

**South Australian Endurance Riders Association**  
**Minutes of Meeting**  
**Thursday 23 April 2009 at 6.30pm**  
**Golder's Offices - Adelaide**

1. **Present:** Sarah Adams, Sue Arwen, Faye Gallagher, Jodie Luck, Sarah Young, Catherine McTaggart
2. **Apologies:** Jil Bourton, Jody Knowles, Laura Salisbury
3. **Confirmation of the minutes of the previous meeting (19 February 2009):**  
**Moved:** Sarah Young  
**Seconded:** Faye Gallagher  
**All in favour**
4. **Actions arising from the previous meeting**

<b>Details</b>	<b>Responsibility</b>
Sarah Adams and Sue Arwen to approach ACRM again personally and confirm fees in writing for 2009	<b>Ongoing</b>
Membership survey results to be compiled.	<b>Catherine McTaggart</b> <b>Ongoing</b>
Motion seeking SAERA ride results to be forwarded to AERA in a more timely fashion– Sarah Y has discussed directly with Jo McMaha along with the day membership issues and should now be resolved.	Complete – no further action
Perpetual trophies (one for adult, one for junior) for distance under 80km – The Committee agreed it would be difficult to keep track of perpetual trophies for riders that may choose not to go on. It was felt a non-perpetual trophy should be given. Mulberry Park to be approached to sponsor the trophy.	<b>Catherine McTaggart</b>
The Committee noted that Sarah A had advised AERA that the SAERA membership is not in favour of a vet gate into hold maximum of 64 beats per minute.	Complete – no further action
The amended Constitution to be forwarded to Shirley for the web-site.	Complete – no further action
A preliminary meeting with interested members has been held to discuss organisation of the Tom Quilty in South Australia in 2011 (refer below for continuing Agenda item)	Complete – no further action
An article has been prepared by Sarah A with respect to the SA Tom Quilty and will appear in the next newsletter.	Complete – no further action
Faye to advise Shirley of a link to the relevant area of the AERA website for insurance claims.	<b>Faye Gallagher</b> <b>Ongoing</b>
First Aid kit has been renewed. Committee felt that as this kit is quite accessible and comprehensive a separate kit for the Chief Steward is not required. - A list of 'First Aid' certificate holders to be placed in kit	Certificate holders - <b>Ongoing</b>
An excel spreadsheet of all sponsors to be prepared and brought back to the committee periodically. Jodie advised she has written to all ride organisers seeking details of sponsors approached.	<b>Jodie Luck</b> <b>Ongoing</b>
Melanie Scott to be requested to book swabbing stewards for the State Championships	<b>Jody Knowles</b>
A proposal and quotes for merchandise to be prepared for the Committee's consideration – The Committee felt that this should wait until after the State Championships. Current merchandise is quite suitable and just needs promoting. Request Shirley to remain as contact until July.	<b>Jody Knowles</b> <b>Shirley Ellis</b> <b>Ongoing</b>

Records of volunteer attendance at rides, to be overseen and reviewed by the Committee quarterly. Jil has commenced discussion with ride organisers. It was noted the correct form is not being used to fill out volunteers' details at rides. <b>Laura to ensure correct forms are stocked in the trailer. Sue Arwen to put a notice in newsletter.</b>	<b>Jil Bourton Laura Salisbury Sue Arwen Ongoing</b>
Sarah Y, Tania Drever and Christabel Gurr to be approached for assistance with Risk Management and preparation of an SA Manual prior to AGM.	<b>Sarah Adams Ongoing</b>
Approval to be sought to reproduce the article "Strategies for the Heat". John Kohnke contacted and granted permission. Having seen a recent presentation by John, Catherine suggested approaching him to present to members. <b>Catherine to e-mail and request a presentation at the general meeting on July 11<sup>th</sup>.</b>	<b>Catherine McTaggart</b>
The 'upgraded' Best Conditioned scoresheet – Committee noted an article would appear in the Newsletter, but that it must also be included in pre-ride briefings.	Complete – no further action
Arrangements for the 2009 Veterinary Accreditation Seminar to be confirmed and invitations sent out. Sarah advised a date had been set for June 12 and the Lindsay Park venue is being confirmed.	<b>Sarah Adams Catherine McTaggart Ongoing</b>
Amily's investigation into the sale of ride bibs – no further work at this time. Proposal by Shirley Ellis considered. <b>Sarah A to approach AERA to purchase a Quilty set to be rotated around the states. Jodie L to pursue quotes and Committee reconsider.</b>	<b>Sarah Adams Jodie Luck Ongoing</b>
Radio support for the State Championships – still being negotiated.	<b>Ongoing</b>
Sandy Little has agreed to be Chief Steward for the State Championships. Graham Dugmore and Gavin Mudge to be approached to assist.	<b>Sarah Adams</b>
Jodie advised new brakes have been installed on the existing trailer and one quote obtained for a new trailer. The Committee felt <b>three quotes should be obtained prior to presenting to the membership.</b>	<b>Jodie Luck</b>
Three sided tent from 'Star Marquees' to be ordered with st/steel legs – leave panel sponsorship for now as marquee required immediately.	<b>Jodie Luck</b>
Sue Arwen advised that 'direct debit' facilities have now been established.	Complete – no further action
Horse SA Information Stand – Rundle Mall	No one available to attend - no further action
Jodie has replaced ICCI fluids.	Complete – no further action
Venue for July General Meeting has been confirmed – Dundee's	Complete – no further action

