



SARA Committee Meeting Minutes #1

12pm on Sunday, 10 February 2019 at the Colwell's home

Present	Craig Colwell, Ev Colwell, Steve Cooper, Kate Corner, Doug Gillott, Stephen Gray, Mitzi Krahling, Peter Milnes, Jo Powell (minutes), Zara Soden, Richard Sprod, Anton Steketee, Rob Tucker
Apologies	Simon Ellis-Steinborner
1.	<p>Previous Minutes</p> <p>Amended minutes accepted</p>
2.	<p>Correspondence</p> <p>2.1. IN – Travel subsidy for intervarsity team – event in ACT, not Tassie</p> <p>2.2. OUT –</p>
3.	<p>Treasurer's Report</p> <ul style="list-style-type: none"> • 2018 books are with auditor, will be returned in time for AGM • Anton proposed to give Colwells a free bush-event entry for their continued hosting of the meetings. Agreed unanimously. • Delegation of authority - spending limits: <ul style="list-style-type: none"> ○ Meeting agreed that the equipment officer (Peter Milnes) has authority to purchase incidental items up to \$200. ○ Costs up to \$500 to be authorised by Treasurer or President before being spent. <ul style="list-style-type: none"> ▪ This needs to be transparent – costs included in Treasurer's Report ○ Any purchases over \$500 needs to be agreed upon by the committee, either within a meeting or via email. ○ Event fees covers consumables that the equipment officer buys eg cordial, lollies ○ If any issues, will review this arrangement • Coordinators' guidelines – needs to include guidance re minimising setters' accommodation costs • Anton to split costs within report into setter's fees, general costs etc to enable the committee to see where costs are going. • Co-signatories – currently Mark Porter, Richard, Steve Cooper and Evelyn, together with Anton. • It was unanimously agreed to remove Mark Porter and Steve Cooper from the list of bank approvers and add Joanne Powell and Stephen Gray. • The following list is the updated list of committee members who are agreed to be cheque signatories and approvers of transactions online: <ul style="list-style-type: none"> ○ Anton Steketee, Evelyn Colwell, Richard Sprod, Stephen Gray and Joanne Powell

<p>4.</p>	<p>Meeting dates</p> <ul style="list-style-type: none"> • Dates confirmed, continuing to meet at the Colwell's home at 4pm: • 10 February • 31 March • 28 April • 23 June • 18 August • 15 September • 20 October • 24 November (Volunteers Thank You Day) – Steve Cooper to enquire at Deviation Road Winery – looking at approx \$25pp.
<p>5.</p>	<p>2019 program</p> <ul style="list-style-type: none"> • 16 March – 4-hour twilight – Sarah & Andrew Murphy & Liv Thorne setters (Kate coordinator) <ul style="list-style-type: none"> ○ Includes lots of suburbs and bush. Almost entirely in City of Mitcham. ○ Approval received from everyone. Restricted access in Belair and some conservation parks. ○ Rob said that there's a broad agreement between orienteering and DEWNR that states we don't need to stay on tracks. ○ Waite oval – \$330 hire fee. Also event fee for Mitcham Council, they subsidised to \$60. Hired oval from 12pm to 11pm. ○ Mitcham Council have been keen to do cross-promotion. ○ Not sure if water is available or how many toilets, Kate checking. Power is available. ○ If fine weather, only need new marquee. ○ Waite campus has been very accommodating. ○ Coffee and donuts have been organised. ○ Kate will put new version of Risk Assessment (for suburban events) in Dropbox. ○ Have 3 confirmed volunteers and 2 maybes. Need to double this. Craig will do admin lead. ○ Setters need to confirm to Kate whether volunteers turn up or not, for ROY points and invitations to Volunteers Day. ○ Set-up from 12 noon. • 6 April – 4-hour Velogaine – Doug Gillott setter and coordinator, Olivier Fahey vetter <ul style="list-style-type: none"> ○ Map is effectively complete. ○ Vetter has finished vetting. ○ Murray Bridge Council are happy. ○ HH on private land – Monarto Equestrian Centre. Power and water available. Large building with kitchen and verandah available. ○ Doug suggests that catering should be a bulk buy of wraps from Coles or similar with some fruit – pick up on day. It was suggested that the admin people could cut up vegies etc for make-your-own wraps to keep costs down.

