

VICTORIAN ENDURANCE RIDERS ASSOCIATION INC.

MINUTES OF STATE MANAGEMENT COMMITTEE MEETING

Date 21 September 2019
Location Quest Caroline Springs
234 Caroline Springs Boulevard
Caroline Springs

The meeting commenced at 10.00 a.m.

1. WELCOME BY PRESIDENT

Linda welcomed all the SMC members and visitors to the meeting and thanked the Committee members for giving up their time to attend.

2. PRESENT

Linda Tanian, Ellen Prestage, Kerrie Gabb, Jennie Armistead, Paulene Drew, Paul Nugent, Damien Little and Carol Laidlaw.

3. APOLOGIES

Apologies have been received from the following Committee Members:

- Geoff Jolly
- Martin Mizzi
- Michael Milne

4. CONFLICT OF INTEREST

Declaration of Conflicts of Interest by Committee Members

Committee Member	Point of Conflict	Reason
Kerrie Gabb	Mark Gabb (Webmaster)	Personal relationship
Damien Little	Bronwyn Cuthbertson (Logbooks) Sandy Little (CS)	Personal relationship
Linda Tanian	Castlebar Endurance	Team rider
Martin Mizzi	Kalimnah Farm	Team manager Swabbing – Sue Reid
Paulene Drew	Mt Cole Ride	Ride Organiser

5. VISITORS

The following members were present at the meeting:

- Mark Gabb
- Jeff Jarman

Carol provided Mark with a ride laptop to audit for upgrade.

6. MINUTES FROM PREVIOUS MEETING – 27 JULY 2019

6.1 Amendments

Nil

6.2 Adoption

Motion No. 01/09/19: Moved that the minutes from the meeting held on 27July be adopted.

Moved: Jennie Armistead

Seconded: Ellen Prestage

Carried

6.3 Business Arising

Nil

7. RATIFICATION OF ONLINE MOTIONS

Motion No. 02/09/19: That the online motions be ratified.

Moved: Paul Nugent

Seconded: Carol Laidlaw

Carried

8. CORRESPONDENCE

Actions to be taken in relation to Inwards Correspondence items:

- Kerrie to follow up with Mitchell Shire regarding an invoice for the room hire at Seymour
- Linda to respond to Mark Dunn and adopt the process for entering the TPR information under the Roles button on the Members record. A person record will be created for those TPRs who are not VERA members.
- Bronwyn Cuthbertson has been thanked for her suggestion and advised that rule books have already been printed and will be distributed to Members at forthcoming rides

Damien Little arrived at 10.14 am

All visitors and Damien Little (due to a declared conflict of interest) were asked to leave the room.

In Camera Discussions Commenced

In Camera Discussions Concluded

All visitors and Damien Little were invited to return to the meeting.

Actions to be taken in relation to Outwards Correspondence items:

- Linda will put together suggested wording for a rule change and distribute to the Committee before submitting to AERA

All visitors and Damien Little (due to a declared conflict of interest) were asked to leave the room.

In Camera Discussions Commenced

In Camera Discussions Concluded

All visitors and Damien Little were invited to return to the meeting.

Motion No. 03/09/19: That the correspondence be accepted.

Moved: Paulene Drew

Seconded: Jennie Armistead

Carried

9. REPORTS

9.1 Treasurer

The updated details for the VERA Asset List are as follows

Asset	Listed Location	Actual Location
Laptop – Toshiba Satellite	B. Cuthbertson	B. Cuthbertson
Laptop – Pink	J Smith	No longer operating – remove from list
Laptop	C Laidlaw	C Laidlaw x 2
Laptop	E Prestage	E Prestage x 2
Laptop	? Sandra/Paul	No longer operating – remove from list
Printer	B Cuthbertson	B. Cuthbertson
Printer	J Smith	Unknown
Printer	C Laidlaw	Carol uses her personal printer and has not had a VERA printer – remove from list
Printer	? Gippsland	This is a GERZ printer – remove from list

The old ride laptop held by Ellen needs to be upgraded before it can be used for rides. A quote was obtained by Mark Gabb for a Solid State Drive (SSD).

Motion No. 04/09/2019: That VERA purchase a SSD drive at a cost of \$105.00 as per the supplied quote.

