

# VICTORIAN ENDURANCE RIDERS' ASSOCIATION INC.

## DIVISION ASSOCIATION MANAGEMENT COMMITTEE MEETING (DAMC)

### AGENDA/MINUTES

Date April 9<sup>th</sup>, 2025

Time 7pm

Location Teams

1. WELCOME BY PRESIDENT – PAUL NUGENT
2. PRESENT: PAUL NUGENT. SHANNON DECKER. SIOUX REID. DONNA NICHOLAS. ANG LEA. SIMON THOMAS. VIRGINIA REICHENBACH. ERIN STEINBACHER. HELEN SPENCER LEFT AT 8.00
3. APOLOGIES: NICOLE PORTER.
4. CONFLICT OF INTEREST

The Conflict of Interest register was confirmed

Committee Member	Point of Conflict	Reason
Paul Nugent	Bek Williamson (point score officer) Lancefield Ride	Personal Relationship Ride Organiser
Sioux Reid	Moyston Ride	Ride Organiser/Drug Steward/AERA President
Linda Tanian	Aera Database Sub Committee	Vera Member
Helen Spencer	Ararat Ride	Ride Organiser/Vet

5. VISITORS: MARTIN MIZZI 7.15PM – 7.30PM.
6. MINUTES FROM MEETING HELD ON 12<sup>TH</sup> MARCH & 18<sup>TH</sup> MARCH, 2025

6.1 Amendments: None

6.2 Adoption

Motion No.(1) Apr 25: That the minutes from the meeting of 12<sup>th</sup> & 18<sup>th</sup> March, 2025 be adopted.

Moved: Donna Nicholas

Seconded: Helen Spencer

Carried: Yes

6.3 Business Arising: None

## 6.4 Action List

## 7. RATIFICATION OF ONLINE MOTIONS

Description	Yes	No	Abstain	Non Vote	
<b>Motion: That Donna Nicholas and Sioux Reid have one proxy vote for AERA in 2025. Moved: Nicole Porter Seconded: Virginia Reichenbach</b>	<b>8</b>		<b>1</b>	<b>1</b>	<b>10</b>
<b>Motion: Adjustment to Moyston ride application: 20km Saturday with TPR school. Sunday Elevated 60 &amp; 80km Be accepted. Moved: Nicole Porter Seconded: Ang Lea</b>	<b>9</b>		<b>1</b>		<b>10</b>

### RATIFICATION OF ONLINE MOTIONS

**Motion No.(2): Apr 25 That the ratification of the online motions be adopted.**

**Moved: Donna Nicholas**

**Seconded Sioux Reid.**

**Carried: Yes**

## 8. CORRESPONDENCE

### 8.1 Inwards Correspondence

Date	From	Details
12/3/25	Susan Woodward	Radincon Sponsorship FWD - DAMC
12/3/25	Kim Moir - AERA	AERA AGM 26 March 2025 and financial review report FWD-DAMC
13/3/25	Clare Fleming	Re: Dual Affiliation with NSW
14/3/25	Kim Moir - AERA	AERA Management Committee Meeting appointment of Office Bearers and Sub-committee members FWD - DAMC
14/3/25	Sioux Reid	Breakdown of Insurance Fees FWD - DAMC
16/3/25	Kim Moir - AERA	AERA - International Distance FWD – DAMC Asking for response
17/3/25	Linda Tanian	Re: Kerrie Gabb access
19/3/25	Tanya Beacham	TQ25
19/3/25	Narelle Cribb	IV Fluid Storage 2 to a box and can be stored in trailer. FWD - DAMC
19/3/25	Susan Woodward Rabincon	State Championship sponsorship.
20/3/25	Kim Moir – AERA	Processing of Chief Steward Forms
20/3/25	Linda Tanian	Response from request for Secretary to have AERA Access.
25/3/25	Kim Moir – AERA	IDP FWD - SMC
26/3/25	Kim Moir – AERA	AGM & MC Meeting to appoint Office Bearers and Sub-committees
26/3/25	TQ25 Committee	TQ25 Sponsorship Proposal
26/3/25	Helen Barnes	New membership enquiry.
28/3/25	Kim Moir – AERA	AERA Meeting Details FWD – SMC
29/3/25	Kim Moir - AERA	AERA – Action Website FWD - SMC
31/3/25	Kim Moir – AERA	Snake Valley ride finalised.
3/4/25	Elisa Shaw	Logbook enquiry FWD – Logbook Registrar
5/4/25	Kim Moir – AERA	Agenda for AERA Meeting 12/4/25 FWD - SMC

