

VICTORIAN ENDURANCE RIDERS ASSOCIATION INC.

STATE MANAGEMENT COMMITTEE MEETING AGENDA

Date 1 February 2020
Location Quest Caroline Springs
234 Caroline Springs Boulevard
Caroline Springs

The meeting commenced at 10.03 am.

1. WELCOME BY PRESIDENT

The President welcomed all to the first meeting for the 2020 year.

2. PRESENT

Linda Tanian, Carol Laidlaw, Ellen Prestage, Kerrie Gabb, Mezcal Manners, Michael Milne, Paul Nugent,

3. APOLOGIES

Apologies were received from the following Committee Members:

- Paulene Drew

4. CONFLICT OF INTEREST

Declaration of Conflicts of Interest by Committee Members

Committee Member	Point of Conflict	Reason
Kerrie Gabb	Mark Gabb (Webmaster) GERZ	Personal relationship Gippsland Championships
Paulene Drew	Mt Cole Ride	Ride Organiser
Ellen Prestage	GERZ	Gippsland Championships
Paul Nugent	Bek Williamson	Personal Relationship
Mezcal Manners	GERZ	Gippsland Championships

5. VISITORS

The following members attended the meeting:

- Hans Peuker
- Ken Bradley

6. MINUTES FROM PREVIOUS MEETING – 30 NOVEMBER 2019

6.1 Amendments

6.2 Adoption

6.3 Business Arising

Due to the late delivery of the minutes it was determined that the Committee needed further time to review and advise amendments. The adoption of the minutes will be handled by an online motion.

7. MINUTES FROM TELECONFERENCE – 16 JANUARY 2020

7.1 Amendments

Nil

7.2 Adoption

Motion No. 01/02/2020: That the minutes of the Teleconference held on 16 January be adopted.

Mover: Paul Nugent

Seconded: Carol Laidlaw

Abstained: Mezcal Manners

Carried

7.3 Business Arising

The issue of Sandy not currently being a member was raised. As a non-member we cannot implement disciplinary action against Sandy. It was also pointed out that Sandy does not have the WWCC registered for the VERA organisation. This is a requirement that needs to be met.

Linda will notify Sandra to provide advice if Sandy submits a membership application. Linda will also notify Sandy that the disciplinary action will be held in abeyance until he becomes a VERA member.

8. RATIFICATION OF ONLINE MOTIONS

Motion No. 02/02/2020: That the online motions be ratified.

Moved: Ellen Prestage

Seconded: Kerrie Gabb

Carried

9. CORRESPONDENCE

9.1 Inwards

Actions to be taken in relation to Inwards Correspondence items:

- Publish the meeting notes from the last AERA meeting on FB and the website
- The request for dual affiliation of Mil Lel Marathon triggered a discussion on getting more rides on the calendar for members – either being run in Victoria or through dual affiliation. It was agreed to extend the 100km radius for rides to increase accessibility. Protection was still required for VERA rides to ensure ROs still had the opportunity to have the highest possible attendance.

Motion No. 03/02/2020: That VERA increase the distance for dual affiliation of interstate rides to 300km and exclude interstate rides from affiliation on the same or adjacent weekends to a VERA approved ride.

Moved: Carol Laidlaw

Seconded: Paul Nugent

Carried

- Advise SAERA of the agreement to dual affiliating Mil Lel and the change in the dual affiliation ruling
- Publicise the AERA, Insurance and Vet Fees for 2020
- Distribute the information from AERA on TPRs and CS
- Provide a response to AERA on the NVP terms of reference

Motion 04/02/2020: That the inwards and outwards correspondence be accepted

Moved: Ellen Prestage

Seconded: Michael Milne

Carried

10.ALLOCATION OF ROLES

The following role allocations were completed/accepted by the Committee.

