



## SAERA Committee Meeting Minutes

10 July 2023

7pm via Zoom Teleconference

Meeting Commenced: 7:08

### 1. Welcome and Apologies

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

**Apologies:** Rhi

**Absent:** Julia

### 2. Minutes from previous meetings

2.1. Minutes from 3 June- see attachment 1

**Moved:** Chris

**Seconded:** Lisa

**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. Invoices from Paul and Tanya for Rocky Creek

4.1.2. Notice of successful grant application

4.1.3. Correspondence re TQ meeting at TQ23

4.1.4. Correspondence from Linda re Lisa's login access being extended

4.1.5. Invoice from Bill Harbison for Wirrina

4.1.6. Confirmation from eHost for treasurers email address

4.1.7. Various correspondence from AERA Online with people having issues with entering Sandy Creek, all resolved

4.1.8. Confirmation of Elle attendance to observe vetting process for trimming course

4.1.9. Invoice from Fran

4.1.10. Kim Balnaves withdrawal from Sandy Creek

4.1.11. Fiona Shearman question regarding late fee and time of arrival for Saturday ride

4.1.12. Cazz Shroder withdrawal from Sandy Creek

4.1.13. Paula Van Eck CS Report

#### 4.2. Correspondence Out

4.2.1. Request to extend AERA Space login for Lisa to also have access to online nominations

4.2.2. Request to eHost for treasurers email address

4.2.3. Let Fran know of new treasurers email address for future invoices

4.2.4. Response to Kim Balnaves and request to cancel nomination and request refund via AERA Online

4.2.5. Response to Fiona Shearman



**5. Actions from last meeting**

5.1. See table below

**6. General business**

**6.1. Ride Calendar**

6.1.1. Kuitpo

*Looking at doing a similar format to Sandy Creek and do a two day ride. Lainie has offered to mark a 30km course etc etc especially good in that area, lots of people/riders out that way*

6.1.2. Kapunda

*Jil and Cheryl to liaise with landowners etc to help get a good course out at Kapunda. Planning to go out for a drive out there and have a look some time soon. Tracy following up with Treena for paper maps.*

6.1.3. *CS's and Secretaries being looked into for all these rides etc. Waikerie, Mount Crawford and State Champs organised.*

6.1.4. *Secretary training day between SA and Vic perhaps to be organised sometime in the new year*

**6.2. AERA Business**

**Jil**

6.2.1. Basic report given from Jil.

*Discussions re swabbing and the need to remind all riders to be aware of swabbable substances and take care to keep away from them. There was also a discussion regarding increasing the vet per horse ratio for high numbers by the AVA, but this was rejected. Minutes from AERA will follow soon for more information.*

**6.3. Membership Update, Logbook, AERASpace Update**

**Erin**

6.3.1. AERA still exploring updating AERAOnline to include Membership

6.3.2. Current membership numbers

- 6.3.2.1. Ordinary - 67
- Intermediate - 16
- Junior - 2
- Life - 3
- Non-Riding/Associate - 3
- Total – 91
- Total new - 12

**6.4. Logbook Update**

**Kelsey**

6.4.1. Nil

**6.5. Horse Welfare**

**Cheryl**

*Lainie still close on points from the Quilty as hasn't been getting a lot of rides done this year yet. But no major concerns alongside that.*

**7. Other business**

**7.1. Development Officer/Sub-Committee Update**

**Jil/Rhiannan/Chris**

*Quilty quest after the 2023 Quilty, call to see how far people are on bingo, TQ first experience Rhi and Jil planning to look more into how to register etc etc maybe make a private Facebook page for those planning to embark etc etc. Will update and push more as we approach the date more closely.*



- 7.2. Update Ride Organiser Pack** **Jil**  
 See attachment 8 and 9 from May meeting  
 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  
*Nil discussion today, Jil to refresh what she felt was needed and work on further plan (3/6/23)  
 Same again (10/7/23)*
- 7.3. CS & RS Reimbursement Process** **Lisa**  
**7.4.** *Lisa to draft a form perhaps to put forward officially at the AGM along with volunteer policy (see action items). For now CS need to chase up Lisa in order to receive reimbursement if they would like it.*
- 7.5. Dogs on Ride Base - see attachment 3** **Tracy**  
*Letter from Tracy Brandon regarding dogs off the lead at ride base. Specifically rider number 95 at both Wirrina and most recently Sandy Creek. This was reported to the Chief Steward Lainie on both occasions as documented below. Reiterated that it is everyone's responsibility to report any rule infringements and that dogs off the lead is a rule infringement under the AERA Rulebook as per Clause 26.5.  
 The SMC reviewed the 2022 SAERA Dog Policy and the process laid out in that document for dealing with rule infringements of this nature. As this policy is new although Tracy has reported this riders dog off the lead in the past no action had been taken due to lack of a process in which to do so. Therefore, in line with the policy a final written warning will be issued to rider number 95 regarding the dog off the lead incident.*
- 7.6. Chief Steward Report Rocky Creek - see attachment 4**  
*Nil specific discussion needed*
- 7.7. Chief Steward Report Sandy Creek - pending**  
*Tracy notes that it was the larger dog that she was referring to when she reported the loose dog to Lainie on Sunday morning (which she has reported in the past) and not the young puppy that was chewing through its lead. Otherwise the report is accurate.*
- 7.8. Effective 10 July 2023 Resignation as Ride Secretary and Secretary - see attachment 5** **Karen/Erin**  
*Due to personal reasons both Erin and Karen Short have resigned from their respective roles. Work is already being done to fill the ride secretary position and spread the load of what was being done by the SMC Secretary.*
- 7.9. Equipment grant**  
*New water cube, marking pegs already purchased will be claimed on the grant. Lisa moves that people come up with other ideas for uses of the grant over the next few weeks so that we can get onto utilising it asap.*
- 7.10. VOLUNTEER POLICY AS DISCUSSED IN ACTION ITEMS TO BE PUT FORWARD AT THE AGM FOR APPROVAL BY THE GREATER MEMBERSHIP**  
*Lisa will draft up a formal policy for approval.*

