

Victorian Endurance Riders Association State Management Committee Committee meeting		Date:	27th October 2018	
		Venue:	Caroline Springs Library	
		Meeting commence:	10:30	
	Attendance:	Jane MacLaughlin, Geoff Jolly, Eric Thomas, Paul Nugent, Steve Noble, Sheryl Symes, Carol Laidlaw, Jennie Armistead, Ellen Prestage, Alamdar Dastani, Sioux Reid		
	Apologies:	Tamara Atkinson, Martin Mizzi, Pauline Wallace,		
	Visitors	Digger Leehane		
1	Minutes from previous meeting	Minutes accepted moved by CL and seconded by SN		
2	Online Motions	Motion	Action/Motion:	Person
	2.1	Motion to use previous auditors Moved by JM and seconded SR For 7 Carried		Jane McLaughlin
3	Business Arising:	Details	Action/Motion:	Person
	3.1	David Reeves return to CS	Motion: To recommend David Reeves for Chief Steward to AERA. For : 4 Against: 8 Not carried David Reeves is not currently recommended but has the right to appeal.	David Reeves

			Secretary to write a letter to David explaining the decision of the committee. Side note to conduct CS training every 1 – 2 years	
3.2	Rose Thorn issues, new information		Was sent to IDP, who then returned back to the SMC. Request to send to VCAT (approx' cost \$1500) Motion: the Rose Thorn issue was referred to the IDP and confirmed that, on balance, the cost of investigation could not warrant investigation. Moved: JM seconded: EP For: 9 Against: 1 Abs: 1	Paul Nugent
3.3	Rebecca Williamson's Complaint		Discussion occurred in camra. Secretary to write to Rebecca to request an action in order to invoke the IDP. To be Cc'd to the executive	Paul Nugent
3.4	IDP action re Moyston CS report		Discussion occurred in camra. Secretary to be given a copy of the report presented by Digger Leehane. This is to be presented to the IDP for investigation and a report to be generated.	Paul Nugent
3.5	New arrow colours		Colours for legs 5 and 6 and common track have changed. Old arrows are still permitted until 2020. 1 trailer to be stocked with a full set of new arrows. Old arrows from this trailer to be used to replenish stocks in other trailers. All trailers to be stocked with new style arrows by 2020.	Ellen Prestage

3.6	That all VERA members be issued with the most relevant AERA rule book, when they pay their membership fees and not just be told to "down load a copy".	AD: After every AERA meetings rules are amended. No new copies are going to be printed until after the new constitution has been finalised. Secretary to write to LT to advise of the current changes being undertaken. No hard copies will be provided, as none printed.	Lyn Taylor
3.8	That all members that do not ride but only volunteer at rides - not part of a support group/team, be given back the total or part amount of their paid membership.	Membership package includes insurance for admittance to event. Other incentives will be investigated to encourage volunteers at rides.	Lyn Taylor
3.9	Venue for AGM	To be in Melbourne CBD. Possible seminars, the day after the AGM, for: - Chief Stewards refresher and Rule talks (SL and DL) - Ride Organisers (ET, GJ and SR) - Vet talks (Narelle Cribb) To be advertised on social media	Sheryl Symes
3.10	Ride Secretary School	See general business, dates to be followed up and further discussion with Steve required.	Sheryl Symes
3.11	TQ. 2016 Lexton, Victoria. Sandy Little stated that he has never been asked for a profit and loss for this event. He then said that a profit and loss statement was available but then said that bank statement were available? What then is the facts and has Jane McLaughlin been supplied with any information? Can a full profit and loss statement be provided a.s.a.p so that planning can be started for the next TQ in Victoria. ? What funds are left over from the TQ16 ?	JM has written to SL and BC nut has had no response. AD aware that both SL and BC agreed to assist JM in any way possible. \$5000 loan from VERA to TQ 2016 or could have been possible sponsorship. Only evidence on a cheque book stub. From 2009 TQ, \$5000 given to Tony Thorney croft to assist in infrastructure for TQ and FEI ride. Possible \$16000 seed money given to TQ 2016.	Eric Thomas

