

VICTORIAN ENDURANCE RIDERS ASSOCIATION INC.

MINUTES OF STATE MANAGEMENT COMMITTEE MEETING

Date 13 April 2019
Location Quest Caroline Springs, 234 Caroline Springs Boulevard
Caroline Springs

1. WELCOME BY PRESIDENT

Linda welcomed SMC members and visitors to the meeting.

2. PRESENT

Linda Tanian, Paul Nugent, Ellen Prestage, Kerrie Gabb, Carol Laidlaw, Geoff Jolly, Michael Milne, Jennie Armistead, Martin Mizzi, Damien Little.

3. APOLOGIES

Apologies have been received from Alex Enticknap and Steve Noble. Lyn Taylor also submitted an apology.

4. VISITORS

Julie Woods and Sioux Reed attending the meeting.

5. CONFLICT OF INTEREST

Paul indicated that the conflict of interest with Bek Williamson as Membership Registrar is no longer applicable. Michael Milne indicated that the disciplinary action relating to Matt and Shanna Milne was now finalised and the conflict is no longer applicable.

Committee Member	Point of Conflict	Reason
Kerrie Gabb	Mark Gabb (Webmaster)	Personal relationship
Steve Noble	Kim Noble (Disciplinary Panel)	Personal relationship
Damien Little	Bronwyn Cuthbertson (Logbooks)	Personal relationship
Linda Tanian	Castlebar Endurance	Team rider
Martin Mizzi	Kalimnah Farm	Team manager Swabbing – Sue Reid

6. MINUTES FROM PREVIOUS MEETING – 23 FEBRUARY 2019

6.1 Amendments

No amendments to the minutes were identified.

6.2 Adoption

Motion 01/04/19: That the Minutes from the meeting held on 23 February 2019 be accepted.

Moved: Carol Laidlaw

Seconded: Geoff Jolly

Carried

7. RATIFICATION OF ONLINE MOTIONS

MOTION 02/04/19: That the Online Motions be ratified.

Moved: Michael Milne

Seconded: Ellen Prestage

Carried

8. CORRESPONDENCE

8.1 Inwards

Vanessa Smith – It was identified by Kerrie that no refund would be required as Vanessa will be retiring from the sport at the end of 2019.

The President asked all visitors to leave the room along with Damien Little (as a result of a declared conflict of interest) while the response from Bronwyn Cuthbertson was discussed.

In Camera Discussion Commenced

In Camera Discussion Concluded

Visitors and Damien Little were invited to return to the room.

Nomination of Julie Woods for Committee position – This nomination has been withdrawn. The Committee requested that Julie works with Paulene Drew to document some of the history of the sport and have articles available for inclusion on the website and FB.

Vet for TQ2019 – The Committee agreed that Ash Greeves would be nominated as the Victorian Vet representative. Linda to follow up with Ash and advise TQ19.

Motion 03/04/19: That Ash Greeves be the nominated VERA Vet for 2019.

Moved: Martin Mizzi

Seconded: Geoff Jolly

Carried

Jil Bourton – Approval given to loan the clocks on the basis that the cost of repair of any damage is to be borne by the RO. VERA will organise the repairs and an invoice for payment will be sent to the RO.

Central West Investigation – All Committee are to read the documentation as this issue has a high impact on endurance. Geoff Jolly will continue to be involved along with Linda.

8.2 Outwards

To	Details	Action
Jane McLaughlin	Advising that the Committee had not adopted her Red/Yellow card proposal	
Bronwyn Cuthbertson	Advising progress on her bullying complaint against Eric Thomas	
Eric Thomas	Advising progress on the bullying complaint lodged against him	
New Market GW	Providing completed Section 3 Association Form for claim	
Jen Moncur	Advising of unsuccessful application for Membership Registrar role	

