



SARA Committee Meeting Minutes #3

4pm on Saturday 12 May 2018 at 4 Atkinson Ave, Piccadilly

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| Present | Craig Colwell, Ev Colwell, Steve Cooper, Kate Corner (Chairperson), Doug Gillott, Steve Gray, Peter Milnes, Jo Powell (minutes), Zara Soden, Anton Steketee |
| Apologies | Sally Caston, Simon Ellis-Steinborner, Richard Sprod, Rob Tucker |
| Guests | Adrian Anderson, Laura Archer |
| 1. | Previous Minutes Previous minutes were accepted. |
| 2. | Correspondence Sally – match-making for teams have come via email. Need to formalize a process for assisting |
| 3. | Treasurer's Report <ul style="list-style-type: none">• Available funds as at 11/5/18 - \$37,608• Small profit made on Velogaine.• Had lots of one-off expenses recently.• Australian Champs will require a good financial base. (Approx \$40,000 needed up front.)• ARA looks after our liability insurance• Our assets aren't insured (\$20,000 + Navlight that we hire). Doug to look into this. Craig to forward ARA's insurance policy to Doug.• Our shorter timed events we aim to make a profit to cover the longer events where we tend to make a loss.• Our fees haven't gone up much in past few years, which has reduced our overall available funds.• VRA has cheaper events – because they do their own catering – they prepare and cook all their own meals on-site and have a larger volunteer base.• Meeting accepted financial report as emailed out on 11 May. |
| 4. | Events Velogaine – wrap-up <ul style="list-style-type: none">• David Couche and Gerry Velaitis were very happy with how it went and pleased with the map.• David thanked all volunteers.• Controls all picked up within 2 hours of completion.• Truro PS did a great job of catering.• Electric bikes – only 4 entrants but will possibly increase in coming years. |

- Control cards and Pebbles worked well with the small group.
- 2-hour event – only five teams. Not really worth it.
- Two finish times didn't really work – very quiet presentation for the 2-hour entrants and everyone won a position!

15/8 Hour Event

- Setters: Peter & Sue Milnes and Rob Tucker, Helpers: Don & Helen Vinall
- Final proof of map this week. Finding Snap Printing totally unhelpful this time, and not happy with quality of map. Appreciated work done by Sally.
- Waiting on HH menu, which will go on final instructions.
- HH doesn't open until 6pm, therefore will do training between 7-9pm. (19 teams out of 35 have registered interest in the training so far.)
- There was a suggestion to keep tag board (WA uses one) to keep track of ins and outs, as well as Navlight punching in and out.
- Have corral at beginning to 'brief' competitor's punches, to reinforce the importance of punching in and out.
- HH property have two toilets, we're hiring two extras from Jamestown. Jo to tow.
- Only need one experienced Navlight user in Admin. Got good number of Admin helpers, but need a few more.
- Two Navlight wrist bands for this event.
- Telstra coverage on 80-90% of course.
- Peter wants a curfew (for noise) on both Friday and Saturday nights so people get a good night sleep. Late comers on Friday night will be directed to an area at the side of the camping areas to not disturb others. Noisy people will be told to be quiet.
- There will be a small campfire Friday night and a big one Saturday night.
- From email from Sally 11/5/18: Snowys are donating a prize for best-dressed campsite.
- ioMerino are offering a \$10 sock deal to entrants.

24-Hour event

- Setters: Craig & Evelyn Colwell and Simon Ellis-Steinborner, Helpers: Trevor and Erica Diment
- Started armchairing and playing with Purple Pen.
- HH - 3 possible locations. Will be checking-out after 15-hour event.
- Holowiena shearers quarters (30-40km north of Hawker) has been tentatively booked for rogaine competitors. Worumba also has accommodation but is an hour away.
- ICPA & Hawker Sporting Assoc may work in together to serve but nervous about preparation. (Peterborough lady and Carrieton group happy to prepare.)
- HH will probably be on one side of the map, possibly have a limited soup kitchen on the other side of the map manned by the Colwells.
- Jamestown to provide 3-4 toilets.
- Setting the weekend after the June long-weekend.
- Navlight event.

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| | <ul style="list-style-type: none"> • From Sally's email on 22/5/18: Great prize pack for top novice team – new compasses, ioMerino beanies and hopefully something from Snowys. <p>6-Hour event</p> <ul style="list-style-type: none"> • Setters: Richard Sprod, Adrian Anderson, Laura Archer • Richard's sent off application to DEW (no longer DEWNR) and has spoken to one ranger. The ranger is currently happy with our proposal. • Very steep, but families can walk along ridge tops. • Will need to stay on tracks, would be good to tap into the trail running community. • Toilets there, but will need to get a few more • Holly provided food last year – paid her \$10 per head for food, she cooked and stored all food, we provided volunteers on the day. • Sunset is 6pm, proposed event time is 11am-5pm, as well as a possible concurrent 2-5pm event. • 6-hour event will no longer be our charity event. SARA may consider making a donation to a charity. • Purple pen is being used for maps for orienteering course setting. Can download gpx from that. • Kate will be the coordinator. • MotionX is the mapping software on the phone that Kate used last year for in the field notes. <p>Minigaine</p> <ul style="list-style-type: none"> • TTP Council are still setting budget but are enthusiastic about the event. • They provided at least half the volunteers, advertising costs, printing of maps, organizing catering, set-up and pack-down, provided infrastructure in 2017. • Looking at partnering with neighbouring council area. We've suggested Campbelltown, but they're also considering Salisbury. • 2019 – looking at partnering with Onkaparinga Council, but they don't have a good understanding of rogaining. Sally is talking through this with the council in the coming week/s. |
| 5. | <p>2020 ARA Australian Championships</p> <ul style="list-style-type: none"> • Suggested that we supply a 'Save this date' flier for the Oz Champs in August. Discussion ensued, but no decision. Could just email states to put notes in newsletters. • Tassie is holding Oz Champs in 2019 – but don't know when this will occur. • Sub-committee so far: Craig, Kate, Anton, Jo (Peter & Rob as mentors) • Our last Oz Champs in Angorichina cost \$18 (budgeted \$25) per person in 2012. Peter thinks we should get in-house catering to keep costs down. |
| 6. | <p>Community sponsorship/donation for 2018</p> <ul style="list-style-type: none"> • ICPA (Isolated Children's Parents' Association) www.icpa.com.au/branches/view/85/flinders-ranges-sa Colwells believe this would be a good charity – helping landowner's kids where we tend to rogaine. Some of the 24-hour event landowners are involved in the ICPA committee. Creates goodwill and rapport in the community. |

