

# VICTORIAN ENDURANCE RIDERS ASSOCIATION INC.

## MINUTES OF SMC MEETING HELD ON 2<sup>ND</sup> FEBRUARY 2019

**Date** 2 February 2019  
**Location** 234 Caroline Springs Boulevard, Caroline Springs

### 1. Welcome

Linda thanked everyone for standing for committee and for attending today. Committee members were asked if all had renewed their memberships. All members have a current membership.

The SMC members present introduced themselves and provided a brief outline of the goals they wish to achieve while on the Committee. The common theme amongst all presentations was the desire to grow the sport of endurance in Victoria. The individual aims are:

- Linda – Improve the governance of the sport, support riders and ride organisers
- Kerrie – Timely reporting and documentation of treasurer's processes
- Paul – More rides on the calendar, streamline the processes of putting on rides
- Damien – Improvements in the way grievances are handled, supporting the membership base, volume of the rides including extending the areas that rides are held in
- Michael – Help on the governance side of things, growing participation of new riders and retaining existing members
- Carol – Want to see a lot more confidence in the Committee by members, look at our communications and improve this area, Members can see that we are working for their benefit
- Jennie – VERA move on out of the hole it has been in and help support riders and ride organisers
- Ellen – Want to see VERA get back up and get more rides and members
- Steve – Provide some more direction towards the member and growing the sport and bringing the kids into the sport

### 2. Present

Linda Tanian, Ellen Prestage, Paul Nugent, Carol Laidlaw, Damien Little, Michael Milne, Kerrie Gabb, Jennie Armistead, Steve Noble

### 3. Apologies

Alex Enticknap, Martin Mizzi, Pauline Wallace, Geoff Jolly

### 4. Guests

Lyn Taylor, Julie Woods, Jeff Jarman, Pauline Drew, Mark Gabb, Peter Laidlaw, Digger Leehane, Diane Leehane

### 5. Conflict of Interest

The following conflicts of interest were recorded for committee members:

Committee Member	Point of Conflict	Reason
Kerrie Gabb	Mark Gabb (Webmaster)	Personal relationship
Steve Noble	Kim Noble (Disciplinary Panel)	Personal relationship
Paul Nugent	Rebecca Williamson (Membership)	Personal relationship
Damien Little	Bronwyn Cuthbertson (Logbooks)	Personal relationship
Michael Milne	Matt and Shanna Milne	Disciplinary action
Linda Tanian	Castlebar Endurance	Team rider

## **6. Order of Agenda**

**Motion 01/02/19:** That the order of the Agenda be amended to accommodate visitors reports to be heard.

**Moved:** Linda Tanian

**Seconded:** Kerrie Gabb

**Carried**

### **Ride Report - Moyston 2018 State Championship**

The Chief Steward restated his report explaining an incident that occurred at this ride. Linda asked all visitors to vacate the room including Digger Leehane.

### **Meeting then moved to In Camera**

A discussion was held on the matter.

### **Meeting moved out of In Camera**

An explanation was provided to Digger Leehane of the actions that will be taken by the Committee to finalise investigation on this matter.

### **Swabbing Steward Report**

Sioux Reid gave a brief explanation on her role as Swabbing Steward and identified some process issues relating to the allocation of riders to be swabbed. Sioux requested approval from the SMC that she be able to always have on hand at least 2 swabbing kits.

**Motion 02/02/19:** That the VERA Swabbing Steward maintain 2 test kits at all times.

**Moved:** Carol Laidlaw

**Seconded:** Damien Little

**Carried**

### **Complaint from Pauline Drew**

Pauline outlined the issues she had encountered when trying to become a member of VERA. She felt that it should have been a friendlier introduction to the sport and that there was little information available to prospective members on how to join and the time frames for return of membership cards.

The Committee will look at providing information on both FB and the website to assist new people to become members. Contact also should be made with the Membership Registrar to obtain her views on what process improvements could be made and how interactions with prospective members can be improved.

Carol raised the previous practice of sending out a New to Endurance booklet to all Day Membership people. The document needs to be reviewed to ensure it is current and then passed onto Bek to send out. Forms need to be updated to include information on the 21 day time frame.

**It was resolved that the meeting return to standing orders.**

## 7. Minutes from Previous Meeting held on 1st December 2018

### Amendments to Minutes:

It was noted that the Dergholm ride, which was approved in 2018, was not on the VERA website. This needs to be updated. The Ride Calendar Coordinator will contact Steve Swan to get the Dergholm ride added to the AERA Calendar.