To	Details	Action
Sallyann Bulk	Advising of unsuccessful application for Membership Registrar role	
Robyn Player	Advising of unsuccessful application for Membership Registrar role	
Sandra Feil	Advising of successful application for Membership Registrar role	
AERA	Notification of Chief Stewards for TQ2019	
SAERA	Confirmation of dual affiliation for the Mil-Lel ride	
Lyn Taylor, Digger Leehane & Sandy Little	Forwarding the TQ19 Risk Management Plan for their information	
Kim Stephens (Table Top OC)	Advising that VERA has approved dual affiliation of the Table Top endurance ride	Add the ride to the website calendar and to FB
AERA	Asking about contact person to discuss travel arrangements and reimbursements for the CS who will be travelling to TQ19	
Coates Hire	Asking what is required to get the sponsorship deal finalised	Follow up
Bek Williamson	Invitation to attend the next meeting to discuss her letter of complaint relating to incidents at Mt Cole ride in 2018 – Bek has declined the invitation as she has something else on that weekend	
Pet Horse & Farm	Thanking them for their involvement in the Endurance Seminar	

8.3 Late Inwards

Date	From	Details
7 April 2019	Steve Noble	Applying for leave of absence from the Committee until the end of July
12 April 2019	Susan Gill	Requesting a change in ride distance from 80km to 100km elevated
12 April 2019	Paulene Drew	Expressing an interest in taking up a committee position
12 April 2019	Kim Moir	Requesting an article for inclusion in the TW19 Yearbook
12 April 2019	Equestrian Australia	Forwarding an invoice in the amount of \$335.24 for sample testing from the 2018 Raglan ride.

The request for Leave of Absence was granted.

Motion 04/04/2019: That the Inwards and Outwards correspondence be received.

Moved: Kerrie Gabb

Seconded: Paul Nugent

Carried

9. REPORTS

9.1 President

The updating of the VERA and AERA Forms are continuing and these will be uploaded to the website as soon as they are completed. With over 45 forms this is a time consuming task.

There needs to be a documented process around applying for permits from Shires, DWELP, Parks and other authorities. This could be developed into some pro-forma documents which can be distributed to ROs.

Michael will provide his Risk Management Plan after the ride so that this could be used as a pro-forma. Geoff will provide details of what he uses for the Landsborough ride. Some of the existing ROs would also be useful as a resource for documenting this process.

An article needs to be published on the costs of running a ride for the benefit of members. Geoff Jolly and Jennie Armistead will send costing details from their rides to use as the basis for the article.

An invitation has been received from the TQ19 Committee to attend the official launch of the 2019 Tom Quilty Gold Cup at Stirling's Crossing on 4 May. This has been declined due to the distance to be travelled for an hour and a half launch.

9.2 Treasurer

The issue of the missing documentation for reimbursement of Martin Mizzi was discussed and it was agreed that reimbursement should be made to Martin Mizzi while Kerrie continues to try to obtain the paperwork.

Motion 04/04/2019: That the reimbursement of costs for the 2018 VERA Quilty Team entry fee and flowers for Tamara's funeral totalling \$160 be paid to Martin Mizzi.

Moved: Kerrie Gab

Seconded: Carol Laidlaw

Abstained: Martin Mizzi

Carried

The process for obtaining the WWCC accreditation was investigated and it is cost free. This should be put up on the website and FB to advise members and volunteers.

Erin is handling insurance matters now that Kendal is on maternity leave. Martin will get the Central Trailer registered once it returns from the Murray River ride.

It was agreed that Kerrie should look at combining bank accounts where it is reasonable to do so to reduce the number of accounts. This can be done once feedback has been sought from the support personnel who use these accounts – Membership Registrar, Logbook Registrar and Merchandise Officer – to ascertain the impact on their activities. The fundraising account can be closed.

Motion: 05/04/2019: That the fundraising account be closed and the remaining funds be transferred to the cheque account.

Moved: Kerrie Gabb

Seconded: Jennie Armistead

Carried

The Committee determined that the Ride Deposit fee should be changed to \$80 for any rides for 2020. Rides still being put onto the calendar for the 2019 year will remain at \$60. This needs to be publicised on the website and FB and ROs need to be notified. The terminology is to be changed from Ride Deposit (which indicates some funds may be returned) to Ride Application Fee. The Ride Application Form should be updated.