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| | <ul style="list-style-type: none"> • The ICPA support equity to access to education for all in the country (many families use School of the Air.) • ICPA is a national body but we'd donate to local branch. • Craig to send link of Assoc to SARA committee. • Other groups we could donate to include: Local CFS, local parks, Bandicoots in Adelaide Hills, other small organisations like that. • Good idea to link events with local charities eg CFS in Hallett, ICPA. • Old PA has been donated to Orroroo Area School this year. |
| 7. | <p>Business arising from previous minutes/Any other business</p> <p>Event Coordination Master List – feedback to Kate please in next couple of months</p> <p>SA Orienteering</p> <ul style="list-style-type: none"> • Meeting agreed to loan trailer and marquee to SA Orienteering for Championship Carnival in Easter 2019. • Peter to provide guidelines about use. <p>Rogaining Tinder</p> <ul style="list-style-type: none"> • Sally wonders how we should create and manage a partner finding service for events. She gets requests through email, facebook and twitter. <p>'Materials to bring' on new website</p> <ul style="list-style-type: none"> • There was concern about specifying that competitors need to bring ioMerino beanie etc. Would prefer to just recommend a beanie etc. Don't need to promote ioMerino quite so much, and this wasn't agreed on by committee. <p>New website update</p> <ul style="list-style-type: none"> • Lots of positive feedback re graphics. • Map library is now complete. • Suggestions for wording – Start you training now changed to Getting Prepared. Race reports changed to Event reports. • Any ideas/ problems while using the website Kate encouraged committee members to give feedback to website subcommittee of Sally, Richard, Anton and Kate. • From email that Sally sent on 11/5/18: she wants to add a pop-up question on website when people enter an event, asking if the competitor has a friend or family member than could volunteer at the event. She is seeking an estimate for Jeremy to do this work. • Sally will circulate analytical data each month regarding website activity. <p>Entry System update</p> <ul style="list-style-type: none"> • Very positive feedback. Only negative feedback received from entrants has been user error. • One committee member was concerned that numbers may be lower in this event due to the change in new entry system. • Some people having some trouble using the first time. It is hopefully an issue first time only. • Admin people enjoying not having to deal with team changes. |

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| | <ul style="list-style-type: none"> • Some committee members don't like how you can only see entries received via Enter Event. Doesn't seem intuitive. • Peter checked that his video is being promoted. Yes, it is up on Facebook <p>Definition of novices</p> <ul style="list-style-type: none"> • Currently defined as no-one in the team having rogained before. • Need to look at to help us with awarding the prize we have for Novices. • This exists as an incentive to encourage newcomers to 24-hour events. • Committee decided on definition that it is the first 24-hour event for every member of the team. (Don't have to be on course for the whole 24-hours.) <p>Navlight update</p> <ul style="list-style-type: none"> • We are currently using latest version but one and this worked well for Twilight event. • Will use this same version on the upcoming event. • Steve will send an email to Peter Squires to ask if he wants the old punches back. <p>Merchandise</p> <ul style="list-style-type: none"> • Sally has sent an email to say merchandise has come back more cheaply than first thought. \$85 for t-shirt, \$91.50 long sleeve, \$101 zipper and \$33 neck buff. • Committee happy to make no profit on this merchandise. |
| | <p>Meeting closed: 6.38 pm Next meeting: Sunday, 8 July, 4.00pm at the Colwell's</p> |

| ACTION | Who? |
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| Investigate linking to old mailchimp emails on our website – in progress – 2013 emails are up, previous years in progress – add to nice to have for new website | Mark |
| Recirculate table of actions from safety meeting for people to put their names against – safety | Mark/Ella |
| Start drafting list of community groups that have successfully catered for our events, and the areas they might be willing to cover – documentation/catering | Richard to revisit |
| Print new indemnity forms –investigate tick box option for entry system – ask Patrick re how long we should keep them and if online tick box is possible Suggest to keep for 12 months, but not legal advice | Ella |
| Research food business number – in progress, but some reasons to delay this | Zara |
| Zara has found old photos on discs. Put in a dropbox for Sally. – Rob and Peter have also found some historical photos/docs | Zara/Rob/Peter |
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| 2018 | |
| Plastic wrist bands – we need to order more | Kate/Steve |
| Are our assets insured via ARA? | Doug |
| Feedback on Event Coordination list to Kate | Everyone |
| Oz Champs flier design? | Sally/Craig |

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| Consider joining Oz Champs organising sub-committee |
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