

Victorian Endurance Riders Association State Management Committee		Committee meeting	Date: Venue: Meeting commence	17 th February 2018 Caroline Springs Library 10.38am
1	Attendance:	Alamdar Dastani Eric Thomas Jennie Armistead	Carol Laidlaw Martin Mizzi Visitor – Julie Woods	Bronwyn Cuthbertson Paul Nugent Sandy Little Pauline Wallace Geoff Jolly Ellen Prestage
2	Apologies:	Rebecca Williamson, Sioux Reid, Tamara Atkinson, Steve Noble		
3	Minutes from previous meeting	<p>Corrections: all abbreviations to be expanded in full. 3.1.3 correct wording – add to end – offer EOI to membership. 3.8.1 alteration to wording’ remove following’, replace with ‘once rest order completed’.</p> <p>MOTION2018.02.1: that motion 2017.12.05 be revoked. Moved AD seconded JG vote; for: 9 against:2 abstain: 1 carried</p> <p>MOTION 2018.02.2: that all names and discussion relating to the current DP action should not be disclosed in the minutes until the DP provides a final report. Moved AD seconded JG vote: for:10 against: abstain:1 carried</p> <p>MOTION2018.02.3: That the minutes of the December 2017 meeting as amended be accepted as true and correct. Moved BC. Seconded ET vote: carried</p>		
4	Business Arising:		Action/Motion:	Person
4.1	Disciplinary Panel	Progress update		
4.2	Child Safe Standards	Info to members expressing interest at AGM	Interested individuals will begin discussion	
4.3	RO financial \$ support proposal	<p>There is no plan for growth of the initial capital of \$10000, need to look at VERA methods to add to this capital each year.</p> <p>No penalties for non repayment – what could these be?</p> <p>? need to consider RO guarantor – to encourage RO to work on event sponsorship</p> <p>Need to consider the history of the ride in the application and the ride and events on the day of the ride should \$ loss occur.</p> <p>? include percentage of ride profit that can be added to the capital.</p>	<p>VERA consider state championship be a VERA run event and profits be added to the RO \$ assist package.</p> <p>ACTION:</p> <p>Thank you to RW for her efforts on this proposal</p> <p>Set up a subcommittee to establish application form and how should the initial capital be sourced? VERA funds or private donations (who will be acknowledged at the rides that access the \$ assistance program.</p> <p>Ongoing discussion to further develop the proposal and consider further development.</p>	RW

5	Correspondence			
5.1	IN	AERA AGM notice, member application, confidentiality agreement		
		Goulburn Valley Arabian Horse Club – sponsorship request	MOTION2018.02.04: that the requested sponsorship not be offeree by VERA M: BC S: AD carried ACTION: letter thanking for offer, but not able to do so this year.	BC
		GERZ – RO support request	RW RO financial proposal addresses this issue Procedural motion2018.02.05: that meeting move into camera for discussion M: SL carried ACTION: letter to GERZ to explain VERA actions to establish RO support program.	BC
		AERA – president discontinuing and constitution review	ACTION: VERA letter thanking her for her efforts as AERA president.	BC
		AERA – summary of AERA fees for 2018	ACTION: Send copy of new AERA fees to all current SMC MOTION2018.02.06: That VERA forward agenda item to AERA that insurance, fees and levies from AERA be confirmed by AERA and communicated to the DA's by 1 st December in each year. M: BC S: PW vote: carried Rationale – states need this information to enable the to set state fees, confirm state forms for the following competition year.	BC
		Patison Partners Auditors Report		
		Farrier Vet invoice – J Mullholland state champ vet fee	Paid	
		AERA request for AGM motion discussion		
		AERA November meeting minutes		
		AERA swabbing kit report for 2017		
		AERASPACE update and information support		
		AERA delegate registration , confidentiality agreement		
		AERA – aerospace and online nominations		
		AERA – correspondence re group 7 countries	AD email reply to SMC members	

