

VICTORIAN ENDURANCE RIDERS ASSOCIATION INC.

MINUTES OF STATE MANAGEMENT COMMITTEE MEETING

Date 29 June 2019
Location Quest Caroline Springs
234 Caroline Springs Boulevard
Caroline Springs

Meeting commenced at 8.32 a.m.

1. WELCOME BY PRESIDENT

Linda welcomed the SMC members to the meeting and thanked them for making the early start to the meeting. Martin Mizzi suggested that the SMC celebrate the end of year and achievements made by going out to dinner. A few Committee members will be retiring at the end of the year due to the 4 year rule as well and it would be good to celebrate their contribution.

2. PRESENT

Linda Tanian, Jennie Armistead, Kerrie Gabb, Alex Enticknap, Michael Milne, Paul Nugent, Martin Mizzi.

3. APOLOGIES

Apologies have been received from the following Committee Members:

- Steve Noble (Leave of Absence)
- Ellen Prestage
- Geoff Jolly
- Carol Laidlaw
- Damien Little
- Paulene Drew

Lyn Taylor and Sioux Reid also submitted apologies.

4. CONFLICT OF INTEREST

Declaration of Conflicts of Interest by Committee Members

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 – Sue Reid
Paulene Drew	Mt Cole Ride	Ride Organiser

5. VISITORS

The following members have indicated they will be attending the meeting:

- Nil

6. MINUTES FROM PREVIOUS MEETING – 18 MAY 2019

6.1 Amendments

No amendments to the minutes were required.

6.2 Adoption

Motion No. 01/06/2019: That the minutes from the meeting held on 18 May 2019 be adopted.

Moved: Alex Enticknap

Seconded: Paul Nugent

Abstained: Jennie Armistead

Carried

6.3 Business Arising

Nil

7. RATIFICATION OF ONLINE MOTIONS

Jennie requested that the motions on which she did not respond be shown as her being absent as this was during her OS trip where service was not available.

Motion No. 02/06/2019: That the Online Motions be ratified.

Moved: Kerrie Gabb

Seconded: Alex Enticknapp

Carried

8. CORRESPONDENCE

Actions taken in relation to correspondence items:

- Equestrian Australia Concussion Protocol – to be listed on agenda for further discussion
- SAERA Dual Affiliation Request – David Reeves needs to request that they dual affiliate with SAERA
- Horse Welfare Officer – Alex would like further information on what is required to undertake this role. Linda to do a quick training session with him. Kerrie put her hand up if Alex decided not to take on the role.
- Paul Moralee's request for assistance with fuel cost is really a ride cost and not a VERA cost. A private donation was made by one of the Committee members to ensure Paul's contribution was recognised and that he was not left out of pocket.
- AERA Report – Linda will do the VERA report to AERA
- EWS – 45 point letter to be sent
- Complaint to NSWERA may not be heard due to anonymity. This will be determined at NSWERA's next meeting.

Motion No. 03/06/2019: That the correspondence be received.

Moved: Michael Milne

Seconded: Martin Mizzi

Carried

9. REPORTS

9.1 Treasurer

MOTION No. 04/06/2019: That the tabled accounts be paid.

Moved: Jennie Armistead

Seconded: Paul Nugent

Abstained: Kerrie Gabb

Carried

Motion No. 05/06/2019: That the Treasurer's Report be received.

Moved: Kerrie Gabb

Seconded: Jennie Armistead

Carried

9.2 Ride Reports

It was noted that the incidence of riders falling off horses seemed to have increased this year, particularly at the Great Western ride (based on anecdotal evidence). Discussion ensued on the level of safety for inexperienced riders and horses starting in an intermediate ride. This rule has been changed as previously Intermediate rides could not start or finish in the dark. This should be raised at the next AERA meeting for discussion. The issue should also be raised with the RO and the CS of the Great Western ride as a request from the SMC.

The SMC would like to investigate some scenario training for the VERA CS. It was thought that this could be combined with the ETS workshop to be run by Tom McCormack. Tom is currently working on a date when he will be available. Linda to ask Tom if the ETS training could be run in the morning and the CS Workshop could be run in the afternoon.

9.3 Calendar Coordinator/Insurance

Paul apologised for not producing the requested additional pages of Ride Applications as these had been forgotten but will send these around via electronic media asap. Paul suggested that the State Champs be run over the June long weekend to improve attendance. This would require discussion with Buchan to move their ride and a change to the State Championship policy to remove the date range specified. This proposal was discussed and it was determined that the RO applying for the SC would best know what dates would suit them.

