

# VICTORIAN ENDURANCE RIDERS ASSOCIATION INC.

## MINUTES OF STATE MANAGEMENT COMMITTEE MEETING

**Date** 27 July 2019  
**Location** Quest Caroline Springs  
234 Caroline Springs Boulevard  
Caroline Springs

The meeting commenced at 10.00 a.m.

### 1. WELCOME BY PRESIDENT

Linda welcomed all the SMC members and visitors to the meeting and thanked them for giving up their time to attend.

### 2. PRESENT

Linda Tanian, Paul Nugent, Ellen Prestage, Kerrie Gabb, Alex Enticknap, Jennie Armistead, Martin Mizzi, Paulene Drew, Damien Little

### 3. APOLOGIES

Apologies were received from the following Committee Members:

- Carol Laidlaw
- Geoff Jolly
- Michael Milne

### 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
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 were present at the meeting:

- Sioux Reid
- Jeff Jarman

An apology was received from Lyn Taylor.

## 6. MINUTES FROM PREVIOUS MEETING – 29 JUNE 2019

### 6.1 Amendments

Nil

### 6.2 Adoption

**Motion 01/07/19:** That the Minutes from the meeting held on 29 June 2019 be adopted.

**Moved:** Alex Enticknap

**Seconded:** Paul Nugent

**Carried**

### 6.3 Business Arising

As per the agenda items.

## 7. RATIFICATION OF ONLINE MOTIONS

**Motion 02/07/19:** That the online motion be ratified.

**Moved:** Jennie Armistead

**Seconded:** Paul Nugent

**Carried**

## 8. CORRESPONDENCE

Actions taken in relation to correspondence items:

- Send a letter of thanks to Steve Noble for his contribution to the members of VERA
- Paul to update the Ride Calendar to show the dual affiliation status of the Dergholm Ride

**Motion 03/07/19:** That the Correspondence be received.

**Moved:** Ellen Prestage

**Seconded:** Paulene Drew

**Carried**

## 9. REPORTS

### 9.1 President

Martin reported that some of the Team Members did not wear their uniforms at the Quilty presentations and he wanted to see the Selector being given a cap.

### 9.2 Treasurer

Incoming Accounts

Name	Details	Amount
Phoenix Screen Printing	Inv #30348	\$70.40
Phoenix Screen Printing	Inv #30349	\$298.10
AERA	Inv #805	\$1,300.50
AERA	Inv #824	\$869.00
AERA	Inv #823	\$546.00

Alex Enticknap	2 x batteries	378.00
Ellen Prestage	Lunches	\$42.87

**Motion 04/07/19:** That the tabled accounts be paid.

**Moved:** Kerrie Gabb

**Seconded:** Martin Mizzi

**Abstained:** Ellen Prestage, Alex Enticknap

**Carried**

**Motion 05/07/19:** That the Treasurer's Report be received.

**Moved:** Kerrie Gabb

**Seconded:** Paulene Drew

**Carried**

### 9.3 Ride Reports

The Chief Steward's report from Great Western was incomplete and did not include the incidents that occurred on track where riders fell from their horses. Incident reports are required to gather the appropriate information should an insurance claim be submitted at a later stage. The Secretary is to write to Sandy and ask him to supply the appropriate forms. In addition, the Chief Steward's report included Bronwyn Cuthbertson as one of the Chief Stewards. Bronwyn is not a Chief Steward nor a provisional Chief Steward. Sandy will be requested to amend this report to correct this error.

Two horses received invasive treatment at the Great Western Ride. The Invasive Treatment forms have been sent to SAERA as both horses were SA registered horses.

### 9.4 Calendar Coordinator/Insurance

No report was received from the Calendar Coordinator as there is little happening. Paul mentioned that he was working on the calendar for next year. He requested that a post goes up on FB to ask ROs to submit their ride applications. The State Championships EOI is still being worked on.

The sub-committee of Alex, Paul and Martin, which was formed to put together some strategies had not met and will work to present a report to the next meeting.

It was agreed that the Ride Organisers should be contacted to try to get them to submit their Ride Applications for first half of 2020 in time for consideration at the next meeting.