**Motion 03/02/19:** That the Minutes from the previous meeting be accepted.

**Moved:** Carol Laidlaw

**Seconded:** Steve Noble

**Carried**

## 8. Ratification of On- Line Motions

The online motions, as listed on the Agenda, were reviewed.

**Motion 04/02/19:** That the On-Line Motions be ratified.

**Moved:** Carol Laidlaw

**Seconded:** Michael Milne

**Carried**

## 9. Correspondence

### 9.1 Correspondence Inwards

#### 1. AERA Minutes from November 2018 Meeting

The previous SMC had asked for the rotation of the Tom Quilty to be changed because of the swap with NSW for the 50<sup>th</sup> Anniversary running of the ride. It was determined that the time frame to get the Quilty organised would be severely impacted by having the event run in 2021. The Committee agreed that the existing rotation should be maintained resulting in the next Victorian Quilty being held in 2022.

**Motion 05/02/19:** That VERA notify NSWERA and AERA that they are happy to maintain the current rotation.

**Moved:** Damien Little

**Seconded:** Kerrie Gabb

**Carried**

#### 2. Jane McLaughlin re Red and Yellow Card System for Poor Rider Behaviour

If this rule was to be implemented it would need to be bought in at a national level to prevent confusion for those riders that travel interstate. The Chief Stewards present at the meeting were consulted for their thoughts on the proposal. It was agreed by all that the existing rules provided sufficient power to the Chief Steward to deal with the issue. It was highlighted that the SMC had a role to play as well in dealing with issues that arose from rides.

A reminder should be posted to all riders that they are responsible for the behaviour of their strappers and camp members and that bad behaviour will not be tolerated. Jane is to be thanked for her suggestion and an explanation provided on why it has not been adopted.

#### 4. Kim Moir re Sponsorship Opportunities TQ19

**Motion 06/02/19:** That VERA take out a Bronze Sponsorship package for TQ19.

**Moved:** Steve Noble

**Seconded:** Jennie Armistead

**Carried**

### 9.2 Correspondence Outwards

#### 1 Matthew and Shanna Milne re Payment of Penalties

The President has been in contact with Matt and he has committed to paying the outstanding fine by 28<sup>th</sup> February 2019

#### 2 Financial Details from 2016 Quilty

Damien will discuss this issue with Sandy and Bronwyn. A letter is to be sent requesting information on the financial status of the 2016 Quilty and when VERA can expect to have the seed funding returned.

**Motion 07/02/19:** That the correspondence be accepted.

**Moved:** Carol Laidlaw

**Seconded:** Jennie Armistead

**Carried**

The meeting was suspended while a lunch break was taken from 12:15 pm – 12:47 pm.

### 10. Allocation of Roles

The following roles have been allocated.

Position	Allocated
AERA Delegates	Damian Little Linda Tanian Sioux Reid (as observer) As there are only two AERA votes these will be held by the SMC members
Honorary Vet Panel	Narelle Cribb Helen Spencer (yet to confirm)
Horse Welfare Officer	Carol Laidlaw
Swabbing Steward	Sioux Reid
Logbook Registrar	Bronwyn Cuthbertson
Membership Registrar	Bek Williamson
Pointscore Registrar	Caroline Noble
Merchandise Officer	Caley Rees
AERASpace Contact Officer	Bronwyn Cuthbertson Carol Laidlaw
TPR Coordinator	Geoff Jolly
Veterinary Coordinator	Alex Enticknap
Assets Officer	Kerry Gabb Michael Milne

Calendar Coordinator/Insurance	Paul Nugent
Webmaster	Mark Gabb
Social Media	Jen Green
Ride Organiser Support	To be shared by all SMC
Chief Steward Coordinator	Lyn Taylor
Governance	Linda Tanian Michael Milne

Allocation of role related email addresses will be completed by Mark Gabb. Notification to be sent to the Webmaster and the Social Media Officer for publication. Members to be asked to contact role holders using the vicera email addresses. Existing role holders are to be asked to move any VERA related emails into the vicera email. Mark Gabb to provide assistance to role holders to set up emails on devices.

Paul will contact all Committee members to ascertain for which ride they will be the Ride Organiser Support person.

## 11. Reports

### 11.1 President

As per the Agenda.

### 11.2 Treasurer

As per the Agenda.

