

VICTORIAN ENDURANCE RIDERS ASSOCIATION INC.

MINUTES OF SMC MEETING HELD ON 23RD FEBRUARY 2019

Date 23 February 2019
Location 234 Caroline Springs Boulevard, Caroline Springs

1. Welcome by President

Linda welcomed SMC members and visitors to the meeting. She spoke on how the Committee members were leaders of the sport and needed to act as a leader within the membership.

2. Present

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

3. Apologies

Jennie Armistead, Steve Noble. An apology was also received from Lyn Taylor.

4. Visitors

Julie Woods, Russell Gillingham, Digger and Dianne Leehane.

5. Conflict of Interest

Martin Mizzi declared a conflict of interest in relation to swabbing and management of the Kalimnah Farm team. The register has been updated as follows.

Committee Member	Point of Conflict	Reason
Kerrie Gabb	Mark Gabb (Webmaster)	Personal relationship
Steve Noble	Kim Noble (Disciplinary Panel)	Personal relationship
Paul Nugent	Rebecca Williamson (Membership)	Personal relationship
Damien Little	Bronwyn Cuthbertson (Logbooks)	Personal relationship
Michael Milne	Matt and Shanna Milne	Disciplinary action
Linda Tanian	Castlebar Endurance	Team rider
Martin Mizzi	Kalimnah Farm	Team manager Swabbing – Sue Reid

6. Minutes from Previous Meeting Held on 2nd February 2019

6.1 Amendments

No amendments to the minutes were identified

6.2 Adoption

MOTION 01/02/19: That the Minutes from the previous meeting be accepted.

Moved: Ellen Prestage

Seconded: Paul Nugent

Carried

7. RATIFICATION OF ONLINE MOTIONS

MOTION 02/02/19: That the Online Motions be ratified.

Moved: Carol Laidlaw

Seconded: Geoff Jolly

Carried

8. CORRESPONDENCE

8.1 Correspondence Inwards

The following actions were determined for the correspondence inwards:

From	Details	Action
Mark Gabb	Quote for Secretary's Laptop	New laptop purchased
Bronwyn Cuthbertson	Complaint regarding Eric Thomas (copy provided via email)	Linda to organise for an external mediation process using the Dispute Resolution Centre Victoria
AERA	FEI Endurance Elimination Codes	Received
Bronwyn Cuthbertson	Complaint regarding the opening of Expression of Interest for the 2019 State Championships (copy provided via email)	Received and responded
Bronwyn Cuthbertson	Asking questions about the re-opening of the EOI for State Champs (copy provided via email)	Received and responded
Trish Van Donk	Requesting the addition of a 17km social ride to the Glengarry ride on both Saturday and Sunday	Addition of 17km ride approved
Jen Moncur	Complaint regarding membership application process (Copy provided via email)	Complaint received
Bek Williamson	Letter of Resignation (copy provided via email)	Letter of thanks to be sent
Denise Green	Thanking VERA for its generous support of TQ2019	Received
Peter Laidlaw	State of VERA Archives	See below

In response to Peter Laidlaw's letter the following actions will occur:

- Linda will organise to get the retired trophies rejuvenated once they are received from Peter
- A photo is to be taken of the retired trophies and included on the website as a virtual trophy room
- The retired trophies are to be displayed at the Presentations
- A Hall of Fame is required on the website and will include Lifetime Members, Riders, Horses and End of Year awards

The President asked all visitors to leave the room while the incident arising at the Moyston State Championships was discussed.

Visitors were invited to return to the room. The outcome was explained to Digger Leehane.

8.2 Correspondence Outwards

To	Details	Action
Matt & Shanna Milne	Confirmation of payment details for the outstanding fine due by 28/2/2019	

Kim Moir	Submission of Membership Applications for AERA Delegates	
Sandy Little	Following up on lack of submission of bank statements from 2016 TQ (see Appendix 1)	
Georgina Hart	Asking about a 160km qualifier for the 2019 TQ (Note: This was referred to Paul Nugent for actioning)	Paul to put up a notice on FB to see if there are any people requiring qualification for the TQ19
Jason Rathbone	Letter of thanks for being Rider Mentor	Need to provide some further details on the website about how the Rider Mentor option works Need to ensure that information is available for newcomers to the sport (the Introduction to Endurance booklet) and that it is very clearly highlighted
Eric Thomas	Invitation to attend next meeting to discuss SC Incident	
Denise Green	Submitting the 2019 Sponsorship Agreement Form	
Di Maunder	Letter of thanks for Bookkeeping Services	
Jane McLaughlin	Letter of thanks for being a member of the DP and Treasurer	
Nikki Robinson	Letter of thanks for being a member of the DP	
Ken Bradley	Letter of thanks for being a member of the DP	

8.3 Late Correspondence Inwards

The following items of late correspondence were received.