Moved: Ellen Prestage

Seconded: Carol Laidlaw

Carried

Incoming Accounts

Name	Details	Amount
Tom McCormack	ETS and CS Training Weekend	\$263.15
AERA	Inv 864 - Insurance	\$718.00
AERA	Inv 865 – Affiliation Fees	\$820.00
The Original Printers	Inv 0766 - Rule Books	\$2,365.00
EA	Inv 95650 – Toongabbie Ride Swabbing	\$531.31
Ellen Prestage	Meeting Catering	\$52.49
Bronwyn Cuthbertson	Logbook Registrar Expenses	\$474.37

Motion No. 05/09/2019: That the tabled accounts be paid.

Moved: Kerrie Gabb

Seconded: Paul Nugent

Abstaining: Ellen Prestage

Carried

Kerrie advised that one of the Term Deposits is due for renewal.

Motion No. 06/09/2019: That the Term Deposit in the amount of \$52,195.15 be re-invested for a further 12 months.

Moved: Kerrie Gabb

Seconded: Jennie Armistead

Carried

A short 10 minute tea break was taken.

During the tea break it was determined that a better interest rate could be achieved by investing the Term Deposit for a shorter time frame.

Motion No. 07/09/2019: That Motion No. 06/09/2019 be rescinded.

Moved: Carol Laidlaw

Seconded: Paulene Drew

Carried

Motion No. 07/09/2019: That the Term Deposit in the amount of \$52,195.15 be re-invested for a further 3 months.

Moved: Kerrie Gabb

Seconded: Jennie Armistead

Carried

Motion No. 08/09/2019: That the Treasurer's Report be received.

Moved: Kerrie Gabb

Seconded: Paul Nugent

Carried

9.2 Ride Reports

Missing Ride Reports

The Ride Fees form has now been received from Mt Cole.

9.3 Calendar Coordinator/Insurance

The only ride affected to date by forest closure is the Murray River ride. They are looking at an alternative venue and will be checking tracks to see if suitable for an event. Kim Noble will not be running the Lancefield ride next year due to work commitments. It is possible that a ride might be run at Glen Lyon.

Ride Applications Received:

- Mt Cole Endurance Inc. submitted an application for the Mt Cole Endurance Inc Raglan CFA Fundraiser (distributed to SMC) to be run on 25-27 April 2020 and will consist of a 120km elevator and a 40km ride on Sunday Mt Cole Endurance Inc.
- Janine Smith on behalf of Moorabool Plains Endurance Inc. submitted an application for the Brimpaen Ride to be run on 28th & 29th March, dual affiliation with SA (if possible) and will consist of an 80km, 40km and a 20km on Sunday.

Motion No. 09/09/2019: That the Ride Applications from Moorabool Plains Endurance Inc. and Mt Cole Endurance Inc. be accepted.

Moved: Paul Nugent

Second: Ellen Prestage

Abstained: Paulene Drew

Carried

Motion No. 10/09/2019: That the Ride Application from Tallangatta Valley Endurance Ride for the 23rd and 24th November 2019 be accepted.

Moved: Paul Nugent

Second: Damien

Carried

Ride organisers are to be contacted and advice provided that the rides have been approved.

Ride Support Personnel

The following table shows the Ride Support Person allocated to the final rides for the year.

Ride	Person
Murray River Ride	Ellen Prestage
Buchan Tall Timber	Jennie Armistead
Great Western	Michael Milne
GERZ Championships	Not required
Ararat	Carol Laidlaw
Mt Cole	Geoff Jolly
Moyston	Martin Mizzi
VERA Training Seminar	Not required
VERA State Championships	Paul Nugent
Dergholm	Paul Nugent
Tallangatta Valley	Linda Tanian

9.4 AERA Delegates

It was agreed that the second VERA vote would pass across to Sioux as a result of her higher level of involvement in AERA duties as Damien's ongoing work commitments have not eased. The Committee thanked Damien for his approach and agreement to this change.

The list of Ride Secretaries who have access to AERASpace was reviewed and those people who have not been Ride Secretaries for a long time or have never been a Ride Secretary will have their access removed. People who had access for roles they no longer held have had the access removed already. The new Ride Secretaries will be added to AERASpace as well.

Break for lunch at 12.45 pm

9.5 Asset Officers

The arrows have been delivered to the trailer at Moyston. Geoff will be making up some straps to tie the marquee onto the top of the trailer as more room is now required for the new arrows. An adapter is required for the western trailer as the current one has gone missing. Linda to organise a quote for this item. A quote is also required for replacement of the two deep cycles batteries that were charged on the incorrect charger. Linda will organise this.

Motion No. 10/09/2019: That the bib purchase, totalling \$3,463.90 as per the Asset Officer's report, be approved.

Moved: Kerrie Gabb

Seconded: Carol Laidlaw

Carried

The requirements for first aid kits for the 3 trailers was discussed and options from St. Johns viewed.