The Treasurer is to be given authority to pay the account for the hire of the meeting room at Quest without needing to submit the account each meeting but only to a maximum of \$300. Where this amount is exceeded the account needs to be bought to the Committee.

Motion 06/04/2019: That the Treasurer be approved to pay for the hire of the meeting room at Quest up to a maximum of \$300.

Moved: Kerrie Gabb

Seconded: Paul Nugent

Carried

Martin provided advice that the \$1,000 had been correctly written off at a previous SMC meeting and that this should have been minuted. No further action is required on this issue.

Incoming Accounts

Name	Details	Amount
AERA	Inv's #749,750,756 – February accounts	\$6,052.17
Linda Tanian	AERA Delegate Incentive	\$150.00
Kerrie Gabb	Postage, bib materials, stationery and Intuit registration	\$98.35
Linda Tanian	Reimbursement of thank you gift for Martin Mizzi	\$35.00
AERA	March accounts	\$3,709.50
Damien Little	Ride Secretary, Supplies for Endurance Seminar	229.50
Carol Laidlaw	Lunch for meeting	30.30
Equine Australia	Swabbing for Raglan Ride	\$335.24
Martin Mizzi	Supplies for Endurance Seminar	235.60

Motion 07/04/2019: That the tabled accounts be approved for payment.

Moved: Kerrie Gab

Seconded: Ellen Prestage

Abstained: Linda Tanian, Kerrie Gabb, Damien Little, Carol Laidlaw and Martin Mizzi

Motion 08/4/19: That the Treasurer's Report be received.

Moved: Kerrie Gabb

Seconded: Jennie Armistead

Carried

9.3 Ride Reports

Following issues with a couple of memberships at the Lancefield ride it was determined that Rule 27.4 needs to be advertised and highlighted to Members, Riders, Ride Secretaries, Ride Organisers and Chief Stewards. It also needs to be pointed out that the Chief Steward is the final decision maker for any issues relating to the ride and these issues should be referred to them. It should also be noted that the rule for next year will be changed to requiring the rider to present their membership card. The Committee determined that a photo of the card was insufficient and that the card itself should be presented.

The Position Description for the Membership Registrar also needs to be updated to indicate that the Committee delegates its responsibility for approval of memberships to the Membership Registrar.

Following advice from the Membership Registrar it was determined that Memberships will not be processed at rides and it is the member's responsibility to ensure they get their membership processed in plenty of time to ride.

9.4 Calendar Coordinator/Insurance

Tina Manousaki has been talking with the people who have offered assistance to see if they can pull a ride together. Paul Moralee hasn't been in touch with Paul Nugent yet to discuss his possible ride.

The President asked all visitors to leave the room while the conversation with Emma Hollands regarding the running of a ride was discussed.

In Camera Discussion Commenced

In Camera Discussion Concluded

Visitors were invited to return to the room.

Lunch break was taken from 12.40 pm to 1.00 pm

The application for Moyston was discussed. Sioux proposed to run the ride on the 25th and 26 May originally. Discussions around the impact on the Buchan ride, particularly taking into account that Great Western want to run on 22 & 23 June, lead to Sioux being asked to consider an alternative date. Sioux will look at the 14th & 15 September to see if this is workable. Rides would be 40km on Saturday and 40 & 80km on Sunday.

The application for the Great Western ride was approved. This ride will be run on the 22nd and 23rd June and will have an 80, 40 and a distance under 20km all run on the Sunday.

Motion 09/04/2019: That the application for the Great Western ride, to be run on 22 and 23 June, be approved.

Moved: Paul Nugent

Seconded: Ellen Prestage

Carried.

Susan Gill submitted a request, via email, to increase the ride distance from 80km to a 100km elevated ride for Buchan. Consideration is also being given to changing the intermediate ride distance, dependent on the track configuration.

Motion 10/04/2019: That the increase in ride distance for the 80km to a 100km elevated ride for Buchan be approved.

Moved: Carol Laidlaw

Seconded: Paul Nugent

Carried.

