

# VICTORIAN ENDURANCE RIDERS ASSOCIATION INC.

## MINUTES OF STATE MANAGEMENT COMMITTEE MEETING

**Date** 18 May 2019  
**Location** Quest Caroline Springs  
234 Caroline Springs Boulevard  
Caroline Springs

Meeting commenced at 10.03 am

### 1. WELCOME BY PRESIDENT

Linda welcomed SMC members and visitors to the meeting.

### 2. PRESENT

Linda Tanian, Paul Nugent, Ellen Prestage, Kerrie Gabb, Carol Laidlaw, Geoff Jolly, Michael Milne, Alex Enticknap, Martin Mizzi, Damien Little.

### 3. APOLOGIES

Apologies have been received from the following Committee Members:

- Jennie Armistead
- Steve Noble (Leave of Absence)

Lyn Taylor and Julie Woods also submitted their apologies.

### 4. VISITORS

The following members attended the meeting:

- Digger Leehane
- Di Leehane

### 5. CONFLICT OF INTEREST

Paulene Drew indicated that she would have a conflict of interest for any discussions relating to the Mt Cole ride as she was part of the Organising Committee.

Committee Member	Point of Conflict	Reason
Kerrie Gabb	Mark Gabb (Webmaster)	Personal relationship
Steve Noble	Kim Noble (Disciplinary Panel)	Personal relationship
Damien Little	Bronwyn Cuthbertson (Logbooks)	Personal relationship
Linda Tanian	Castlebar Endurance	Team rider
Martin Mizzi	Kalimnah Farm	Team manager Swabbing – Sioux Reid
Paulene Drew	Mt Cole Ride	Ride Organiser

## 6. MINUTES FROM PREVIOUS MEETING – 13 APRIL 2019

### 6.1 Amendments

An amendment has been identified by Kerrie Gabb in regard to the motion relating to payment of accounts – Motion 07/04/2019. Kerrie moved the motion but has a conflict of interest as she was receiving a payment. The motion was re-put and voted to ensure correct process is followed.

**Motion No. 01/05/2019:** That the tabled accounts be approved for payment.

**Moved:** Alex Enticknap

**Seconded:** Paulene Drew

**Abstained:** Linda Tanian, Kerrie Gabb, Martin Mizzi, Damien Little, Carol Laidlaw

**Carried**

A spelling mistake was identified in Item 10.3 where Jennie Armistead was identified as Jennie Armitage. Paulene Drew identified that her first name had been incorrectly spelt as Pauline.

### 6.2 Adoption

**Motion No. 02/05/2019:** That the minutes from the 13<sup>th</sup> April be adopted

**Moved:** Michael Milne

**Second:** Paul Nugent

**Carried**

## 7. RATIFICATION OF ONLINE MOTIONS

**Motion No. 03/05/2019:** That the Online Motions be ratified.

**Moved:** Paulene Drew

**Seconded:** Carol Laidlaw

**Carried**

## 8. CORRESPONDENCE

### 8.1 Inwards

Actions taken in relation to correspondence items:

- Notification provided to Jo Bailey that the awards will be presented at the AGM/Presentations
- Timing Clock returned in good repair
- CS information sent to the CS folk
- Incorrect dual affiliation issue resolved by SAERA
- Ride distance approved via an Online motion
- The quote from Dale Williamson for the manufacture of the rugs for the State Championships was discussed and it was determined that the plain edging was the preferred option on the rugs. This would result in a cost of \$125 per rug.

**Motion No. 04/05/2019:** That the quote for the manufacture of the rugs be approved.

**Moved:** Kerrie Gabb

**Seconded:** Paul Nugent

**Carried**

## 9. REPORTS

### 9.1 Treasurer

No response has been received from Equestrian Australia regarding the outstanding statement as yet.

Discussion on the combination of accounts resulted in agreement to combine the Logbook and Membership bank accounts into a single account with the account being renamed. The Merchandise account will be combined into the Cheque account. Kerrie will complete the required actions to combine the accounts and notify the appropriate Support personnel.

A notification to members will be required to advise that we are changing the structure of the bank accounts. They will need to update their direct debit details for Membership payments. Forms will also be required to be updated to include the new bank account details.