	<ul style="list-style-type: none"> ○ Bring electric urn only. ○ Need volunteers – Mitzi, Craig volunteered. ○ Will use punch cards – cheaper, less risk of punches being stolen, Pebbles good for smaller events. ○ Decided not have 2-hour concurrent, but there is an e-bike category. <ul style="list-style-type: none"> ● 18/19 May – 24-hour State Champs – Anton to coordinate, but won't be present <ul style="list-style-type: none"> ○ Bendleby – Craig to confirm. Camping may be more expensive – see if can get cheaper group booking. Peter to let Craig know previous cost. (Committee were told after the meeting that Bendleby is available, with \$15 camping fees pp.) ○ Setters Stephen Warren-Smith with workmates (Eric and Dave Ottway), Jo happy to assist. Stephen agreed only if Bendleby is available. Not interested if elsewhere. ○ Lots of alternative accommodation available. ○ Richard to contact Peterborough Historical Group for catering. ● 20/21 July – 15/8-hour roving – Simon Ellis-Steinborner + John Cameron – Naracoorte region. <ul style="list-style-type: none"> ○ Committee agreed to accept the offer of a free-use of a defibrillator from the hospital for the event. ○ Contour relief is 30m from lowest to highest. Peter concerned about control placement. Vegetation boundaries are good. Some marshy areas which will be interesting if very wet. ○ Lots of support from local community and Council. ● 12 October – 6-hour Halloween – suggested from 4-10pm – Sally Caston & Karen Wishart (Mitzi coordinator) <ul style="list-style-type: none"> ○ Need a vetter. ○ Mt Crawford, more NE section than previous events. Craig working on map extension. ● 2 November – 3-hour minigaine <ul style="list-style-type: none"> ○ Setter – either Jo or Kate. Zara to ask Meredith Norman if she would be interested. ○ Meeting agreed that staying in the region adjoining Tea Tree Gully Council would be good, especially if TTGC will continue to promote/sponsor. ○ Kate has contacts in the Campbelltown City Council.
6.	<p>2020 ARA Australasian Championships</p> <ul style="list-style-type: none"> ● Jenny's contacting main landowners this afternoon. Rest of setters will start trying to contact other landowners in next week or so to see if enough land is available. ● Possibility of alternative mid-north location if enough of the identified area not available. ● Possible location – XXX. ● XXX – key landowner that has land that connects both sides of the main road is against rogainers which is problematic. Used for State Champs in late 80s, early 90s.

