

Victorian Endurance Riders Association State Management Committee		Committee meeting	Date: Venue: Meeting commence	August 19 <sup>th</sup> 2017 Caroline Springs library 1015
	<b>Attendance:</b>	Sandy Little Bronwyn Cuthbertson Sioux Reid Brittnee Smith	P Paul Bryson Martin Mlzzi Kasey Thomas	Rebecca Williamson Eric Thomas Hans Peuker
	<b>Apologies:</b>	Fiona Passarin		Tamara Atkinson Paul Nugent
<b>1</b>	<b>Minutes from previous meeting</b>	<b>Motion 2017.08.01</b> that the apologies be accepted. M: SLittle S:BCuthbertson carried <b>Motion 17.08.02</b> that the previous minutes be accepted M:SReid S:EThomas carried		
<b>2</b>	<b>Online Motions</b>	Nil passed		
<b>3</b>	<b>Business Arising:</b>		<b>Action/Motion:</b>	<b>Person</b>
<b>3.1</b>	<b>3.1.1</b>	Emma Holland IDP action	2 <sup>nd</sup> apology forwarded to President via facebook Requested forwarding by email to secretary who will forward to TQ16 committee 3 <sup>rd</sup> apology posted on facebook and forwarded to VERA TQ16 committee accepted AERA discussion re EHolland ? training horses for competition at Shazada with international riders. <b>Motion 2017.08.03:</b> That VERA communicate with EHolland that the 3rd apology tendered by EHolland is adequate to the IDP requirements. M:BCuthbertson S: KThomas for 13 against 1 carried <b>Motion 2017.08.04:</b> that should EHolland apply for VERA membership this will be referred to the SMC by the registrar. M:EThomas S: PNugent carried VERA facebook page is positive tool for VERA members and should be supportive and informative	finalised
	<b>3.1.2</b>	Ride trailer update	Consider hospital vet wish list for inclusion Flat tandem trailer will be 11-15000. Option: Currently 2 <sup>nd</sup> hand trailer available for approx. \$5000, 8 x 5 tandem, box trailer with drawers.	ongoing

			<p>Option: cool room trailer reasonably priced will need modification. Negative – high and can be difficult to tow</p> <p>Option: sponsorship for trailer painting – logo/website</p> <p>Option: Paul N to share photos of 2<sup>nd</sup> hand trailer to SMC- tandem with drawers, unable to stand in</p> <p>Option: horse float 2 angle with built in box at front.</p> <p>Option: speedway trailer</p> <p>Consider 2<sup>nd</sup> hand options</p> <p><b>ACTION:</b> TAtkinson to look at speedway options.</p> <p>MMizzi to cost cool room and float</p>	
3.1.3	Child Safe standards update		<p>Info posted on website for members</p> <p>Child safe review attached. Can everyone please look at and consider an answer to each standard. How do we prioritise them?</p> <p>Letter sent to VERA officials re WWCC – non yet recieved</p> <p>Volunteer Policy modifications</p> <p><b>Motion2017.08.05:</b> That the volunteer policy changes as presented be accepted</p> <p>M:RWilliamson S:HPeuker carried</p>	ongoing
3.1.4	Rushworth Endurance Ride		<p>follow up support to continue</p> <p>SReid unable to make contact. Email contact has been sent to KThomas that they definitely unable to do endurance ride this year. Explanation given is that endurance date and other competitions too much for club this year.</p>	Sioux
3.1.5	Webmaster		<p>Login provided to D.Griffin and provided contact with website designer.</p> <p>Follow up with Danielle</p> <p>Simon has tQ17 photos to post</p>	ongoing
3.1.6	TQ16 EA swabbing invoice		<p>Notified by AERA that they did 2 swabs under this invoice. Need to invoice AERA for cost of 2 swabs, TQ16 to cost of 5 swabs.</p> <p>Invoices forwarded to AERA and TQ16</p>	complete