Position	Current	New
AERA Delegates	Sioux Reid Linda Tanian	Sioux Reid Linda Tanian Kerrie Gabb TBC
AERA Management Committee (new role)	New Role	Linda Tanian
Honorary Vet Panel	Narelle Cribb	Narelle Cribb TBC
Horse Welfare Officer	Carol Laidlaw	Carol Laidlaw
Swabbing Steward	Sioux Reid	Sioux Reid
Logbook Registrar	Bronwyn Cuthbertson	Bronwyn Cuthbertson
Membership Registrar	Sandra Feil	Sandra Feil
Pointscore Registrar	Caroline Noble	Caroline Nobel
Merchandise Officer		Mezcal Manners
AERASpace Contact Officer	Bronwyn Cuthbertson Carol Laidlaw	Bronwyn Cuthbertson Carol Laidlaw
TPR Coordinator		Ellen Prestage
Veterinary Coordinator*	Paulene Drew	Paulene Drew
Assets Officer*	Michael Milne	Michael Milne
Calendar Coordinator/Insurance*	Paul Nugent	Paul Nugent
Webmaster	Mark Gabb	Mark Gabb
Social Media	Jen Green	Jen Green
Ride Organiser Support*	See Calendar Coordinator section	
Governance	Linda Tanian Michael Milne	Linda Tanian Michael Milne

It was determined that investigations into utilising the website to order/pay for the merchandise range should be conducted. If a payment module is not available, then payments could be direct debited and matched against an order from the website.

11. REPORTS

11.1 President

The date for the Ride Organiser Training was tentatively set for 4 July 2020. Proposed venue will be at the Seymour Leisure Centre.

11.2 Treasurer

Incoming Accounts

Name	Details	Amount
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Ellen Prestage	Catering	37.93
Carol Laidlaw	Catering	17.20
	Total	55.13

MOTION 05/02/2020: That the tabled accounts be paid.

Moved: Kerrie Gabb

Seconded: Michael Milne

Abstaining: Carol Laidlaw, Ellen Prestage

Carried

Ellen identified that more Vet Cards are required for adding to the trailers. She will obtain a quote for the purchase of more cards and put up an online motion to allow an order to be placed.

The Ride Trailer Declaration may need to have the email address checked. All forms should be checked for currency and correct email addresses.

Motion 06/02/2020: That the Treasurer's Report be received.

Moved: Kerrie Gabb

Seconded: Carol Laidlaw

Carried

11.3 Ride Reports

VERA State Championships

The SMC determined that it was not acceptable to have 2 dates set aside for the State Championships. It was also identified that the October date was just 2 weeks after the Quilty so ride attendance would likely to be impacted. It was also pointed out that for riders, there was difficulty in training their horses for two separate dates. Linda will contact David to discuss these issues.

11.4 Calendar Coordinator/Insurance

Ride Applications

Paul reported that he had spoken with Sioux Reid and she has a lot on her plate at the moment. She has yet to consider a date for the Moyston ride. Paul indicated that he hasn't spoken with Sandy and Bronwyn about a ride. Linda will follow up with Matthew Walsh about a ride at Rochester with the offer of assistance from Michael Milne.

Ride Support Personnel

The following people were allocated to the rides on the VERA calendar:

Ride	Person
Rosedale Training Weekend	Not required
Brimpaen	Carol Laidlaw
Eldorado	Linda Tanian
Mt Cole	Ellen Prestage
GERZ Championships	Not required
Ararat	Michael Milne
VERA State Championships	Paul Nugent
Tallangatta Valley	Linda Tanian

Linda will advise the ROs who the Ride Support Personnel are for their ride. Ride Support Personnel are to contact the RO prior to the ride to offer any support required.

The VERA Training Weekend Planning Sheet was reviewed and updated.

Brimpaen – Dual affiliation with SAERA has now been applied for by Janeen Smith (RO). Paul will need to modify the calendar to remove the dual affiliation until approval is received from SAERA.

Insurance

Paul indicated that there was nothing to report regarding insurance issues.

11.5 Assets Officer

Update

The Hire Agreement and the VERA Asset Policy need to be reviewed by Committee and comments provided back for inclusion by 8th February prior to adopting both these documents.

ROs need to be advised of the existence of the medallions to enable them to take advantage of these as trophies. Cost to ROs is \$4 for the introductory medallions and \$5 for the intermediate medallions.