Date	From	Details
20/2/2019	Pauline Drew	Submitting an EOI for the 2019 State Championships (see Calendar Coordinator Report)
21/2/2019	Eric Thomas	Inability to attend the SMC meeting
21/2/2019	Eric Thomas	Providing an explanation of the incident at Moyston SC in 2018
21/2/2019	Jen Moncur	Application for Membership Registrar Position
21/2/2019	Sallyann Duke	Application for Membership Registrar Position
21/2/2019	Sandra Feil	Application for Membership Registrar Position
21/2/2019	Ellen Prestage	Toongabbie Ride Application (See Calendar Coordinator Report)
22/2/2019	Robyn Player	Application for Membership Registrar Position
22/2/2019	NSWERA	Proposing to conduct the Border Cup competition at the Gundagi Ride in April 2019 (Gundagi ride was subsequently cancelled and an alternative location is to be determined)
22/2/2019	AERA	Seeking nomination of a Division Chief Steward for TQ19
22/2/2019	Sandy Little	Forwarding a copy of the bank statements from the Lexton Tom Quilty Committee to prove funds available

The following actions are required for the late inwards correspondence:

- Initial discussions were conducted on the suitability of the applications received for the position of Membership Registrar. As the Expression of Interest period has not yet expired a final decision cannot be made.
- Linda is to contact NSWERA and determine an alternative location for the Border Cup. VERA will struggle to get a team together to meet the eligibility criteria.

- Chief Stewards at TQ19:

Motion 03/02/19: That Lyn Taylor and Digger Leehane be nominated as Chief Stewards for TQ2019.

Moved: Martin Mizzi

Seconded: Carol Laidlaw

Carried

Linda is to contact Lyn Taylor and Digger Leehane to ask if they are interested in representing Victoria at the TQ19

8.4 Late Correspondence Outwards

Date	To	Details
21/2/2019	NSWERA	Retraction of request to maintain existing TQ rotation

MOTION 04/02/19: That the Inwards and Outwards Correspondence be received.

Moved: Ellen Prestage

Seconded: Carol Laidlaw

Carried

9. REPORTS

9.1 President's Report

Member Survey

Alex advised that he can get hold of a CRM system if this is required. Linda will put together the survey and get Mark to add it to the website with publicity on FB and the website.

Committee Communications

Suggestions for improvements to communications include:

- Emails that require a response should note this information
- For any online motions the response should be returned to only the proposer
- A messaging app could be used for motions
- Need to ensure that the conversation sticks to the original topic of the email
- Create a new email trail for any off-shoot conversations
- Don't do a Reply All if the conversation is straying and there are non-committee members included on the distribution list of the email
- The Viber app may be useful as conversations can be recorded

Rule Query – Adverse Analytical Findings

AERA offered an Administrative procedure option in which the respondent gets 14 days to accept. It is basically a fine and is only for a first offence and where 1 metabolite is found in the blood system. The fine is then paid. The correspondence provided by the VERA Secretary was not quite correct in regard to some of the information contained. Respond to the member with the information on the outcomes. Rule 10, 11.6 and 25.3.3 are to be highlighted.

9.2 Treasurer

The Treasurer is to remove Bek from the Bank Account following her resignation. Access to the AERASpace also needs to be removed.

In the past not all VERA procedures were followed properly, and some payments have been made without the appropriate approval. The Melton Library and Insurance accounts have not been paid. Kerrie is chasing up on this. AERA is thinking about a general insurance policy for all states covering assets belonging to each state. We may need to identify what is to be insured to be included in the policy. VERA could do it individually for the trailers but it may be cheaper to insure via AERA. More information should be available at the AERA meeting.

The issues with the AERA invoices are still being resolved and Kerrie is working with the AERA bookkeeper to reconcile the differences so that correct invoices can be sent and then paid.

Quotes should be obtained from a number of auditors in Kerrie's local area to provide a comparison with the quote provided by the previous auditors. This is particularly in light of the low level of scrutiny exercised for 2018's accounts.

Incoming Accounts:

Name	Details	Amount
Dianne Maunder	Inv 48 – Bookkeeping services to 31/1/19	\$276.50
Eric Thomas	Registration and repairs to Western Trailer (this has been outstanding since 27/10/18)	\$303.00
Ellen Prestage	Catering 1/12/19	\$57.09
Newmarket Grandwest	Insurance for 3 x timing clocks (this was due on 12/11/18)	\$333.30
Dianne Maunder	Inv 50 – Bookkeeping services until 13/2/19 (should be final bill)	\$100.00
Linda Tanian	Reimbursement for hire of Venue – Quest Caroline Springs	\$222.64
Consumer Affairs	Registration for 2019	\$57.80
Ellen Prestage	Lunch	\$31.89
Carol Laidlaw	Lunch and Printing (Printing \$66.00, Frame \$17.00, Lunch \$29.88)	\$112.88

MOTION 05/02/19: That the tabled accounts be paid.

