



**SARA Committee Meeting Minutes #5**

**4pm on Sunday, 19 August 2018 at 639 Greenhill Road, Burnside**

<b>Present</b>	Richard Sprod (stand-in Chairperson), Sally Caston, Simon Ellis-Steinborner (minutes), Doug Gillott, Mitzi Krahling, Peter Milnes
<b>Apologies</b>	Craig Colwell, Ev Colwell, Stephen Gray, Jo Powell, Zara Soden, Anton Steketee, Steve Cooper, Kate Corner, Rob Tucker
<b>Guests</b>	Laura Archer (setter for upcoming 6 hour event)
<b>Note:</b> Due to the low number of attendees, the meeting was limited to discussing the upcoming 6hr Lofty Explorer Rogaining, being held on September 8 <sup>th</sup> , 2018. Minor discussions were held on some issues, with the majority being held over to the next meeting (planned for 14 Oct, 2018)	
<b>1.</b>	<b>Previous Minutes</b> 1.1. Not discussed – held over until next meeting
<b>2.</b>	<b>Correspondence</b> 2.1. <b>IN</b> – Not discussed held over until next meeting 2.2. <b>OUT</b> – Not discussed held over until next meeting
<b>3.</b>	<b>Treasurer's Report</b> 3.1 Attached at the end of the Minutes, but not discussed (provided after meeting)
<b>4.</b>	<b>Events</b>  <b>4.1. 24-Hour State Championship event wrap-up</b> - Not discussed – held over until next meeting. Below is the discussion list for the next meeting.  <b>4.1.1. Report</b> <b>4.1.2. Admin in/out process</b> <b>4.1.3. IO Merino t-shirts to Frahn family</b> <b>4.1.4. Control hanging/collecting by individuals – duty of care</b> <b>4.1.5. Increased security/checking for people using GPS Security Bags</b>  <b>4.2. 6-Hour Lofty Explorer Event</b> (Setters: Richard Sprod, Adrian Anderson, Laura Archer, Mitzi Krahling and Mark Ramsay)

- Richard and Laura provided an update on the preparation of 6 hr rogaine
- Currently, about 160 people registered and there will be no restriction on numbers (expecting around 500)
- Decision was made within the setting team to take on delegated roles in the lead up and during the event, in summary
  - Richard is taking the overall coordination and finishing off map (with Sally)
  - Laura is finalising instructions and is charge of the administrative HH site set up.
  - Mitzi developing the volunteering timetable and coordinating the volunteering. Require approximately 11 volunteers (a call over the web will be done this week - working with Sal)
  - Steve responsible for Navlights (including programming and tagging)
  - Adrian responsible for course management, Safety and novice training
  - Mark looking after the back-end of the rogaine, dealing council and DEWNR, parking, and any additional needs (e.g. toilets, flooring for tents)
- Course planning almost finished, with the Setters notes being finished.
- Maps are being developed. Planning size to be A3 sheets. Testing new maps by using Teslin with a lower grammage (weight) as compared previous maps. Comments were made about the altitude range on the map (ranging from 220 to 720 m in altitude, with the HH at ~500m). Concern that this might be an issue with planning, especially for the novice teams - this is going to be mentioned within the final instructions
  - Map handout at 9am
  - After time the maps become available, paper copies of the maps are to be provided at the external parking (at Crafers), to enable some planning while on the bus to formal registration
- Intention sheets will not be used on checkpoints.
- Buses are organised. Total of \$600 cost for the day for multiple buses. Frequency of bus service can be increased if needed. During registration, a carparking ticket will be provided for those who get in early. 80 parks available, 20 reserved for volunteers.
- Discussion occurred about the possibility for hiring an additional tent, for the protection of competitors against potential bad weather after the event. Cost of the extra tent considered to be prohibitive, so decision was made **not** to hire the tent.
  - In the final instructions, people are going to be provided with instructions to come and be prepared for the weather, e.g. bring along coats, umbrellas.
- Bagging to occur on Wednesday, before event (5<sup>th</sup> September – Richard’s house)
- Water requirements for drinks, soups defrosting, washing etc. Proposed that approximately 300 – 500L may be needed. Richard will organize 10 - 15 individual white water containers (20L). Doug to provide some support to bring along some additional water containers.
- HH and meals. Pre-cooking has been finished by Holly, however, depending on entries, additional food can be cooked. Holly coming up on the day with her helpers.
  - Menu is to be promoted, just to highlight the benefit of food being provided as a part of the event.
  - Food from 4:30pm.

