

Victorian Endurance Riders Association State Management Committee		Committee Meeting	Date: Venue: Meeting commence	21 st April 2018 Sunshine Golf Club (475 My Derrimut Rd, Derrimut) 10.00am	
1	Attendance:	Alamdar Dastani Ellen Prestage Pauline Wallace	Carol Laidlaw Tamara Atkinson Paul Nugent	Bronwyn Cuthbertson Jenni Armistead Sandy Little Eric Thomas Visitor – Carl Adamson 1-1.40pm	Martin Mizzi
2	Apologies:	Sioux Reid, Rebecca Williamson, Steve Noble, Geoff Jolly			
		Motion 2018.4.1: That the apologies be accepted.			M: BC S: AD carried
3	Minutes from previous meeting	Motion 2018.4.2: That the February minutes are accepted as correct.			M: AD S: EP carried
		Alamdar expressed thanks to all attending for accepting the change for this meeting date.			
4	Business Arising:		Action/Motion:	Person	
4.1	Disciplinary Panel	Meeting attended by Carl Adamson as representative for DP established in 2017 in response to an anonymous email received.			
		ACTION: thanks to the members of the IDP for their hard work on this matter. Motion2018.4.3: that the discussion be done in Camera. M SL Motion2018.4.4: that the conversation return to minutes – M:CL Written findings presented. IDP action – the SMC will now form and commission and appropriately credentialed investigative team to establish the identity/identities of the information source/s behind the anomomys email.			
4.2	Sporting Club Grants Program application	No further update.		Bronwyn	
4.3	Webmaster applicants	Tamara has been in contact with the three interested parties.		Tamara	
		Tamara has engaged with two interested parties. Doug Bail and Mark Gabb. Both are equally skilled and interested. Awaiting reply for costs from each. Doug Bail would have access to other skills and would only request payment for out of pocket expenses. Mark			

			Gabb has provided details and awaiting written confirmation of any fee. Action: list of pro/con for each applicant and SMC to vote within the next 1 week.	
4.4	Merchandise officer EOI	EOI on facebook and vicera webpage – one reply received.	Refer to Appendix 1 Motion to accept the application from caley rees for the role of merchandise officer. M: BC S: EP carried Motion2018.4.5 the unsold VERA merchandise stock be used for RO – hats for juniors , clothing for volunteers. M AD S ET carried	Bronwyn
4.5	Honorary state veterinarian TOR	Investigation regarding Terms of Reference (TOR) to support role	AERA veterinarian accreditation assumes each state has own TOR. Refer to Appendix 2. Email received from Dr D=Narelle Cribb -that she has received emails from other sources re her commitment to VERA and she is upset regarding this. Motion2018.4.6 – that the SMC forward correspondence to Dr Narelle Cribb that following discussion regarding her concerns the SMC supports and appreciates the involvement of Dr Cribb on our honorary vet panel and her commitment to VERA and endurance riding M:PW S:CL in favour carried Motion2018.4.7: to display the SMC commitment to Dr Narelle Bull that she be invited to attended the TQ18 as representative for VERA if she is available. M: ET S MM Carried Motion2018.4.8: That vera will cover costs for Dr Cribb to attend TQ18 as per the AERA financial support M: CL S:JA ACTION – forward request to Dr cribb and Dr spencer to discuss and determine TOR for honorary state as veterinary panel as it appears that this not state has one at hand and VERA would like to establish for our policies.	Martin Ongoing
4.6	Policy reviews	Volunteer policy – awaiting portfolio holders review of position descriptions.		