### 9.5 AERA Delegates

The VERA Report to the AERA meeting was sent for review to all the SMC. The issue of Form 37 should be raised with AERA and also question the ruling about allowing intermediate riders to start/finish in the dark.

### 9.6 Assets Officer

The following information was provided, and actions agreed:

- Still waiting on pricing for the TPR vests and the screen printing on these vest (these may be able to be obtained from GMax – Alex will send the details to Kerrie)
- Alex advised that he could get the scales calibrated. This will be done once the season is finished.
- The Hire Agreement needed to be kept simple
- It was agreed that the western trailer would be re-stocked with new arrows. Surplus arrows from this trailer would be re-distributed between the Central and Gippsland trailers.
- Reflective tape for the arrows is to be purchased

- It was agreed that the blue bibs could be distributed between all the trailers to be used for Social rides
- Linda will provide Kerry with a box of blue bibs
- There are a few bibs that are duplicates. This has arisen as a result of some of the early bibs being prefixed with a V and then another bib issued with the same number but without the V. It was suggested that Paul Bryson and Frank Cullen may have duplicate numbers. This needs to be raised with Sandra Feil to try and sort out.
- If all assets identified for replacement are purchased the cost will be approximately \$18,600. Defib units are approximately \$2,600 and the ETS will be around \$12,000 - \$13,000.
- Sponsorship/Grant Funding of the Defib units should be followed up

### **9.7 Horse Welfare Officer**

A Victorian horse competing at the Quilty has been issued with a Rest Order of 8 weeks. The logbook has been provided to the President who will return it to the horse owner after the rest order period has expired.

### **9.8 Merchandise Officer**

As the Merchandise Officer has now resigned it was suggested that this role could be added to the VERA Registrar Job Description.

### **9.9 Point Score Officer**

The issue with the distance being changed from 20km to 23km for the Buchan ride popped up again after the patch was applied. This was resolved by Peter Johnson (AERA Developer) who identified that there was a leg length of 20km that was causing the issue. The ride length was set at 23km, but the leg length value overrode this.

### **9.10 TPR Coordinator**

Janeen Smith, Steven Edwards and Marty Mizzi will be presented with their TPR badges at Mt Cole.

### **9.11 Chief Steward Coordinator**

The Asset Officers will do a comparison on pricing and range of items in the First Aid Softpack against what we had agreed to purchase.

The details of the grant information were provided to the Grants Officer to follow up. The AERA are considering the EA's Concussion policy at its next meeting so VERA needs to wait until outcomes are shared with the states.

Lyn has sent an email to all the Vic CS folk to look at how they document events and write their reports due to the added pressure of litigation and insurance claims.

### **9.12 Webmaster**

It was determined that merchandise will require its own section on the website once the range of items has been determined. It will need a separate menu item and a downloadable order form. Need to send out the Ride Information form to forthcoming rides – Mt Cole and Moyston rides are the next ones. The Webmaster is to assist Carol in accessing the newly allocated email address.

### **9.13 Swabbing Steward**

There is no notification of the lack of positive outcomes from the swabbing. EA does not notify the state. A list of outcomes is available on the EA website for the riders/horse owners to check. The distribution of the original AERA agenda identified a ride in Victoria for which swabbing had been planned. The swabbing plan

has now been amended to remove this ride and replace it with another ride to ensure confidentiality. A letter of complaint was forwarded to AERA regarding this breach.

## **10. GENERAL BUSINESS**

### **10.1 Full Up-Front Payment of Ride Entry Fees**

If a policy is to be made to allow full up-front payment the policy needs to specify the repayment options. This could include a time frame before the ride in which the withdrawal of the rider can get a full payment refund. The proposed AERA on-line nomination system may assist with this process. Linda will ask the members what their thoughts are about this via FB. It was noted that most other equestrian sports do this.

### **10.2 2022 Tom Quilty**

The following was determined as the outline for the selection criteria:

- Experienced ride organiser and committee
- Each submission needs to be judged on its own merits
- Appropriate vet hospital facilities
- Safe and accessible tracks
- Contingency plans for adverse weather – tracks, access, camping
- Appropriate biosecurity plans
- Detailed budget
- Sponsorship plan
- Personnel – CS/Vets/Ride Secretaries
- Appropriate camp and facilities including date of event to be run

The selection sub-committee will consist of Linda, Alex, Kerrie, Paulene and Martin.

