

<b>Victorian Endurance Riders Association State Management Committee Committee meeting</b>		<b>Date:</b>	<b>18<sup>th</sup> August 2018</b>	
		<b>Venue:</b>	<b>Caroline Springs Library</b>	
		<b>Meeting commence:</b>	<b>10:10</b>	
	<b>Attendance:</b>	Carol Laidlaw, Sioux Reid, Ellen Prestage, Jane McLaughlin (left 4:47), Paul Nugent, Tamara Atkinson, Geoff Jolly, Sheryl Symes, Eric Thomas, Steve Noble, Jennie Armistead, Martin Mizzi,		
		Visitors: Linda Tanian (arrived 11:30 – left 2:52), Russell Gillingham (left 3:06), Digger Leehane (left 3:06), Sandy Little (left 3:06)		
	<b>Apologies:</b>	Alamdar Dastani, Pauline Wallace,		
<b>1</b>	<b>Minutes from previous meeting</b>	<p>Paul Nugent referred to a letter of complaint, this letter was not tabled but Paul wishes this to be mentioned. Wished to acknowledge Rebecca Williamsons upset leading to her resignation as treasurer.</p> <p>Jane McLaughlin request for reimbursement form to allow for better record of funds. Form need to be developed.</p> <p>Warren Schutz was discussed that he was on warning – according to minutes this was resolved however it is still on going. Placed in general ideas for August 2018 meeting.</p> <p>Discussion whilst in camera can be individually recorded but not included in minutes. <b>Motion: In camera discussions are not be recorded in the minutes but the results are.</b> Moved SR seconded: EP For: 5 against 3 abstaining: 2 <b>motion carried.</b></p> <p>VERA to pay for SC vets resolved.</p> <p>4.11.11 – not withdrawn by ET</p> <p>Minutes amended moved PN seconded EP <b>Carried</b></p>		
<b>2</b>	<b>Online Motions</b>	<b>Motion</b>	<b>Action/Motion:</b>	<b>Person</b>
	<b>2.1</b>	To accept an application from Susan Gill to run the Buchan ride again on the June long weekend in 2019 8/9/10th. Distances are 20 & 40km on the Saturday and 20/40 and 80 on the Sunday.	<b>In Favour: 5</b> <b>Against: 1</b>  Motion: PN Seconded: PW <b>Carried</b>	<b>Paul Nugent</b>

3	Business Arising:	Details	Action/Motion:	Person
	3.1	<p>Confidentiality agreement – updated with reference to the VERA constitution.</p> <p>Collection of confidentiality agreements from all SMC and any IDP members present.</p>	<p>Discussion stated that confidentiality agreement is applicable in camera discussions involving sensitive information. Visitors are not required to sign confidentiality agreement as they will be asked to leave the meeting when confidential material needs to be discussed.</p>	<p><b>Geoff Jolly</b></p> <p><b>Sheryl Symes</b></p>
	3.2	TQ 2019 state champs	<p>Support for RO's from VERA – payment of vets and top 5 rugs, organisation of event.</p> <p>Predetermined date will allow better preparation time for horses.</p> <p><b>Motion to hold Vic SC on Sept 28<sup>th</sup> – 30<sup>th</sup> 2019.</b></p> <p>Moved SS Seconded JM for 9 against 0 abstaining 1</p> <p><b>Carried</b></p>	<b>Sioux Reid</b>
	3.2	TQ22 – grants, fundraising, ROC's and possible venues	<p>Quilty needs to be on the calendar.</p> <p>AERA delegates to take the date change back to AERA to apply for TQ 2021. Reasoning, advantage for state running after WA.</p> <p><b>Motion: That the Vic TQ revert the original rotation and return to Vic in 2021.</b> Moved: JM Seconded: ET For 11 Against 0 Abstaining 0 <b>Carried</b></p> <p>Correspondence regarding request to change the rotation to original order to be sent to Tamara, Sioux, Alam and Kim Moyer.</p>	<b>Sioux Reid</b>
	3.3	Electronic timing system – AERA are making moves to put forward an ETS, do VERA buy this version now or wait until a system has been tried and tested.	<p>To be noted that it is does not seem to be reliable, as yet. However, hardware and software improvements have been and are being made. Biggest problem is if Wifi system dropped out as all data is lost. Readers can fail however this was resolved by using handwritten</p>	<b>Tamara Atkinson</b>