		<p>What financial institution these funds are held and who are the signatures. ?</p> <p>Should these funds be transferred to a VERA account in readiness for the next TQ committee?</p>	<p>AD requested financials when new treasurer, JM, took on the role.</p> <p>JM recommends that seed money should amount to 25000 to 30000, to ensure that TQ RO is not out of pocket.</p> <p>AD will contact Lexton TQ via email, registered mail and telephone to ascertain seed money for next Vic TQ.</p> <p>Motion: That Jane McLaughlin, Geoff Jolly and Sioux Reid to construct a guideline document for Victorian Tom Quilty Gold Cup.</p> <p>Moved: ET seconded: AD</p> <p>For: Unanimous</p> <p>Carried</p>	
		Ride Calendar 2019	Maryborough and Buchan have been approved for 2019. News rides have come in and will be approved by the SMC shortly.	Linda Tanien
		Tom Quilty sequence	<p>JM believes that the decision should be from AERA not NSW.</p> <p>Secretary to draft a letter to AERA requesting the return to the original sequence for the TQGC. VERA changed sequence in good faith to honour the 50th anniversary, on the understanding that it would return to the original rotation.</p>	
4	Correspondence			
4.1	IN			

4.1.1	David Reeves Letter requesting reinstatement to CS role	Secretary to correspond with DR, see Business arising 3.1	David Reeves
4.1.2	Ellen Prestage – Letters of complaint	Letter tabled and AD has been in touch with Steve Swan and definitely a software glitch and NO ONES fault. Issues were with AERASpace, which were corrected manually by Steve Swan.	Ellen Prestage
4.1.3	AERA Ride Fees	VERA SMC members can request to attend AERA meetings to gain a better understanding of national allocation of funds. Any one wishing to attend will need to sign a confidentiality agreement. AD to send AERA financials to Treasurer.	Kim Moir
4.1.4	AERA draft constitution		Kim Moir
4.1.5	AERA Minutes July		Kim Moir
4.1.6	AERA 2019 Ride Calendar		Kim Moir
4.1.8	AERA membership Forms		Kim Moir
4.1.7	Distance awards application – Stirling Nakeeta (5000km)		Nicki Robinson
4.1.9	VicRoads Invoice for Western trailer	Motion that the outstanding invoices be paid Moved ET seconded GJ For: Unanimous Carried	Sheryl Symes
4.1.10	Invoice93660 – Swabbing State Champs		EA
4.1.11	Letter from TQ2018 re clocks		Graham Bucknell
4.1.12	VERA Quilty Sequence from NSWERA		Kerry Fowler-Smith

4.2	OUT			
	4.2.1	Letters of congratulations for TQ Team selection to: Alison Noble Kim Noble Marty Bryson Tamara Atkinson		
	4.2.2	Letter to Narelle Cribb re TQ selector role	Response to be constructed from VERA SMC giving thanks Sioux Reid and Narelle Cribb.	
	4.2.3	Letter to NSW re TQ sequence		
	4.2.4	Letter to Steve Swann re secretary school	AD to action dates with Steve	
	4.2.5	Letter to TQ 2018 re clocks		
5	REPORTS			
	5.1	President	AD congratulates the TQ team and selectors for an excellent TQ.	
	5.2	Treasurer	<p>TQ – funding and structure and how much a follow up TQ will need, in order to be run effectively. Form for reimbursement – subject to change CS from \$50 to \$75.</p> <p>Reimbursement for to be updated and uploaded on to FB.</p> <p>Insufficient handover for treasurer. Recommended to keep the current book keeper and auditors.</p> <p>A finance policy needs to be developed. JM will supply a full suit of policies for the next SMC meeting.</p> <p>Motion: Invoices to be paid:</p>	

			<p>624,645,646,661,660,675,681,674 Totalling \$4500 For: Unanimous Carried</p> <p>SMC Thanks JM for her time and efforts</p> <p>Letter to be sent to book keeper with gift of flowers for the end of the year.</p>	
	5.3	Assets Officer	<p>State trophy went to Wendy Riha not Tabitha Schmetzer</p> <p>Location of central trailer still at Colbrook. Secretary to send a letter to request return to Martin Mizzi.</p> <p>Steve to be notified of request for name change, as requested.</p> <p>VIN number for Western trailer to be recorded for insurance purposes</p>	
	5.4	AERA delegates	<p>5 excess buckles have been made in to a plaque.</p> <p>Constitution will change next year, which will then need to be reflected in VERA constitution. This may require a lawyer with expertise in Victorian law to draft changes.</p>	
	5.5	Logbook Registrar	No report submitted	
	5.6	Ride Calendar Coordinator	<p>Ride calendar on new website to be delivered by Outlook not Google calendar.</p> <p>Motion: to accept the following rides: NCER 23-24 March 2019 Lancefield ride:</p>	