Motion No. 11/09/2019: Moved that VERA purchase 3 Large First Aid Kits, 3 Workplace Soft case First Aid Kits and 9 x Personal First Aid Kits from St Johns Ambulance at a cost of \$833.25.

Moved: Kerrie Gabb

Second: Damien Little

Carried

A brief discussion ensued in relation to Defib kits. There was uncertainty about the charging requirements for the units so Kerrie will do some research to find out more information about the charging. Kerrie will also investigate alternative locations for getting scales calibrated at the end of the year – Weights and Measures usually undertake recalibration.

There is a need to overhaul the trailer declaration to add some wording around responsibility for replacement of broken equipment and appropriate time frames for the return of the trailer. Kerrie will get some laminated lists of equipment contained in the trailer.

9.6 Horse Welfare Officer

The Committee approved Carol Laidlaw taking on the role of Horse Welfare Officer.

9.7 Membership Registrar

It was agreed that VERA will write to Hussein Al Assardi and advise that he must purchase a ride bib before he enters any further rides.

9.8 Merchandise Officer

The Expression of Interest has been posted on FB and the website.

9.9 Point Score Officer

A post is required on social media to advise members about the inclusion of the Tom Quilty results in the VERA end of year awards.

9.10 Chief Steward Coordinator

It was agreed that VERA would accept Lyn's resignation with regret and thank her for her contribution to the sport. It was suggested that regular meetings be held between the CS folk to continue information flows. It was also agreed that the position would be left vacant at this point in time. The website needs to be updated to remove Lyn's contact details and the CS Report form also needs to be modified to change the delivery email address.

9.11 Veterinary Coordinator

Paulene advised that she would take on the Veterinary Coordinator role instead of doing Grants. She will contact Alex to organise a handover. Two vets may need to be added to the list – Dave who did the vetting at Mt Cole and one of his colleagues. Paulene to follow up on this. Email addresses and the Contact List on the website will need to be updated.

9.12 Webmaster

Mark will provide information on the outage date, time and duration so that this information can be communicated to the Committee and to Members via social media.

9.13 Swabbing Steward

A late report was received from Sioux Reid. Swabbing was conducted at the Mt Cole ride. 3 horses were randomly chosen by the Head Vet, Dr Lesley Hawson and CS, Lyn Taylor. All responsible persons were amenable and helpful. No issues arose.

Swabs were sent to ARFL the Monday following the ride. Swab identity numbers have not yet been published on the EA website which is in keeping with the time frame turnaround from ARFL.

All kits that were in my possession have been returned to ARFL in accordance with the request from Dorte Colja.

Jan Smith has arranged a swabbing steward for the State Champs at Raglan. Jan will also arrange the swab kits required. I will be present should the swabbing steward require assistance/guidance on any endurance questions.

10. GENERAL BUSINESS

10.1 VERA Training Seminar

Paul Nugent advised that he is unable to fulfil his commitment to TPR at the Training Seminar. Paul suggested that more information about the ride be sent to the local pony clubs and any adult riding groups in the area.

Current numbers are:

- 40km ride - 14 entries

- 20km ride – 6 entries
- TPR School – 13 participants

A letter of thanks needs to be sent to Horseland – Address is 2/78 Learmonth Road, Ballarat as thanks for the donation of prizes.

10.2 Errors at Ride Entry

Actions to be taken:

- Modify the ride entry form to provide guidance to Ride Secretaries in adhering to entry rules
- Provide a separate checklist that Ride Secretaries can follow
- Put up social media posts highlighting the entry requirements for riders
- Rulebook to be provided to members
- Location of rules on website
- Appoint Ride Mentors (notify Caroline Noble we are seeking more mentors)
- Get CS to run a quick session for newbies after pre-ride
- Remind everyone they have an obligation to read the rules

10.3 Full Up-Front Payment of Ride Entry Fees

It was determined that in 2020 the SMC would allow Full Up-Front Payment of Ride Entry Fees. The following are the conditions associated with this process:

- Decision to request full up-front ride fees be made by the RO
- Refund of ride fees will be provided if rider unable to attend
- Full refund of ride fees (excluding pre-nomination fee) if rider provides notification by Wednesday before the ride
- 50% refund of ride fees if rider provides notification on Thursday or Friday before the ride
- RO can decide to provide refunds above this limit but not below
- No requirement for a letter from the vet if rider not attending
- \$20 pre-nomination fee is non-refundable

Linda to confirm that the rule for no full up-front ride fees exists (may be a motion). Advise the Committee once this has been identified. Send a letter to the RO of the State Championships to remove this from the flyer.