## 8.2 Outwards Correspondence

Date	To	Details
13/3/25	ASA Admin	Re: Kerrie Gabb to have aerospace access.
13/3/25	Kim Moir AERA	Re: Headlamp insurance implications.
14/3/25	DAMC	Kim Moir response to headlamp insurance implications
14/3/25	Wendy Riha	Changing Nikki Robinsons email address
18/3/25	DAMC	TQ25 Team Nominations
19/3/25	ASA Admin	Access to Aeraspace for Secretary
19/3/25	Tanya Beacham	TQ25
19/3/25	Heather Stuchbree	TQ25
19/3/25	Narelle Cribb	Storage of IV Fluids
19/3/25	Susan Woodward	Re: Sponsorship for State Champs
19/3/25	Sioux, Narelle, Helen	Thank you for accepting role of TQ25 Team Selectors
19/3/25	Russell Gillingham	Excerpts from Minutes re: Vet report
20/3/25	Kim Moir – AERA	AERA VERA Delegates.
20/3/25	Kim Moir - AERA	National IDP response
20/3/25	Kim Moir – AERA	Special Resolution for AGM VERA response.
20/3/25	Jen Green	Re: Social Media & Marketing Proposal
20/3/25	Bronwyn Cuthbertson	Response to Logbook report.
20/3/25	Kim Moir – AERA	Notification of VERA AERA Delegates.
20/3/25	Mark Gabb Webmaster	Ratified minutes from February 2025
27/3/25	Helen Barnes	Responding to Membership questions.
3/4/25	Elisa Shaw	Responded to logbook enquiry
6/4/25	ASA Admin	Re: Secretary AERASPACE Access.

- **Motion No (3) Apr 25 Motion that correspondence has been received.**  
**Moved: Donna Nicholas**  
**Seconded: Virginia Reichenbach**  
**Carried: Yes**

## 9. REPORTS

### 9.1 President – Paul Nugent

Brimpaen was a well run event which was reasonably supported.

### 9.2 Treasurer

Bills paid March

AERA Inv 2391 - \$970

AERA Inv 2392 - \$836

AERA Inv 2399 - \$3000

AERA Inv 2422 - \$5558

AERA Inv 2423 - \$1652

AERA Inv 2405 - \$986.26

Bookkeeper reimbursement \$318

Webmaster reimbursement \$193.66

Daniel Watt Reimbursment \$ 147.29

Accounts paid so far in April  
 VIC Roads trailer registration × 2 \$ 133.40  
 AERA Inv 2455 - \$ 3350  
 AERA Inv 2456 - \$ 966

**MOTION No (4) Apr 25:** That the tabled accounts be paid.  
**Moved:** Helen Spencer  
**Seconded:** Paul Nugent  
**Abstained:**  
**Carried:** Yes

**Motion No (5): Apr 25:** That the Treasurer's Report be received.  
**Moved:** Helen Spencer  
**Seconded:** Ang Lea  
**Carried:** Yes

### 9.3 Rides – Nicole Porter

Rides 2025	Chief Steward	Head Vet	Ride Sec
Eaglehawk Extravaganza 24/4/25 – 27/4/25	Digger Leehane	Ash Greeves	Mark Gabb
Eldorado 19/7/25 – 20/7/25			
Ararat 9/8/25 – 10/8/25	Sandy Little	Helen Spencer	Damien Little
Moyston/TPR School 13/9/25 – 14/9/25	Paul Nugent	Narelle Cribb	Damien Little
Mia Mia 26/9/25 – 28/9/25			
Mount Cole State Championships 10 <sup>th</sup> -12 <sup>th</sup> October			
Dergholm 1/11/25			
Gerz 15/11/25 – 16/11/25			