**Motion No. 05/05/2019:** That the Logbook account and the Membership account be combined into a single bank account.

**Moved:** Kerrie Gabb

**Seconded:** Carol Laidlaw

**Carried**

**Motion No. 06/05/2019:** That the Merchandise account be combined into the Cheque Account.

**Moved:** Kerrie Gabb

**Seconded:** Damien Little

**Carried**

The Committee discussed the merchandise and determined that 3 quotes would be required for a standard range of merchandise. Quotes were to be obtained for the range of merchandise from:

- Embroidability
- Phoenix
- GMax

Given the short time frame to the Tom Quilty event the team apparel will be ordered from Embroidability. Need to follow up with Sioux Reid to find out the clothing items that were ordered last year for the Quilty Team. It was thought that this might have been a Vest, Cap and windcheater.

The rugs for the horses (4) will be ordered from Dale Williamson. Linda will check the Facebook/Website posting to make sure that a cut off date for submission of expressions of interest was included.

The Committee determined that it was important that merchandise be available for purchase at rides. This task could be shared around between Committee members attending rides.

The investigation into the Australia Post account revealed that separate accounts would be required for letters and for packages and it was determined that this was going to be more labour intensive than beneficial. Kerrie will notify Sandra Feil of this outcome.

Incoming Accounts:

Name	Details	Amount
Sue Reed	Manufacture of 30 Bibs	726.00
AERA	Insurance Cost for April	786.00

**Motion No. 07/05/2019:** That the tabled accounts be paid.

**Moved:** Kerrie Gabb

**Seconded:** Geoff Jolly

**Carried**

It was determined that the invoice from AERA for horse registrations be rejected due to the errors. A request is to be submitted to the AERA Bookkeeper for a correct invoice to be issued.

**Motion No. 08/05/2019:** That the Treasurer's Report be received.

**Moved:** Kerrie Gabb

**Seconded:** Alex Enticknap

**Carried**

## **9.2 Ride Reports**

### Murray River Ride

Digger delivered his Chief Steward's report. A copy has been sent to the Secretary for distribution to the Committee. The following items were discussed:

- The report includes Forms 6 & 7 for the swabbing
- There were not enough bibs available in the ride trailer for the larger number of entries. More bibs are required. The audit of the trailers has also identified that more bibs are required. In addition, there is insufficient colour bands to denote the weight divisions.
- A social media post is to be put up to notify novice riders that they can purchase bibs before they upgrade to endurance status, if they wish. Bibs can be purchased by contacting the Membership Registrar
- There was an occurrence of poor trail etiquette that occurred during the Saturday ride which was not reported until Sunday. This is outside the requirements of Rule 10.4, which states that complaints need to be lodged within the first hour. Digger has determined that he will speak with the rider in question at a later date.
- The ETS worked really well. The issue with the rider being scanned multiple times in the vet ring was probably due to the proximity of the scanner to the vet ring and the small area for waiting once the horse had been TPR'd.
- Big thanks to Paul Nugent for working hard all weekend and for Kerrie who helped out all day on Sunday
- The technology used for the RFID card was discussed and Linda will speak with Tom about options in terms of different RFID devices.
- The TPR incentive needs to be publicised to get more people involved in this activity as it is the same people doing this task all the time.

Linda advised the Committee that, as a result of lack of response from Sandy Little in regard to a report on the issues of using the ETS, she had been speaking with Tom McCormack about running an education/training session. Tom was more than happy to spend a day at a Victorian location and go through how the system was developed, how to set it up and run the system at a ride and trouble shooting tips.

It was suggested that a sub-committee be formed to do the investigations into the introduction of the ETS system.

The President asked all visitors to leave the room while the complaint from a VERA member regarding the condition of two horses at the ride was discussed.

**In Camera Discussion Commenced**

**In Camera Discussion Concluded**

Visitors were invited to return to the room.

### **9.3 Calendar Coordinator/Insurance**

The President asked all visitors to leave the room while the role of the Calendar Coordinator was discussed.

#### **In Camera Discussion Commenced**

#### **In Camera Discussion Concluded**

Visitors were invited to return to the room.

Lunch break was taken from 12.30 p.m. to 1.05 pm.

A late report was tabled by the Calendar Coordinator.

