

VICTORIAN ENDURANCE RIDERS ASSOCIATION INC.

MINUTES OF STATE MANAGEMENT COMMITTEE MEETING

Date 29 February 2020
Location Quest Caroline Springs
234 Caroline Springs Boulevard
Caroline Springs

1. WELCOME BY PRESIDENT

Meeting commenced at 10.02 am

Linda welcomed all the Committee to the meeting and thanked them for their attendance.

2. PRESENT

Linda Tanian, Carol Laidlaw, Ellen Prestage, Kerrie Gabb, Michael Milne, Paul Nugent

3. APOLOGIES

Apologies have been received from the following Committee Members:

- Mezcal Manners
- Paulene Drew

4. CONFLICT OF INTEREST

Declaration of Conflicts of Interest by Committee Members

Committee Member	Point of Conflict	Reason
Kerrie Gabb	Mark Gabb (Webmaster) GERZ	Personal relationship Gippsland Championships
Paulene Drew	Mt Cole Ride	Ride Organiser
Ellen Prestage	GERZ	Gippsland Championships
Paul Nugent	Bek Williamson Lancefield Ride	Personal Relationship Ride Organiser
Mezcal Manners	GERZ	Gippsland Championships

5. VISITORS

Nil

6. MINUTES FROM PREVIOUS MEETINGS

Minutes from Meeting held on 1 February 2020

6.1 Amendments

Change Agenda to Minutes in the title of the document.

6.2 Adoption

Motion 01/03/20: That the Minutes, subject to the amendments, from the meeting held on 1 February 2020 be adopted.

Moved: Michael Milne
Seconded: Carol Laidlaw
Carried

6.3 Business Arising:

The following items of business arising from the minutes were discussed:

- It was agreed that 200 Vet Cards would be ordered
- The Rochester Ride will not be proceeding
- The Tonimbuk Ride is not proceeding at the moment as access to the Bunyip State Forest is not yet available. Ashley Van Leeuwin will advise when it can proceed.

Minutes from Meeting held on 30 November 2019

6.4 Amendments

Nil

6.5 Adoption

Motion 02/03/20: That the Minutes from the meeting held on 30 November be adopted.

Moved: Ellen Prestage
Seconded: Kerrie Gabb
Carried

6.6 Business Arising

Nil

7. RATIFICATION OF ONLINE MOTIONS

Motion 03/03/20: That the Online Motions be ratified.

Moved: Kerrie Gabb
Seconded: Carol Laidlaw
Carried

8. CORRESPONDENCE

8.1 Inwards

Actions required for the Inwards Correspondence:

- Check to see that a response had been provided to Digger Lehane's correspondence and send letter if this matter has not been finalised
- The number of swabbing samples to be completed this year will be 11
- The request from AERA for number of horses swabbed in 2019 is incorrect as VERA does not have final numbers – this would be available from AERA's EADCM Coordinator
- The application for a leave of absence from Paulene Drew was accepted
- Presentation of AERA Distance Awards are to be made to Shannon Decker and Nikki Robinson at the State Championships

8.2 Outwards

Actions required for the Outwards Correspondence:

- Michael to look at the legislation to see if volunteers need to register at the club level of the state level
- Linda to follow up with Janeen to see if the ETS is required for the Brimpaen ride

Motion No. 04/03/20: That the correspondence be received.

Moved: Ellen Prestage

Seconded: Carol Laidlaw

Carried

9. REPORTS

9.1 President

A request has been received to start the VERA Training Weekend at 1 pm. This is not possible due to the timing of the activities at the ride.

9.2 Treasurer

Donations for the VERA Training Weekend have been received from Pam Cox (\$200) and Jo Francis (\$100). A letter of thanks is to be sent to Pam and Jo. Trybooking nominations have reached approximately \$500. When the appropriate time has been reached these funds can be transferred to VERA, but we need to keep some funds in Trybooking for any refunds that are requested.

Motion No. 05/03/20: That the tabled accounts be paid.

Moved: Kerrie Gabb

Seconded: Michael Milne

Abstained Ellen Prestage and Carol Laidlaw

Carried

Motion 06/03/20: That the Treasurer's Report be received.

Moved: Kerrie Gabb

Seconded: Paul Nugent

Carried

9.3 Calendar Coordinator/Insurance

Ride Applications

Ken Bradley has followed up with a possibility of a ride at Won Wron – Linda will ring Jane (contact at Harness Club). Kim was trying to get Emma Holland to do a ride as well as Sioux Reid. Renee Henry was a possibility also.

Review of dual affiliation requests following change in dual affiliation rules:

- Monarto on 7 & 8 March – No (weekend prior to the VERA Training Weekend)
- Mil Lel on 9-12 April – Yes
- NSW State Championships (Bondo) on 6, 7 & 8 June – No (weekend after Mt Cole)

Linda will ring Mel Scott and advise of this update.