			<p>Pt1: not a fair decision for Aust riders - no support Pt2: AERA does not include OS horses in EWS, cannot then apply EWS to OS competition - no support Pt3: could have significant impact on private business – no support Pt4: no support Pt5: cannot not pick and choose, if not supporting one, then cannot support any - no support Pt6: cannot pick and choose – no support General no support of document an</p>	
		Susan Gill correspondence and 2016 ride fee payment	<p>ACTION: correspondence to Susan and advise that VERA is aware of the situation and working towards a resolution. Re alternative venue: VERA will action a list of AGM requirements for venue – including - accommodation, meeting room, meal cost. Re VERA investment in AGM and presentation dinner – this cost is taken from the club (VERA) membership fee and is available for all members, this includes AGM venue, dinner subsidy and annual awards.</p>	
		AERA – march AGM notice		
		Matt Milne – correspondence for grievance officer	Issue resolved with grievance officer	
		AERA – TQ18 yearbook request	<p>State champs report Eric & Pauline to work on 2017 VERA feature ACTION: notify TQ18 of contacts</p>	BC
		AERA TQ18 officials request		
		AERA invoice – membership/logbooks		
		AERA rule changes		
		Shire of Melton – hire agreement	Signed and submitted to facility at the meeting	
5.2	OUT	Matt Milne re horse logbook status change		
		Roger Landers legal letter reply		
		MDHPC – ride confirmation		

		Sporting Club Grants Program application		
		Mark Gabb – email contact re webmaster	Need list of specific issues to resolve. Also interest expressed from Doug Bail and Angela Lea ACTION – correspondence to all interested parties, with specific requirements within 7 days and request for capacity, reply to president who will make final decision and notify the successful applicant User friendly portal, guide SMC r to post information on website , hosting ACTION: remove simon and kasey Thomas from access to vera website.	
		Letter – SMC thank you to 2017 volunteers Kim Noble, Linda Tanian, Carl Adamson, Hans Peuker, Marty Bryson, Fiona Passarin, Brittnee Dhondt,	MOTION2018.02.07: that correspondence be accepted M: BC S: SL carried	
6	REPORTS		Action/Motion	Person
6.1	President:		Currently held at Caroline Springs Library. 2018 meeting dates <ul style="list-style-type: none"> • April 28 • June 23 • Aug 25 • Oct 27 • Dec 1 	
6.2	Treasurer:	Viewing of all accounts on the day. Cheque account \$2363.04 Membership Acc \$18240.39 Merchandise Acc \$1439.43 Fundraising Acc \$776.34 Logbook Acc \$10087.67 Term dep 1 \$20269.81 Term dep 2 \$50564.34	Currently Di Maunder, Rebecca Williamson and Sandy Little able to joint authorise payment and view all accounts. Motion2018.02.08: that Carol Laidlaw – current vice president to be added and Sandy Little be removed from the banking for authorisation and viewing of all accounts. M: PW S:EP carried. Viewing of accounts able by Bronwyn Cuthbertson – Logbooks only Merchandise officer will also have this viewing access.	

6.3	Assets Officer	6.3.1 Ride computer replacement	<p>Steve Swan has provided specifications and CL has sourced quotes x 3 to meet. ? windows suite quote is full purchase or annual fee. BC can provide windows professional suite at low install cost through workplace plan.</p> <p>MOTION2018.02.09: purchase one computer as per quote from Harvey Norman for acer aspire E5 as per quote without the Microsoft personal. M:PW S:CL carried</p> <p>ACTION: CL to order computer with invoice and forward invoice to treasurer for eft payment.</p>	
		6.3.2 GERZ request for more AERA arrows - see appendix 2 .	<p>Supplied with 200 arrows for black/red/blue/green x 150 each in 2016.</p> <p>ACTION: Check with Fiona who may have these.</p> <p>90 arrows provided to GERZ to make up arrow numbers to 180 of three legs – red, black, blue. EP pick up.</p>	JA
		6.3.3 Pauline has requested a second set of arrows for marking at Marybourough ride	<p>Currently 150 arrows of 4 legs in the trailer. 80 arrows 5th leg. BC has extra arrows, will supply a second 150 for 4 main legs.</p>	BC
6.4	AERA Delegates:	<p>AERA representatives to be elected. EOI from Sioux Reid and Tamara Atkinson to continue with the position. EOI from Alamdar, Carol Laidlaw at the meeting. Vote for delegates x 2 and observer x 1 1. Tamara Atkinson 2. Alamdar Dastani Observer: Sioux Reid</p>	<p>MOTION2018.02.10: that three members of the VERA SMC may attend the AERA meetings, two appointed AERA delegates and one extra person at costs to VERA M:MM S:ET carried</p> <p>ACTION: AERA confidentiality statement, AERA membership application to be completed by nominated persons.</p> <p>Motion2018.02.11: that all three nominated people will receive the AERA delegate honorarium for 2018. M: BC S: AD carried</p>	
6.5	<p>Calendar: Insurance:</p>	<p>Calendar applications x 2 received. Moyston: 7-8 july sat 20-40 sun 40-80</p>	<p>David Reeves requests ride info to be corrected 120km, 80k, 60km no 20km, none elevated.</p>	