Motion No. 06/06/2019: That the State Championship Policy be modified to remove the following wording from 1.1: "between the 1st of August and the 30th of November in each calendar year"

Moved: Paul Nugent

Seconded: Alex Enticknapp

Carried

Linda will put together a timeline for the State Championship expression of interest and, once this is approved by the Committee, a social media post will be made.

2020 Calendar Strategy

The Committee discussed some options to provide financial support to encourage new rides onto the calendar. Suggestions included:

- Subsidising the cost of one vet (limited to the AERA vet fee recommendation)
- Up front seed funding payment
- Reduction in Ride Fees payable to the value of \$1,000

Considerations included the on-going viability of a support scheme, how support of new rides impacts on existing rides, providing balance of rides across the state.

This item is to be included on the next agenda for further discussion. A Sub-committee of Alex, Paul and Martin has been formed to put together some strategies and present to the next meeting.

9.4 Assets Officer

The marquee has been ordered and delivery is currently being arranged. It was thought that the Committee had determined that the purchase of bathroom scales was not required – this will be checked by Linda. Alex will purchase the 2 batteries.

The list of assets to be purchased was reviewed. All recommendations, as per the Asset Purchase table in the agenda, were adopted. The following actions are required:

- Provide a full costing of the asset purchase program to the Committee. Once this is received a motion to purchase will be required and the Asset Officers can proceed purchase the items.
- Pricing on the Defib kits is required for the purchase of 3 kits
- The appropriate form(s) are to be updated to indicate that riders can purchase weight division strips at a cost of \$10.
- Linda will publicise the purchase of assets via social media (include an update on the ETS purchase)
- Sandra Feil to check that all full members have purchased their own bibs

The Asset Officers were thanked for all their work in progressing the Asset Replacement program.

9.5 Horse Welfare Officer

The actions completed to date in regard to horses/riders entering the EWS are:

Rider at 50 points	Now at 56 points following a successful Intermediate ride completed and a vet out on Metabolics. 45 point letter to be sent.
Rider at 30 points	30 point letter sent
Horse at 48 points	Has not entered into a ride since 2017 – no action required
Horse at 36 points	Now up to 42 points following unsuccessful completion 30 point letter sent
Horse at 34 points	Successful completions achieved at 2 rides and is now on a total of 18 points. Letter not required.
Horse at 30 points	Successful completion achieved at a ride and is now on a total of 22 points. Letter not required.

9.6 Membership Registrar

The following actions were determined:

- Linda to do a post on social media advising that Half Year membership is available from 1 July 2019.
- The check boxes that used to exist on the Entry form (13 month rule, membership card presented, etc.) will be reinstated to help Ride Secretaries during the ride entry process
- Linda to check if AERASpace flags that a horse is on the 13 month rule
- Do a social media post about the 13 month rule

- Advise riders that they should be filling in the logbook details to save time at the entry point

9.7 Point Score Officer

A late report was received from the Point Score Officer as follows:

There was an issue with the Aeraspace following the Buchan ride and as yet this has not been resolved. I understand the next version should correct this issue which involved the BC scores where there was a represent.

Other than this everything is up to date.

Caroline.

9.8 TPR Coordinator

Requested updates have been made to the TPR List. This list will now be sent to the AERA TPR Coordinator.

9.9 Chief Steward Coordinator

The Committee was supportive of Lyn's efforts to generate discussion and requested that she continue to send items for discussion to all CS folk. If people chose not to participate then any decisions or recommendations from the remaining participants will be accepted.

VERA will write to AERA regarding Form 37 and ask that this form be placed with the other forms a CS must fill out at an equine catastrophe instead of at the end of each ride.

It was determined that Ellen should organise to get the rule book printed as it currently stands. It was highlighted that the current rules (as available on the AERA website) should be printed, not the rules as per the old rule book.

The Committee will request Sioux Reid to write up a protocol for all VERA CS in terms of what needs to occur when swabbing is to be completed at a ride. This should be disseminated by Lyn Taylor.

9.10 Veterinary Coordinator

One vet student was in attendance at the Great Western ride but unfortunately the name of the vet student is unknown as the Volunteer List from the ride has not been received.

9.11 Webmaster

QUESTIONS

- Is there any new content the committee would like to see on the website – Complete the existing items first. Posts will be provided by the President.
- Could I please get a diagram of the desired layout of the points score section as I'm still struggling to visualize it – Linda and Mark to get together to determine the appropriate layout

The Committee would like to capitalise on the traffic going to the New to Endurance page in some way. Is there any way that we can have a pop up whenever someone hits this page or change the Newsletter Signup thing on the first page to being a New to Endurance process that sends an email to the Membership Registrar to send out the Beginning to Endurance booklet (via email).