Need to update the Ride Application form to include the dual affiliation rule conditions.

Insurance

Paul will apply for a Certificate of Insurance for:

- Mitchell Shire for the Ride Organiser's Seminar on the 4th of July
- Lorraine and Graeme King for use of their property for the VERA Training Weekend

9.4 Assets Officer

Actions arising from the Assets Officer report:

- Request the return of the VERA Trailer from Naomi
- Ask the people who are currently looking after the Central (Martin Mizzi) and Western (Julie Woods) trailer if they are happy to retain the custodianship of the trailers
- Kerrie to distribute the bibs to the trailers when they arrive
- The trailers are covered by the insurance on the towing vehicle usually, but we need to go the insurer and ask the question
- Michael to look at the various scenarios and report back
- Biosecurity packs will be donated by Michael Milne – letter of thanks to Michael for his generosity

9.5 Logbook Registrar

Linda to ask Bronwyn if she wants to send out an email notification to members for the annual logbook return. Need to put up a post on FB and the website asking members to send in their annual logbook return.

9.6 Membership Registrar

Paulene was going to chase up Julie Woods to ensure that she put in her membership application form. It was agreed that all life members should have a membership form emailed to them at the start of the year as a reminder to renew their memberships.

9.7 Merchandise Officer

Linda will talk with Mez about progressing the merchandise items.

9.8 TPR Coordinator

No response received from any of the TPRs as yet.

9.9 Veterinary Coordinator

Vets organised for the VERA Training Weekend:

- Head Vet: Lesley Hawson
- Treatment Vet: Sarah Bailey
- Ash Greeves has offered to assist when not riding if it is busy

9.10 Veterinary Coordinator

Report received.

9.11 Social Media

The link for setting up details on the website has been sent to Janeen Smith for the Brimpaen ride. Michael raised the following question about the Events page on the VERA FB page:

- The RO doesn't know when a question has been raised. Is there any functionality that allows the RO to be directly notified of these comments?
- Can the RO be tagged in the event?

9.12 Grievance Officer

Linda to provide an update to Russell on the outcomes from the mediation session and progress to date on VERA's adherence to the agreement reached.

9.13 Governance Sub-committee

Linda to provide a list of the policies to Michael and provide access to these documents via Drop Box.

10. GENERAL BUSINESS

10.1 VERA Swabbing Program

The number of samples to be taken and the number of rides at which sampling would occur has been determined by the SMC. The President and Horse Welfare Officer will determine which rides are swabbed and the number of swabs to be taken at each of these rides.

10.2 Ride Organiser Training

The following sessions would be run at the training day:

- Timeframes
- Permit Applications & Information Required (Linda)
- Financials & Online Nomination Systems (Michael)
- Sponsorship (Paulene)
- AERA Regulations & Paperwork
- Facilities & Ride Base
- Support Personnel & Catering
- Track Marking
- Ride Run Sheet/Organisation
- ETS (Linda)
- Role of the Chief Steward (Digger Leehane)

Other details:

- 10 am to 4 pm
- Need access to the data projector
- Invite Sioux Reid, Bronwyn Cuthbertson, Digger Leehane, Janeen Smith
- Ken Bradley to talk about his initiative

10.3 New Incorporated Association

It was agreed that the new incorporated association should be utilised for Victorian Quilties only and would exclude normal rides. Details for the new incorporation:

Name: Victorian Tom Quilty Association Inc.

Purpose: Should be tailored to the Quilty (Michael to draft up a purpose and Linda will look at the AERA Quilty Event document)

Financial Year: 1 January to 31 December

Wind Up: Fees go to VERA Inc.

Membership Fees \$0.00

Eligibility for Membership:

- VERA Inc can't be a member
- VERA SMC members and members of the sub-committee

Need to put together a Terms of Reference for the Quilty Committee as it is a sub-committee of VERA

11. OTHER GENERAL BUSINESS

Carol will touch base with the Brimpaen Ride Organiser to see if there is any support required from VERA.

12. LATE ITEMS

12.1 Late Correspondence Inwards

- AERA – Special Resolution for adoption of new constitution

Motion No. 07/03/2020: That VERA will support the Special Resolution proposed by AERA for the AERA Annual General Meeting 2020.

Moved: Committee

Seconded: Committee

Carried

12.1 Late Correspondence Outwards

- AERA – Sending a copy of the Financial statements to AERA

13. NEXT MEETING

The next meeting of the VERA SMC will be the held on the 18 April 2020.

14. MEETING CLOSED

The meeting closed at 2.02 pm.