		GERZ championship: 8-9 september sat100elev 60 elev 20 Sunday 40	Motion2018.02.12: That the two rides presented be accepted for the 2018 calendar M:PN S: PW carried. ACTION: changes to calendar to AERASPACE & VERA website.	PN
6.6	Honorary Vet Panel:	Dr Narelle Cribb and Dr Helen Spencer have confirmed they will retain this role.	What are the expectations of the honorary vet position? Ellen may have an early version – check out other state statements Source and review all policies/statements available and create VERA document. Present these expectations to current vet. Invite Carl Barker to join honorary vet panel and if they are able to meet these. Interest from young vets in Stawell region. Share AERA vet qualification info and AERA vet rules.	EP MM
6.7	Horse Welfare	Eric Thomas – would like to stay in the role	confirmed to remain in the role for 2018	
		EWS points update horse & rider	Letters forwarded to horse and riders re EWS in late 2017	
		Swabbing program for 2018	Sioux Reid will be VERA official swabbing steward for 2018. Sioux request to order kits from AERA Dorta Colja. Kits only invoiced to VERA when they are used. MOTION2018.02.13: should an instance occur where the VERA official swabbing steward may have a conflict of interest with the horse to be swabbed, that the CS or delegate appointed by CS to be independent witness to the swabbing. M:ET S:GJ carried MOTION2018.02.14: that VERA reimburse the costs of the EA membership for Sioux Reid for 2018. M: ET S: GJ carried. ACTION: notify VERA members of official swabbing steward via social media.	

			<p>ACTION: 2018 swabbing at VERA state championship and swabbing steward available for 3 rides on the calendar.</p> <p>Pauline Wallace has previously completed swabbing training, would be happy to renew and support Sioux in the role.</p>	
6.8	Logbook Reg	Bronwyn Cuthbertson – confirmed to stay in the role	<p>Pauline Wallace and Bronwyn Cuthbertson both interested in the role.</p> <p>Vote confirmed Bronwyn to continue the role.</p>	
6.9	Membership Reg:	Rebecca Williamson	Confirmed Rebecca to continue in the role	
6.10	Pointscore Reg:	Caroline Noble	Confirmed Caroline to continue in the role	
6.11	Merchandise:	Volunteer required	<p>stock in hand - see Appendix 2</p> <p>EOI to the membership electronic media with response for 4 weeks response to SMC via secretary.</p>	BC
6.12	Volunteer roles	5.12.1 AERASPACE state contact	Bronwyn Cuthbertson - secretary	
		5.12.2 TPR coordinator	<p>GJ and PW to share role</p> <p>ACTION: forward hard copy information to GJ, electronic info to PW</p> <p>To review current list, confirm details and availability with registered TPR's.</p> <p>Role would include maintenance of register, planning training days, follow up with trainees to complete practical, assisting RO to confirm TPR attendance</p>	BC
		<p>5.12.3 Veterinary coordinator</p> <p>AERA request to add all details for vet contacts on AERASPACE.</p>	<p>Role includes maintenance of register, recruitment, forwarding any relevant AERA/VERA info, assisting RO to confirm vet attendance.</p> <p>MM currently has info and interested to continue.</p> <p>Who currently has veterinary invite cards? ? fiona</p>	Martin