The meeting was adjourned for lunch from 12.10 to 12.40.

All visitors and Damien Little, who has a conflict of interest, were asked to leave the room.

### **In Camera Discussions Commenced**

### **In Camera Discussions Concluded**

### **10.4 Training Seminar Landsborough**

Alex provided a proof of the mugs, which have now been ordered. Additional TPRs are required. Initial application for permits has been done.

### **10.5 New Membership Class**

It was determined that a number of initiatives had already been put into place and that a new membership class was not required. It was agreed that full membership was required to vote.

### **10.6 Ride Secretary Training**

Kim has indicated that she only requires reimbursement for food and fuel. No accommodation is required. A short section on timekeeping will be included in the training. Session will be from 1 pm to 4 pm. Ellen will organise a venue. Registrations are to go to Ellen – Paulene, Kerrie and Linda have indicated they will be attending. Afternoon tea will be provided by VERA.

## **10.7 VERA Registrar**

The Committee discussed whether there was value in having a VERA Registrar role. This role would cover the activities currently done by 3 people – Membership Registrar, Logbook Registrar and Merchandise Officer. The role would be paid an honorarium, the level of which was not able to be agreed upon.

**Motion:06/07/19:** That VERA implement the role of VERA Registrar at an honorarium of \$200 per month.

**Moved:** Ellen Prestage

**Seconded:** Alex Enticknap

**Lost**

With the resignation of Caley Rees from the role of Merchandise Officer expressions of interest will be called for this position. The Expression of Interest needs to be advertised. Kerrie will put together the Job Description and EOI. Ellen will send a letter of thanks to Caley for her contribution to the sport. A post on social media will be required to advise members.

## **10.8 EA Concussion Protocol**

As AERA is considering the Concussion policy at its next meeting this item will be placed on the next agenda for further discussion based on the AERA's adopted approach.

## **10.9 HRV HERO Partnership**

Need to ensure that the Chief Steward (Sandy) is advised of this initiative. Linda will ask Jen Green to send an update to all Vic CS folk to provide advice on the Standardbreds in Endurance series.

## **10.10 Rider Identification Bib Policy**

**Motion 07/07/19:** That the Rider Identification Bib Policy be adopted.

**Moved:** Kerrie Gabb

**Seconded:** Paulene Drew

**Carried**

## **11. OTHER GENERAL BUSINESS**

Paulene expressed her thanks, as Ride Organiser for Mt Cole, for all the assistance she had received from Committee members regarding the organisation of the Ride.

A post is required on social media to remind people who have travelled back from the Quilty that their horses need to do a 10 day temp log if these horses are attending the Ararat ride as it is within the 28 day time frame for horses coming from a Hendra zone.

Martin raised the issue of a possible conflict of interest for the Swabbing Steward at the forthcoming State Championships. A request will be made to EA to provide an alternative Swabbing Steward for this event.

It was determined that a replacement Committee member for the vacancy following Steven Noble's resignation was not required.

The email from Bronwyn Cuthbertson regarding the on-going issue with people paying a novice horse registration, which is not required, was discussed without any resolution being obtained as to how to discourage this payment.

## **12. LATE ITEMS**

### **Late Correspondence**

The following items of late correspondence were received:

- Steven Noble - Resigning from the Committee
- Caley Rees - Resigning from the role of Merchandise Officer
- Sandy Little – CS Report from Great Western (partial)
- Newmarket Grandwest – Advising of a merger of insurance companies and a change of name to Surewise
- Pat Hodgetts - Forwarding information on how TEERA set up their 2018 Quilty Committee
- GERZ - Forwarding a letter of thanks for the support provided by VERA for the change in the ride fee structure which reduced the loss from their ride considerably
- Janine Smith – Advising that she has some old ride records that she will bring to the Ararat Ride
- Geoff Jolly – Starting intermediate rides in the dark

## **13. NEXT MEETING**

The next meeting is scheduled for 21 September commencing at 10 a.m. The venue will be Quest Caroline Springs.

## **14. MEETING CLOSED**

The meeting was declared closed at 2.47 pm.