

South Australian Endurance Riders Association
Minutes of Meeting
Tuesday 25th August 2009 at 6.30pm
Golder Associates Pty Ltd, 199 Franklin Street, Adelaide

1. **Present:** Sarah Adams, Sarah Young, Jil Bourton, Jodie Luck, Sue Arwen, Catherine McTaggart,
2. **Apologies:** Faye Gallagher, Laura Salisbury, Jody Knowles
3. **Confirmation of the minutes of the previous meeting (15 July 2009):**
Moved: Catherine McTaggart
Seconded: Jil Bourton
All in favour
4. **Actions ongoing from the previous meetings**

Details	Responsibility
An excel spreadsheet of all sponsors to be prepared and brought back to the Committee periodically.	Jodie Luck Complete – present at next meeting
John Kohnke to be contacted to present to members at the AGM. Catherine has contacted, but no response to date.	Catherine to try for December
1,000 no-gloss endurance information brochures to be printed for \$350.00. Advertising to \$250.00 to be sought. Sue advised a draft print-run was completed and some minor changes were made.	Complete – no further action
Internet access to the Association accounts to be obtained.	Sue Arwen Ongoing
Jodie Luck to continue looking at a course marking trailer.	Jodie Luck – Ongoing
A results page to be prepared and brought back to the Committee for approval to publish to the website.	Sarah Young – refer below
Inquiry to be made of Australia Wide Badges about a change of material and investigate a new promotional flyer for merchandise.	Sarah A - Ongoing
A schedule to be prepared for Committee consideration and a report provided for the newsletter on the proposed FEI 1* ride at Clare.	Sarah Adams – Draft Schedule complete – refer below
James Vowles to be approached in regards to trialing the straight up and back trot up at remaining rides for the 2009 season. Starkey's III to be considered as a possible trial ride.	Complete, however vets will continue to use the triangle – no further action
An AERA report to be prepared for the forthcoming Newsletter.	Complete – no further action
Pre-addressed and stamped envelopes to be placed in the gear trailer for use in the event Faye is not present at a ride where a horse welfare issues arises.	Laura Salisbury – ongoing
Melissa Bright to be approached for end of year trophies or a notice placed in the newsletter seeking a volunteer.	Sarah Adams – Ongoing
A training ride to be provided on Saturday as well as Sunday at the Mt Torrens ride of 5/6 September.	Not feasible – no further action
Arrows of inappropriate colour to be removed from the gear trailer and a list of correct colours to be prepared and permanently attached to the inside of the trailer door for reference.	Laura Salisbury Sarah Adams – Ongoing
Next two proposed SMC meeting dates to be published in the newsletters for members' information should they wish to attend.	Complete – no further action
Quotes to be obtained for jodhpurs for SA Quilty team members. Sarah to try to obtain 10% off jodhpurs for general membership	Jackets preferred –

	Sarah Young to post details of obtaining jackets on website.	
	An expression of interest for a position within an SA Quilty team/s to be placed in the newsletter.	Sarah Adams – has received some submissions

5. Ride Calendar

5.1 Mt Torrens – 5/6 September

Paula to Chief Steward with Graham as support

5.2 Kersbrook – 3/4 October

Tania to be approached to chief steward, otherwise all is organised.

5.3 FEI/AERA Clare – 24/25 October

Sarah advised that volunteers including gate stewards are still required. A horse hospital and local farrier will also be needed. Sarah also advised that the Clare Pony Club riders are keen to attend and it would be beneficial to assist them with a companion rider.

- Action: 1 Sarah A to approach Mel Bright to act as or organise a chaperone for the 20km ride.**
- 2 Sarah to consider the possibility of holding the introductory ride on Saturday as a separate event with presentations, to start approximately Saturday lunch time.**
- 3 Sarah to look into holding a reception (cheese and wine) for around 25 people including representatives from Council, the Showgrounds, Toursim SA etc as a preliminary for the Quilty.**

5.4 2010 State Championships

The Squad Manager has asked if it would be possible to run the Young Horse Championships 2* finals together with the Trans Tasman 1* event alongside the 2010 SA State Championships. Approximately 30 riders can be expected for the Young Horse Championships with Castlebar to pay the calendar fee. Four New Zealand riders would attend for the Trans Tasman. Toft has expressed an interest in sponsorship. The Committee felt generally that the additional events would help boost entries and assist in covering costs. They would also attract interstate riders and provide a good opportunity to test the Quilty venue, while giving the State Championships more exposure and greater prestige.

Motion: That the SAERA State Management Committee host the 2010 Young Horse Championships 2* final and the Trans Tasman 1* event alongside the 2010 SA State Championships.

Moved: Jil Bourton
All in favour

6. Correspondence

6.1 Correspondence in: (Refer to Agenda)

Action: 4 Catherine to contact QERA regarding the possibility of purchasing timeslips directly from them.

6.2 Correspondence out: (Refer to Agenda)

No report

7. Portfolios

7.0 SA Tom Quilty 2011 – The Committee noted that it will be necessary to set up a website early next year. Expressions of interest to build and manage the site to specification will need to be sought by the Quilty Committee.

