

Victorian Endurance Riders Association State Management Committee		Committee meeting	Date: Venue: Meeting commence	25 th February 2017 Caroline Springs Library 1021
	Attendance:	Simon Thomas Martin Mizzi Rebecca Williamson Visitor – Nicole Porter	Sandy Little Sioux Reid David Reeves	Bronwyn Cuthbertson Brittnee Smith Kasey Thomas Paul Bryson Tamara Atkinson Trish Reeves Departure at midday – D& T Reeves, Brittnee Smith
	Apologies:	Eric Thomas, Fiona Passarin. Jesse Burns invited but unable to attend Motion 2017.02.01 That apologies be accepted. the M – SL S – DR carried		
1	Minutes from previous meeting	Motion 2017.02.02: That the December 2106 minutes be accepted as true and correct.		M:SR S: PB
		Motion 2017.02.03: That the January 2017 minutes be accepted as true and correct		M: KT S: SR
	Online motion	Motion:2017.02.04 24 th jan: The Ride Application from Ride Organiser Pauline Wallace in conjunction with the Maryborough Pony Club for Easter 2017 (april 14th/15th/16th/17th). Distance being 160km (midnight friday start), 80km, 2 leg 50km, 20km and 5km (all saturday rides) be approved via online voting as soon as possible. Voting: For: 11 Against: 2		M: KT S: ST Carried
		Motion:2017.02.05 3 rd feb: That VERA grant Belinda Scott a modified family membership for 2017 which will consist of 1 x Adult and 3 Juniors all from the same family. Voting: For: 5 Against: 9		M: ST S: BC Not carried
2	Business Arising:	Action/Motion:		Person
2.1		Emma Holland IDP action	VERA correspondence mailed on 23 rd jan, with 30 day response request. 28 th January - contact with facebook from Emma re access to VERA facebook, reply that this was dependent upon SMC DP outcome, this was in the mail and should be received within the next few days. Postal tracking – registered post on 23 rd Jan, delivered on 30 th jan, unable to be delivered, postal message left for pick at local PO. Not picked up by 10 th feb, currently being returned to sender (secretary). Not yet received.	

			ACTION: BC email letter to MM to print and hand deliver to EH– EH to sign a copy for SMC records.	
2.2		Annual awards policy review	Changes to points and distance qualifications according to the membership discussion at the AGM. Consideration to include a VERA specific rider lifetime distance award in line with the AERA guidelines. Motion 2017.02.06: That the annual awards policy as presented be approved.	M: BC S: SR For 7 Against 5 Carried
2.3		Ride product sponsorship - Nicole Porter invited to present progress. This plan established to make available support to RO as previous RO comments indicate they would appreciate support from VERA SMC in running rides. Nicole Porter managing product sponsorship. Nicole will approach individual RO when sponsorship confirmed Nicole to create role description and guidelines as she progresses. Jess Burns managing website advertising.	Presented Flyer to sponsors for ride support request \$ for BC rug, product to value of \$500 for exclusivity, product name in ride name Currently have 3 confirmed products. RO who have organisation previous sponsor links, this will not interfere with previous sponsorship relationship. Aim to have sponsorship plan established for 2018 to support RO as requested. Plan to establish ongoing relationships with sponsors.	
2.4		VERA social media – Instagram	Jess unable to attend.	Carry over april meeting.
2.5		Series event discussion Option – series event for 40km rides or 80km Manage by VERA Ride selection – identify how to select the rides ? at december ride calendar confirmation – random selection ride for each region. Notify successful RO Rider fee to enter for series ? trybooking for series registration and fee Monitor on AERASPACE post ride for HR of registered riders. Benefits – encourage rider attendance	1. Series event, decided before season starts at Raglan ride. Pick 3 rides, where the horse that has successfully completed all 3, and has the lowest cumulative HR wins a prize of some sort. 2. This is to promote horse management, rather than racing. Ideally the three rides would be ones that have the smaller risk of being postponed or cancelled. it has been suggested to maybe use the new rides, to get more attendance. Needs discussion. 3. Same distance for all 3 rides, ie, no 160km events. 4. Series events have been quite popular in other states, and is just another 'competition' outside of points and distance scores. 5. Thoughts on an entry fee, paid at the start of the first ride. Depending on fee decides quality of winning prize. This is also to fundraise a little towards VERA.	Tamara Discuss further April
2.6		HEWS stickers for logbooks	Invitation to Carl & Rohan for response – no current response to date. Discussion – generic sticker for logbooks - EWS points apply to this non completion. For vets or CS to apply in vet ring, monitored by data operator.	