		5.12.4 review volunteer reimbursements – policy attached	<p>Motion2018.02.15: that the following fees be approved for the 2018 review of volunteer reimbursements. M:SL S: AD carried Data base: \$50 per day on application Aera delegate: \$150 per attendance on application CS :- \$75/day on application TPR: - \$25/full weekend on application ACTION: update volunteer policy & notify volunteers via social media. ACTION: All current portfolio holders to review info in volunteer policy and new portfolio's to provide summary/details of role.</p>	BC ALL
6.13	Webmaster: Social Media:	6.13.1 Matt Gabb has offered to take on this role	<p>see conversation in correspondence. Carol Laidlaw offered to monitor the VICERA email feedback ACTION: contact to web designer for log on details to Carol ACTION: All members to provide self photo – short bio and detail of portfolio forwarded to AD within 2 weeks</p>	BC ALL
		6.13.2 facebook set up suggestions	As per email info.	Next meeting
7	GENERAL BUSINESS	Details:	Action/Motion	Person
7.1	AERA response to group 7 countries	AERA summary of correspondence received and possible actions for discussion by AERA delegates at next AERA meeting	See above discussion – no support for points as presented.	
7.2	AERASPACE date entry	<p>Motion2018.02.16: That Carol and Peter Laidlaw be reinstated as database operators for VERA. M: EP S:ET carried</p>	ACTION: contact steve swan for ride secretary for log on and password for Carol Laidlaw and Peter Laidlaw.	Bronwyn
7.3	Minute taking	Geoff Jolly has requested that the SMC consider a minutes secretary	Discussion: that there be a person from outside the elected SMC that documents notes from SMC minutes to allow the secretary to be able to be fully engaged in the discussion. Concern that non smc member be privy to all discussion and some may be 'in camera'. Note all minutes are ratified by the full SMC membership before	

			they are published to the membership. Bronwyn does not feel overburdened in role. Outcome: currently no need for minutes secretary.	
7.4	State championship policy changes	Motion2018.02.17: The ride policy for the VERA State Championships to be amended to "VET GATE - INTO HOLD is a requirement for the VERA State Championships" M: ET S: MM Voting: for:8 against:3 carried ACTION: change to policy to be completed in next 2 weeks, forward to SMC and post on website. Info in e-news	Current ride policy states that "VET GATE- INTO HOLD " is a recommendation. As this is our states flagship event showcasing the best endurance horses in Victoria. Often state champs are precursor to TQ event ? mandatory or choice of RO/vet. GIH vs standard/ come early GIH puts pressure on horses, strapping crews, increase mandatory Vet no, no use of TPR, challenges to calculate hold times. RO be prepared to accept higher event costs and possibility of time errors.	
7.5	Membership reimbursement	Motion2018.02.18: That Ellen Prestage be refunded in full her paid membership fees for 2018 now that she has been granted life membership of VERA Inc for her years of dedicated service to the sport. M: JA S: CL carried	ACTION: forward to membership registra and book keeper to arrange reimbursement.	BC
7.6	VERA state championship	That the state championship be run by VERA SMC.		Next meeting
8	Next meeting:	24 th april 2018 1015am. Caroline Springs Library		
	Meeting closed:	1656		

APPENDIX 1: ASSETS REPORT FEBRUART 2018

Trailers

I need an itemised report of contents of each trailer before the April SMC meeting
Is anything missing/broken/lost?
Cannot be replaced/fixed if not reported
Gippsland trailer: request for more red, black and blue arrows

Vet Cards 200

Microchip Scanners

X 3 not accounted for - 2 X David Reeves 1 X Jenni Gardiner
As both David and Jenni have resigned as Chief Stewards these scanners should
have been returned to Assets months ago

CC Medallions

Has the order the supply of "leather shields" for the 100 mile medallions been
done?

On hand

Intermediate/training 114 Intro/social 160

A number of un-presented medallions were collected from rides and have not
returned to assets. Please bring these to the meeting next week

Time slip books 18

APPENDIX 2 - MERCHANDISE STOCK (21st jan 2018)

Size	Cap Navy/gold	Cap Navy/teal logo	Woollen hat Navy/teal logo	Poloshirt Navy/gold	Polar fleece Navy/gold	Vest Navy/gold	Other
1sizefitsall	9	6	6				Ride liaison blue vest
M				1	0	0	
L				0	1	0	
XL				4	2	3	
2XI				2	2	3	