To assist members understand the reasoning around the charging of the full price for those riders who chose not to elevate an article needs to be posted on FB and the website. Ask Robyn Albers to highlight the elevated rule.

9.5 AERA Delegates

Sioux Reid will be obtaining a video clip of swabbing and this needs to be posted on FB and the website. We also need to publicise how horses are selected for swabbing.

A discussion ensued on when the selection of horses under the random swabbing option is to occur. Under the rules it is identified that this needs to occur before the start of the first leg.

9.6 AERAspace

It was determined that this report had never been provided and that it was uncertain as to the value of the report so it will no longer be included on the agenda.

9.7 Assets Officer

The Committee discussed the ownership of the GERZ trailer and the requirements for registration, insurance, maintenance and repair of the trailer. GERZ will advise of the decision as to whether ownership can be passed to VERA. This needs to be on the agenda for the next meeting.

Martin will ask Steve Noble about the replacement marquee for the Western trailer. If it hasn't been purchased as yet Michael will add this item to the Asset Replacement List. Linda will follow up with Jen Moncur about the appropriate First Aid Kits. At the next meeting there should be a full list of the items that need to be replaced.

9.8 Horse Welfare Officer

Report received.

9.10 Logbook Registrar

Linda will email Bronwyn to ask why the Logbook Registrar report has not been presented and whether there is some block to being able to produce it for meetings as her report has only been tabled once out of the 3 meetings held so far in 2019.

9.11 Membership Registrar

It was noted that there are 5 Life Members. The underlying data for this report has now been fixed. The only life member who has not yet renewed their membership is Sandy Little.

Kerrie will follow up on the suggestion of opening an Australia Post account, which can be utilised by all VERA Committee and support personnel. Controls are required on the use of the account and a check is to be done to ascertain if any costs are associated with opening and maintaining the account.

The letter to Susan Gill regarding the manufacturing of the bibs is yet to be done. Ellen will follow up on this task.

9.12 Merchandise Officer

The SMC would like to see some samples and determine the colour scheme before further progress can be made on the merchandise line. Kerrie will liaise with Caley to organise samples. Catalogues should be obtained so that the range of available options could be viewed and a decision made. Embroidability could be the supplier as merchandise could be mailed out. This needs to be made a priority.

9.13 Point Score Officer

Report received.

9.14 TPR coordinator

Strategies to increase the number of TPRs on the list include:

- Do a FB post and seek people who will go on to the list
- TPR School to be run in the second half of the year
- Add the tick box on the Membership form to flag people who are TPR Stewards
- Additional people to be added to the list are: Robyn Player, Frank Cullen, Jennie Armistead, Tracey Harper, Michael Taylor. Geoff will update the list

The suggestion relating to the provision of a stethoscope and thermometer upon completion of the 3 provision rides by a TPR Steward was not supported as the evidence seems to suggest people do not complete many rides after that.

It was determined that VERA would run a TPR School/Training seminar at Landsborough in the second half of the year. This will be a VERA ride so Committee members will be expected to take on roles to assist with the workload. Linda and Geoff will work on a specific date for this weekend.

9.15 Chief Steward Coordinator

The Committee determined, in relation to the printing of the rule book, to:

- The quote from The Original Print Studio for \$2,425 + GST be accepted
- Get a run of 250 rule books printed
- These will be distributed to all members
- Copies will be handed out and the member crossed of a checklist
- If members are not going to be at a ride then they can send in a stamped, self-addressed envelope to the Membership Registrar for their copy
- The cover of the rule book will be the colour version
- The existing sponsors on the covers of the rule book should be removed and replaced with VERA sourced sponsors
- Submit a grant application to cover the printing of the rule books

Motion 11/04/2019: That the quote from The Original Print Studio for \$2,425.00 + GST be accepted for the A5/Colour option.

Moved: Geoff Jolly

Seconded: Ellen Prestage

Carried

The Committee agreed that we need to follow up with the Justice Department and see if checkpoint staff need a WWCC.

It was determined that a separate First Aid form was not required as there are so many forms now that it is becoming confusing.