	<b>3.1.7</b>	Horse qualification issue noted from Emu Cup results	Responses from WA and NSW. No changes to Emu cup results	complete
	<b>3.1.8</b>	Membership card investigate options for renewal	Find printer to replace existing card or find printable alternative with welcome letter and pop out card. Unable to contact single supplier of letter with pop out card Single cards are easy and cheap to supply ? print AERA rulebook link on back of membership card Rebecca to draft welcome letter for new and renewing members	Rebecca
	<b>3.1.9</b>	Mediation outcome	Members involved met for mediation. Email apology to SMC, Email apology to RO.	complete
	<b>3.1.10</b>	Susan Gill – ride support offer	Email reply.	
	<b>3.1.11</b>	Rider bib production	Rebecca to source person for future ride bib production	Rebecca
<b>4</b>	<b>Correspondence</b>			
<b>4.1</b>	<b>Correspondence In:</b>			
	<b>4.1.1</b>	Rebecca Williamson protest re disqualification at Emu Cup Ride.	Discussion re issues and request by RWilliamson to either waive penalty or reduce penalty. <b>ACTION:</b> response to RWilliamson sympathise with situation, thank you for highlighting some administration issues, but unfortunately the VERA SMC cannot make changes to AERA rulebook outcomes	
	<b>4.1.2</b>	Susan Gill reply to correspondence		
	<b>4.1.3</b>	AERA invoice 389 (purchase logbooks) 406 (horse reg – incorrect), 419 (logbook stickers/reflective tape)		
	<b>4.1.4</b>	VERA fundraising suggestion from Paul Morrilee	Offer to host fundraiser in late 2017. <b>ACTION:</b> Reply to Paul re enthusiasm, difficulty with date suggested, currently reviewing assets and what we wish to purchase, we will consider how to include in activities during 2018. Issues to consider food handling, venue. Consider suggestion to Paul add cost to camp water	

			delivery at all rides.	
4.1.5	Latrobe City draft recreation need assessment		Forwarded to Fiona and Frank	
4.1.6	Invoice bib supply		Payment completed	
4.1.7	VERA state championship flyer for website		Posted on event page	
4.1.8	Ararat flyer for website		Posted on event page	
4.1.9	Catani traffic management invoice		Contact with R.Stanes, believes this has been paid, will follow up with bank re funds transfer. <b>ACTION:</b> Follow up with Rohan.	
4.1.10	NSW v VIC trophy		Brief outline provided by Alamdar Dastani. Support NSW and VIC border cup – <b>MOTION2017.08.06:</b> that VERA contribute half cost up to amount of \$200 towards border cup. M:RWilliason SReid carried <b>ACTION</b> MMizzi to contact Alamdar re cup purchase <b>ACTION:</b> PNugent to contact Eldorado re competition	
4.1.11	AERA swabbing steward advice re kit purchase		Forwarded to HWO	
4.1.12	AERASPACE log in for Paul Nugent		Download program and train to use needed	
4.1.13	Horse qualification discussion from WAERA			
4.1.14	Horse qualification discussion from NSWERA			
4.1.15	Horse Enzyme Study notification		<i>Dear AERA and VERA committee Thank you for supporting our research thus far. Having successfully completed our first sampling at the Table Top ride in Holbrook, we wish to now ask your permission to conduct our second round of sampling at the Eldorado Ride in Victoria, 23/24th September, and a third round of sampling at the Vic State Champs 4/5th Nov. Again, these will be conducted in a similar fashion to sampling at Table Top, and involve a pre ride and a post ride blood sample from participating horses, as well as a short questionnaire and the relevant logbook Vet details. Dr Lesley Hawson will be collecting this data along with a CSU student helper, to further our understanding of tying-up.</i>	