The Email Status graphic shows that the following people need to take urgent action to clear out their inboxes:

- Damien Little
- Paul Nugent
- Ellen Prestage
- Geoff Jolly

The clean up can be achieved by deleting any emails that are not required and by saving attachments into a filing system. For further assistance Committee members can speak with the webmaster.

9.12 Social Media

The restriction around advertising was discussed and the Committee asked whether ride sponsors would be blocked by this action. It was felt that the social media platform was a good avenue for the sponsors getting something in return for their donation. Comment was made that the Quilty sponsors were getting advertising on the VERA FB page as a result of the continual posts that come through from the Quilty Committee. Martin and Alex will work with Jen to put together a policy for allowing our sponsors to advertise on FB and the website.

ROs will be requested to ensure that all ride information is posted on the VERA FB page to ensure full dissemination of information.

10. GENERAL BUSINESS

10.1 VERA Quilty Team

An alternative method of getting the team rugs and uniforms to the Quilty following changes in travel plans for the selectors. Linda will approach Steve Blackhurst to see if he can take the items. Martin will pick these up from Steve and do the presentation at the event. Narelle is available to assist Martin with any last minute selection activities.

10.2 2022 Tom Quilty

Michael provided a recommendation that a new incorporated association be established to run the Vic Quilty, the members of which will be comprised of the current Executive committee members of VERA (need to align financial years and AGMs). This removes GST issues for VERA, eliminates risk to VERA from the event, provides effective control over seed funding and minimises administration costs.

Motion No. 07/06/2019: Moved that VERA form a new VERA Tom Quilty incorporated association and that the members of the VERA executive plus 1 committee member become the initiating members of the new incorporated association.

Moved: Michael Milne

Seconded: Alex Enticknapp

Carried

10.3 2016 Tom Quilty

No response has been received to the request for payment of the outstanding seed funding from 2016. Various options in terms of the next action to be implemented were suggested including involving a debt collector, sending a solicitor's letter and removing the membership privileges. The Committee was reluctant to do this due to the possible repercussions for the sport. It was agreed that Martin would approach Sandy Little at the Quilty to discuss the lack of response and failure to repay the seed funding at the Quilty. If this is not successful then action to identify the full committee members is required and contact will be directed to them all. Sheryl Herbert may be able to assist with identification of the Committee members. Consumer Affairs may also have the information.

This item will be included on the agenda for the next meeting.

10.4 Training Seminar

The ride is available on the AERA Calendar. Check with the LRRC that they have a TV available to allow people to view the Grand Final. Linda will send the VERA logo to Alex for the mugs to enable a quote to be obtained from GMax. Martin advised that some of his riders have offered to act as mentors on track at the Training Seminar. We also need to ensure that the vets provide detailed information for those people who are not successful in achieving a competition at the training seminar.

Michael to follow up with Paulene about the permits for the Mt Cole ride

10.5 Reaccreditation of Volunteers

The Committee determined not to proceed with this suggestion as it was felt that any additional workload associated with volunteering could be a deterrent to retaining people on our lists. Advice is required to ROs that veterinarians do not need to be added to the Volunteer list.

10.6 Policy Adoption

Motion No. 08/06/2019: That the Rider Identification Bib and Electronic Timing System policies be adopted.

Moved: Paul Nugent

Seconded: Kerrie Gabb

Carried

10.7 New Membership Class (from AGM)

A letter is to be sent to the VERA member who resides in NSW asking them to take out NSWERA membership in the 2020 year to ensure that the rules relating to membership are correctly adhered to. Sandra Feil is to be advised of this action.

10.8 Ride Secretary Training

Bronwyn has advised that she will not be available until September to run the training. The Committee felt that the training needs to occur earlier to ensure that there are sufficient rides available for newly train Ride Secretaries to gain experience at rides. Action will be taken to see if an alternative presenter can be arranged for this training. It is important that the new Ride Secretaries be given sufficient opportunity at the rides to learn how the data entry process is undertaken.

10.9 On-line Motions

The Committee determined that the current time frame of 48 hours was acceptable.

11. NEXT MEETING

The next meeting is scheduled for 27 July 2019 commencing at 10 a.m. The venue will be Quest Caroline Springs.

12. MEETING CLOSED

The meeting was closed at 12.03 p.m.