4.7	Vet contact List	Some updates provided by SMC – needs to have all details sourced and all vets working at VERA rides to be updated on AERASPACE	Questions re the accreditation process – AERA has document on website – suggest provide this with AERA Veterinarian Rules (available on AERA website). MM working with interested vets from Lancefield/Kilmore New vet from Stawell recently attended Waterloo ride. ET has been able to contact some vets on the list with no contacts, forwarded to Martin and Pauline.	ongoing
4.8	RO financial support proposal	Review with consideration of discussion from feb meeting.	Awaiting response from Rebecca	Ongoing
4.9	Child safe standards	Update re how these can be incorporated into VERA policies.	Working party has not yet met to start work on this	Ongoing
4.10	Computer purchase	Carol Laidlaw has purchased computer	VERA does not need to purchase another computer at this time.	complete
4.11	SMC bio/photo	SMC members to provide short bio for profile to be set up on the website		ongoing
4.12	Online motions			
	4.12.1	MOTION2018.4.9: That the intermediate entries at Moyston (6-5-17) and Grenville (28-5-2017) by Carly Loughman and horse Aldersyde Ambrosia be changed to not eligible to enter as the horse did not meet the eligibility criteria as per AERA rule 45.1 (table 16). M: Bronwyn Cuthbertson S: Ellen Prestage	Votes: Yes – Rebecca, Steve, Sandy, Sioux, Alam, Pauline, Jennie, Ellen, Bronwyn, Geoff, Tamara Abstain – carol Carried	Carried
	4.12.2	MOTION2018.4.10: That the SMC grant permission for a TPR course to be conducted at Waterloo on the weekend of the 14th and 15th April 2018. M: Eric Thomas S:Pauline Wallace.	Voting – carried	Carried
	4.12.3	MOTION2018.4.11: The cost of \$150.00, One Hundred and Fifty Dollars being Vet fee be covered by VERA as training for volunteers. M: Eric Thomas S:Pauline Wallace.	Voting – carried Dr Narelle Bull stated at the training day that she was donating her time to VERA.	Carried
	4.12.4	MOTION2018.4.12: Buchan be granted temporary ownership of the ride date 21/22 July until the outcome of a social media poll to determine which date would best suit the members of VERA. M: Paul Nugent S: Rebecca Williamson	Voting – Yes – Eric, Geoff, Ellen, Carol, Alam, Jennie, Steve, Rebecca, Sioux. No – Martin, Pauline, Bronwyn, Sandy carried Action -Paul Nugent to notify Susan Gill	Carried

			<p>Outcome – Susan Gill has completed online survey and notified VERA that Buchan Ride will continue on June date, however will review nominations 2 weeks prior and may cancel at this date.</p> <p>Motion2018.4.13: if the RO of Buchan decides to cancel the June date, then the request for dual affiliation from NSW (The Rock) will be approved. M:PN S: EP carried</p>	
5	Correspondence			
5.1	IN	AERA MCP reporting template & swabbing kit order form	Forwarded to HWO	
		AERA info re vet training (FEI)	<p>Motion2018.4.14: that VERA allocate \$5000 to support veterinary attendance (subject to selection) to the FEI general Veterinarian course to be held in Sydney 21-22 July 2018. M ET S AD carried</p> <p>Selection criteria any person currently on the veterinary list when updated invite EOI from all on updated veterinary list by accepting attendance at this event you will be agreeing to attending a minimum of 5 rides in the 2018 and 2019 VERA calendar we require them to develop skills for events such as TQ and encourage attendance at state championship and 100mile events</p>	
		CS report Waterloo Feb 2018		
		Maryborough endurance event flyer	Forwarded to calendar coordinator	
		Jen Green – email re concerns re website function	Email reply	
		Tia Simson – availability for penciller	Email reply – thanks and how to contact RO	
		Caroline Springs meeting room agreement – signed		

		Melton Shire request for payment of 2017 invoices	No invoices have been received. Request for invoices to be forwarded to VERA secretary.	
		Consumer affairs – constitution change approval and payment receipt		
		AERA AGM minutes	Forwarded to all SMC members	
		AERA march meeting minutes	Forwarded to all SMC members	
		AERA request re Fielder research		
		AERA letter re Vet training to encourage state vets to attend		
		Acceptance from Dr Leslie Hawson for TQ18 Veterinarian team		
		Acceptance from Digger Leehane for TQ18 CS team		
		CS reports from Digger Leehane – Waterloo 1, Waterloo 2, Maryborough.		
		AERA reminder re TQ18 year book contribution	To include state championship and review of growth of juniors in VERA	
		Susan Gill request for ride date change from June long weekend to July	Online responses generally supportive to enable Susan to carry out online facebook poll for membership attendance on either offered date.	
		Melton Shire – information re making changes to ongoing bookings		
		WAERA FEI ride information request to forward to members		
		Geoff Jolly correspondence with invoice for Embroidability	Invoice embroidability submitted for \$256.50 Action – request to treasurer to review bank account to determine in any attempt for payment has been made Motion2018.4.15: that the \$256.50 be paid once determined that payment has not been made. MP W s EP carried Action – letter of apology to embroidability re late payment	Sec
5.2	OUT	AERA - VERA delegates notification		
		Reply to Susan Gill re correspondence		