- 7.1 AERA - Agenda**
Sarah advised that expressions of interest were being sought for volunteers to attend Kentucky and that the Young Riders had left for Hungary. AERA will also be introducing a new award for one horse, one rider pointscore.
- 7.2 Catering** – Nil report
- 7.3 Forest Liaison** – The Committee noted that it is important that all Ride Organiser liaise through Sarah Young
- 7.4 Gear Trailer** - Ongoing
- 7.5 Horse SA** – Sarah noted that Horse SA will be present at the Royal Show and have asked for a SAERA representative. No one to date is available to attend.
- 7.6 Horse Welfare**
While Faye could not attend the meeting, she had advised that she will be preparing a letter for Mark Shillabeer with respect to Ronan and VOL.
- 7.7 IT**
Sarah Young provided a demonstration of the data base capabilities particularly with respect to points and distance summaries. As she has had some difficulty in obtaining access to interstate data bases, individual SA riders who have competed interstate will need to provide their results direct to Sarah. Sarah also displayed the reports that can be completed with respect to the Early Warning System together with general reports for SA riders. Sarah emphasised the need to use the system at every ride to ensure all data is collected and the systems capabilities can be utilised fully. Sarah was commended for the work she has done in updating the data base.
Action: 5 Sarah Y and Sarah A to undertake training with existing and potential new ride secretaries over the summer break. To be brought up at the AGM.
- 7.8 Marketing, Promotion and Fundraising** – Sponsors are required for the Clare FEI ride including rug sponsorship. It was noted that Dr Kohnke had expressed an interest to provide sponsorship in the form of products.
- 7.9 Medication Control**
The Committee noted that Melanie Scott had expressed some concern over potential conflict with respect to jurisdiction of positive swabs between Equestrian Australia and AERA. While this matter has now been resolved, a further query in relation to insurance was also raised.
Action: 6 Sarah A to contact Dee with respect to insurance cover for swabbing volunteers by AONN.
- 7.10 Membership** – Nil report
- 7.11 Merchandise** – Nil report
- 7.12 Newsletter** - The Committee noted that the newsletter has been sent out. The next newsletter will need to contain details of the AGM and Presentations.
- 7.13 Officials Accreditation** – Ongoing
- 7.14 Point-score** – Nil report
- 7.15 Ride and volunteer coordination** – It was noted that there are many members that have not volunteered at a ride this year.

- 7.16 **Ride Stationery**
Action: 7 **Laura to organise a new stationary folder for the Gear Trailer.**
- 7.17 **Risk Management** – Nil report
- 7.18 **Strategic Plan** – Nil report
- 7.19 **Treasurer’s Report** - Sue Arwen distributed the Treasurer’s report for consideration by the Committee.
- 7.20 **Awards/Trophies** – Volunteer still required
8. **Other Business**
- 8.1 **FEI Calendar:** Refer above
- 8.2 **Child Protection:**
 New legislation in relation to security checks has come into operation.
Action: 8 **Sue Arwen to consider the new Child Protection legislation and report back to the Committee.**
- 8.3 **Development Levy**
 The Committee agreed that this matter should be considered and voted on by the membership at the AGM.
Action: 9 **Catherine to include the proposed Development Levy on the AGM Agenda for consideration by the membership.**
- 8.4 **AGM and Presentations**
 The Committee discussed the possibility of holding the AGM at the Robin Hood with supper to follow with the Presentations to be held as a separate occasion at Murray Bridge.
- 8.5 **Day Membership Card**
 It was noted that more day membership cards are required. This will provide a good opportunity to include a unique number for each card to assist with horse welfare and identification.
Action: 10 **Sue Arwen to obtain quotes for new day membership cards for Committee approval.**
9. **Next Meeting:**
 Wednesday 15 October, 6.30pm Mt Pleasant Hospital
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ACTIONS arising from the SAERA Committee meeting of 25 August 2009

	Details	Responsibility
1.	Mel Bright to be approached to act as, or organise a chaperone for the 20km ride at Clare.	Sarah Adams
2.	Consideration to be given to holding the introductory ride at Clare on Saturday as a separate event with presentations to start approximately Saturday lunch time.	Sarah Adams
3.	Costings etc for a reception (cheese and wine) for around 25 people including representatives from Council, the Showgrounds, Tourism SA to be confirmed for Clare as a preliminary for the Quilty.	Sarah Adams
4.	QERA to be contacted regarding the possibility of purchasing timeslips directly from them.	Catherine McTaggart
5.	Training of existing and potential new ride secretaries to be undertaken over the summer break. To be brought up at the AGM.	Sarah Young Sarah Adams
6.	Dee from AERA to be contacted with respect to insurance cover for swabbing volunteers by AONN.	Sarah Adams
7.	New stationary folder to be organised for the Gear Trailer.	Laura Salisbury
8.	New Child Protection legislation to be considered and report brought back to the Committee.	Sue Arwen
9.	Proposed Development Levy to be included on the AGM Agenda for consideration by the membership.	Catherine McTaggart
10.	Quotes to be obtained for new day membership cards for Committee approval.	Sue Arwen