Since the last meeting, an online motion was approved for the Moyston ride to go ahead on 14/15 September. Buchan ride distance change was received, voted on and approved to return to 80km.

Also an application was received for VERA training seminar to be approved, which was approved after much discussion, and requests that this be held over until the meeting for further discussion. I refrained from voting as I wished to have this added to the agenda, as I did not feel that the approval of a ride was an accurate reflection of the discussion about a training seminar from the previous meeting. For this matter to be held over until the meeting, it would have required a 3 week wait for the application to be approved, leaving more than enough time for permits and so-on to be sought within 4 months.

Paul has received contact from David Reeves who pointed out that the Dergholm ride is to be run on the 2<sup>nd</sup> and 3<sup>rd</sup> November. The original ride application showed the 1<sup>st</sup> to the 3<sup>rd</sup>. Paul has updated the AERA calendar and asked Mark Gabb to update the VERA Calendar. Still waiting on the copy of the Insurance Policy to provide to Alex and will contact the insurers again early in the week.

### **9.4 Assets Officer**

Michael provided a verbal report on the current status of the asset audit and replacement program.

Stock takes have all been done – just need to do the inspection on the Gippsland Trailer. The Central and Western trailers each require an additional battery. Alex will organise to purchase 2 80 amp batteries as per the quote provided.

GERZ have determined that they are keeping their own trailer. They are now responsible for the trailer registration, insurance, maintenance and any other costs.

An asset replacement schedule will be produced to identify what assets needs to be purchased.

### **9.5 Horse Welfare Officer**

The finalisation of the Murray River ride should be completed in AERASpace this weekend following resolution of the outstanding data issues.

### **9.6 Honorary Vets**

It was reported that Narelle is going to be doing further work on this by accessing details of the scheme being run in New Zealand. Paul reported that he had not yet received the copy of the insurance policy from GrandWest. It will be forwarded to Alex as soon as it is available. It was also mentioned that the Tarwin Lower vet clinic was interested in attending a ride – Alex to follow up on this.

## 9.7 Logbook Registrar

The details obtained from AERASpace on logbook issued from 12/4/2019 to 17/5/2019 are:

Endurance	3
Novice	1
Upgrades	2
<b>Total:</b>	<b>6</b>

## 9.8 Membership Registrar

Advice provided by Paul in regard to what Bek did for bib delivery was that she would take them to the ride or post them out. When posting out it was in a cheaper envelope. The Committee agreed that the bibs could be delivered at rides or by postage. If the member wants express delivery they can pay for this option.

### New Membership Package

Day members should be provided with a copy of the Additional Resources document and the contact details for the Membership Registrar to push them in the direction of taking out a member. A post that details the people who are doing their first ride would also be relatively easy to do if we can obtain the information – The day rider List report may give the information required.

The Committee also talked about what could be done as recognition for existing members. This is to be continued via an email discussion.

It was noted that Michelle Goodley had received her bib from Bek.

## 9.9 Point Score Officer

The late report from the Point Score Officer was tabled:

I will be validating the Murray River ride later this week as there is a heart rate correction still to do. On first check I have noticed in one case that where a vet card is used the details are not the same as for a previous ride even though the same horse. As a result, it is causing more work to re-enter and then also produces another record which will not be shown against the horse when it gets a logbook. In this case it is an experienced trainer and an AHS registered horse. Is it not a requirement that the correct details be used if known.? If so, maybe a reminder on the rules.

There was a hiccup with the dual affiliated ride at Table Top as the NSW SMC had not been consulted and approved it. It was all sorted easily but again involved more work than was needed.

As the results for TQ are included in the VERA year-end points and distance could it be entered as dual affiliated? This way the results are automatic, last year I had to add them on clerically, so it made the results shown inaccurate, and so I think there were a few shocks at the presentations.

Other than that everything is up to date and AERASpace is behaving.

Caroline Noble.

### Presentation of a Horse not under its Registered Name

The President will contact the trainer of the horse with multiple names and discuss the requirement to have the horse correctly presented under its registered name. It is noted that this is not the first incident of this occurring for this trainer.

## Storage of Retired Trophies

The President will source some appropriate storage containers for the retired trophies so that they can be stored carefully and brought to the AGM/Presentation without damage.