			<p>manual tickets. Has not known to fail in Neville, SA SC, NSW (Currowan??).</p> <p>NZ is currently using an international version which could have the potential to be more reliable and deliver more data.</p> <p>This should be considered as a future purchase but needs to be deeply investigated before. Suggestion for Tom McCormack to deliver a presentation on the capabilities of the Australian system.</p> <p>A member(s) could be assigned to investigate alternatives.</p> <p><b>Motion: for Sioux to investigate and report on ETS for the next SMC.</b> moved MM seconded ET for 7 against 0 abstaining 0. <b>Carried</b></p>	
<p><b>3.4</b></p>		<p>Trailers:</p> <ul style="list-style-type: none"> <li>a) Registration</li> <li>b) Servicing</li> <li>c) Insurance</li> </ul>	<p>Trailer used at Moyston, inventory was different to the record sheet. Western Trailer is not registered, user needs to put their own licence number on it. However, this trailer needs to be registered, it has not been serviced in recent times, not insured.</p> <p>Should these be covered under the normal VERA insurance? Suggestion to insure only for third party. PN to look into current insurance and investigate any additions that need to be made.</p> <p>Request by ET to have the Western trailer serviced post Mount Cole Muster and taken in to VicRoads to get registered.</p> <p>Must have a VIN number before registration application.</p>	<p><b>Geoff Jolly / Ellen Prestage</b></p>

			<p><b>Motion: To register, service and insure trailers yearly. (Registration and servicing to be addressed to the secretary and insurance addressed to the insurance officer).</b> Moved: SR Seconded: EP For 8 against 0 abstaining 0 <b>Carried</b></p> <p>Western Trailer to be actioned by ET and Central Trailer to be actioned by SN.</p> <p>Martin will be buying 2 new batteries</p>	
	<b>3.5</b>	Date and Venue for 2019 AGM	<p>Low numbers at AGM, potential for changing the date to allow for school holidays.</p> <p>CL to look in to venues, date to stay the same.</p>	<b>Sheryl Symes</b>
	<b>3.6</b>	TQ 2018 teams and selector – needs to be selected	<p>Selector to be from SMC panel and would be preferred to be in attendance at the Tas TQ. Request to have Sioux and Narelle Cribb as selectors.</p> <p>Correspondance out to Narelle as request to be a selector.</p> <p>Policy updates – who should be the selector and how to select.</p> <p><b>Motion: to nominate Sioux Reid and NC as selectors for TQ 2018 Vic Team.</b> For 9 against 0 abs 0 <b>Carried</b></p>	<b>Sheryl Symes / Martin Mizzi from previous meeting</b>
	<b>3.8</b>	Chief Steward training – request from Linda Tanian and Kerry Gabb	<p>Trish Reeves still wishing to continue with CS training. GB has stated that he is happy for Trish to continue but must do 2 rides under 2 different CS.</p> <p>Linda to complete 1 ride under a CS and then contact GB to seek full endorsement. To support her</p>	<b>Geoff Jolly / Eric Thomas</b>

			<p>application Linda stated that she has been involved in sport for 30+ years and has CS at several TQ's and possibly 40-50 rides. Has done swabbing steward. Digger has welcomed Linda to CS a ride.</p> <p>Kerry Gabb to undergo full training, however may not have been a TPR for long enough to apply for training. Needs to be nominated by a current CS. Needs to be TPR for 12 months and then apply. Ellen has already advised Kerry of this.</p> <p>Suggestion for prerequisite for every role in endurance to be published on VERA website.</p> <p><b>Motion: For the endorsement for Linda:</b> Endorsed by EP and seconded: JA. For Unanimous <b>Carried</b></p>	
<b>3.9</b>	Ride Secretary training – request from Linda Tanian, Sioux Reid and Sheryl Symes		<p>Course for new RS and refresher for existing.</p> <p>Steve Swan has offered to run course in Victoria on a non-ride weekend.</p> <p>Offer weekend to surrounding states and possible venue next to the airport.</p> <p>Correspondence to SA and Tassie states and to be placed on VERA Website. Contact Steve Swan regarding possible dates he is available.</p>	<b>Geoff Jolly / Eric Thomas</b>
<b>3.10</b>	Ride Volunteers – to help ROs VERA could promote members to volunteer for at least 1 ride per year. Possible incentive could be half price ride fees or next ride entry. – Volunteer policy review from June SMC meeting?		<p>NSW TPR pay half price membership with minimum requirement to maintain TPR licence.</p>	<b>Geoff Jolly / Eric Thomas</b>