			<p>MOTION 2017.02.07. That VERA purchase roll of orange stickers with EWS points apply to this non completion to be used at rides and applied by Chief Stewards.</p> <p>ACTION – thank to Carl and Rohan re suggestion, motion and copy of sticker for use.</p>	<p>M:BC S: PB Carried BC to order stickers</p>
2.7		Chief steward workshop	David and Trish attended CS workshop in SA, found very useful.	
2.8		NCER ride cancellation 2016 ride fee returns	Continue investigation to determine if all refunds have been made for donations and sponsors.	Martin, Paul
2.9		Ride vouchers not received at last few rides	Treasurer to take on this role, mail out vouchers and management of ACTION – send electronic version to Bek for use	BC
2.11		Logbook returns and membership – considerable delays being experienced using Aust Post	Facebook and website reminder return ACTION: Investigate alternative mailing options	
2.12		Invite to Paul Moralee re invitation to AGM and presentation dinner was not forwarded.	Contact with Paul re failure to invite	Sioux
3	Correspondence			
3.1	Correspondence In:	a. AERA invoice 216, 266, 268, 274		
		b. AERA AGM and march meeting notice		
		c. NMGW liability waiver format		
		d. Melton Shire dates confirmation and hire agreement		
		e. TQ17 invoice		
		f. TQ17 year book VERA feature request	<p>Update TQ completion to Lisa Worden story Bronwyn to put together story on State Champ with photo of Ken with cup. MM to source Request to Ken to bring cup to Raglan for photo .</p> <p>Motion 2017.02.08: TQ17 state nominated chief steward invite to Sandy Little. Sandy has accepted TQ17 state nominated vet – Helen Spencer nominated biosecurity vet and riding.</p> <p>Motion 2017.02.09: VERA to invite Narelle Cribb to be state nominated vet at TQ17.</p> <p>ACTION: Fiona to contact Narelle</p>	<p>M: SR S: TA Carried Abstain x 2</p>
		g. PCAV venue information and invitation - Gladysvale grounds	ACTION: forward PCAV info to Britnee for contact re possible event venue	

		h. NMGW CoC for SMC meetings		
		i. Ballarat trophies invoice – AGM State champ refurbishment j. Computer sash invoice – AGM sash provision		
3.2	Correspondence Out:	a. Melton shire hire agreement b. Incorporations Annual return c. NMGW CoC request for SMC meetings d. Thank you letter to 2016 grievance officer and DP members	Bronwyn requests reimbursement \$55.80 to forward form to treasurer.	
4	REPORTS		Action/Motion	Person
4.1	President:	None presented		
4.2	Treasurer:	Account changes nearly completed – Rebecca has received all necessary paperwork to be completed at bank next week New VERA Inc reimbursement form to be used by all SMC to be used for all money requests as recent experience with scammer.	All payments now to be handled by Rebecca and Di. Ensure all AERA mail goes to Rebecca	
4.3	Calendar: Insurance:	No new ride applications 4.3.1 Dual affiliation request from Mundulla ride – state championship 160, 80, 40 - 1 st October.	Discussion – only 1 week from new RO El dorado ride, does not fit with VERA ride policy. According to policy would need to confirm with El Dorado and Rushworth RO agreement and change El Dorado date. MOTION 2017.02.10: That VERA Inc. does not accept dual affiliate request from Mundulla RO. ACTION – KT to write letter to Mundulla RO re non affiliation with explanation	M: KT S:SR Carried
		4.3.2 Rushworth committee – also running a horse show in the region, requesting sponsorship of 1 class cost of \$55 for Arabian sport horse class.	MOTION 2017.02.11 that VERA support the Arabian Horse sport Class at the Golbourn Valley Arabian Stars in the Valley Junior Show to the value of \$55. ACTION: KT to follow up.	M: KT S: SL Carried
		4.3.3 Easter Endurance event	Request to alter 50km two leg intermediate ride to 60km two leg intermediate. MOTION 2017.02.12: that VERA accept the requested intermediate ride distance change. ACTION: KT follow up with RO to confirm	M: KT S: BC Carried
		4.3.4 Moyston ride distance change request	Request for addition of intermediate ride on Saturday, consider distance for either 40 or 60 km, move the introductory ride on Sunday to the Saturday. MOTION 2017.02.13: VERA accept the 20k and 40k on	M:KT