### **9.10 TPR Coordinator**

The lists of TPRs were reviewed by the Committee and direction provided to the TPR Coordinator to contact those people who remain in the sport to see if they are interested in maintaining their TPR status. Badges are to be provided to TPR Stewards where it can be identified they meet the criteria for the badges.

The people who have volunteered at rides and who are listed on the Volunteer List are to be recognised by a FB post. Need to make sure that it is identified there may be others who have worked at the ride but who have not made it onto the list.

A post is also to be made to identify to members that volunteers are becoming scarce and it is going to be impacting on the ability to run rides. Look for people to offer their assistance at rides whenever possible.

Need to investigate the Gold Card scheme from QERA and implement it here in Victoria. Put the existing baseline membership fee as the Gold level membership which means that people who do not volunteer will then pay a premium. Put up a posting to advertise this scheme and seek feedback from members. Also talk with Sandra about to implement this system.

### **9.11 Veterinary Coordinator**

It was agreed that 2 x 80 amp batteries would be purchased for the Western and Central Trailers at a cost of \$158.00 each.

### **9.12 Webmaster**

Responses to questions:

- Is there any new content the committee would like to see on the website? Committee would like you to get the stuff done on the list first, e.g. Honorary members, distance awards, etc.
- In terms of member recognition does any committee member have any idea on a new layout for points and distance awards? Table design but keep it simple so that the information is up there
- Should we put work into revamping the new to endurance pages? Starting in Endurance booklet – needs to be on its own separate menu or selectable from the Home Page. Video links from the NSWERA YouTube channel.

### **9.13 Swabbing Steward**

The late report from the swabbing steward was tabled.

The President asked all visitors to leave the room while the Swabbing Steward's report was discussed.

### **In Camera Discussion Commenced**

### **In Camera Discussion Concluded**

Visitors were invited to return to the room.

### **9.14 Social Media**

ROs should be encouraged to provide the information for rides on the VERA social media channels in addition to their own ride options. The President will contact the RO for Buchan and discuss the issue of the full up front payment of the ride fees.

The SMC indicated that it was happy to continue to pursue opportunities for promotion of endurance through the HRV HERO's program.

## **10. GENERAL BUSINESS**

### **10.1 New Membership Class (from AGM)**

This matter is to be held over to the next meeting.

### **10.2 Forest Access**

This matter is to be held over to the next meeting.

### **10.3 Complaint from 2018 Mt Cole Ride**

Paul advised that he and Bek wanted to let this issue drop as there are more important things to do and there is nothing that can be done at this point given the people involved have moved interstate. Paul asked that the current committee need to keep in mind this issue if these people return to the sport in Victoria and similar issues arise.

### **10.4 VERA Quilty Team**

The selection committee of two people will be selected from the following Committee members who are attending the Quilty:

- Michael Milne
- Linda Tanian
- Martin Mizzi

Damien Little, if his data entry duties allow, may be available as a reserve.

The SMC also agreed to submit one entry for the State Representative team competition.

**Motion No. 09/05/2019:** That the Quilty Team Gold Cup Team policy be adopted.

**Moved:** Ellen Prestage

**Seconded:** Paul Nugent

**Carried**

The rugs and team clothing, as discussed previously, will need to be ordered fairly quickly to ensure they are available in time for the event.

### **10.5 2022 Tom Quilty**

Michael provided a verbal report on options for a structure for the Tom Quilty Committee. These include:

- GST Treatment – Within VERA Inc (not registered for GST) we would have to apply GST to everything as we would then be above the revenue cap. VERA's assets would be at risk if we used our association.
- Another incorporated association where seed funding is done as a loan agreement.
- A separate corporate association which has the members of the other association as the committee members. Every time the committee changes the members of the other association become the new

committee members. It could be set up that the executive of VERA are members of the new Association because they just need to have 5 members.

- Company limited by guarantee – not advisable as there is a lot of reporting obligations that needs to go on each time.

Michael will write this up and present to the SMC in more details.

Attached is a copy of the current draft version of the Tom Quilty event standard.

