



SAERA Committee Meeting Minutes

3 June 2023

4pm at Palmer Hotel - Lot 4 Main Road, Palmer, SA, 5237

Meeting Commenced: 4:20

1. Welcome and Apologies

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

Apologies: Julia Field

2. Minutes from previous meetings

2.1. Minutes from 1 May- see attachment 1

Moved: Tracy

Seconded: Cheryl

Carried: Unanimously

3. Treasurer's Report - attachment 2 pending, will be available Monday 29th June

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

Need to change the postal address with the bank, currently Andrew's PO Box is still registered, need to change to Lisa's address - 28 McIntyre Road, Rosedale, SA 5350.

Our preferred method of communication and delivery of records/statements is via email:

treasurer@saera.asn.au

Moved: Lisa

Seconded: Tracy

Carried: Unanimously

4. Secretary update

Erin

4.1. Correspondence In

4.1.1. Request from Stella's accountant to change ride invoices to Harbison Performance and invoice for logbooks.

4.1.2. Email from Lachie re Biosecurity Policy - requires extensive discussion (will attend meeting on 3 June).

4.1.3. Notification of security updates required for website - approved and completed.

4.1.4. Mel Scott TQ23 teams submission - see attachment 3.

4.1.5. Donna having issues nominating for Rocky Creek CATE.

4.1.6. Draft TQ Manual from Jil

4.1.7. Query from Lainie re TQ23 CS rep.

4.1.8. Jacqui's response - unable to vet at Rocky Creek.

4.1.9. Mandy (TQ24 Secretary) sent an update re meeting and working through the TOR, will update us once confirmed - see attachment 4.

4.1.10. Kapunda trotting track confirmed venue booking.



- 4.1.11. Advised Tyler of fast tracking of membership, entry should now work.
- 4.1.12. Forestry SA Approval notice from Tracy for Rocky Creek.
- 4.1.13. Late entry for Rocky Creek from Stella.

4.2. Correspondence Out

- 4.2.1. Contacted Linda/AERAOnline re changing name and invoice.
- 4.2.2. Provided information to accountant for accessing invoice with changed name as well as invoice for logbooks.
- 4.2.3. Emailed form to Donna for manual CATE entry.
- 4.2.4. Online Nomination Information Form sent to Linda for Sandy Creek CATE.
- 4.2.5. Email sent to Mel B re invoice/receipt needed for reimbursement to Sandy.
- 4.2.6. Email sent approving Moyston Dual Affiliation.
- 4.2.7. Email sent to Laine re Cheryl's appointment as TQ23 CS rep.
- 4.2.8. Email sent to Jacqui re vetting at Rocky Creek.
- 4.2.9. Thanked Mandy for the update.
- 4.2.10. Email to Tanya Dean to confirm phone call re vetting at Rocky Creek.
- 4.2.11. Confirmed with Kapunda re venue hire booking.
- 4.2.12. Sent approval of particulars for online membership module on AERA Online.
- 4.2.13. Tyler having issues nominating due to membership appears not to be processed from the same day.
- 4.2.14. Response to late entry for Rocky Creek from Stella explaining new cut-off system.

5. Actions from last meeting

- 5.1. See table below

6. General business

6.1. Biosecurity Measures Update

Lachie

AVA specific hotspot areas

Who needs to be vaccinated? All people from NSW/Qld or only hotspot areas?

What time period before do people need to arrive in case you have to quarantine?

Need to reach out to the treatment vets etc. in SAERA to see what their opinion of who and what they would or would not be happy to treat etc.

Need to formulate a plan which will likely need to be finalised by our State Championship this year

Likely need to form a subcommittee to draft

Lisa and Paula to follow up with Tom with regards to what places have done in the past

KIM MOIR might have some good information

Erin to start up a bit of a template based on AERA's comprehensive one

6.2. Ride Calendar

- 6.2.1. Sandy Creek - change of ride format Lisa
 Happy to change the ride format to be two day ride, 20km and 40km on Saturday as well, vetting from 11am, 40km start 12pm in order to be finished before dark.
Moved: Lisa
Seconded: Erin
Carried: Unanimous
- 6.2.2. 2024 Ride Calendar Proposal - see attachment 5, 6, 7 Jil
Moved: Jil
Seconded: Lisa
Carried: Unanimously



6.3. AERA Business

Jil

- 6.3.1. Minutes from 15 April - see attachment 8, 9
 Need someone to represent us at the TQ meeting “future of the Quilty” etc. Cheryl will go and listen in since she is up there.
 Mel B would like to know if there can be a rolling TQ policy such as the TOR rather than each committee having to come up with their own framework every year etc. Anything that will help to make the process smoother for the organising committees.
 Sponsorship developments with regards to long standing TQ sponsors of large quantities is still ongoing.