## 5. Ride Calendar

### 5.1 Truro 100km – 9/10 May

The Committee noted that Sandy Harbison is confirmed as principal vet with Elizabeth Herbet assistant. Flyer approved and distributed.

**Ride Approved**

### 5.2 Kuitpo – 23/24 May

The Committee noted that Birgit is marking the course and organisation is progressing.

**Ride Approved**

### 5.3 State Championships Hutton Vale – 6 – 8 June

Jody K is currently marking the course with Tarant as Ride Assistant. Sandy Little has been confirmed as Chief Steward however a Principal Secretary is still needed. Additional volunteers are required for pencilling and gates. New clocks are required and extra lights. Faye has offered to loan one of her own sets. Nitschke's is booked out and toilets will have to be obtained from elsewhere.

- Action: 1 Sarah A to approach Jean Sims to be Principal Secretary and Shirley Ellis and Sue Strike to be asked to assist.**
- 2 Sarah Y to purchase three new clocks.**
- 3 Faye to lend one set of floodlights and Sarah A to hire one set from Nuriootpa.**
- 4 Sarah A to contact Coates to hire 3 toilets.**

## 6. Correspondence

### 6.1.1 Correspondence in: (Refer to Agenda)

The Committee acknowledged correspondence from Deb Sheldon advising that due to work commitments she was resigning her position on the Committee. Deb will not be available to take on the trophy portfolio and Shirley Ellis has kindly agreed to continue on with the sashes for end of year presentations.

- Action: 5 Sarah Adams to purchase vouchers from various stores to be utilised as ride and best conditioned awards during the year.**

### 6.1.2 Meldana Park Trainer

The Committee received correspondence from Lainie Ray and Maggie Winn in relation to an incident at the Meldana Park Trainer. The Committee noted the correspondence and agreed that better publicity of the late fee and consistent enforcement at all rides was required to ensure all members are aware of and subject to the new rule. Six late fees had been paid at the ride. All members should also be conscious of language, particularly where juniors are present.

- Action: 6 Catherine to prepare correspondence for Lainie and Maggie.**

### 6.2 Correspondence out: (Refer to Agenda)

The Committee noted that \$350.00 sponsorship had been forwarded to the 2009 Quilty Committee. Sponsorship for Victorian State Championship's rug to go out.

## 7. Portfolios

### 7.0 SA Tom Quilty 2011

Sarah A tabled a written report and advised the results of the preliminary meeting of members interested in becoming part of the Quilty Committee and/or organisation. Sarah also canvassed the results of initial discussions with landholders, the Clare local council and potential supporters such as the Pony Club and Winery Association. It was noted the next meeting will be held on 26 May. At that time it will be necessary to discuss signatories for the Quilty accounts.

### 7.1 AERA - Agenda

To be considered at the next meeting.

### 7.2 Catering

There was some concern expressed over the increasing costs of using Seidels catering, particularly as records of volunteers' food were not being kept or submitted to substantiate purchases. It was felt that the Munchie Van, that has been utilised successfully in the past, should also be asked to cater on occasion.

### 7.3 Forest Liaison

Sarah Y advised she would contact John at Forestry SA after the Starkey's 1 ride to obtain feedback on the event.