It was agreed that VERA should promote the NSWERA video clips by adding the YouTube links on FB and website again.

The Committee determined that the 14 day time frame required of Chief Stewards to have their reports submitted would remain in place.

9.16 Veterinary Coordinator

Martin has provided the battery details to Alex.

9.17 Webmaster

A question was raised as to whether the webmaster could open and access any of the emails sent to Committee. The understanding is that the email header information only is viewable.

As AERA is looking at having ride nominations and membership applications as part of a new development for AERASpace we should put the payment portal on hold for the time being.

Responses to questions raised in the report:

Question	Response
Does the committee want an online share drive (similar to Dropbox/OneDrive/Google drive) for storage of important documents so they can't get lost between committees?	Yes
Is there any new content the committee would like to see on the website?	Need to complete the current list of tasks first before looking at new content
We have been allowing people to submit an email address to be used for newsletters. Are we going to fulfil this obligation or just let it lie for now?	Need to ascertain if members are interested in having a newsletter and if there is anyone who might be interested in being a Newsletter Editor.

9.18 Swabbing Steward

Sioux provided information on the event at which she was a swabbing steward recently. During that time, she was provided information on a random number generator app that could be used for selecting the positional number for horses to be swabbed. It was confirmed that the random selection of horses to be swabbed must be completed before the start of the first leg of the event as per rule 6.3.2 of Section 5 of the AERA rules.

9.19 Social Media

The Committee agreed that it would be good to have a Sponsorship portfolio so that some long term strategic relationships can be created. This is to be put on the agenda for further discussion.

9.20 Grievance Officer

Report received.

10. GENERAL BUSINESS

10.1 2022 Tom Quilty

Linda will prepare a timeline to identify the due dates for items within the Expression of Interest process. Some research into how other states set up the structure of the Tom Quilty Committee should be undertaken. Michael will provide some advices on structures to assist in determining whether a separate Association and Bank Account is required. A copy of the most recent AERA Tom Quilty Guidelines should be obtained and distributed amongst the SMC members.

The financial outcomes from the 2016 Tom Quilty needs to be finalised and a letter of demand should be issued for the return of seeding funds from the 2016 Quilty Committee. This will allow the new committee to have access to funds to commence their preparations.

10.2 People Leaving Rides Early

No outcome was determined on this because of the issue of needing to have the logbook signed by the vet before the horse can leave the grounds if early exit is required. While the logbooks can be held there needs to be some determination on how the rider can be given approval to leave before presentations. Linda will follow up with Narelle and will also talk with Chief Stewards to ascertain their thoughts. Logbooks should not be handed out early and will require a registered postage paid envelope to be provided or have someone else pick up the book.

10.3 2019 State Championships

The following arrangements have been put in place for the outstanding SMC tasks for the State Championships:

- Paul Nugent will be the SMC representative on the Disputes Committee
- Jennie Armitage will organise the Top 5 Completion Rugs
- Linda Tanian will provide Jennie with the details of what is required to be embroidered onto the rugs

10.7 Member Survey 1

As can be seen from the categorised results the big ticket item is rides. This is not surprising given the lack of rides on the calendar this year. The number of responses for each category is:

- Rides – 27
- Inclusiveness – 11

- Miscellaneous – 11
- Disharmony – 9
- Governance – 9
- Commercialisation of Sport – 6
- Members – 6

Carol has done an article on the BC that we can publicise. This will be sent to the Committee to review before being posted. Further work on appropriate actions for the survey responses will be required before the next meeting.

10.10 Costs for CS Attendance at TQ19

The committee agreed to fund the second CS to attend the TQ19 event.

Motion 12/04/2019: That VERA pay for one Chief Steward to Travel to TQ19.

Moved: Martin Mizzi

Seconded: Carol Laidlaw

Carried

11. ACTION LIST

The Action List was not reviewed due to a lack of time.

12. NEXT MEETING

The next meeting is scheduled for 18 May 2019 commencing at 10 a.m. The venue will be Quest Caroline Springs.

13. MEETING CLOSED

The meeting was declared closed at 5.17 pm