	<ul style="list-style-type: none"> <li>○ Desert (Fruit, lollies, custard etc) not being prepared by Holly. This need to be done by the setting teams. <ul style="list-style-type: none"> <li>▪ Cake to be purchased – possibly from Enjoy Bakery Norwood (Laura to follow up)</li> <li>▪ Custard and cream to be purchased from a supermarket (Laura)</li> <li>▪ To be sought through Zara’s contact – Richard to follow up.</li> </ul> </li> <li>● Coffee van to be up there for 8:30.</li> <li>● Richard to ask Craig if can take SARA trailer (Peter not able to make it).</li> </ul> <p><b>4.3. Minigaine</b> (Setters: Sally Caston and Tanya Sheldon, Mark Corbett vetting)</p> <ul style="list-style-type: none"> <li>● Preparation going well and entries already open.</li> <li>● Further discussion occurring next meeting.</li> </ul>														
<p><b>5.</b></p>	<p><b>2019 Program</b></p> <ul style="list-style-type: none"> <li>● Email conversations occurred in the lead up to the event. Preliminary dates were sent out, as shown below,</li> </ul> <table data-bbox="363 1086 1029 1355"> <tr> <td>16 Mar</td> <td>4hr twilight</td> </tr> <tr> <td>6 Apr</td> <td>4hr velogaine</td> </tr> <tr> <td>25/26 May</td> <td>Bush rogaine (18-19<sup>th</sup> best moon)</td> </tr> <tr> <td>13/14 July</td> <td>Bush rogaine (20-21<sup>st</sup> best moon)</td> </tr> <tr> <td>31 Aug</td> <td>6hr event</td> </tr> <tr> <td>2 Nov</td> <td>3hr event</td> </tr> <tr> <td>24 Nov</td> <td>Volunteer day</td> </tr> </table> <p>Additional email discussion to occur outside meetings to confirm the event dates for 2019, as some comments were provided on full moon dates, as well as questions on competing events and public holiday</p> <ul style="list-style-type: none"> <li>● Simon to collate the date information and event information and send out to committee for further discussion.</li> </ul>	16 Mar	4hr twilight	6 Apr	4hr velogaine	25/26 May	Bush rogaine (18-19 <sup>th</sup> best moon)	13/14 July	Bush rogaine (20-21 <sup>st</sup> best moon)	31 Aug	6hr event	2 Nov	3hr event	24 Nov	Volunteer day
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<p><b>6.</b></p>	<p><b>Matters to be raised at ARA AGM by SARA delegates</b></p> <ul style="list-style-type: none"> <li>● Issues briefly discussed and to be raised at the ARA meeting includes, <ul style="list-style-type: none"> <li>○ Insurance cover for cyclists,</li> <li>○ child protection policies,</li> <li>○ safety and intention sheets,</li> <li>○ risk assessment information templates,</li> <li>○ process to seek funding / support for event promotion</li> </ul> </li> <li>● Craig, Ev, Doug and Jo to represent SARA</li> </ul>														

<b>7.</b>	<p><b>Possible donation to ICPA Flinders Ranges</b></p> <ul style="list-style-type: none"> <li>• Not discussed – held over until next meeting</li> </ul>
<b>8.</b>	<p><b>Any other business</b></p> <p><b>8.1 Retire 24 AUMC Walk boot trophies</b></p> <ul style="list-style-type: none"> <li>• Brief discussion occurred about the trophies and agreement on getting rid of boots – no decision was taken.</li> <li>• With changing the trophy, it was considered that a new page(s) be developed on the website to list previous winners of the trophies.</li> <li>• Number of SARA glasses are getting low. It was considered to keep glasses as trophies or awards - no decision was taken.</li> </ul> <p><b>8.2 Review reimbursement per km for setters/vetters/towers</b></p> <ul style="list-style-type: none"> <li>• Briefly discussed, but Peter to put forward a proposal (via) on developing a reimbursement policy</li> </ul> <p><b>8.3 Review refund policy to accurately reflect the timings and set-up costs per event</b></p> <ul style="list-style-type: none"> <li>• Briefly discussed, but Peter to put forward a proposal (via) on developing a reimbursement policy</li> </ul> <p><b>8.4 Review long-term replacement of our current tents with more suitable heavy duty tents / and, Sell old ones off on Gum Tree or similar.</b></p> <ul style="list-style-type: none"> <li>• Briefly discussed, no firm outcome.</li> </ul> <p><b>8.5 Review of new map paper, to potentially replace the Teslin maps, due to cost.</b></p> <ul style="list-style-type: none"> <li>• Brief discussion. During shorter events, there is the opportunity to try new map printing products.</li> </ul>
	<p><b>Meeting closed: ~ 5:45 pm</b></p> <p><b>Next meeting:</b> proposed on 14 October 2018.</p>