There are only 26 State Championship medallions remaining. The Committee discussed ordering more of these. It was suggested that we look into purchasing buckles for the State Championships.

Michael to get advice from an insurance broker on whether VERA needs specific insurance coverage for the trailers and contents. Need to determine if it is covered by car insurance if being towed or is stolen from the storage location or burnt in a shed fire. Kerrie to follow up with SureWise.

11.6 Membership Registrar

Sandra could do a membership drive via email to remind existing members about renewing their memberships. This should be done in time to allow membership cards to arrive before the VERA Training Weekend. Members are to be reminded of the rule change that now requires showing their membership card at a ride otherwise entry to the ride will not be allowed. ROs to be notified of this rule as well.

11.7 Merchandise Officer

Spoke with a supplier of uniforms and they would not be interested in dealing with our members by processing the orders as suggested.

11.8 Point Score Officer

No details on the final swabbing are available as the samples are anonymous to the SMC. The only way that we know if a positive swab is returned is once AERA provides notification of an infringement.

11.9 TPR Coordinator

Tasks arising from the allocation of this role to Ellen Prestage are:

- TPR list to be sent to Ellen
- Ellen to send out a letter to all TPRs asking them to nominate a ride they wish to TPR at
- Highlight the incentive scheme that is available
- If the TPR is interested in a specific ride notify the ROs to assist with staffing the ride

11.10 Webmaster

Actions required:

- Joomla Upgrade – SMC is happy to proceed with the update. Would like to know what effort is required and what benefits we get from moving to the next version.
- Email Accounts – Actions to be completed:
 - Purge inboxes on all emails not in use
 - Look at the cost of purchasing more storage
 - Investigate online storage options – Michael will look at Google pricing
 - SMC to review storage options and delete
- SMC agreed that the ride information form should be sent out. Mark can send this out 2 months before the ride to gather the information and then update the website.
- Need to get the Pointscore section of website updated as a priority – provide advice on the functionality provided via the Joomla upgrade
- Get merchandise email set up for Mez
- Mez to provide a profile for inclusion on the website

11.11 Grievance Officer

The Grievance Officer advised that there is nothing to report at this point.

12. GENERAL BUSINESS

12.1 Sub-committee to Assist Ride Organisers

Ken advised that this is something he has been thinking about for a while. Our number of rides have been dwindling and we haven't changed our way of doing things. If we don't change, we will get the same results. He suggested a sub-committee to support ROs with running rides.

- People are worried about running rides
- Too much red tape involved
- They don't know what is involved, what it takes to run a ride
- Venues may not be suitable anymore and population is expanding into
- Ken's idea is to get 4 people on to a sub-committee to find venues, find tracks that would be suitable, find people that might be interested in running the event
- Take the red tape out of the way for them
- Have a format for the permit application processes and have it set up in a template to get the approvals
- Have a consistent ride base
- Talked about Tolmie (near Mansfield) as a ride base – lots of great facilities and easy access to the state forest
- Costs for the venue are \$7.50 per person camping and \$350 for hall hire
- We could run lots of rides from there
- SC would approach the local pony clubs to run the event
- Preparation of a handbook to assist the ROs – just focus on the things they need to do
- Pay an advertising company to promote the sport
- Get our pre-ride advertising sorted as we are not good at publicising the sport to a wider audience
- It was suggested that the SC would consist of Ken Bradley, Hans Peuker, Russ Gillingham, Martin Mizzi
- Could have a video clip to promote the sport and do presentations at various functions/locations

Motion No. 07/02/2020: That the Ride Support Sub-committee, consisting of Ken Bradley, Hans Peuker, Russ Gillingham and Martin Mizzi, be formed with an initial task of producing a Ride Support Strategy for presentation at the April 2020 SMC meeting.

Moved: Ellen Prestage

Seconded: Paul Nugent

Carried

A Terms of Reference document is required for the SC to provide guidance and scope. It was suggested that a SC be formed for promotion of the sport. Would need to set up a Terms of Reference document for this SC and then define how it would work in with the Ride Support SC. Need to advertise for people to be part of the Promotions SC.