			<p>Sat 5, 20 , 40 Sun 20, 40, 80</p> <p>Moved: PN seconded: JM For: Unanimous Carried</p> <p>Ararat Endurance 10-11th August 2019 Sat 5 10 20 Sun 20 40 80 Moved: PN Seconded: JM For Unanimous Carried</p> <p>Raglan Request for SC 11-13th Oct 2019 Distances: 28 50 80 160 Moved: PN seconded: JA For: Unanimous Carried</p> <p>PN in discussions with Maryborough to confirm ride with Pony Club.</p> <p>Linda Tanién and Kristy Tapprell thanked ROs for running 120km 6 weeks before the TQ. Would be advantageous to try and source a similar ride for 2019.</p>	
	5.7	Insurance Officer	Nothing to report	
	5.8	Membership Registrar	Nothing to report	
	5.9	Horse Welfare Officer	No rest orders have been sent from TEERA. ET to contact 2018 TQ team to request information.	

			<p>2018 has been a good year, only a couple of challenges. Special note to Sioux Reid in completing her swabbing awards. Significantly reducing VERA's costs for swabbing, no charges for travel, meals or accommodation.</p> <p>Wherever there may have been a conflict of interest for SR an external swabbing officer (Kevin Hitchins) has been sourced by SR.</p>	
<p>5.10</p>	<p>Merchandise Officer</p>		<p>I'm wanting to get the merchandise thing underway asap. I have found a supplier local to myself who was able to rush through the Quilty Team merchandise in superfast time and were well priced and the quality of work was very good. Just wondering if I can get the go ahead to get a few sample items made up. Waterproof jackets, vests etc. I think at this stage if we can have orders coming directly to myself until a website option is up and running. Is there a merchandise bank account that I should have access to to make payments and deposits etc. Also am I able to have a VERA email account for correspondence so nothing gets lost in my personal one? Apologies at this being rushed but under pump as usual.</p> <p>A merchandise account currently exists and details will be forwarded to Caley.</p> <p>An email address for merchandise can be set up, as well as an online shop on the new website.</p> <p>Thank you letter to be sent to Caley for services to VERA.</p> <p>Art set up fee approved for samples and all quotes to be put through SMC for approval.</p>	

			Secretary to be in contact regarding	
	5.11	Ride Reports Lyn Taylor Ride Report – Mount Cole Muster Digger Leehane – GERZ Championships		Lyn Taylor Digger Leehane
	5.12	Point Score Registrar	No report submitted	
	5.13	Webmaster		
	5.14	Social Media	No report submitted AD advised that Jen Green is doing a fantastic job of managing the FB page. 6 weeks ago a new social media bullying policy has been recategorized in the Australian constitution. Every member to be mindful of posts and steer clear of contentious posts.	
	5.15	TPR	New TPRs: Nikki Hunt 13694 Kerrie Gabb 30464 Nikki has received her badge and Kerrie is yet to receive her. Names to be put forward to GB. Motion: TPR vests to be ordered and put in each trailer. Moved: GJ seconded: AD For: Unanimous Carried	
6	General Business			

		Secretary to write letter to Colbrook ROs to return central trailer to Martin Mizzi.		
		Secretary to advise SMC as soon as AERA agenda is sent out and that all members should check the motions section to make delegates aware of their vote.		
		Motion: A Chief Stewards vest to be organised for Ellen Prestage. Moved: ET seconded: SS Unanimous Carried The current SMC apologises to Ellen that she was not provided with a chief stewards vest.		
		- Ride secretary school (Steve Swan?) - Introductory boot camp for beginners and juniors - Chief stewards refresher course – organise for VIC, NSW, SA and Tas	Alam to contact Steve Swan to discuss dates and notify AERA that VERA wishes to run a course. Motion: Steve Swan to be invited to run the course and travel and accommodation and meals be covered by VERA. Moved: ET seconded: AD Unanimous Carried	
		Possible mentorship to promote and encourage new riders		
		Secretary to write to 2018 TQ team for congratulations on winning the state award and that the shield will be shared between the team members until its return in June 2019.		
		1 x TQ rug left over as no reserve horse. SR suggested possible use at AGM for a special award could any suggestions be sent through before the next SMC meeting in December.		
		Thanks given to ET for writing the Victorian Report in the TQ book at 2018 Tas TQGC.		
		Letter from Secretary to TEERA congratulating them of a successful TQ.		

		Motion: to record a debt in VERA accounts as costs and fine repayment. Moved: JM seconded: AD For: Unanimous Carried		
7	Next meeting:	1 st December 2018		
	Meeting Closed	16:51		