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 - 61
 Intermediate - 8
 Junior - 2
 Life - 3
 Non-Riding/Associate - 3
 Total – 77
 Total new - 5

6.5. Logbook Update

Kelsey

- 6.5.1. 1 logbook, 1 upgrade

6.6. Horse Welfare

Cheryl

Nil

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

7.2. Swabbing portfolio

Jil/Chris

Further research done by Chris - see attachment 10
 State Champs plus 3 horses, Mel S happy to continue, we will keep using EA - really not that expensive to use them (just recently got an invoice, very minimal)

7.3. TQ23 SA Teams

Erin

Only one nomination - do we make Mel Scott the sole SA rep

Moved: Erin

Seconded: Lisa

Carried: Unanimously

Lisa will reach out to Mel to see what she would like, plus at the very least a fuel voucher

7.4. 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.



- 7.5. Traffic Management course** **Lisa**
6-8 people need to be trained for the State Champs and the Quilty
Paula and Tony are qualified - Tony wants ride, Paula unsure. Do we know anyone who is qualified and can do it - need to requalify Colin Bown, need to find other people who would be interested in doing the course as well so we have the people to manage the road crossings. Likely need to put a call out to all members on social media.
- 7.6. Hard closure for nominations** **Mel S**
This decision was made for a number of reasons, namely to ensure that ride organisers have ample notice of entries to be able to plan their event effectively. It also makes proper use of the system to remove the burden on ride secretaries on the day of the event. Nominations cannot be transferred over from the online system to AERA Space until entries have closed. 5pm or later on a Friday is too late and leaves all of the work to be done the day before the ride which is inadequate when it should be more than possible for people to enter 3 days prior to the event. Many other equine disciplines have hard cut off dates for entries, some even further in advance. We are open to accepting later entries where appropriate and where extenuating circumstances have arisen on a case by case basis, which requires notice to the ride organiser. Closing nominations 3 days before is logical and allows any technical or otherwise difficulties to be managed earlier than the evening before the event. The decision shall stand as hard closure from 10pm Wednesday prior to the event
Moved: Erin
Seconded: Lisa
Carried: Unanimously
- 7.7. Notice of intent to resign as secretary at the end of 2023 - see attachment 11** **Erin**
Erin will create a cheat sheet for future secretaries to use and provide a handover. All previous documents etc will be collated on a cloud system registered to SAERA for handover also.
- 7.8. Do we need receipts in order to utilise volunteer levy funds?**
For any money being paid out of the SAERA account there has to be trail of some sort in order to prove where the money is going for auditing purposes. Where it is not always feasible to provide a receipt, such as the use of volunteer levy moneys, any decision to grant this money shall be minuted and accepted by the SMC as proof where no receipt can be provided.
- 7.9. Paula Van Eck to claim \$50 for Chief Stewarding at Rocky Creek**
Moved: Cheryl
Seconded: Jil
Carried: Unanimously
- 7.10. Approval of new bib providers - see Action Items for commentary**
Moved: Jil
Seconded: Rhi
Carried: Unanimously

Close: 7:30



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	Lachie/Erin/Paula/Lisa	In progress 3/6/23
22 April 21	New bib providers - KBIZ <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> <i>\$22 each - no pocket etc. people can add on if they want on their own</i> <i>Moved: Jil</i> <i>Seconded: Rhi</i> <i>Carried: Unanimously</i>	Lisa	Complete
5 February 23	Rhiannan to refine Jill's newly proposed ride budget form for circulation and approval at next meeting <i>Rhi at Jil's atm so will locate the document and work on it over the next month 1/5/23</i> <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>	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> <i>Complete - late fee charged</i>	Erin/Lisa	Complete
3 April 23	BC rugs and sponsorship for SC 2023 <i>Rugs have arrived and with Fran, still working on securing sponsorship</i>	Tracy	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 <i>Initial repair of cube complete</i> <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>	Lisa	In progress
1 May 23	Check and arrange balancing weight on trailer and markers for packing <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 everything is meant to live for anyone packing the trailer in the future 3/6/23</i>	Lisa	In progress
1 May 23	Put out call of FB for TQ23 TEAMS	Erin	Complete



	<i>Only Mel Scott attending TQ this year, she will be sole SA rep, no team entries</i>		
1 May 23	<i>Put out call of merchandise orders on FB Didn't get around to it this month, will endeavour to do so in June 3/6/23</i>	Erin	In progress
1 May 23	<i>Purchase 6x BC sashes for each weight division Lisa only got 4 in the end - can order more when necessary, seemed to be well received at Rocky Creek</i>	Lisa	In progress
1 May 23	<i>Let Jodie Luck know we have BC rug stock she can use for her ride if she wishes TBA 3/6/23</i>	Lisa	In progress
1 May 23	<i>Liaise with TQ24 team re TOR for AERA 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>	Lisa	In progress