### 9.4 Bookkeeper - Kerrie Gabb

#### From Meeting 11/03/2025

I have reconciled all the transactions after a conversation with the president on what each transaction is, and supplied reports, but please be aware I still need copies of the following for the auditor:

- 1) 19/01/2025 - invoice paid Osko sent end year awards \$291.50
- 2) 19/01/2025 - invoice paid Osko send Swabbing Equestrian Australia \$384.41
- 3) 12/02/2025 – money in Osko Received Legendary Moorabool Plains \$1,530. – This ride fees form is required for the auditor, but also for the SMC so the amount paid into the bank can be verified against the report and AERA.

**As at the 06/04/2025 I am still waiting for this paperwork**

Banking – I have filled in the forms to be signed so I can be re added to the bank accounts, and forwarded them to the SMC on 17/02/2025. I am still waiting on 2 other signatories to sign and send these back. Please note the outgoing treasurer is still listed on all the bank accounts, and the incoming treasurer is only listed on the log book - memberships account and none of the others, which potentially means the outgoing treasurer and the president need to sign the new treasurer and myself up for every bank account.

**As at the 06/04/2025 this has not changed**

**From 03/02/2025**

I have raised the issue that a ride application form has not been supplied for \$85.00 that was deposited on 17/01/2025. Numerous times since then I have raised the query. I was told an RO had paid and had not decided on when the ride would be run, therefore no ride application fee has been done. On the 8/03/2025 I was informed by the president that this \$85.00 would be refunded to the RO.

**As at the 06/04/2025 this has not been done, if this is not refunded I will need a copy of an application form for the auditor.**

#### **From 08/03/2025**

AERA Invoices - After discussions with the president I will do a collation of the AERA invoices, to match against rides held within Victoria. I have a template of this from years ago, so as soon as it is done, I will forward this to the SMC.

**As at the 06/04/2025 this cannot be completed as I am still waiting for the Ride fees form from Mia Mia, I have it all completed except that part.**

As per the Ride Fees form, the RO's of each ride, are the make sure the fees form is to be sent to the treasurer and paid into the VERA account within 14 days of the ride. The Mia Mia Ride held in Nov 2024 form is now well over due, and there has been no payment received from the Eldorado ride held in March 2025 and no ride fees form has been forwarded to me from the SMC. Perhaps the SMC need to be following up on this with the RO's. As noted above the incoming treasurer still has no access to the main bank account and can not see any transactions, so this would make her job extremely hard to notice these issues of ride fees not being paid.

As per the letter from the auditor last year, they will no longer be doing audits from their office, as their auditor has retired. The SMC asked me to track down a new auditor. I have not done this as yet, as until the SMC can supply the paperwork I have been requesting since the start of the year (via messages, phone calls, emails and reports), I feel I will be wasting my time finding an auditor as no auditor will pass the audit without all the paperwork.

#### Reports supplied

- Balance sheet as at 06/04/2025
- P & L YTD

#### **9.5 Assets Officer – Paul Nugent**

Nothing to report.

#### **9.6 Horse Welfare Officer – Simon Thomas**

Nothing to report.

#### **9.7 Logbook Registrar – Bronwyn Cuthbertson**

Trailers are finished. One more lot of invoices to send in. Am working on an asset list for the trailers. Logbooks are going well.

#### **9.8 Merchandise Officer – Shannon Decker**

Jackets for TQ25 will be ordered shortly.

#### **9.9 Point Score Officer – Bek Williamson**

Nothing to report

#### **9.10 TPR Coordinator – Russell Gillingham**

Nothing to report.

#### **9.11 Veterinary Coordinator – Russell Gillingham**

Nothing to report.

**9.12 Grievance Officer – Kasey Thomas**

Nothing to report.

**9.13 Governance Sub-committee – Sioux Reid. Donna Nicholas**

State Champs Policy. See attached.