<b>ACTION</b>	<b>Who?</b>
4.2 Call for volunteers for 6hr event (due by 25 August)	Mitzi / Sally
5. Collate information in regard to 2019 program and send around to committee (due by 25 August)	Simon
8.2 & 8.3 Proposal on reimbursement and event refund policy to be sent around to committee via email (due by 25 August)	Peter



Statement of revenue and expenditure for the year ending 31/12/18

**Events**

	Twilight 4	Velopaine	Roving 15/9	State Champs 24/11	Bush 6	Minigaine 3
<b>Income</b>						
Entries Online	\$5,270.00	\$3,820.00	\$13,786.48	\$12,337.26	\$5,281.17	\$0.00
Cashbox	\$70.00	\$130.00	\$163.00	\$82.00	\$0.00	\$0.00
Accommodation	\$0.00	\$0.00	\$0.00	\$300.00	\$0.00	\$0.00
<b>Expenses</b>						
Landholder	\$300.00	\$100.00	\$2,623.00	\$1,050.00	\$0.00	\$0.00
Catering	\$1,707.00	\$2,100.00	\$6,180.00	\$3,730.00	\$0.00	\$0.00
Consumables	\$0.00	\$0.00	\$0.00	\$307.02	\$0.00	\$0.00
Water and Toilets	\$450.00	\$320.00	\$286.30	\$330.00	\$0.00	\$0.00
Setting	\$0.00	\$335.80	\$2,397.33	\$2,714.34	\$0.00	\$0.00
Admin/HH/Safety Mileage	\$0.00	\$244.80	\$434.70	\$308.80	\$0.00	\$0.00
Nevight Donation	\$313.00	\$0.00	\$710.00	\$390.00	\$0.00	\$0.00
Refund	\$50.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Maps	\$1,188.89	\$495.32	\$939.91	\$649.29	\$0.00	\$0.00
Merch	\$0.00	\$0.00	\$630.00	\$310.00	\$0.00	\$0.00
<b>Income Total</b>	<b>\$5,340.00</b>	<b>\$3,970.00</b>	<b>\$13,931.48</b>	<b>\$12,919.26</b>	<b>\$5,281.17</b>	<b>\$0.00</b>
<b>Expenses Total</b>	<b>\$4,410.89</b>	<b>\$3,816.12</b>	<b>\$14,403.26</b>	<b>\$12,389.63</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>Event Profit (Loss)</b>	<b>\$929.11</b>	<b>\$153.88</b>	<b>(\$451.78)</b>	<b>\$529.61</b>	<b>\$5,281.17</b>	<b>\$0.00</b>

**Non Event**

Income	Non-Event
Interest	\$92.79
Bank Refunds	\$219.12
Merchandise	\$198.00
<b>Expenses</b>	
Website	\$3,287.22
Equipment	\$700.30
Admin	\$1,963.42
Training/Development	\$150.00
Promotions	\$4,079.71
Insurance	\$0.00
<b>Income</b>	<b>\$309.91</b>
<b>Expenses</b>	<b>\$10,180.65</b>
<b>Non-Event Profit (Loss)</b>	<b>(\$9,670.74)</b>

**Opening balance (1/1/18)**

Petty cash	\$300.00
ANZ Business Extra Account	\$648.64
ANZ Business Saver	\$39,986.48
<b>Total Funds available</b>	<b>\$40,915.12</b>

Income	\$41,971.82
Expenses	\$45,200.57
Profit	(\$3,228.75)

**Current balance (20/8/18)**

Petty cash	\$300.00
ANZ Business Extra Account	\$7,327.10
ANZ Business Saver	\$30,059.27
Pin Payments Balance	
<b>Total Funds available</b>	<b>\$37,686.37</b>

<b>Balance target</b>		
Operating Funds	\$20,000.00	
Reserve Funds	\$40,000.00	
<b>Total</b>	<b>\$60,000.00</b>	
Current difference from target		(\$22,313.63)

Figure 1