#### 1. Incoming Accounts

**Motion 08/02/19:** That the Incoming Accounts be paid.

**Moved:** Kerrie Gabb

**Seconded:** Jennie Armistead

**Carried**

#### 2. External Bookkeeper

Kerrie explained that VERA is not big enough to warrant an external bookkeeper who only works on VERA's behalf one half day per week. It is very difficult to get items finalised due to this restriction.

**Motion 09/02/19:** That the book keeping be brought back in house under the control of the Treasurer immediately.

**Moved:** Kerrie Gabb

**Seconded:** Ellen Prestage

**Carried**

### 11.3 Calendar Co-Ordinator and Insurance:

An insurance claim has been received from Hans Peuker after the fall from his horse at the Raglan ride

Ride Applications have been received for the following rides:

Ride Name	Dates	Distances
Yalcca (Strathmurton)	11 & 12 May	10, 20, 40 Km – Saturday 40, 80km – Sunday

Mt Cole Fund Raiser	31 August & 1 September	40, 80km
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Hans is possibly interested in running a ride at Grenville but the biggest hurdle is lack of volunteers. Still waiting on applications from Landsborough, Waterloo, GERZ and Neerim South.

Paul will put together an information pack for Ride Organisers to assist them with their preparation for rides. The pack needs to include a How to Run Rides, AERA Vet Fees, AERA Ride Fees information and forms from VERA, committee contact points and anything else that may assist them. Linda to help Paul on this task.

The Ride Fees Form needs to be updated to include the new schedule of fees.

**Motion 10/02/19:** That the Yalcca and Mt Cole Fund Raiser rides be approved for inclusion on the calendar.

**Moved:** Paul Nugent

**Seconded:** Ellen Prestage

**Carried**

#### 11.4 Assets Officer

No inventory of the items contained within the Central trailer have been received as yet. The purchase of the marquee for the Western trailer has not yet been completed by Steve. First Aid Kits in all trailers need to be upgrade. The newly appoint Asset Officers will undertake a physical stock take of all assets, update the asset register and develop an Asset Replacement program. In addition, a policy on the use of VERA assets by external parties is required.

#### 11.5 Honorary Vets

The Committee was very supportive of an education program for vets and Narelle is to be advised to proceed with this initiative as well as the production of the standard equipment list for Treatment Vets. Alex to follow up with Narelle.

#### 11.6 Membership Officer

As per discussion regarding Member complaint about the membership application process the Committee will provide higher visibility of the requirements of the membership application (including time frames). This will be included on the website, Forms and on the FB page. Advertise the membership upgrade and rider bibs processes on the website and in a New Member package that needs to be developed.

Plastic Membership Card pockets will be purchased and provided to the Membership Secretary.

It was noticed that the Membership List did not display all the Life Members. Life Members need to submit a Membership Application Form each year to remain on the list of Members.

#### 11.7 Merchandise Officer

The Committee were in support of the information provided. Further details are required from the Merchandise Officer regarding the colour scheme to be used in the merchandise range and what sizes were going to be available. Plain samples should be obtained for people to try sizes and look at the materials. The size range needs to include larger sizes.

The Committee would prefer to have a full cloth cap rather than the mesh. Bald people get sunburn from the mesh caps. It was suggested that, at a later stage, coffee cups could be introduced into the range.

The Order Form needs to be updated to include:

- Standard style
- Postage and Handling
- Contact Details

### 11.8 Point Score Officer

The Committee discussed the process for undertaking swabbing when a positive result was returned. It is a lengthy process when taking into account the timeframes contained in the rules. If a positive result is returned later in the year there is no real opportunity to shorten the process without compromising the outcome. It was accepted that the Pointscore may be impacted.

It was agreed that an education program, as discussed with the Swabbing Steward, is important to assist riders, particularly new members, to understand their obligations in regard to the non-use of Prohibited Substances.

### 11.9 TPR Coordinator

Damien will obtain a list of the people who have worked as TPR Stewards for the last two years from AERAspace. The TPR Coordinator needs to contact these people to check if they wish to remain as TPR Stewards.

The Membership Form will be updated to include a checkbox to indicate whether the Member is a TPR Steward. The Membership List will be updated to include a column to indicate whether the Member is a TPR Steward.

Ride Organisers can arrange for their own TPR steward or contact the TPR Coordinator to assist them.

