

Close: 8:27



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 June 23	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 24/4/23</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> <i>Just waiting for \$\$\$ amount. still waiting for definites and then we will order a bulk amount and print as needed 1/5/2023</i>	Lisa	In progress
5 February 23	Rhiannan to refine Jill's newly proposed ride budget form for circulation and approval at next meeting <i>Rhi at Jill's atm so will locate the document and work on it over the next month 1/5/23</i>	Rhiannan	In progress
6 March 23	Register Lisa as new Public Officer <i>All the paperwork is together, just need to send off 1/5/23</i>	Erin/Lisa	In progress
3 April 23	BC rugs and sponsorship for SC 2023 Not ordered yet - but in progress****	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
1 May 23	Send off approval of Moyston Dual Affiliation	Erin	Complete
1 May 23	Email Mel B re receipt of invoice needed from Tom for reimbursement, but it has been approved pending receipt of that	Erin	Complete
1 May 23	Arrange repairs on Water Trailer	Lisa	In progress
1 May 23	Check and arrange balancing weight on trailer and markers for packing	Lisa	In progress
1 May 23	Put out call of FB for TQ23 TEAMS	Erin	In progress
1 May 23	Put out call of merchandise orders on FB	Erin	In progress
1 May 23	Purchase 6x BC sashes for each weight division	Lisa	In progress
1 May 23	Let Jodie Luck know we have BC rug stock she can use for her ride if she wishes	Lisa	In progress
1 May 23	Liaise with TQ24 team re TOR for AERA	Lisa	In progress