			<p><i>This study has the necessary Human and animal ethics approval.</i></p> <p><i>Attached the data collection sheets for your information.</i></p> <p><i>Please advise of any other information you require or suggestions you may have to announce this study to optimise participation.</i></p> <p><i>Many thanks, sincerely Petra Buckley</i></p> <p>This is a good opportunity to support knowledge of feed and working horses.</p> <p><b>ACTION:</b> PNugent to inform RO, BCuthbertson to post research opportunity on website, facebook</p>	
4.1.16	Kasey Thomas – resignation as Calendar Coordinator, Insurance , merchandise and TPR Coordinator		<p>Acceptance of resignation and thankyou to KThomas for a great job</p> <p><b>ACTION:</b> PNugent to take on Calendar and Insurance for remainder of 2018</p> <p><b>ACTION:</b> Offer TPR to FPassarin, in tandem with VETS</p> <p><b>ACTION:</b> BSmith volunteered to take on merchandise. Brittnee to source supplier local to her, stock held to be handed over at Eldorado.</p> <p>Thank you for new volunteers</p> <p><b>ACTION:</b> thankyou letter to KThomas</p>	
4.1.17	AERA reminder re HWO reporting on AERASPACE and general ride info.			
4.1.18	Simon Thomas – reply re mediation outcome			
4.1.19	Simon Thomas – email to Toongabbie and Garibaldi RO		<p>Reply from Toongabbie</p> <p><b>ACTION</b> reply to EPrestage, email received and addressed the issue at SMC level.</p>	
4.1.20	Robyn Albers re return of logbook following rest order at TQ17.		<p>Forwarded to HWO. Logbooks held by TQ16 CS and now returned to VIC and most posted.</p>	
4.1.21	Robyn Player – TPR qualification request		<p>Accept rides submitted, update AERASPAE as qualified</p> <p><b>ACTION</b> – forward letter with badge to Robyn, make aware of incentive payment</p>	
4.2	<p><b>Correspondence Out:</b></p> <ul style="list-style-type: none"> <li>• Letter to VERA chief stewards and active vets re WWCC requirement</li> <li>• Email to B.Smith re SMC membership</li> <li>• Email to AERA with notification S.Little to attend AERA</li> </ul>			

		<p>meeting in July</p> <ul style="list-style-type: none"> <li>• Email to NSWERA re horse qualification</li> <li>• Email to WAERA re horse qualification</li> <li>• Email notification re dual affiliation to The Rock RO</li> <li>• Letter to E.Holland re IDP action</li> <li>• Letter to S.Gill re support for fundraising opportunity</li> <li>• Letter to J.Grimes response to complaint</li> <li>• Letter to R.Stanes response to complaint</li> <li>• Email to AERA with recommendation for vet accreditation for Dr Ashley Greeves and Dr Lesley Hawson</li> <li>• Email to Honorary VERA state vets re recommendations for vet accreditation as above</li> <li>• Email request to Petra Buckley for more information re study</li> </ul>		
		<b>Motion 2017.08.07:</b> that correspondence be received M:SLittle S:BCuthbertson	carried	
<b>5</b>	<b>REPORTS</b>		<b>Action/Motion</b>	<b>Person</b>
<b>5.1</b>	<b>President:</b>	No report submitted.		
<b>5.2</b>	<b>Treasurer:</b>	<p>Discuss accounting software that Di is using and approve a new option for upgraded software.</p> <p>Di is requesting change to software free version of quickbooks, limited in capacity, \$7.50/ mth, for 12 mths, then \$15/mth</p>	<p><b>MOTION2017.08.07:</b> that VERA purchase the quickbooks monthly plan and sign up for the 12 mth discount.</p> <p>M: RWilliamson S:SThomas</p> <p>carried</p>	
		End of financial year approaching – end October	<p>Auditing – approval for Di to use auditors previously used.</p> <p>BCuthbertson has members with credit on logbook payments, forward to Di/Rebecca for reimbursement.</p>	
		<p>Invoices received</p> <ul style="list-style-type: none"> <li>• AERA membership, insurance, affiliation, logbooks</li> <li>• Swabbing Steward invoice</li> </ul>	<p>Unable to pay logbook invoices as these are incorrect and unable to pay what we think we should pay as do not have corresponding invoice to match.</p> <p>Pay invoice 389, 419</p>	
		RWilliamson on holidays for month of September	SLittle to assist bookkeeper with payments.	
<b>5.3</b>	<b>Ride Reports</b>	Ararat: no issues, pony club well supported, the pony club appreciative.	Member concern re camping arrangements, yard set up. Concern that there was no fencing on road for camp.	