		Reply to GERZ re correspondence		
		Request for AERASPACE ride sec login		
		Thank you from VERA to outgoing AERA president		
		Reply to Golburn Arabian club to decline sponsorship		
		Merchandise Officer EOI to electronic media		
		Webmaster Invite to interested parties		
		AERA notification re VERA delegates for TQ18		
		Invitation to Dr Lesley Hawson re TQ18 veterinarian position		
		Invitation to Digger Leehane re TQ18 CS position		
		AERA 2017 AGM minutes and financial reports		
		Banking changes		
		AERA course marking arrow order		
		AERA logbook order	Moved2018.4.16: correspondence be accepted BC Jen	
6	REPORTS		Action/Motion	Person
6.1	President:	Report to be provided by president		
6.2	Treasurer:	Financial reports provided – Motion – that the financial reports be accepted – M AD S SL	Action checkreimbursement payments – PW meal costs from Feb meeting.	
6.3	Assets Officer	waiting for inventories for central and western trailers	Central trailer – inventory items missing and damaged Western trailer – to be reviewed Motion2018.4.17: That the asset officer to review all trailers and restock VERA supplies as required and the initial purchase be 3 batteries with payment prior to purchase. M ET S:PN carried	

			Motion2018.4.18: that the assets officer create a hand over procedure between a RO representative to confirm items in each trailer on pick up. M TA S PW carried		
6.4	AERA Delegates:	Report attached – Appendix 3			
6.5	Calendar: Insurance:	NSW The Rock request for dual affiliation – see previous comments SA Claire Valley request for dual affiliation – this ride is outside the dual affiliation guidelines.	New ride application 26-26 august – Raglan recreation grounds. 40 and 20 km on Saturday, 80, 120, 40 Sunday RO: Julie Woods Mt Cole Muster Motion2018.4.19: that the Julie Woods Mt Cole Muster be accepted. M: PN S: ET carried		
6.6	Honorary Vet Panel:	Research into Terms of Reference (TOR) as per AERA veterinarian accreditation procedure.			
6.7	Horse Welfare Officer	No invasive treatments to date this year Swabbing completed at Waterloo			
6.8	Logbook Reg	50 logbooks and covers ordered			
6.9	Membership Reg:	Aera report indicated			
6.10	Policy Review				
6.11	Pointscore Reg:				
6.12	Merchandise:	Caley Rees responded to EOI			
6.13	Ride Reports	6.13.1 Waterloo 1 – CS report Digger Leehane			
		6.13.2 Waterloo 2 – CS report Digger Leehane			
		6.13.3 Maryborough – CS report Digger Leehane			
		6.13.4 Waterloo 3 – CS report Digger Leehane			
6.14	Volunteer roles	TPR training weekend	Report provided by Geoff Jolly – appendix 4 Patrick observed to be accurate in his recording of HR, ? buddy Patrick with experienced TPR for mentoring.		

			VERA supports the participation of Patrick Lonesborough in the role of TPR. Susan Gill considering offering a TPR school at Buchan Ride. VERA to consider if more than 5 participants	
6.15	1. Webmaster:	Tamara has been in contact with interested parties.	See previous discussion in Business Arising	
	2. Social Media:	Ang Lee has suggested changes to the facebook set up as per email received last meeting.	Continue discussion with Rebecca	ongoing
7	GENERAL BUSINESS	Details:	Action/Motion	Person
7.1	VERA state championship	? VERA be the RO for the state championships, working with local RO to source venue, track.		ongoing
		Confirm venue for 2018 – no RO has expressed interest in this do date.	Action: PN to share request with previous RO Approach Eldorado RO with offer for VERA SMC to assist with volunteers, sponsorship, officials etc.	
	Archive storage	Currently there are many current and previous mintues	Consider purchase of a 10 foot container that can store and can be moved as required. Action: research cost of container purchase Consider where to store the container.	ongoing
8	Next meeting:	23 June 2018	Caroline Springs Library 10.15am	
	Meeting closed:	1508		

Appendix 1 - Merchandise Officer application

Hi all,

I'm wishing to put my name forward to take on the role of merchandise officer.