**7.4 Gear Trailer and Tent/Annex**

Refer actions above

**7.5 Horse SA**

The Committee noted a report will appear in the newsletter.

**7.6 Horse Welfare**

The Committee noted Jody K is currently fully engaged with organisation of the State Championships and acknowledged the kind offer of Steve Ellis to maintain the role. It was felt important however that a Committee member be responsible for the portfolio to ensure regular Committee meeting updates. Faye Gallagher has kindly agreed to step into the portfolio.

**All agreed**

**Action: 7 Faye Gallagher to take up the Horse Welfare portfolio and discuss directly with Steve Ellis.**

**7.7 IT**

Sarah Young has agreed to fill this portfolio which is currently vacant.

**All Agreed**

**Action: 8 Sarah Young to fill the IT portfolio**

**7.8 Marketing, Promotion and Fundraising**

**7.8.1** The Committee considered the sponsorship proposal put together by Jodie Luck. A number of changes and additions were suggested and made to the draft. It was noted that any references to the Quilty should be removed as this will comprise a separate incorporated entity with a separate management committee. The Committee thanked Jodie for her work on the proposal to date.

**Action: 9 Jodie Luck to update sponsorship proposal and return to Committee.**

**7.8.2** The Committee was very pleased to receive confirmation of sponsorship from Birdwood HorseWorks for 6 x Best Conditioned awards over the three Starkey's rides. To be called the Starkey's Series, the sponsorship will also provide an award for the highest placed rider over the series.

**All in favour**

**Action: 10 Sponsorship from Birdwood HorseWorks to be utilised for 6 x Best Conditioned awards for the Starkey's Series of rides and include an award for the highest placed rider over the series.**

**7.8.3** Sue Arwen advised that she had obtained quotes to supply 1000 information brochures. She noted it would reduce production costs if advertising could be obtained and put toward the cost of printing. Pip Archer may be interested.

**Action: 11 Sue Arwen to organise printing 1,000 no-gloss endurance information brochures for \$350.00. Advertising to \$250.00 to be sought.**

**7.9 Medication Control** – Nil report

**7.10 Membership**

The Committee noted there are currently 79 full members.

**7.11 Merchandise** – Refer above

- 7.12 Newsletter**  
The Committee noted that Sue has completed the newsletter and will be collecting it from the printers tomorrow.
- 7.13 Officials Accreditation**  
**Action: 12 Sarah A to follow up vet accreditation and Faye to report back on discussions with Dorte C.**
- 7.14 Point-score** – Nil report
- 7.15 Ride and volunteer coordination** – Nil report
- 7.16 Ride Stationery** – Nil report
- 7.17 Risk Management** – Nil report
- 7.18 Strategic Plan** – Nil report
- 7.19 Treasurer's Report**  
Refer report distributed. Sue went through the recent ride costs. Sue noted that the account signatories needed updating and also requested that the Committee grant her permissions to obtain internet access to the accounts.
- All Agreed - Granted**
- Action: 13 Sue Arwen to obtain internet access to the Association accounts.**  
**14 Melanie Scott's signature to be removed from the bank cheque account and the common fund and be replaced by Sarah Young. Signatories will be: Sue Arwen, Sarah Adams, Jodie Luck and Sarah Young.**
- 7.20 Awards/Trophies** – refer above
- 8. Other Business**
- 8.1 Course marking trailer**  
The Committee discussed the advantage of having a designated marking trailer that would ensure all material is available for course markers in one spot.  
**Action: 15 Steve Ellis to be requested to cost a course marking trailer.**
- 8.2 Public Officer**  
Christabel Gurr notified the Committee that the necessary updates with the Department of Consumer Affairs have been completed and she is now officially recognised as the Public Officer and has received correspondence confirming this.
- 9. Next Meeting:**  
Wednesday 20 May, Mt Pleasant Hospital with the following meeting to be held after the State Championships at the Golder's office, Adelaide.