			<b>ACTION:</b> letter to PC, would it be possible to use bunting on road fronting	
<b>5.4</b>	<b>Calendar: Insurance:</b>	Handover of Calendar/insurance info and process to PNugent	AERASPACE login for P.Nugent obtained	
		2018 calendar EOI dates to be provided	Start with 2018 Known TQ date, set state championship date, look at other state dates already known <b>ACTION:</b> PNugent to promote 2018 calendar EOI, contact specific RO who expressed interest in 2017 but have not submitted ride application	
		Toongabbie volunteer register has some anomalies -Ellen Prestage was Ride Sec for 3 days which is fine. -Digger Leehane was CS for only Sat, no CS recorded for Sunday. -Viv Stockwell was Head Vet and only recorded for Saturday. The 2 remaining sunday vets are not Head Vet Accredited.	Email query to EPrestage, reply confirmed she was CS for Sunday and Dr Viv Stockhill HV on Sunday  Issues with volunteers using AERASPACE discussed. <b>ACTION:</b> invite Carol and Peter Laidlaw to next SMC meeting, to discuss ride volunteer roles and training should they wish to return to the sport in an official volunteer role.	
		Discussion regarding means to support future ride organisers	Strategies currently in place. <ul style="list-style-type: none"> <li>• Support for vet contacts</li> <li>• Support for TPR contacts</li> <li>• Calendar structure with aim to reduce stress on RO by extending time btw ride dates</li> <li>• Sponsorship support - difficult</li> </ul> ? financial considerations <ul style="list-style-type: none"> <li>• Day membership costs</li> <li>• VERA Affiliation fees - ? too high</li> </ul> Volunteer management challenge to engage members to support RO Negative Rider feedback to RO dispiriting Offer endurance to PCV inviting clubs to run a ride for fundraising SMC support for RO	
<b>5.5</b>	<b>AERA Delegates:</b>	Report provided.		

5.6	<b>AERASPACE:</b>	Nil updates.	Continuing to discuss issue with horse AERA registrations as invoicing incorrect if numbers taken from AERASPACE reports.													
5.7	<b>Assets Officer:</b>	Medallions used at Ararat ride. David Reeves has VERA scanner – need to request return Have clocks been returned to trailers?	<p>Reflector tape for arrows ordered. Current arrow spare stock –</p> <table border="1" data-bbox="1261 304 1944 453"> <tr> <td>Red</td> <td>5 with reflect</td> <td>150 no tape</td> </tr> <tr> <td>Black</td> <td>92 with reflect</td> <td>130 no tape</td> </tr> <tr> <td>Blue</td> <td>78 with reflect</td> <td>218 no tape</td> </tr> <tr> <td>Green</td> <td>69 with reflect</td> <td>0</td> </tr> </table> <p>Western trailer VERA site arrows – only 2 from initial 6 remaining. ? replace It appears large number arrows not in central trailer following Maryborough ride <b>ACTION:</b> contact PWallace if has any arrows remaining.</p>	Red	5 with reflect	150 no tape	Black	92 with reflect	130 no tape	Blue	78 with reflect	218 no tape	Green	69 with reflect	0	ongoing
Red	5 with reflect	150 no tape														
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Blue	78 with reflect	218 no tape														
Green	69 with reflect	0														
		AERA electronic timing system – upgraded hardware in use at TQ17 – performed well. ?AERA currently has subsidised purchase offer for set of 3 scanners & printers. Set of 6 cannot be halved and used separately. Training package will be available with purchase.	Some SMC members not happy with experiences with current system. <b>ACTION:</b> Delay this purchase until proven system.													
5.8	<b>Horse Welfare Officer:</b>	On rider with 48 EWS points, however, this was a rapid rise and the initial warning letter. To complete 2 endurance rides at novice times.	<p>Swabbing is occurring at VERA Inc. rides. Suggestion that the swabbing steward should not be present at the ride on the Saturday Encourage SReid to complete final aspects of her EA swabbing steward registration. Issue of potential conflict of interest discussed, HWO and swabbing steward will engage support of 3<sup>rd</sup> party <b>MOTION2017.08:</b> that VERA pay the EV membership cost for Sioux Reid while she acts in the swabbing steward role. M:BCuthbertson S:SThomas carried Sioux Reid to apply for reimbursement on application Need to ensure that members understand the selection</p>													