### 11.10 Webmaster

Responses to questions raised:

Question	Response
1. I have the ability to do Email blasts a lot like the QERA do, which allows us to send a newsletter out monthly with links to new articles and any content that needs to be sent out as an update. Is this something VERA wants to use?	Yes, this will be useful but need to provide an Unsubscribe option. Add a checkbox on the Membership Form to opt in to receive the email blast.
2. Do we also want to keep uploaded a full list of member's emails for the ability to blast out an email to all members regardless of subscribing to let them know of much needed information (rule changes, ride cancelations, AGM business)?	Yes
3. Review of all forms for updating before reloading to page (some are years past review date)	Yes, review required but will need to define a style guide first. Need to update the email addresses to the vicera format.
4. 3 months from now decommission vicenduranceriders.com.au as it's not really used at all and only costs more money to renew.	Yes

5. Who will take main responsibility for communications between SMC and Webmaster?	The President will be the main contact point
6. Does any Committee member have content they want uploaded at this stage?	Nothing required immediately
7. Does VERA want to reserve areas on the webpage for sponsorship? Do we allow logos for sponsorship on ride flyers?	Care needs to be taken with sponsors and ride flyers which may have opposing sponsors (e.g. feed suppliers). This needs to be covered in the Communication Policy. Further consideration is required before this can be finalised.
8. What sort of autonomy will I have in my ability to post articles and new updates? Can I Contact ROs directly and ask for information on rides and updates for reviews and articles.	Anything controversial needs to be checked. Direct contact with ROs is ok.
9. Suggested email accounts	Full list provided
10. Should all SMC members have email?	Yes
11. Should Disciplinary Panel members have email?	Yes, but these are not to be publicised as the DP is an internal mechanism. Emails are to be in the format: dpmember1@vicera.com.au
12. Could I please get a blurb mission statements, and photo of each committee member?	To be provided by the end of the week

## 11.12 Social Media

Jen Green, Mark Gabb and Sioux Reid have worked tirelessly to get the website up and running. There have been over 1700 visitors to the site so far.

## 12. General Business

### 12.1 State Championship 2019

The anomalies with the motions from the previous year in relation to the 2019 State Championships were dealt with.

It was determined, from advice provided by Committee members from the 2018 Committee, that the motion passed at the August 2017 meeting for VERA to pay for all vets at 2018 SC plus the top 5 rugs was a once off motion and was not meant to be a change in policy. Due to lack of interest in running the State Championships the SMC talked Sioux Reid into running the event at the Moyston ride. The SMC agreed to pay up to \$4000 because Sioux had only budgeted to run an 80k ride and did not have funds for the State Championships.

**Motion 11/02/19:** That the motion passed at the August 2017 SMC meeting to hold the Victorian State Championship on September 28<sup>th</sup> – 30<sup>th</sup> September 2019 be rescinded.

**Moved:** Ellen Prestage

**Seconded:** Damien Little

**Carried**

Following further discussions on the process adopted in 2018 relating to the State Championships it was determined that an Expression of Interest be called to allow for fairness and equity of opportunity for all ROs. The original motion awarding the State Championships needs to be rescinded.

**Motion 12/02/19:** That Expressions of Interest to conduct the 2019 VERA State Championship be open with the closing date of 27<sup>th</sup> February 2019.

**Moved:** Kerrie Gabb



**Seconded:** Michael Milne  
**Carried**

## **12.2 Confidentiality Agreements**

All members of the SMC members and VERA support personal are required to sign a Confidentiality Agreement with VERA and return to the Secretary asap.

## **12.3 Meeting Location**

The Committee has decided that future meetings will be held at the Quest Caroline Springs, 234 Caroline Springs Boulevard, Caroline Springs.

## **12.4 SMC Reporting/Meeting Schedule**

All reports are required 3 days prior to distribution of Agenda to SMC members.  
Dates of meetings have been distributed.

## **12.5 Electronic Timing System**

The information from Steve Swan was considered by the Committee. There are still some issues to be sorted out including who will be responsible for the new asset, who is responsible for any damage that may occur, what supporting policy needs to be put in place for the use of the system, etc.

A quick survey of Ride Organisers should be conducted to see which rides would use the equipment if it was purchased.

The Lancefield ride is planning on using the Electronic Timing System at its ride and will report back to the SMC. Further action is to be delayed until this report is received.

## **12.6 Ride Secretary Training**

There are several members interested in learning how to do the Ride Secretary/Data Entry process. VERA needs to train additional people to be Admins to reduce the burden on our current AERAspace administrator and to reduce the risk for the Association in having a single person who has the knowledge/capability. Further discussion with Colleen Shaw will determine dates and arrangements required.

## **12.7 Laptop for Secretary**

Carol and Mark will obtain quotes for a basic laptop with Windows 10 and MS Office Suite Home/Student version.