### ACTIONS arising from the SAERA Committee meeting of 23 April 2009

	Details	Responsibility
	Sarah Adams and Sue Arwen to approach ACRM again personally and confirm fees in writing for 2009.	<b>Ongoing</b>
	Membership survey results to be compiled.	<b>Catherine McTaggart</b> <b>Ongoing</b>
	Perpetual trophies (one for adult, one for junior) for distance under 80km – The Committee agreed it would be difficult to keep track of perpetual trophies for riders that may choose not to go on. It was felt a non-perpetual trophy should be given. Mulberry Park to be approached to sponsor the trophy.	<b>Catherine McTaggart</b>
	Faye to advise Shirley of a link to the relevant area of the AERA website for insurance claims.	<b>Faye Gallagher</b> <b>Ongoing</b>
	First Aid kit has been renewed. Committee felt that as this kit is quite accessible and comprehensive a separate kit for the Chief Steward is not required. - A list of 'First Aid' certificate holders to be placed in kit	Certificate holders - <b>Ongoing</b>
	An excel spreadsheet of all sponsors to be prepared and brought back to the committee periodically. Jodie advised she has written to all ride organisers seeking details of sponsors approached.	<b>Jodie Luck</b> <b>Ongoing</b>
	Melanie Scott to be requested to book swabbing stewards for the State Championships.	<b>Jody Knowles</b>
	A proposal and quotes for merchandise to be prepared for the Committee's consideration – The Committee felt that this should wait until after the State Championships. Current merchandise is quite suitable and just needs promoting. Request Shirley to remain as contact until July.	<b>Jody Knowles</b> <b>Shirley Ellis</b> <b>Ongoing</b>
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	Sarah Y, Tania Drever and Christabel Gurr to be approached for assistance with Risk Management and preparation of an SA Manual prior to AGM.	<b>Sarah Adams</b> <b>Ongoing</b>
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	Arrangements for the 2009 Veterinary Accreditation Seminar to be confirmed and invitations sent out. Sarah advised a date had been set for June 12 and the Lindsay Park venue is being confirmed.	<b>Sarah Adams</b> <b>Catherine McTaggart</b> <b>Ongoing</b>
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	Jodie advised new brakes have been installed on the existing trailer and one quote obtained for a new trailer. The Committee felt <b>three quotes should be obtained prior to presenting to the membership.</b>	<b>Jodie Luck</b>

	Three sided tent from 'Star Marquees' to be ordered with st/steel legs – leave panel sponsorship for now as marquee required immediately.	<b>Jodie Luck</b>
<b>1.</b>	Jean Sims to be approached to act as Principal Secretary at the State Championships and Shirley Ellis and Sue Strike to be asked to assist.	<b>Sarah Adams</b>
<b>2.</b>	Three new clocks to be purchased for the State Championships.	<b>Sarah Young</b>
<b>3.</b>	One set of floodlights to be borrowed from Faye Gallagher and one set hired from Nuriootpa.	<b>Sarah Adams</b> <b>Faye Gallagher</b>
<b>4.</b>	Three toilets to be hired from Coates Hire for the State Championship.	<b>Sarah Adams</b>
<b>5.</b>	Vouchers from various stores to be purchased and used as ride and best conditioned awards throughout the year.	<b>Sarah Adams</b>
<b>6.</b>	Correspondence to be sent to Lainie Ray and Maggie Winn.	<b>Catherine McTaggart</b>
<b>7.</b>	Faye Gallagher to take up the Horse Welfare portfolio and discuss directly with Steve Ellis.	<b>Faye Gallagher</b>
<b>8.</b>	Sarah Young to fill the IT portfolio.	<b>Sarah Young</b>
<b>9.</b>	Committee to be updated on the sponsorship proposal.	<b>Jodie Luck</b>
<b>10.</b>	Sponsorship from Birdwood HorseWorks to be utilised for 6 x Best Conditioned awards for the Starkey's Series of rides and include an award for the highest placed rider over the series.	<b>Jodie Luck</b>
<b>11.</b>	1,000 no-gloss endurance information brochures to be printed for \$350.00. Advertising to \$250.00 to be sought.	<b>Sue Arwen</b>
<b>12.</b>	Vet accreditation and discussions with Dorte C on Chief Steward accreditation to be followed up.	<b>Sarah Adams</b> <b>Faye Gallagher</b>
<b>13.</b>	Internet access to the Association accounts to be obtained.	<b>Sue Arwen</b>
<b>14.</b>	Melanie Scott's signature to be removed from the bank cheque account and the common fund and be replaced by Sarah Young. Signatories to be: Sue Arwen, Sarah Adams, Jodie Luck and Sarah Young.	<b>Sue Arwen</b>
<b>15.</b>	Steve Ellis to be requested to cost a course marking trailer.	<b>Sarah Adams</b>

\*Actions from the previous meetings are highlighted in grey.