Need to get the email addresses and mobile for the new SC.

12.2 Ride Organiser Training

It was agreed to run a training session on the 4th July. This needs to be planned and the following elements organised:

- Advertising
- Include on calendar so insurance is covered
- Speakers
- Venue

12.3 Medallions

It was agreed that the medallions would be charged out at the current price as a measure of support for ROs. Carol will look into pricing some certificate paper so that completion certificates could be produced.

12.4 End of Year Awards

It was agreed that a line be drawn with no changes to be made to past results. There are too many changes and too much emotion associated with trying to right whatever was incorrect. There is considerable difficulty in discerning what was the correct version of the documentation.

The rules for the end of year awards are:

- Horse awards go to the AERA registered horse (look at the rulebook to ensure we have the same definition there – may be novice and endurance) competing at VERA affiliated rides
- Person awards go only to VERA members competing at VERA affiliated rides

This will require a review of the current policy, update to reflect the current rules, approval and adoption. Once adopted a publicity campaign is required to ensure all members, as well as the pointscore officer, are aware of the changes.

12.5 Website Forms

All forms are to be reviewed, dates changed, email addresses updated and the forms are to be converted to PDF.

12.6 2022 Tom Quilty

Expression of interest dates to be updated and posted. Inc. association could cover all the possible rides that may be run as well as the TW. Michael to investigate the constitution.

The Selection Sub-Committee is comprised of the following:

- Linda Tanian
- Kerrie Gabb
- Paulene Drew
- Ellen

12.7 Meeting Schedule

The updated meeting schedule is:

- 1 February
- 29 February
- 18 April
- 23 May
- 20 June
- 25 July
- 29 August
- 3 October
- 7 November
- 5 December

An updated list is to be sent to all VERA SMC, Support Personnel and to the members on FB and the website. Ellen will organise the booking of the Quest Caroline Springs.

13. LATE ITEMS

13.1 Late Correspondence Inwards

- Kerryn Agnew – Advising that she has requested a refund of entry fees for the 2020 State Championship but has not yet received the refund despite a number of contacts with Bronwyn Cuthbertson. Linda rang Bronwyn pm 31/1/2020. She said that she thought all the refunds had been done. There wasn't many, only 4 or 5. She'll look into it and get this organised. Notified Kerryn of the conversation with Bronwyn. Kerryn has advised that Bronwyn has been in touch.

13.2 Late Correspondence Outwards

- Jil Bourton – Advising that the request for dual affiliation cannot be approved as the Monarto ride is outside the 100km limit

13.3 Late Report

Hello SMC.

I'm looking forward to managing our Social Media again in 2020.

The VERA Facebook group is now widely accepted as being the most useful, user friendly, informative and comprehensive of the State groups. Our on the ball moderators, zero tolerance approach to drama and adherence to our policies makes it very inviting for people to use.

Naturally there has been a big slump in traffic over the Christmas/January period as rides always generate the most activity.

There have been no issues of note to report since the report for the November 2019 meeting.

I have a couple of ideas for 2020 which I will go through before our Rosedale ride.

My aims in 2019 were to encourage new participants to come to our VERA rides and to improve our public profile. I don't have access to AERAspace to measure new rider statistics but saw a lot of new people at the rides. Our public social media face is always bright, friendly, encouraging and transparent now and I believe that certainly contributes to acquisition of new members.

My aim for 2020 is to generate interest for Ride Organisers and volunteers. There are a few initiatives I have on simmer and I hope to bring them to fruition as the year gets going.

Don't hesitate to contact me for any assistance or with any ideas or feedback.

Yours in Endurance
Jen Green

Lyn Taylor provided some information on bush fires charities for the information of members. These are to be posted on FB. Lyn is also keen to do the introduction to rules on FB. We need to commence with information that will be useful for the start of the year.

14. NEXT MEETING

The next meeting will be held on 29 February 2020.

15. MEETING CLOSED

The meeting closed at 3.20 pm

DRAFT