

VICTORIAN ENDURANCE RIDERS ASSOCIATION INC.

MINUTES OF STATEMENT MANAGEMENT COMMITTEE MEETING

Date 30 November 2019
Location Quest Caroline Springs
234 Caroline Springs Boulevard
Caroline Springs

1. WELCOME BY PRESIDENT

The President welcomed all the Committee and thanked them for their contribution to the membership and to the sport.

2. PRESENT

Linda Tanian, Ellen Prestage, Kerrie Gabb, Jennie Armistead, Geoff Jolly, Michael Milne, Paul Nugent.

3. APOLOGIES

Apologies were received from the following Committee Members:

- Paulene Drew
- Martin Mizzi

Sioux Reid has also submitted her apology for non-attendance.

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 GERZ Ride
Martin Mizzi	Kalimnah Farm	Team manager Swabbing – Sioux Reid
Paulene Drew	Mt Cole Ride	Ride Organiser
Ellen Prestage	GERZ Ride	
Jennie Armistead	GERZ Ride	

5. MINUTES FROM PREVIOUS MEETING – 26 OCTOBER 2019

5.1 Amendments

Nil

5.2 Adoption

Motion No. 01/11/2019 That the minutes from the SMC meeting held on 26th October 2019 be adopted

Moved: Ellen Prestage

Seconded: Carol Laidlaw

Carried

5.3 Business Arising

No business arising, other than that recorded on the agenda was identified.

6. RATIFICATION OF ONLINE MOTIONS

Motion No. 02/11/19: That the online motions be ratified.

Moved: Geoff Jolly

Seconded: Ellen Prestage

Carried

7. CORRESPONDENCE

7.1 Inwards

Actions to be taken in relation to Inwards Correspondence items:

- TQ20 – Invoice paid
- Provide a response to Bronwyn regarding the poor communication from the SMC. Thank her for her communication on the full upfront fees and seek feedback from other ROs
- Identify the receipt of reports in the minutes
- Forward a letter of thanks to Damien Little following his resignation from the SMC
- Bronwyn to be asked for the Insurance information from the State Championships ride
- Follow up with NSWERA to run the interstate competition
- Notify all ROs about the weights that are now added to the ride trailers and their use to synchronise the scales

Motion No. 03/11/19: That VERA does not affiliation the NSWERA State Championships ride as it is outside the 100km limit for dual affiliation.

Moved: Geoff Jolly

Seconded: Carol Laidlaw

Carried

7.2 Outwards

The Committee spoke about the requirements for ROs regarding liability and incidents. While there is a lot of pressure on the CS to do all the tasks associated with the ride, they need to do the ride checking. It was questioned whether to increase the remuneration for the CS on the 160km event.

Motion No. 04/11/19: That the correspondence be accepted.

Moved: Kerrie Gabb

Seconded: Michael Milne

Carried

8. REPORTS

8.1 President

The President's Report was received.

8.2 Treasurer

The Committee advised the Treasurer to cease trying to get an account from Mitchell Council. All paperwork had been collected from Damien Little at the Tallangatta ride. Sioux Reid is to be approached for the contact number for Sue Terry (Swabbing Steward for State Championships) so that the accommodation costs refund.

The P & L for the VERA Training Seminar was completed and distributed. A loss of \$850 was achieved, which was less than expected.

Incoming Accounts

Name	Details	Amount
AERA	Invoice 902	\$265.50
AERA	Invoice 903	\$428.00
Linda Tanian	Reimbursement AERA delegate	\$150.00
Digger Leehane	Whole year C/S reimbursements	\$675.00
Carol	AERASpace and lunch	\$118.30
Ellen Prestage	AERASpace operation and lunch	124.32
	Total	\$1761.12

MOTION 05/11/19: That the tabled accounts be paid.

Moved: Kerrie Gabb

Seconded: Geoff Jolly

Abstained: Linda Tanian, Carol Laidlaw, Ellen Prestage

Carried

Motion 06/11/19: That the Treasurer's Report be received.

Moved: Kerrie Gabb

Seconded: Jennie Armistead

Carried

8.3 Ride Reports

Late CS Reports

After the 3rd December the Secretary is to send Sandy a letter to ask him to give cause as to why disciplinary action should not be implemented for failure to comply with the rule to submit the reports requested. An appropriate period for response will be specified and, if this expires without the appropriate action being taken by Sandy the Disciplinary Panel will be organised. Need to check with the AERA Secretary to see if a response has been received to their last correspondence to Sandy.

Tallangatta Valley

The issue with the unaccompanied riders has been raised with the RO and the CS and appropriate actions will be implemented for next year. It was agreed that this was a great ride for first time ROs.

Dergholm

It was agreed that the SMC continue to try to resolve the issues raised by the CS despite lack of response to messages left on his phone.

VERA State Championships

Paul was asked to advise what the issues were with SC ride application. The problem was with how the information was presented. Paul will help David with the finalisation of the paperwork.

It was agreed that VERA will run a ride next year – just need to get someone to put the track together.