Close: 9:18



## ATTACHMENT 1: ACTION ITEMS

Meeting Date	Description	Responsibility	Status
29 June 22	<p>Prepare a draft Volunteer Policy for SMC consideration before the 2023 AGM.</p> <p><i>Lisa proposed we offer a \$50 discount on membership for those who put their hand up to run a ride, pre-elect in advance (during the early bird period) to chief steward or ride secretary at a ride. To be a separate option for memberships if to be approved.</i></p> <p><i>Paula had concerns re people backing out last minute after already receiving the discount.</i></p> <p><i>Unlikely to happen if people put the effort in, most people don't back out frequently (Jil's thoughts)</i></p> <p><i>Lisa will formalise her original proposal to be presented at the AGM</i></p>	Lisa - review June 23	In progress
3 June 21	<p>Update biosecurity policy</p> <p><b>See "TREASURERS REPORT &amp; AGENDA ITEMS" email attachment</b></p> <p><i>TQ Committee etc of the opinion that it is ultimately up to the honorary head vet to be at the heart of this policy, not the SMC. Will need more support from Lachie on this. Jil will look further into formalising something and liaise further with Lachie as well.</i></p>	Lachie/Erin/Paula/Lisa	In progress 10/7/23
5 February 23	<p>Rhiannan to refine Jill's newly proposed ride budget form for circulation and approval at next meeting</p> <p><i>Rhi at Jil's atm so will locate the document and work on it over the next month 1/5/23</i></p> <p><i>Review at next meeting - Erin to forward the proposed new budget form to Rhi if she has it in emails somewhere 3/6/23</i></p> <p><i>To review at next meeting again 10/7/23</i></p>	Rhiannan	In progress
3 April 23	<p>BC rugs and sponsorship for SC 2023</p> <p>3/6/23</p> <p><i>Rugs have arrived and with Fran, still working on securing sponsorship</i></p> <p>10/7/23</p> <p><i>1 sponsor secured (champions horse transport)</i></p> <p><i>Jil, do we want to consider businesses from the local areas? Perhaps follow up with a few people out there.</i></p> <p><i>Yankalilla newsletter perhaps a good option for finding businesses (Chris)</i></p>	Tracy	In progress
1 May 23	<p>Arrange repairs on Water Trailer</p> <p><i>Initial repair of cube complete</i></p> <p><i>Breaks failed at Rocky Creek Ride, Lisa to arrange her local mechanic to fix (can't take to Denis as shouldn't travel too far with failed breaks) 3/6/23</i></p> <p><i>With the repairers, took a little longer than expected to find the right mechanic for the job 10/7/23</i></p>	Lisa	In progress
1 May 23	<p>Check and arrange balancing weight on trailer and markers for packing</p> <p><i>Have worked on making a functional packing system and weight is balanced well. Just need to finalise a guide with labels as to where</i></p>	Lisa	In progress



	<p><i>everything is meant to live for anyone packing the trailer in the future 3/6/23</i></p> <p><i>Just waiting for the time to finalise this 10/7/23</i></p>		
1 May 23	Put out call of merchandise orders on FB		In progress
1 May 23	<p>Let Jodie Luck know we have BC rug stock she can use for her ride if she wishes</p> <p><i>TBA 3/6/23, 10/7/23</i></p>	Lisa	In progress
1 May 23	<p>Liaise with TQ24 team re TOR for AERA</p> <p><i>TOR has been formalised, not forwarded to us as yet, Paula and Lisa looked for it attached to TQ Committee correspondence but unable to locate it. To follow up with TQ Committee to secure or have us sent a copy</i></p> <p><b>See "TREASURERS REPORT &amp; AGENDA ITEMS" email attachment</b></p> <p><i>Tom just wanted to check that everyone is happy with all the authorities etc.</i></p> <p><i>Document needs to be approved by SAERA - Jil moves we accept this TOR in the interim and forward to Kim</i></p> <p><b>Moved: Jil</b></p> <p><b>Seconded: Chris</b></p> <p><b>Carried: Unanimously</b></p>	Lisa	In progress