			<p>Look at QLD and NSW incentives. Has been previously investigated as part of membership to volunteer at 1 or more rides per year.</p> <p>Or look at sponsorship from members as an alternative.</p> <p>Needs to be included in the membership application. In what capacity will they be contributing. Suggestion of monetary value of \$200-\$300.</p> <p>Sheryl to draft an addition</p>	
	<b>3.11</b>	Request to open a PO box for all official VERA correspondence	<p><b>Motion: to open a PO box for all official VERA correspondence.</b> Moved JM seconded EP. For unanimous. <b>Carried</b></p>	<b>Sheryl Symes</b>
	<b>3.12</b>	Vet contact list – Continuing from June SMC meeting	<p>Vet contact list to be updated – 6 new vets to be added.</p> <p><b>Motion: Brian should be acknowledged by VERA for all the work for the sport.</b> moved MM seconded JM. For unanimous <b>Carried</b></p> <p>Geoff to action flowers          Invitation to AGM for presentation of a plaque by a long-standing member.          Invitation to AGM to be actioned by Sheryl Symes</p>	
	<b>3.13</b>	Child Safe Standards – how can these be incorporated into VERA policies from June SMC meeting	<p><b>Next meeting</b></p>	
	<b>3.14</b>	SMC bio / photo - SMC members to provide short bio for profile to be set up on the website from June SMC meeting	<p><b>Due next meeting</b>  <b>Photo, role, back ground, involvement with endurance. To be emailed to SS.</b></p>	

	<b>3.15</b>	Motion: that VERA purchase 250 70mm generic fan medallions from namebadgesaustralia.com for price of \$6.49 each, total cost of \$1622.50 (GST inclusive).  moved by Bronwyn Cuthbertson Seconded by Sandy Little  From June SMC meeting	<b>completed</b>	
	<b>3.16</b>	Updated TPR list and contact details	<b>On going</b>	<b>Geoff Jolly / Eric Thomas</b>
	<b>3.17</b>	Guest speaker	<b>Not in attendance</b>	<b>Alam Dastani</b>
<b>4</b>	<b>Correspondence</b>			
<b>4.1</b>	<b>IN</b>			
	<b>4.1.1</b>	AERA SMC meeting gist		<b>Tamara Atkinson</b>
	<b>4.1.2</b>	Next AERA meeting 10 <sup>th</sup> and 11 <sup>th</sup> November		<b>Kim Moir</b>
	<b>4.1.3</b>	EA medication swabbing invoice – Waterloo 3		
	<b>4.1.4</b>	Reimbursement request from Chief Steward and TPR Lynn and Michael Taylor from Buchan 2018.		
	<b>4.1.5</b>	VERA Financials for 31/7/18 from Di Maunder		
	<b>4.1.6</b>	TQ 2018 Victorian Team applications from: <ul style="list-style-type: none"> <li>- Kim Noble</li> <li>- Wendy Riha</li> <li>- Marty Bryson</li> <li>- Alison Noble</li> <li>- Samantha Noble</li> </ul>	Notification to be made via website / facebook through Social Media Officer for more applicants. Closing date 1 <sup>st</sup> September 2018.  For Merchandise officer need to know what uniform to order once team selected. Suggestions to be emailed to secretary.	

	<b>4.1.8</b>	Letter of complaint	Paul Nugent – made special note to Brodies Law.  <b>Motion: To send letters to Rebecca Williamson, Carol Laidlaw, Ellen Prestage, Geoff Jolly, Pauline Wallace and Grievance Officer to state process decided. Process is to involve the grievance officer and action follow grievance process.</b> Moved: JM seconded: TA for 7 against 0 abs 1. <b>Carried</b>	<b>Rebecca Williamson</b>
	<b>4.1.7</b>	Mention of request to run a Ride Secretary school at the Mount Cole Muster – email from Eric Thomas to Bronwyn Cuthbertson and Sandy Little.		
	<b>4.1.9</b>	Letter of membership and permanent residency with regards to VERA President.	100 point ID from AD provided to exec committee as proof of Victorian residency.  AD to update contact details with Rebecca Williamson.	<b>Linda Tanian</b>
<b>4.2</b>	<b>OUT</b>			
	<b>4.2.1</b>	Letter re: adverse analytical finding		<b>Sheryl Symes</b>
<b>5</b>	<b>REPORTS</b>		<b>Action/Motion</b>	<b>Person</b>
	<b>5.1</b>	<b>President</b> -VERA Half Yearly President’s report		<b>Alamdar Dastani</b>
	<b>5.2</b>	<b>Treasurer</b> – financials included	Note from JM: VERA currently tracking not to make a profit.	<b>Jane McLaughlin</b>
	<b>5.3</b>	<b>Assets Officer</b> - included	- Checkpoint Signs – need to order as they must be present 1km from checkpoint. - Missing Marquee - need to replace for Western trailer. EP to investigate prices	<b>Ellen Prestage</b>