10.4 2022 Tom Quilty

A new constitution and the details of the profit disbursement agreement needs created. Alex was removed as a member of the Selection Committee.

10.5 2016 Tom Quilty

A letter of thanks is to be sent to the TQ2016 Committee following repayment of the seed funding.

10.6 New Annual Trophy

The proposal for a new Annual Trophy for the Introductory/Intermediate Distance horse was discussed. Some further investigation is required on this matter to ensure consistency with the Introductory/Intermediate Distance Rider award rules. The horse must have a logbook and the prize will be a perpetual trophy and a replacement trophy. This was then changed to an embroidered rug showing the total distance achieved by the horse. This new award will be awarded for achievements reached in the 2020 year.

10.7 Rulebook Reprint

The printed rule books will be handed out to members only. The process will be:

- Ellen to bring the box of rule books to the Training Seminar
- Linda to print a membership list from the AS database
- Rule books will be distributed at rides
- Members names to be crossed out when a rule book is handed out
- Rule books will also be distributed at the AGM
- Sandra will require some books for new members (10) this year and the remainder once distribution is completed

10.12 Electronic Timing System

After reviewing the available information it was determined that VERA would purchase the ETS. AERA would be requested to provide a new system, not the existing system. It will be purchased at the start of the 2020 year to spread the Asset Replacement program over two financial years.

Motion No. 11/09/2019: That VERA purchase a new ETS system from AERA at the start of 2020 year.

Moved: Ellen Prestage

Seconded: Damien Little

Abstained: Jennie Armistead

Carried

Linda will put up a notice on social media and Damien will let Sandy know about the purchase.

10.13 Annual General Meeting

Two venues will be investigated – Caroline Springs and West Waters Hotel. It was decided that the AGM would be held in the afternoon with the Presentations in the evening. Kerrie will investigate the West Waters Hotel option and Ellen will follow up with Caroline Springs.

11. OTHER GENERAL BUSINESS

Paul handed in his Chief Steward Application. The process was discussed for becoming a Chief Steward. This will be distributed to Committee members for discussion and approval to proceed.

Kerrie passed on a discussion with Narelle Cribb who felt that there needs to be some more incentive for volunteers to participate. The Committee noted that the level of recognition for volunteers had been increased and that there was the incentive program that provide payment for participation.

12. LATE ITEMS

12.1 Late Correspondence Inwards

- Mark Dunn (Chair AERA HW Sub-committee) – Advising that all Invasive treatment forms have to be entered into the AERASpace system
- AERA – Responding with information regarding Rule 50.2 (distributed to SMC)
- Alex Enticknap – Resigning from the SMC Letter to thank him
- Mt Cole Ride Application
- Insurance for Training Seminar

Actions required for the late inwards correspondence:

- Gather Invasive Treatment forms and get these entered
- A rule change for 50.2 is to be submitted to the next AERA meeting
- A letter of thanks to be sent to Alex for his contribution to the sport

12.2 Late Correspondence Outwards

- Sandy Little – Requesting the Chief Steward’s Report from Ararat and the amended Chief Steward’s Report from Great Western (9/9/2019)

12.3 Addendum to Membership Secretary’s Report

Again, I was recently caught out by an interstate rider, not knowing he was an interstate qualified rider, he received a novice card in the mail.

Can I please put in a small request to hopefully avoid this in the future?

On the membership form it asks for the riders VERA membership number, could we possibly have this changed to read AERA membership number? The latest interstater didn’t fill this in so I naturally assumed he was a brand new novice member.

(After a phone call today from the NSWERA Membership registrar today, she informed me that regardless of which state the rider has come from, they should have the same member number, meaning I can use my current VERA membership number if I was to relocate to another state.

Could we also put a checkbox on page 2 saying something along the lines of: Have you ever been an AERA member in another state? If so, what was your interstate membership number which state

I have come across just so many double ups and when I can I merge them together (only if I am certain they are the same person), One of the reason’s this is happening because ROs or their volunteers are not putting in complete details when entering them into AERASpace and sometimes just their name! This is unfortunately having several “person” numbers created on AERASpace for the one person.

Not sure what the fix is but maybe my suggestions might help!

If there is time, could you please raise the subject at the meeting on Saturday?

It was agreed that the requested changes to the Membership Form will be implemented.

13. NEXT MEETING

The next meeting is scheduled for 26 October commencing at 10 a.m. The venue will be Quest Caroline Springs.

14. MEETING CLOSED

The meeting closed at 4.35 pm.