			criteria. Swabbing explanation on website/facebook	
5.9	<b>Honorary Vet:</b>	Nil report		
5.10	<b>Logbook Reg:</b>	Logbooks, covers and upgrade yellow stickers x 50 ordered		
5.11	<b>Membership Reg:</b>	Discussion re membership applications following day member registration – can there be offered a benefit for joining as member within short time frame?	<b>MOTION2017.08.09:</b> a day membership followed by a riding membership application within 30 days will have cost of day membership M: BC S:RW carried <b>ACTION</b> – modify policy, post of website and facebook	
		Rider Bib supply	RWilliamson has sourced individual to make rider bibs.	
5.12	<b>Merchandise:</b>	Need new merchandise manager.		
5.13	<b>Pointscore Reg:</b>	Nil issues.		
5.14	<b>Volunteers:</b>	Policy review to update delivery time for logbooks and membership to 21 days and include guidelines for Child Safe Standards.	See revised policy attached.	
		Need person to coordinate TRP list, training etc.	Ask Fiona if able to do this.	
		TPR accreditation – Robyn Player has completed probationary rides required	<b>ACTION:</b> letter to Robyn AERASPACE update <b>ACTION:</b> Review last training day and follow up with participants re qualifying ? need any assistance as only 3 of last 12 attending have completed probationary requirements.	
5.15	<b>Webmaster:</b>	Login details to Danielle Griffin.	<b>ACTION:</b> BC to follow up with DGriffin re progress	
	<b>Social Media:</b>	Kasey Thomas happy to remain a moderator for facebook.	SThomas has TQ17 pics to post on website.	
6	<b>General Business</b>			
6.1	<b>VERA logo</b>	Need for different formats of the logo – Rebecca needs a transparent version for new membership cards.	<b>ACTION:</b> RWilliamson to find professional to professionally digitalise the VERA logo in a number of formats, colour and B&W	
6.2.1	<b>Policy review</b>	Communications policy	Communications policy offered for discussion Discussion re how members feel following recent communications.	Ongoing online discussion

6.2.2		Annual Awards policy – issue for discussion - riders with disciplinary actions eligibility for awards.	To discuss at next meeting.	Ongoing to Oct
6.3	<b>Tom Quilty 2017</b>	27 VERA members entered, 14 successfully completed VERA teams performed well. Team merchandise presented in group and photos taken.	Photos taken by R featonby, to be posted on website	
6.4	<b>Rider bibs</b>	Member comments re riders with own bibs indicating incorrect riding divisions	<ul style="list-style-type: none"> <li>• Rider identification policy attached – do we need to make changes?</li> <li>• How do we manage riders who change riding divisions after initial bib purchase?</li> <li>• Do we need to continue with colours on bibs?</li> </ul>	Ongoing email discussion
6.5	<b>AGM planning</b>	? continue with Tabcorp. Request in 2016 for time change for luncheon to enable day travelling for members who would like to attend AGM and presentations then return home.	<b>ACTION:</b> Website poll re AGM location, time	Ongoing to Oct
7	<b>Next meeting:</b>	Caroline Springs Library	October 21 <sup>st</sup> 2017. 10.15am	
	<b>Meeting closed:</b>		16.13	

## **APPENDIX: 1 AERA correspondence**

Following on from the AERA meeting last weekend, below are some points that need to be brought to your State Management Committee's attention:

1. Reminder from March 2017 meeting: IVT/Treatment reports are to be upload into AERAspace after the ride takes place. The Chief Steward, or a designated person at the ride, is responsible to give the reports to the State Registrar or Horse Welfare Officer to upload. States are to keep the hardcopy for 7 years.

It appears the some Chief Stewards are unaware of this. Please remind your CSs of this.

2. The AERA website has been updated with a Guide To Australian Endurance Vetting, and treatment Vet Information. There is plenty of easy to read information and videos to better understand the processes.

3. Rider scrolls. Can SMC's please advise Jo Bailey as to when they plan to present their rider scrolls, so Jo has as much time needed to prepare the scrolls.