Moved: Kerrie Gabb

Seconded: Michael Milne

Carried

It was identified that the Ride Deposit should be \$80 instead of \$60 as shown on the VERA Ride Fees form. AERA are currently charging VERA \$80 per ride on the calendar. The Ride Application form will need to be modified to show \$80 for the Event Insurance Liability fee.

Motion 06/02/19: That the Treasurer's Report be received.

Moved: Kerrie Gabb

Seconded: Carol Laidlaw

Carried

The meeting was closed for lunch break from 12:15pm to 12:45pm.

9.3 Ride Reports (Chief Stewards & Vets)

The AERA Electronic Timing System has been bought by a Queensland Ride Committee and AERA may not have another system available in time for the Lancefield ride.

9.4 Calendar Coordinator/Insurance

GERZ has applied to run the GERZ Championship ride at Toongabbie on 6 AND 7 July. All rides will be run on Saturday and will consist of 100 elevated, 40 & 20km.

MOTION 07/02/19: That the Toongabbie ride application be accepted.

Moved: Paul Nugent

Seconded: Alex Enticknap

Carried

The Yalca ride organisers have decided to drop the 10km Introductory ride.

SAERA have asked that VERA dual affiliate the Mil Lel ride which is to be run on the Easter weekend. VERA does not have a ride scheduled for this weekend.

MOTION 08/02/19: That VERA Dual Affiliate the Mil Lel ride.

Moved: Damien Little

Seconded: Kerrie Gabb

Carried

The visitors and Damien Little (Conflict of Interest) were asked to leave the room which discussions on the issue were discussed.

The visitors and Damien Little returned to the room.

The Hans Peuker insurance claim is on-going,

9.5 AERASpace

Carol Laidlaw now has access to AERASpace as an Administrator.

9.6 Assets Officer

Stock takes are being done on the trailers. The results are back in and will be collated as soon as the Lancefield ride is completed. The trailers may need some additional arrows. Spoke about the need for a replacement scanner for the Central Zone trailer. All the CS have scanners – Sandy, Digger and Lyn have purchased their own. VERA purchased 4 scanners – Ellen has one, Sandy has one and David Reeves has misplaced two. The trailers also need a thorough mechanical check, which will be done by Chris Browne.

The trailers need to have the scales serviced and calibrated.

Discussion on whether TPRs should be given their own person TPR bibs or ensure there is sufficient stock in the trailers result in the Committee deciding that the trailers should have TPR and Vet bibs.

Need to add to the Ride Application form:

- Details about the trailers
- An agreement to be responsible for the trailer and replacement of any used or broken items before the next ride
- Who to contact for pick up and drop off of the trailer and where the trailers are located

This needs to be part of the RO handbook.

Martin suggested that we buy 3 horse floats to replace the existing trailers as they will allow for cartage of more equipment. Alex suggested that we have a solar battery as well. Alex will obtain pricing for replacement of the existing 2 batteries.

Jen Moncur has been asked to provide advice on what is required for the First Aid Kits. A suggestion was also discussed about purchasing defib machines for each trailer (about \$2,000 each). These do not require first aiders as they come with vocal instructions.

Data operators – Could be first aiders if they wished to undertake the training. Members may already be first aiders. Add this to the membership form to see if they want to be added to the list of trained first aiders.

The insurance policy also includes 2-way radio equipment, CB radios and paging units but these have not been located as yet. Kerrie will follow up on this.

Trailers should also have bio security equipment. This needs to be checked as part of the stock take process.

9.7 Horse Welfare Officer

A budget for testing the rides needs to be finalised. Carol, Linda and Sioux will work on this and present this information back to the Committee. A decision will then be made by the Committee as to the number of rides at which swabbing will be done and the number of swabs to be completed at each ride. The final decision, to be made by Linda and Carol, will be the rides at which swabbing will be completed for 2019. This information will be passed to Sioux Reid but will not be communicated back to the Committee.

9.8 Membership Registrar

Members need to be advised that the plastic pockets are re-usable. The Membership Form is to be updated to add a tick box to indicate whether the Member requires a new plastic pocket for their current year Membership card.

With Rebecca's resignation, Kerrie has taken on the role until a new Membership Registrar is appointed. The Expressions of Interest process has been commenced and advertised. EOIs will be accepted until 10th March with four applications having been received to date.

9.9 TPR Coordinator

We need to notify the TPR stewards of their ability to gain a reimbursement after attending a ride once the list from Damien has been received and verified by Geoff.