			Saturday and 40k and 80k for Sunday	S:BC Carried
		4.3.5 Clock insurance renewal – currently uninsured Insured for \$7000	Quote received from NMGW \$314.87 Previous AON inss\$437 MOTION2017.02.14: That VERA insure the clocks with NMGW.	M: KT S. BM Carried
4.5	AERA Delegates:	AERA AGM and meeting coming up in March		
4.6	AERASPACE:	Recent updates have interfered with new membership applications.	Bek is sorting out her AERASPACE program	
4.7	Assets Officer:	? how may leather shields available – follow up with Ellen Request to order more vet card stock from AERA	Confirm with Ellen, go ahead with vet card order from AERA and can order as required – ACTION: forward invoice request to Ellen to use when ordering stock for payment Marty to send trailer audit to Bronwyn	BC
4.8	Horse Welfare Officer:	Policy review to incorporate AERASPACE requirements AERASPACE access for Eric Thomas obtained. To meeting with Eric to download AERASPACE and go through process.	MOTION2017.02.15: that the HWO policy be accepted as presented	M:SL S: BC carried
4.9	Honorary Vet:	4.9.1 Request to Helen and Narelle re guidance for Veterinary costs at rides	ACTION: highlight rule 53 on facebook and website for members. Post this on rider information permanently.	
		4.9.2 Comment from vet re ride treatments, outstanding invoices	Contact vet concerned re fees owing, VERA can pay these fees and invoice responsible persons and discipline as required. Can refer to other State bodies or future TQ events if fees unpaid.	fiona
		4.9.3 Comment made to committee member x 2 that Narelle Cribb not attending any endurance events during 2017	ACTION: correspondence to Narelle and Helen re remaining in the role for 2017	Fiona
4.10	Logbook Reg:	Order for 50 books & covers to AERA	Invoice and payment request forwarded to Di and Bek	
4.11	Membership Reg:	Family membership description review	Review of other state membership definitions. Remain with current VERA family definition 2 adult 2 children; current cost \$350 No restrictions on relationships. Consideration to changes to pricing for 2018	
4.12	Merchandise:	No merchandise purchases.		
4.13	Pointscore Reg:	No rides run to date.		

4.14	Volunteers:	4.14.1 Policy review – inclusion of WWC, change to treasurer role	Hold until further review of ‘Child Safe Standards’	
		4.14.2 Fiona to has vet support presentation plan, has created flyers for veterinarian promotion	Present flyers to committee at Raglan	Fiona
		4.14.3 Child safety standards legislation to review and establish policy	To allocate a SMC member to complete review tool and suggest VERA Inc. policy	April meeting
4.15	Webmaster: Social Media:	Social media request for webmaster	Limited response. Need someone who is computer literate to manage websites, able to manage mail chimp, knowledge of the sport, monitor AERA or other horse industry information. Some names suggested by SMC for contact re interest and availability. The original website developer has offered to carryout regular clean up and review. Re-mention on facebook re member interest.	Simon
5	General Business			
5.1	Jen Green sporting contribution	Looking to increase involvement in promotion of the sport – looking to contribute news stories.	Organised for Colbrook - RO Q&A on line session with VERA, officials etc. Any members with stories of interest to contact Jen. BC to forward Weekly Times contact to Jen	
5.2	Sue Gill correspondence	Follow up with Fiona re GERZ capacity and involvement		
5.3	VERA forms access	Continue to experience problems downloading	Source pdf of current NMGW PA form and post on vicera Consideration to post on top of documents page re need for google chrome download – link to chrome down load	
	Communication standards	For items to be discussed at a SMC – submit this in writing to the secretary	info@vicera.com.au is not for SMC communication SMC please do not sign off individual communications to VERA inc members as SMC. All official communications should be forwarded by the secretary with letter head. SMC Subject line on emails –do not change the	

			discussion under an established subject heading, do not attached new topics on previous subject line. Online voting, members can choose to reply all or not share their vote with members.	
	Fundraising for other causes at rides	Bek requested to sell tickets for breast cancer raffle selling at ride.	Advice to Bek to check with RO for approval.	
6	Next meeting:	Caroline Springs Library	April 22 nd 2017 1015am	
	Meeting closed:	1617		