

VICTORIAN ENDURANCE RIDERS ASSOCIATION INC.

MINUTES OF STATE MANAGEMENT COMMITTEE MEETING

Date 24 May 2020
Location Web Conference

1. WELCOME BY PRESIDENT

The meeting opened at 10.05 am.

2. PRESENT

Linda Tanian, Ellen Prestage, Kerrie Gabb, Mezcal Manners, Michael Milne, Paul Nugent

3. APOLOGIES

Apologies have been received from the following Committee Members:

- Paulene Drew
- Carol Laidlaw

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 MEETING HELD ON 18 APRIL 2020

6.1 Amendments

Nil.

6.2 Adoption

Motion No. 01/05/2020: That the minutes of the meeting held on 18 April 2020 be adopted.

Moved: Ellen Prestage

Seconded: Paul Nugent

Carried.

6.3 Business Arising

No updates on trailer or insurance yet.

7. RATIFICATION OF ONLINE MOTION

Motion No. 02/05/2020: That the online motions be ratified.

Moved: Ellen Prestage

Seconded: Mezcal Manners

Carried.

8. CORRESPONDENCE

Actions required for the inwards and outwards correspondence:

- Respond to the email from Geoff Jolly and advise that there are no outstanding bullying allegations
- Follow up to see if the Horse Catastrophe information has been posted for the information of members
- Leave the names of the CS folk who have not yet renewed their membership as they may not be renewing until the half year point, advise ROs that not all CS folk have renewed, post a notice asking members to consider becoming a CS
- Notify ROs of VERA's recommendations for the CS ratio

Motion No. 3/5/2020 That the Inwards and Outwards Correspondence be received.

Moved: Ellen Prestage

Seconded: Michael Milne

Carried.

9. REPORTS

9.1 President

It was agreed to write a letter to Bek Williamson to thank her for her efforts with the VERA Virtual Ride.

9.2 Treasurer

Incoming Accounts

Name	Details	Amount
S Reed	Invoice 7884 - Bibs for Membership Registrar	\$487.30
K Gabb	Accounting Software Package Feb - May	\$76.50
Mt Cole Endurance Ride	Refund of Overpaid Ride Application Fee	\$80.00
	Total	\$643.80

Motion 04/05/202: That the tabled accounts be paid.

Moved: Mezcal Manners

Seconded: Paul Nugent

Abstained: Kerrie Gabb

Carried.

Kerrie advised that we were still tracking according to the prepared budget except for the extra bibs and payment for the additional level spam filtering. With the possibility of restrictions being lifted it is likely that we will have some income from rides, which had not been included in the budget so this will offset any additional expenses incurred.

Motion 05/05/2020: That the Treasurer's Report be received.

Moved: Kerrie Gabb

Seconded: Michael

Carried.

9.3 Calendar Coordinator/Insurance

Ride Applications

Eldorado are talking about running a training ride in September.

A ride application has been received from Mt Cole Endurance Riders Inc. for a ride to be run on 2,3 & 4 April 2021. All events will be run on the Saturday. Paul indicated that this was the Easter weekend and that Mt. Cole was only running one day of rides. It would be better to have this weekend for rides on both days. Paul also raised the question as to whether the fire season was going to be an impact on this weekend as it was last year? Paul will check with Paulene and get back to us to allow this ride to be approved.

9.4 Honorary Vet

Linda will follow up with Narelle to see if contact had been made with the new vet, Dr. David Shaulders.

9.5 Merchandise Officer

The Committee discussed the merchandise proposal. It was noted that the pricing quote was ex GST and that it . The Committee agreed to the following:

- Order 20 units of the Polo Shirt, Jacket, Hoodie and Cap initially
- Introduce the other items if there is demand
- Keep the pricing low initially
- Promote the pricing as an early bird pricing to generate quick sales
- Postage cost would be additional and would be payable by the purchaser
- Sales prices would be:
 - Polo Shirt - \$43.00
 - Jacket - \$58.00
 - Hoodie - \$53.00
 - Caps - \$18.00

Motion No. 06/06/2020: Moved that VERA progress with the ordering of 20 polo shirts, jackets, hoodies and caps from Maxx Promotions and sell at price points of \$43, \$58, \$53 and \$18 each.

Moved: Mezcal Manners

Seconded: Ellen Prestage

Carried.

Actions required to support the sale of the merchandise range are:

- Mark to get the merchandise page on the website happening
- Kerrie to ask Mark to provide us with details of what is included the website page as soon as possible
- An order form may need to be created
- Kerrie will do some research into the mobile payment point
- Prepare a post for social media once the infrastructure is in place

9.6 Governance Sub-committee

Michael reported on progress on incorporate the new Victorian Tom Quilty Association. 21 days' notice is required for the meeting at which authorisation to incorporate the association is required and approval of the rules of the Association. Michael will send the proposed rules, which are based on the model rules, to the SMC for review. He will also prepare the draft Terms of Reference for the Quilty Committee and present these to the next meeting as well.

10. GENERAL BUSINESS

10.1 Restarting the Sport

The Committee discussed the current state of the COVID-19 restrictions. An update came through from the State Government during the meeting and this was reviewed. The relaxation of the current rules did not provide any opportunity for re-starting rides as only 20 people were allowed at outdoor events and sports could only re-start if shared facilities were not used. Camping was also not permitted. The next level of relaxation also did not seem to provide an opportunity for re-start.

The discussion covered the impact on ROs if an infected person attended the event. The biosecurity requirements were discussed particularly around sharing of toilet facilities and cleaning regimes. The AERA COVID-19 Working Party is working on a checklist for rides and that should be available soon.

The actions arising from the discussion are:

- Organise a meeting with ROs to discuss how rides could be run and to see whether there is interest in submitting ride applications.
- Paul will touch base with the 3 rides that are still on the calendar to see if they are intending on running their event if restrictions permit.
- Linda to do post for the social media platforms to update riders on the status of rides
- Linda to see if a COVID-19 Risk Management assessment template exists that could be passed onto ROs for their use

11. OTHER GENERAL BUSINESS

Nil.

12. ACTION LIST

The Action List is to be updated and distributed to the Committee.

13. LATE ITEMS

13.1 Late Correspondence Inwards

Ride Application – Mt Cole Endurance Ride

13.2 Webmaster's Report

Progress

- There has been minimal progress on any actions since the last meeting due to overwhelming workload from Job (Covid-19 stuff)
- New Email blocking system in place
- Currently over 1000 emails blocked per month

Statistics

Website

Visitors	Count
Today	77
Yesterday	89
This week	257
This month	1586
Total	52342

There has been a minor increase in the number of website visits in the last month. Possibly related to the releasing of restrictions.

Last Month

3981	Contacts
3428	Ride Forms
2561	 Committee
2496	Minutes
2287	Rider Forms

This Month

4266	Contacts
3640	Ride Forms
2928	 Committee
2709	Minutes
2472	Rider Forms

14. NEXT MEETING

The next meeting will be held on 20 June 2020.

15. MEETING CLOSED

The meeting closed at 12.22 pm.