I've had experience creating logos and merchandise at VCE level at school. I also have assisted with merchandise designs and ordering for a local car club including special events merchandise as well as TQ 09 merchandise.

I am confident using internet banking to process orders and have the time and resources to complete tasks quickly and efficiently. As well as current experience in an office position I am confident to keep records up to date and provide these to VERA SMC when required.

Regards Caley Rees

Appendix 2 – extract from AERA document – Honorary State Veterinary panel

HONORARY STATE VETERINARY PANELS (SVP)

Each State Association shall maintain a SVP comprising a minimum of one Accredited Vet. The precise role and activities of the SVP is dictated by the Terms of Reference issued by the respective State Association, however, generally the SVP should (when appropriate) consult with the State Association on veterinary matters.

HONORARY NATIONAL VETERINARY PANEL (NVP)

The AERA shall maintain a NVP comprising a member from each SVP having been nominated by their respective SVP. The NVP shall be chaired by a member of the NVP in a manner determined by the members of the NVP. The role of the NVP is determined by the Terms of Reference provided by the AERA, however, generally the NVP should (when appropriate) consult with the AERA on veterinary matters.

Appendix 3 – AERA Delegate Report (march 2018)

AERA had our first meeting of the year, with a couple of interesting presentations had, as well as a changing of the guard.

We now welcome our Alamdar Dastani as the AERA Vice President, alongside Peter Bice, and Ieva Peters as President for this year. Ieva takes over from Melanie Scott, who was President for four years. As the voting numbers per state is based on the amount of members for the year previously, VERA now have 3 votes allocated to us, a bigger voice for AERA.

AERA are pleased with the payment of invoices, and hopefully the issues we had last year are gone now that AERAspace is doing what it should in regard to affiliation fees.

One of the presentations was regarding how the outside world perceives Endurance. There has been some negativity regarding endurance, especially from overseas, and this presentation was about how we can change people's perceptions of our sport. It is called Social License to Operate. Julie Fieldler, from Horse SA, is planning on sending out a survey to members to find out opinions, and from there pick around 25 people to interview. This will be on an e-blast to members only, so cannot be effected by opinions of those outside of the membership.

We as a state need to reiterate to our Chief Stewards regarding adhering to our rules regarding horse containment. No matter what the ride the horse is entered in to, the fencing must comply with our rules. There was an incident in another state which has highlighted the importance of safety in camp.

There has been one rule change, which was voted on unanimously. Section 15, Vet to Horse ratio:

15.4 For rides of 120 kms or more (in one day), a separate additional treatment veterinarian is required to be present at the ride base.

Tamara Atkinson

Appendix 4 – TRP course held at Waterloo

Email received by Ellen Prestage from Geoff Jolly on 19-04-2018

The TPR course run at the Waterloo ride on the Saturday 14th of April went very well. The Vet that ran the Course was Narelle Cribb and the five that did the course were Sheryl Symes, Valerie Schleiter, Kerrie Blank, Nikki Hunt and Parick Lonexborough and Shannon Horvatck did a Refresher.

Narelle did a very good clear explanation with the theory and was on hand at all times with the practical work. Shery, Valeri, Kerrie and Nikki are all now provisional along with Patrick but I must point out that Patrick has a disability which is probably best explained by Eric and then it can be discussed by the committee on what they wish to do. I would like to thank Ellen for her help and experience and especially helping with the hard copies of everything in regards to the course.

I hope the Committee May consider another TPR course later in the year or early next year and I have already had an inquiry from someone do do it when we hold one next. Geoff Jolly - TPR coordinator