8.4 Calendar Coordinator/Insurance

Ride Applications

Nothing to report. No-one has contacted him about putting on rides. Kim Noble seems to be happy to assist with a ride. Follow up with Tina Manousaki to see if she is going to run Eldorado next year. The President will put up another notice on FB and website seeking new ROs or existing ROs to run rides. VERA has medallions for use by ROs that will help reduce the workload and costs and this should be highlighted. Paul to chase up Sioux Reid and ask her if she will be running her ride.

8.5 AERA Delegates

The AERA meeting was very gruelling with an 11-hour day on Saturday and then a further 7 hours on Sunday. Attached is a summary report on the outcomes from the meeting. A brief run down was provided on the outcomes from the meeting. Didn't get through everything on the agenda and there will be further teleconference meetings to finalise these matters.

8.6 Assets Officer

Update

- All old arrows from the western trailer, were collected at the Landsborough Ride. Kerrie just needs to sort through them and get them to the other 2 trailers
- Working on a hire agreement – It is only going to be the clock and the ETS that is likely to be hired. No hire charge and lender must accept responsibility for damage and pay for repair
- Working on VERA Asset Policy – The SMC needs to review this and send the comments to Kerrie. Need to make sure the battery is on the list of assets.
- Bibs for the trailers – Still waiting on Sue Reid
- 3 x 2.5kg – Let ROs know about these and their purpose
- Medallions have been collected from Jen Green
- State Championship medallions have been collected

To be Completed

- Need to allocate the calibration of the scales to someone

Biosecurity Equipment for Each Trailer

The Asset Officers will obtain a quote for the purchase of these items to ensure the ride trailers are provisioned with the appropriate biosecurity equipment.

8.7 Horse Welfare Officer

Report received.

8.8 Membership Registrar

The Membership Registrar is to get the notification about being absent up on the FB page and website as soon as possible.

8.9 Merchandise Officer

Linda to be given authorisation to decide about what range of items will be stock and then pass them onto Louise Mackey.

8.10 Point Score Officer

Rugs are ordered. Jennie is to be advised when the rugs are ready to pick up. Vest information has been sent to Phoenix. They are just about ready to send back a quote. All Prizes will be ready in time.

8.11 TPR Coordinator

Mark Dunn will send the last of the TPR badges. AERA are looking at getting more badges. Ellen to send badges to Janeen Smith & Steve Edwards.

8.12 Webmaster

Progress

- Draft of Ride Information form is completed and awaiting deployment – To be sent in the new year
- Work on Point score section of website is behind schedule - Focus on this before the AGM
- Bronwyn's laptop is now with Mark to update.
- Mark is to hang onto the spare laptop for the time being. If it is required it can be passed on to the position holder

8.13 Swabbing Steward

Sioux Reid, Dorte Colja and Cate (EA) to be involved in the Swabbing protocol development.

8.14 Social Media

Report received

8.15 Grievance Officer

The President will follow up with Russell to provide an update on actions that have been taken.

9. GENERAL BUSINESS

9.1 Membership Fees

It was agreed to allow full up-front payment for rides. The RO is to determine whether to do up-front payments or just pre-nomination. The RO must have a refund policy and this must be publicised. It must be identified if the pre-nomination fee is refundable or not. Where full up-front payment is adopted for rides then a full refund must be made if notification is received from 24-48 hrs out from the ride – the RO is to determine the timeframe within this specified range. A policy needs to be drawn up, publicised to members and sent to ROs.

The membership fees were discussed and it was determined that the membership fees would remain at the same level as for 2019.

Motion 07/11/19: Moved that the membership fees remain at the same level as for 2019.

Moved: The Committee

Seconded: The Committee

Carried

9.2 Day Membership Fees

It was noted that the cost to VERA for a day member is \$7. Considerable discussion ensued on whether to decrease the Day Membership Fees.

Motion 08/11/19: Moved that the Day Membership Fee will be reduced \$20, the value of the discounted membership be reduced to \$20 and the Day Membership Fee for the 5km event will remain at \$5.

Moved: Ellen Prestage

Seconded: Carol Laidlaw

Carried.

The Membership forms and Ride Fee Form are to be modified, ROs to be notified and Members to be advised.

9.3 Allocation of Chief Stewards to Rides

It was decided that the method of CS being appointed to rides would remain unchanged.

9.4 Promotion at Shows

It was agreed that this was not achievable.

9.5 Policy – Dogs at Rides

Motion 08/11/19: That the Policy – Dogs at Rides be adopted.

Moved: Michael Milne

Seconded: Paul Nugent

Carried

9.6 Annual General Meeting

Unavailable to attend the AGM:

- Paul
- Michael

Available to attend the AGM:

- Kerrie
- Ellen
- Linda
- Jennie
- Linda

Yet to be determined:

- Geoff
- Paulene
- Martin

10. LATE ITEMS

10.1 Late Correspondence Inwards

Gippsport – Forwarding the Presentation from the Fair Play Code Workshop

AERA – Forwarding Letters regarding CS Compliance

Digger Leehane – Swabbing at State Championships

Carly Loughnan – Payment of outstanding monies

Actions to be undertaken:

- Respond to Digger's Letter

11. MEETING CLOSED

Meeting closed at 4.11 pm