4. Vet accreditation. Just a reminder that before a vet can be an accredited Endurance Vet, they need to have met certain criteria as documented in the Guide To Australian Endurance Vetting on the AERA website.

Also vet:horse ratios:

### **15. VET TO HORSE RATIO**

15.1 When identifying the number of veterinarians required for an event, the ROC shall include all expected entries in all rides being conducted at the event.

a) For events utilising the Standard ride control there shall be: i. a minimum of 2 veterinarians for the first 60 horses or part thereof, and ii. an additional veterinarian for every additional 30 horses.

b) For events utilising the VGIH ride control there shall be: i. a minimum of 2 veterinarians for the first 30 horses or part thereof, and ii. an additional veterinarian for every additional 30 horses.

15.2 Not all appointed veterinarians need to be available for the pre-ride veterinary inspections.

And finally, regarding treatment vets:

### **25. VETERINARY TEAM**

25.1 A sufficient number of veterinarians as required by Clause 15, shall be appointed by the ROC, preferably a minimum of 12 weeks prior to the event pursuant to Clause 14.1.

25.2 The veterinary team shall comprise as a minimum:

a) one AERA accredited veterinarian who shall be designated the head veterinarian and who controls all aspects of horse welfare. Whenever a horse is on course, the head veterinarian shall be at the ride base (or be readily contactable and be within a 15 minute commute of the ride base).

b) one designated 'treatment' veterinarian who is responsible to provide first aid treatment to any compromised or injured horse(s) and ensure that fluids, drugs and consumables are available at the ride base. Whenever a horse is on course, the treatment veterinarian shall be at the ride base (or be readily contactable and be within a 15 minute commute of the ride base).

c) a sufficient number of other accredited or non-accredited veterinarians as required by Clause 15.

5. State swabbing portfolio holders need to go through Dorte Colja for swabbing kits. After kit is used, reports need to go back to Dorte to tally up events swabbed.

**APPENDIX: 2 AERA delegates report July 2017**

Sandy and myself attended the AERA meeting in July, which as per usual went quite quickly. We managed to cover everything on the agenda, even with people having to leave earlier on Sunday due to the security scare at Sydney airport.

There were quite a few messages to take back to SMC's, which you have already received by the SMC notes sent out at the start of August. On top of that, there are a few advancements, and problems around the country.

Hendra is still pulling the state of Qld apart. This doesn't affect Vic too much, but may be more of an issue closer to the TQ19. Vax only rides are becoming more popular, as it is very hard to get vets to attend the 'open' rides, ie rides open to horses that are unvaccinated. There is also the problem of paperwork regarding registering the Hendra vaccination. Some vets are vaccinating as instructed, but are not registering the injections, making it hard for the owner to provide proof of vaccination. TQ19, if held at Stirling Crossing, is in a Hendra area. If anyone here is choosing to vaccinate, please ensure your vet registers the vax appropriately.

There seems to be a lack of consistency with rest orders. There needs to be a general guideline in place for vets to work with between themselves, and the States. Currently a horse can get 16 weeks for something in one state, and the same reason for another horse only gets 6 weeks. We are working with the National Vet Panel so there are clearer guidelines for our Vets.

Rule changes. There have been some rule changes that have passed their first vote, but as of today (7/8/17) I have not received the minutes as yet. Hopefully by meeting time, I can email everyone with the updates.

AERA liked the HEWS stickers, they wanted more to take back to their SMC's. Again, would like a report after they have been used at the 3 allocated rides.

We asked if there could be a Working With Children button on AERAspace for ride secretaries. That can be done, no issue, but we need to work out how it is managed. Is there an ID number, expiry dates etc? Who manages that?

An interesting forward move from WA. They have their General Meeting half yearly. They see that it can be a problem having to wait almost one year to resolve some issues, and during that time, the reasons can be forgotten, or another issue over rides the original. They have their half yearly general meeting, where the members can have their say, and vote accordingly.

The AERA website will be changed shortly to include the list of people that have achieved over 10,000 endurance kms. This will give people more of an idea of who our 'legends' are, and hopefully make those people apply for their scrolls. Again, we need to contact our membership to ensure all data is accurate in AERAspace, so members can apply for their scrolls

*Tamara Atkinson*