In regards to the outstanding seed funding currently sitting with the 2016 Quilty Committee it was agreed by the Committee that we seek a letter from the Tonimbuk President, Lissy Verity, to confirm that seed funding money is to be transferred to the VERA Committee to assist with set up for the new Quilty Committee. If payment is not received within the specified time frame a solicitor's letter is to be sent to the Granite Hills Quilty Inc. seeking immediate payment.

### **10.6 Member Survey 1**

Further work is required on reviewing and providing outcomes on the Member Survey. This discussion should continue during the meeting.

### **10.7 Training Seminar**

One suggestion relating to the Training Seminar was that we could ask for volunteers to assist with running the ride so that members can learn how to do some of the activities. It may be that they could shadow a committee person in a role and assist with preparations. Given the response to the request for volunteers for the Murray River ride this may not provide much in the way of additional resources.

A planning sheet will be prepared and distributed before the meeting listing some of the tasks that need to be completed. More work will be required on this during the meeting.

The issues from the email conversations on the Training Seminar that need to be resolved are:

- Does VERA need to pay a Ride Application fee – No
- Costs of the event – To be borne by VERA
- Cap required on entries – No
- 5km event to be included – No
- Committee ride on the day of the event – No

Alex suggested we have merchandise available for sale at the event. Alex offered to run a spit for Saturday night. If we have encouragement awards then it needs to go to newcomers, first timers.

Trophies are to be awarded for the 20km and 40km. Approach Petstock to sponsor some items. The silver mugs provided at the Murray River ride were \$5. We could get GMax to print the VERA logo on these. We could also approach HERO for some sponsorship.

Linda will put together a running sheet. Paulene will organise to bring across the Western trailer. Alex will do the bike sweep of the track. Discussions on having catering resulted in suggestions for a coffee van or an approach to the Recreation Reserve Committee to see if they are interested.

Discussion occurred on whether the dates of the ride should be changed to the 27<sup>th</sup> & 28<sup>th</sup> September instead of the 28<sup>th</sup> & 29<sup>th</sup> September. This would take advantage of the Grand Final public holiday. Follow up with Geoff is required to see what dates best suit him and the Recreation Reserve Committee.

### **10.8 Re-accreditation of Volunteers**

It was agreed to hold this over to the next meeting to discuss further. It could be as simple as sending out an email to TPRs at the end of the year with Yes/No voting buttons.

## **11. LATE ITEMS**

The following late items were received and dealt with:

- 11.1 Correspondence Inwards – Ride Reviews from Murray River Ride were received
- 11.2 Correspondence Outwards – Response to question on Ride Review regarding ETS was provided
- 11.3 Correspondence Inwards – Advising that Grant Applications from Community Sector Banking (Bendigo Bank) are now being sought
- 11.4 Correspondence Inwards – Michelle Goodley regarding bib not being received has been dealt with and the bib has now been received
- 11.5 Correspondence Inwards – Jo Bailey advising of the achievement of 10,000 km awards for Shannon Decker, Wendy Riha and Nikki Robinson. Congratulations to the competitors has been posted on FB
- 11.6 Late Correspondence Inwards – TQ19 Asking Divisional Secretaries to forward a request for sponsorship to Endurance Clubs. The Secretary will forward this information onto Ride Organisers.
- 11.7 Late Correspondence Inwards – Complaint from Marty & Paul Bryson regarding the Head Vet at the Murray River ride

The President asked all visitors to leave the room while the letter of complaint was discussed.

### **In Camera Discussion Commenced**

### **In Camera Discussion Concluded**

Visitors were invited to return to the room.

- 11.8 Late Correspondence Inwards – AERA inviting Ride Organisers to attend an ETS training system at the Quilty. A training session located in Victoria is currently being organised.
- 11.9 Late Correspondence Inwards – Jo Bailey advising of issues with logbooks for 2 Brieema horses. These will be referred to the Logbook Secretary to ascertain the reasons for this.
- 11.10 General Business – Early Departure from Rides Responses were discussed at length by the Committee and no overall resolution was achieved as to how this aspect of the sport could be improved. The horse welfare aspect was considered to be very important and must be foremost in any considerations on this subject.

## **12. NEXT MEETING**

The next meeting is scheduled for 29 June 2019 commencing at 10 a.m. The venue will be Quest Caroline Springs.

## **13. MEETING CLOSED**

The meeting closed at 5.35 pm.