



SARA Committee Meeting Minutes #4

4pm on Saturday 8 July 2018 at 4 Atkinson Ave, Piccadilly

Present	Sally Caston, Craig Colwell, Ev Colwell, Kate Corner (Chairperson), Simon Ellis-Steinborner, Doug Gillott, Steve Gray, Peter Milnes, Zara Soden (minutes), Richard Sprod, Maria Krahling
Apologies	Jo Powell, Rob Tucker, Anton Steketee, Steve Cooper
Guests	
1.	Correspondence IN Email from a competitor asking for refund from last event – late email on the Sat night to inform unable to attend due to injury. Committee agreed policy is that we are not able to refund. Expenses already incurred. OUT Nil
2.	Treasurer's Report See separate document submitted by Anton Steketee Craig seconded <ul style="list-style-type: none">• 15 hour roving made a small loss of \$400 which was a good outcome for a remote event.• Comment – available funds are getting low. Do we need to access funds from ANZ access account? Kate reported Anton is managing top ups. Note - Pin payment is the online payment system – delay from online payment and us getting it – comes in regular intervals
3.	Events 15/8 Hour Wrap-up Feedback from the setter and admin leader was distributed. Wrap Up Good feedback, many commented they loved the different format. All Peter's objectives in holding this event were achieved. 10 controls within 2 km – good feedback for this – we could encourage this for future events. Briefing a bit of a waste of time – started 11.50 not 11.40 am, lots of competitors talking among themselves. Important hazards are covered although all should be covered in the setters notes too. (For our duty of care.) Peter felt there was too much on the back of the map. Others felt this was useful eg safety loop times. Sally asked for FB for control discussion slip. Many liked this. Guidelines – were a bit of a pain to go through Peter thought – there was a lot.

HH- too much green salad for all hot meals – green salad needed more if there is a BBQ.

Rice only was served not pasta. Need both? Committee thought yes. 70 rice /30 pasta

Guidelines for cheese toasties –current 2 per person, too many, Peter has averaged for the last 5 events. On average people eat 1.2 /person

Too much extra work and waste.

Action – Zara to adjust cheese toasty guidelines also bread quota with rolls – drop 1 slice per person if rolls available.

Admin

Pegs on strings to indicate which teams were in and which were out, Kate’s idea (with an in and out string). Worked really well.

Certificates – always a heap left. Peter tosses out many after each event.

News flash -Stephen Grey is working on a program that will automatically work out categories from results in Navlight. Would have name, position, score, and category. All info on one certificate printed out on site. May be ready before next event.

Some feedback given, why do all team members have to have a compression bandage in a bush event – committee agreed it is a good habit and encourages self –responsibility. Also helps committees risk management.

Feedback from admin – compulsory start punch necessary? Was a bit of extra work. No conclusion made.

Curfew – tried to police but hard. Still thought it good to try.

Discussion about how to manage the state champs and plastic bags for phones. Consider putting some in each map bag. Currently have many in excess.

Location was excellent. Easy terrain to travel through. Night training was not well attended – those who went really enjoyed. Many planned to go but were too tired.

Thank you Peter and team and excellent event.

24-Hour event

- Setters: Craig & Evelyn Colwell and Simon Ellis-Steinborner, Helpers: Trevor and Erica Diment

Ev – will visit every control prior to the event. HH now organised. Peterborough group is catering including buying fruit (\$20/head), local group serving (\$15/head).

Buckets not needed. Feedback from Almerita station was that we are not charging people enough for quality of food we are providing – possibly not making it an attractive enough fundraiser.

Do locals serving need a SARA coordinator separate from Ev? Ev thought that would be great. No decision tonight.

No soup kitchen as HH is more central than originally thought.

Setting team will do Sunday morning toasties.

Peter will need to bring equipment for servers (thank you Peter.)

Menu again will be printed in final instructions. Fairly basic menu.

Safety loop team – Craig, Simon, Trevor – 3 loops

Need 3 towers for toilets from Jamestown. Kate will put out a general call for volunteers. Must have comprehensive insurance.

Final instructions- Safety gear must be carried by each person at all times. Setting team can ask to inspect at any time. Penalty can be disqualification. ‘Random safety check.’

Similarly filling in intention sheets is compulsory – we will advertise ‘random intention sheet’ checking (apart from controls close to HH as indicated.) Penalty could be loss of points.

Craig managing logistics of managing gear for a full bush event.

Rob Tucker bringing up extra trailer.

Peter or Craig bringing up trailer currently left at Almerita station.

Signs from Craddock.

Al and Zita Sankauskas will bring up maps. Map bagging will occur on site on Thursday or Friday. (Unless Craig has them printed week before.)

Admin – Al and Zita Sankauskas, David Powell, Helen Brody and Jack Brody. Need some more preferably 10 in total – Kate/ Sally will shout out for more general admin help.

Shearers Quarters are now booked out for event.

Should be a good event for everybody – range of terrain.

There will be a blood moon eclipse on the Saturday morning at 5 am. Full moon will be a micro full moon.

6-Hour event

- Setters: Richard Sprod, Adrian Anderson, Laura Archer, now also Maria Krahling and ??

Richard has liaised with Cleland CP – access is confirmed. 11 am – 5 pm. Will be meeting with Ranger soon.

Limited parking – car pooling will be essential. May be able to open the Long Reach track. Burnside and Adelaide Hills councils are on board.