## **12.8 New Membership Class**

Held over to March meeting due to insufficient time.

## **12.9 Forest Access**

Held over to March meeting due to insufficient time.

## **13. Late Items**

### **13.1 Outstanding Disciplinary Matter**

A letter of complaint from Bronwyn Cuthbertson has been located and identified as being still outstanding from the previous year. Further investigation work is required to assist the Committee to identify what is required to resolve this issue.

### **13.2 Logbook Secretary's Report**

Logbooks during 2018 was sporadic, with some months seeing more than 20 applications and others only 1 or 2. The first half of the year is always more busy.

There were a number of refunds made to members applying for a novice logbook and including the AERA horse registration. This registration is not required and cannot be processed with a novice application. Prior to 2018 we had been running a credit for the horse when they qualified but decided this was difficult when it spread over different financial years. So now I request banking details for the book keeper to process a refund of the over payment.

Logbook traffic for 2018:

- Total novice logbooks processed = 64
- Total novice to endurance upgrades = 30
- Total replacement logbooks (for lost/damaged/full) = 6
- Total owner transfers = 17

Current logbook stock held:

Logbooks = 45 (50 purchased in Nov 2018)

Logbook covers = 45 (50 purchased in Nov 2018)

Yellow covers = 25

I run an Excel spreadsheet for each month and can forward this to the treasurer at the end of each month to enable them to correlate to the AERA invoice.

### **13.3 Dual Affiliation for Mil-Lel Ride**

SAERA have requested that the Mil-Lel ride be dual affiliated with VERA. The ride will be held over the Easter Weekend of the 18<sup>th</sup> – 22<sup>nd</sup> April 2019. Rides offered will be 3 x 20kms, 3 x 40kms and 3 x 80kms over three consecutive days.

It was felt that, at this stage, the VERA ride calendar was not yet finalised and it was too early to advise if dual affiliation could proceed. If a Victorian ride was available for the Easter weekend it should be given precedence. The Secretary is to follow up with SAERA to find out the latest date by when confirmation of dual affiliation is required.

### **13.4 My Club Shop Sponsorship – Kim Noble**

I have a nice new sponsor on board for the NCER ride at Lancefield. They are a clothing line and are linked to the website, My Club Shop, <https://www.myclubshop.com.au/about>. This is basically a fundraising option.

I have registered NCER in it, and they are also putting an entry option into it for me which will be basic to start with but I believe could be customised to get all the details we need to print out on entry forms. This will give other payment options like Paypal and I think credit card.

I would like to suggest it to the SMC to look at for VERA as an option for the merchandising, as there is no upfront or out of pocket costs and 10% of apparel goes straight back to the club and I think it was 5% of electrical goods.

I will send a sample of their riding tights along with Steve to the meeting on Saturday for you to look at. I will be getting some other items with the NCER logo on it before the March meeting to look at.

I understand there may not be time to look at this in this meeting but I thought I'd send the info through while it was fresh in my mind.

The SMC were quite interested in this option and will wait for further feedback from Kim after the Lancefield event. When looking at this option the Committee needs to include the Merchandise Officer in the discussions to assess the impact on what Caley is doing currently.

### **13.5 Offer from Britt D'Hondt/Coates Hire**

Britt to be advised that the Committee is definitely interested in this proposal and work on how it can be made available. A package of advertising needs to be put together to offer to Coates in return for this sponsorship.

### **13.6 AERA Late Correspondence**

The following items of late correspondence were received from AERA:

- Swabbing Requirements for 2019
- Updated Biosecurity and Horse Health Declaration Forms
- AERA Delegates & Nomination Form
- AERA Confidentiality Agreement

A budget for swabbing needs to be developed to ensure that VERA meetings the 2% swabbing target. The updated forms are to be made available on the website and via FB. ROs to be notified that there are new forms. Delegates are to complete the Nomination Form and these are to be submitted to AERA. Delegates are also required to sign and return the AERA Confidentiality Agreement

## **14. Other Business**

### **Special Meeting**

As there are several outstanding disciplinary items it was agreed that a special meeting would be held to deal with these issues as there would be insufficient time available in a normal meeting. A specific date is to be identified and communicated to Committee members.

## **15. Next Meeting**

The next meeting is to be held on the 23<sup>rd</sup> February 2019 at Quest Caroline Springs, 234 Caroline Springs Boulevard, Caroline Springs to commence at 10:00 am.

## **16. Meeting Closed:**

The meeting was declared closed at 5:14 pm.