			<p>Discussion regarding the returned battery from the Western Trailer and how it is now available for use. Batteries were missing for the first rides of the year until Moyston when one was returned to the Western trailer.</p> <p>Also how to better secure equipment to the trailers e.g. the marquee. To be noted that this is missing. – to be discussed with Assets Report.</p> <p>3 clocks to be provided to Tas TQ from VERA. Tamara to transport clocks. Clocks to be picked up from Mount Cole and Toongabbie rides and returned to Raglan rides. Provisions that any damage or loss be reimbursed.</p> <p>Secretary to write to TQ 2018 committee stating details of clock use.</p>	
	<b>5.4</b>	<b>AERA delegates</b> - included	Request for AERA minutes and financials from JM.	<b>Tamara Atkinson / Sioux Reid</b>
	<b>5.5</b>	<b>Logbook Registrar</b> - included		<b>Bronwyn Cuthbertson</b>
	<b>5.6</b>	<b>Ride Calendar Coordinator</b> - to be included	Bronwyn wishes to change distances for Raglan ride. 100km elevated, 56km in 2 legs and intro of 28km. All SMC in agreeance with change.	<b>Paul Nugent</b>
	<b>5.7</b>	<b>Insurance Officer</b> - to be included		<b>Paul Nugent</b>
	<b>5.8</b>	<b>Membership Registrar</b> - included		<b>Rebecca Williamson</b>
	<b>5.9</b>	<b>Horse Welfare Officer</b> – included		<b>Eric Thomas</b>

		<b>Ride Organiser Support</b> - included	ET would like to develop a pack for RO's to help with permits and licences required to run a ride.	
	<b>5.10</b>	<b>Merchandise Officer</b> - to be included		<b>Caley Rees</b>
	<b>5.11</b>	<b>Point Score Registrar</b> - included		<b>Caroline Noble</b>
	<b>5.12</b>	<p><b>Ride Reports</b> – Moyston State Champs provided by Digger Leehane</p> <p>Sandy Little from Ararat</p>	<p>Discussion for cheat sheets for time keepers to speed up process and avoid error.</p> <p>JM mentioned in and out clocks to be used regularly to aid time keepers.</p> <p>All placings (1<sup>st</sup> to 3<sup>rd</sup>) should be checked prior to presentation by CS and RS.</p> <p>Stamped addressed envelopes should be provided by members who need to leave before the log books can be released. Must be a consistent rule.</p> <p>Only one rider incident. Issues over vetting.</p> <p>Financials from TQ 2016 requested by JM, SL advised that there is approx. \$25000 with about \$5000 to be donated out. Outgoings for a TQ about \$200000 - \$240000. SL has offered the bank statement from the TQ account. SL recommends that a stand-alone committee is not beneficial. It should be a subcommittee of the SMC.</p> <p>SL has advised that no SMC member prior to this meeting has requested to see the financials for the Vic TQ. JM verbally requested to see the finances in order</p>	<b>Digger Leehane</b>

			to aid with planning. Jennie Armistead requested to see profit and loss sheets.  AERA has to approve the ride entry fee for every TQ.	
	<b>5.13</b>	<b>Webmaster</b> – included		<b>Doug Bail</b>
	<b>5.14</b>	<b>Social Media</b> – included		<b>Jen Green</b>
	<b>5.15</b>	<b>TPR Report</b>	Nikki Hunt newly qualified TPR, details to be sent to GB by SS for addition to the qualified TPR list.	
<b>6</b>	<b>General Business</b>			
		Warren Schutz – still on going not resolved		
		Suggestion to refer to existing standard procedures manual to save time during meetings.	procedures and policies need to be located.	<b>Linda Tanian</b>
		How to apply for 10000km awards and when they are done, needs to be communicated to Jo Bailey and AERA. Linda will pass on email from Jo for SMC to action.		<b>Linda Tanian</b>
		SC Trophy is to be given to Taby Van Donk and to be delivered to Wendy Riha at the AGM.		
			<b>Motion: VERA SMC pays for all vets up to a maximum of \$4000 for State Champs plus the top 5 rugs through the merchandise officer. Moved Sioux seconded JM. For unanimous. Carried</b>	
		Concerns regarding the closure of Western forests		
		VERA vouchers		
<b>7</b>	<b>Next meeting:</b>	Saturday 27 <sup>th</sup> October 2018 at 10:00		
	<b>Meeting Closed</b>	16:51		