	<p>Have a map with control locations – still visiting locations. Aiming for 35 controls. All on tracks. Good event for trail runners – easy navigation. 550 m vertical – could end up doing it 3 times in 6 hours to clean up. There are some tracks around Cleland, Mt Lofty and Crafers as well for teams wanting to go for shorter distances. Budget not yet worked out. Anton sent a draft provisional budget. Holly will cater - \$10 / head for the supply. Sally will organise coffee vans. PA location needs to be negotiated to avoid scaring koalas. Richard would like to have a couple of controls in the Wildlife park for families only.</p> <p>Minigaine</p> <p>Map is already set by Sally and Tanya Sheldon, Mark Corbett vetting. Mark will be dressed as ‘Where’s Wally?’ mystery control. SARA Coordinator for on the ground not yet determined. Sally has same group as last 3 years.</p> <ul style="list-style-type: none"> • Council will provide 10 admin volunteers. Entry fee of \$5. Council will supply food. Pay SARA \$10 per entrant for setting. 1 navlight per team.
<p>4.</p>	<p>ARA Insurance cover – is it enough?</p> <p>Submission, emails and 2017 stocktake were distributed.</p> <p>Analysis of the Level of reserve Funds Required for Business Continuity – Doug Gillott</p> <p>Doug has looked at what risks we are covered for and what risks we are exposed to. Which risks are we provisioned for? What funds do we need to set aside so we can draw into a reserve fund if needed in a worse- case scenario? ARA insurance covers many aspects see summary in document. A couple of things are excluded – eg pollution, a deliberately lit fire by a competitor. Peter has rejigged value of replacement cost of all SARA gear. Now come up with approx. \$46 000 replacement cost. Discussion around what we feel is likely and how we manage? Doug’s recommendations based on his analysis for Committee consideration:</p> <ol style="list-style-type: none"> 1. Institute an administrative procedure to seek assurance from drivers that they possess comprehensive vehicle insurance when volunteering, especially for towing of SARA equipment or leased equipment. 2. Place reserve funds in a separate bank account with different trustees/signatories. 3. Consider not permitting teams of under 18 year olds when adult supervision is not available. 4. Establishment of a reserve fund of \$50,000 for business continuity (if \$50,000 is thought to be an acceptable risk balance). 5. Consider what level of operating fund balance is required.

	<p>6. Consider how to return benefits to members in the event that current funds are surplus to the combined need for the reserve fund and operating fund.</p> <p>Motion 1. Doug Gillott put forward the Motion – That the SARA Committee aim for a reserve fund of 40k and aim to do that in 5 years. With 20 k operating fund. Seconded Richard Sprod Therefore we are currently short 15 k, 3k /year is aim, to drive decision when setting entry fees.</p> <p>Motion 2. Doug Gillott put forward the motion- The SARA place reserve funds in a separate bank account with different trustess/signatories. Seconded Richard Sprod.</p> <p>Action Kate- Comprehensive insurance is a requirement for towing – put onto checklist for the volunteer coordinator. Other recommendations for future discussion.</p> <p>Steve G raised point –does our insurance cover us for cyclists? (Rule of rogaining refer to foot only.) Action – Kate will check with ARA.</p>
<p>5.</p>	<p>Hiking Expo – 2019 Committee in principle is very supportive of having a stall there in 2019, held in Belair.</p> <ul style="list-style-type: none"> •
<p>6.</p>	<p>Business arising from previous minutes</p> <p>1.2 Actions tabled on minutes Outstanding actions not having been done. Eg safety committee.</p> <p>Action – Kate to ask Jo as member of safety subcommittee to report on urgency. Everything else can come off. Action – Jo to change the table.</p>
<p>7.</p>	<p>Any other business</p> <p>8.1 Interstate competitors and trophy – events are Open so trophy can go to interstate and overseas teams.</p> <p>8.2 Teslin map prices increasing – Kate can estimate numbers based on last years’ entrants to give to SNAP as they suggested. Sally brought up that there are alternatives to Teslin that are cheaper and better quality eg whiter but SNAP won’t use these. In view of this decided we don’t want to commit ahead to a pre-order.</p> <p>Committee decided we trial a new printer who will use a Teslin alternative supplier for the 6 hour. Craig will send map to Sally who will organise samples from her printer contacts. Australian based company product.</p> <p>8.3 Aus champs AGM – need a committee rep – Doug can probably attend. Craig and Ev also might attend. Kate will email to remind.</p>

	<p>Committee to think of any issues. Kate will ask about cycle cover and child protection policies in use in other clubs (latter in view of item listed in insurance cover.)</p> <p>8.4 Peter reported registration signage needs replacing, Action Sally will design another plus a summary of key rules to be placed at registration.</p> <p>8.5 Mark Bateup is interested in us using his design for eg state championships or rogainer of the year. After discussion committee decided to stick to glasses. Action Sally to feedback.</p> <p>8.6 Query from competitor about about entry fees – Action Sally will make a pie graph showing a breakdown of different costs for events.</p> <p>8.7 Email from competitors who are struggling with entry system. If committee get feedback that people can't use our online system message for us to put out is that we will support their entry eg over the phone, cheque in mail etc. Don't want anyone to feel discriminated against.</p> <p>8.8 Peter needs to refurbish controls prior to 2020 Aus champs – he has redesigned intention sheets to be more functional.</p> <p>8.9 Steve G reported next event Peter Squires has given us an updated version of navlight. New one works well for results.</p> <p>8.10 Ev - Can photographs go on website? Sally reported Gallery not set up on website, this was outside initial scope. Photos will be on FB and Instagram. Committee is interested in adding the framework on the website for a photo gallery so each event can have photos. This will require more funds, Sally estimated a couple of hours of work to put in, so will be added to wish list for future improvements.</p> <p>Next meeting – Sunday August 19th 4 pm Maria kindly offered her place 639 Greenhill road, Burnside. (Colwell's away.)</p>
<p>8.</p>	<p>Meeting closed: 7.22 pm</p> <p>9</p>

ACTION	Who?
<p>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</p>	<p>Mark</p>

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
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
Consider joining Oz Champs organising sub-committee	Everyone