9.10 Chief Steward Coordinator

Working with Children Check

The WWCC details for Lyn Taylor, Digger Leehane and Linda Tanian were accepted by the Committee and will be added to the WWCC Register. Ellen's address needs to be updated against the registration for all people holding the WWCC as VERA's address.

Provisional CS

The Committee agreed that Trish Reeves needs to restart her Chief Steward accreditation as her provisional status has expired. Ellen will contact Trish to see if she wishes to recommence and Lyn Taylor is happy to assist Trish with progressing through the accreditation process.

9.11 Veterinary Coordinator

Damien is to have a look at the AERA Database and see if he can put together a list of Vets that have officiated over the past 2 or 3 years and provide this to Alex. A TPR school should be run later in the year.

9.12 Webmaster

Further information is required from the Ride Applications – these should be completed fully before being approved. Quite often the Ride Applications are submitted very early and all the information is not yet available. Mark is to put together a ride preview proforma that can be sent to the RO closer to the event to get the information needed for the website. Mark can send this form to the RO and then update the website once he has received the information back.

Questions

- What new content is required? – Work with the President to define what is required
- What would people like to see down the track – Ride reviews from the riders
- Questions for a survey, (3-4 questions only) maybe a couple of true/false and a couple of response – Questions to be provided by the president
- Ride review survey? (Multiple choice suggested) – Work with the president to get this finalised in time for Lancefield

10. General Business

10.1 Early Warning System Trial

AERA needs to be contacted to determine whether the addition of the stickers is permissible. This should be an Australia wide approach so that a single state is not doing something different to other states and that the scheme is understandable wherever the horse and its logbook travels.

The trial does not seem to have determined any success factors to measure the outcomes, so it is difficult to know from the small sample survey whether it is worthwhile pursuing this further. As an alternative approach a half page education slip could be put into the logbook by the ride secretary.

10.2 Child Safe Standards

Initial actions to be implemented:

- Add a WWCC checkbox on the Membership Form for members to indicate if they hold this qualification (will need number and expiry date also)
- Members with WWCC qualification are to be added to the WWCC register
- Kerrie to check if the WWCC application process is cost free
- Have details on the website and the FB page to advise members how to get a WWCC
- Undertake an education process on Child Safe Standards once the appropriate policies have been put together
- A sub-committee should be formed to work through the requirements. Members not on the Committee could be co-opted if required
- Need to ascertain if legal advice is required for the implementation of the appropriate policies

10.3 Discounted Ride Entry Fees

The Committee agreed to progress with this option. The scheme is to be publicised on FB and the Website. An additional requirement was added: The rider must be at the Presentations to be able to claim the voucher. If they are not there the prize is re-drawn.

10.4 Grants/Funding Officer

The items for which a grant could fund the purchase includes:

- Defibrillator purchase
- Asset replacement program
- Quilty

No one on the Committee wished to take on the role of Grants/Funding Officer. It could be offered to anyone not successful in the Membership Registrar role.

10.5 Review of Membership Application Process

Letters should be sent out to members who have not renewed their Membership to remind them to renew. Michael to work with the new Membership Registrar regarding his proposals.

10.6 Proposed Agenda for Education Weekend

No entry fee will be charged for attendance at the Education Seminar
Lyn Taylor (or Digger Leehane) could do the section on the General Rules
A lunch time BBQ will be provided free of charge

Questions/comments:

- Lunch will be provided – Simple BBQ, Spiro to do the cooking
- Do we have someone who could approach some suppliers to get together a gift bag of samples and brochures to hand out to attendees – Should follow up with Stella to see if they do sample bags
- Should we include Caroline Noble as the Ride Mentor in the weekend – No, there is plenty of people available for answering specific questions
- Include a flyer with website, VERA FB page, contact details into the participant's sample bag
- Include a membership form in the participants sample bag
- Include a Welcome to Newcomers' booklet (information available on the website)
- Needs to be advertised – FB, Website, local area, Off the Track, Standardbred Associations, Pony Clubs and ARC
- Need to nominate a closing date for registrations
- Michael will work on a background presentation on a large TV
- Traffic will be directed to the second driveway at Martin's place, with signs for in and out
- Name Tags for committee and for participants

10.7 Transparency

It was suggested that any concerns should go to the Chair in the first instance and then a decision be made as to whether this is a valid concern or not before it gets discussed with the Committee. Where discussions were to be about a particular committee member that committee member would be included in the discussion.

11. Next Meeting

The next meeting is scheduled for 13 April 2019 commencing at 10 a.m. The venue will be at Quest Caroline Springs.

12. Meeting Closed

The meeting closed at 5:05pm.

DRAFT