**Motion (6 ): Apr 25 The State Champs policy Version 7 be adopted.**

**Moved: Sioux Reid**

**Seconded: Shannon Decker**

Next policies to be updated: Trailer Pick up/Return Policy. Bibs. Ride Entry Fees. Childsafe.

**9.14 Memberships – Wendy Riha**

	2024 EOY	2024 YTD	2025 YTD
Adult rider	122	93	89
Junior rider	5	4	7
Associate	2	0	0
Intermediate	10	7	9
Junior Intermediate	3	1	0
Life	4	4	3
<b>TOTAL</b>	<b>146</b>	<b>109</b>	<b>108</b>

**9.15 Social Media – Jen Green**

Nothing to report.

**9.16 Webmaster – Mark Gabb**

No report received.

Simon Thomas will be working with Mark to launch the new VERA website.

**9.17 Aera Delegate – Sioux Reid**

The Annual General Meeting brought minimal changes to the membership of the Management Committee and Delegates and a few changes to Sub-committees. Please refer to the AERA website and keep up to date with the people who are working at the national level to support the sport of endurance in the coming year. Thank you to all who committed extra personal time to do so. There is still time to join sub-committees, and I encourage all delegates to look at the list and offer to take part.

The AGM brought forward some interesting discussions that have given us food for thought about the next year.

- We know that we will lose two members from the Management Committee who have made significant contribution to the working of this committee, and we all need to be thinking of anyone in our circles who could take on some of these positions. The special resolution by VERA to change the tenure of AERA MC members was lost.
- Also lost was the special resolution by NSWERA to form a national IDP and IAC. There was a lively discussion concerning this but, without the financial costs of doing so being part of the submission, majority of DA MC's voted against. Other than that detail, NSWERA presented a well thought out submission that may well come back to the table for further discussion and voting.
- It was also suggested that perhaps the AERA Constitution is ready for review having been in operation since March 2020, and this may come to the table during the year in preparation for the next General Meeting.

- As a group we also welcome new blood and young ideas and see the attendance of Delegates as perhaps gaining some understanding of how AERA functions, so that they may see the value in being an active part of future Management Committees.

TQ25 is in 'full speed ahead' mode and I look forward to seeing many of you in our 'Apple Isle', Tasmania.

I also look forward to working with the AERA MC and delegates in 2025 all and wish all our DA members the best of riding in the coming months.

**9.18 Honorary Vet – Narelle Cribb**

Nothing to report.

**9.19 TQ Sub Committee - Sioux Reid. Donna Nicholas**

Nothing to report.

**9.20 Newcomer Support Group – Erin Steinbacher, Martin Mizzi (invited)**

Martin Mizzi joined the meeting and it was discussed that Martin would attend rides and camp with the newcomers to support and guide them through the process. Will be looking at engaging a group of experienced endurance people to assist as well. Erin will be helping and will work with Martin to work out the What, When, Where etc.

Simon suggested an area put aside for this with advertising on facebook, Instagram and website to let newcomers know and the ride organisers.

Martin will send in dates that he will be able to attend and is looking to run a seminar.

**9.21 Instagram - Ang Lea**

Nothing to report.

**GENERAL BUSINESS**

**10.1 Social Media Management & Marketing - Ang Lea Sent to DAMC 8<sup>th</sup> February, 2025**

Ang requested more Admin to help with Instagram Page. Virginia will become an admin.

It was discussed how Facebook would be VERAs main social media page and that Instagram will be on a 3 month trial to gauge if it is necessary. There was concern that with too many social media platforms that information would be confusing and lost if it got posted to one site but not the other, as we have the VERA Facebook Group, VERA website plus Getting fit for a Forty Facebook Group.

**10.2 TQ25 Sponsorship Proposal Sent out 5/12/25**

**Motion No (7): Apr 25:** That VERA allocate \$1,000 for sponsorship for TQ25.

**Moved: Paul Nugent**

**Seconded: Shannon Decker**

**Carried: Yes**

**LATE ITEMS**

**11.1 None**

**12.0 NEXT TWO MEETINGS: 4<sup>th</sup> June, 2025 via Teams @ 7pm**

**13.0 MEETING CLOSURE: 9.42pm**