<p>7.</p>	<p>AGM</p> <ul style="list-style-type: none"> • Updated constitution to be distributed by 23 February if to be ratified by this AGM. Would prefer not to rush it but get it right and keep working on it over the next year. Kate's been working with the Dept of Sport and Rec. <ul style="list-style-type: none"> ○ The committee will need to become a board of directors. ○ It won't change how we do day-to-day business. ○ Public Officer is still Lewis Carter. Kate to confirm with him to see if he's happy to continue in this position and if he would like to MC the AGM. ○ Evelyn found the old constitution and gave to Anton. ○ This AGM to go ahead as normal, with only the four executive positions to be ratified by the members. • President to be - Kate • Secretary to be – Jo • Vice President to be - ? Craig is stepping down • Treasurer to be – Anton, but will be away from July to Oct. Richard and Stephen Gray to authorise accounts in Anton's absence. • Craig to be Technical Officer (discussion of rules if they change) for ARA in Steve Cooper's place. • Steve Cooper is happy to be involved but can't make meetings in the future.
<p>8.</p>	<p>Rogainer of the Year</p> <ul style="list-style-type: none"> • Unlikely to have same level of prizes this year. • In current format, likely to be a small subset of people who win. Winners need to volunteer and turn up to every event. Distortion can come about when non-SA competitors win the top positions resulting in high volunteering points. • Initially it was hoped it would encourage volunteers, but this hasn't occurred. • If trying to encourage people to participate, good to have a broader number of awards. • Seen as an elite award, not possible for general rogainers. • Craig's going to look into ways of rewarding flight plan accuracy, handicap event for 24 and 15. Richard will also look at it. • Question is how to award consistency, or get more prizes to the middle people? • Possibility of awarding first novice in 24-hour. But what is a novice? • It needs to have data that we can track. • WA publicly acknowledge number of events. Could do a yearly impromptu 'How many rogaines have you done?' at the beginning/end of a small rogaine to highlight novices, and old-hands. • Decided to continue in current format for 2019 and look at other options to possibly add in this year. Still have top SA ROY, but possibly with some sub-ROYs. Agreed not to include interstate people in the points. • Need to order glasses.

9.	<p>New google email group/access to other online accounts</p> <ul style="list-style-type: none"> • Keep the old one, remove the new one. Stephen to look after this. Committee members to tell Stephen if they have other/new emails. • Register of log-ins needed. Stephen to compile. • Drop-box login – Kate to write SOP. • Photos – some in dropbox, hundreds in facebook, some in Mail Chimp. • Need to request SARA photos from Sally.
10.	<p>Navlight punch security</p> <ul style="list-style-type: none"> • At last event someone unscrewed the end of a punch and destroyed it. • Lost 3 punches last year. • Stephen and Peter designed two prototypes (thank you!) Agreed to go with the more secure model.
11.	<p>Applying for grants through Dept Sport & Rec</p> <ul style="list-style-type: none"> • \$5,000 grants on offer. Could cover cost of locator beacon, drone, HH tent etc. • Basis for grants is electoral area, and when last received a grant. • There are two rounds in 2019. Being a Star Club member doesn't make a lot of difference but is beneficial for being eligible for grants. • Rob is happy to put in paperwork for \$5000. First round is in a week or two. He needs a statement account and an address for organisation. 2015 was the last grant received by SARA for the generator. • Agreed to include HH tent, tracking system, radios, sat phone, e-perbs for water stations.
12.	<p>Any other business:</p> <p>Getting results on mobile phones after an event.</p> <ul style="list-style-type: none"> • Stephen managed to develop a program to copy Navlight data and get it onto another application. Runs off a wi-fi. Could be problematic with large amounts of traffic occurring at the same time. Committee decided not to continue pursuing this as labour intensive for Stephen, and outcome not really necessary. <p>Update from equipment officer</p> <ul style="list-style-type: none"> • Currently have 80 controls. Peter is in process of refurbishing them. • Working bee scheduled for next Saturday, 16 February at Andrew Murphy's place 12-4pm.
	<p>Meeting closed: 3.05pm</p> <p>Next meeting: 31 March 2019</p> <p>Agenda items:</p> <ul style="list-style-type: none"> • Setter's accommodation costs • Confirm event coordinator's responsibilities

ACTION	Who?
Organise paperwork for bank to update list of official signatories	Anton

Event coordinator's responsibility doc is in dropbox. Please review and provide feedback/comments to Kate.	Everyone
Contact Meredith Norman re setting minigaine	Zara
Contact Peterborough Historical Society for state champs	Richard
Contact Lewis Carter re Public Officer and MC AGM	Kate
Consider complementary awards with ROY	Craig/Richard/ev everyone
Register of logins	Stephen
SOP of dropbox	Kate
Request access to SARA photos from Sally	Kate
Apply for \$5000 grant with Dept Sport & Rec	Rob