

# VICTORIAN ENDURANCE RIDERS ASSOCIATION INC.

## MINUTES OF STATE MANAGEMENT COMMITTEE MEETING

**Date** 29 August 2020  
**Location** Electronic Meeting

Meeting commenced at 10.03 am.

### 1. WELCOME BY PRESIDENT

Linda welcomed all to the meeting and thanked everyone for their continuing contribution to endurance riding.

### 2. PRESENT

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

### 3. APOLOGIES

Apologies have been received from the following Committee Members:

- Nil

### 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
Paul Nugent	Bek Williamson	Personal Relationship
Carol Laidlaw	Peter Laidlaw	Personal Relationship

### 5. VISITORS

The following members have indicated they will be attending the meeting:

- Nil

### 6. MINUTES FROM PREVIOUS MEETING HELD ON 25 JULY 2020

#### 6.1 Amendments

Nil

#### 6.2 Adoption

**Motion No. 01/08/2020:** Moved that the minutes from the meeting held on 25 July 2020 be adopted.

**Moved:** Ellen Prestage

**Seconded:** Carol Laidlaw

**Carried**

#### 6.3 Business Arising

Discussed the virtual ride that Bek will organise. Paul advised that the entry fee had doubled to \$14 US and the software owners were now much slower to respond. Bek has talked to them about the lack of response

and pricing and got it sorted. Bek has looked at the images available and there isn't much available that is in the bush. Suggested that we just do a simple one and have some points of interest for everyone who participates.

## 7. RATIFICATION OF ONLINE MOTIONS

No motions were moved online between meetings.

## 8. CORRESPONDENCE

The actions required for the inwards and outwards correspondence:

- Linda to follow up with ROs from the last couple of years to gather the required information and forward it onto Mark Dunn
- Linda to provide advice to Sandra that Tracey John does not need to resign her membership as she can still compete in NSW under her Victorian membership for the remainder of the year
- Jen Green has responded to Kate Carps and provided the appropriate information
- Provide advice back to Mark Dunn that the updated CS Exams are acceptable

**Motion No. 02/08/2020:** Moved That the correspondence be received.

**Moved:** Michael Milne

**Seconded:** Kerrie Gabb

**Carried**

## 9. REPORTS

### 9.1 Treasurer

In the time since the last SMC meeting, I have managed to:

The trailer number plates are still with Kerrie. Kerrie will post the new plate to Martin and ask him to install it on the Central trailer. Linda will take the other number plate for the Western trailer.

Incoming Accounts

Name	Details	Amount
AERA	Invoice 1012 – Liability Fees	\$260.00
AERA	Invoice 1013 – Affiliation fees	\$128.00
Kerrie Gabb	As per reimbursement form attached	\$276.56
Mezcal Manners	Reimbursement – Merchandise Postage	\$12.45
	<b>Total</b>	<b>\$677.01</b>

**Motion No. 03/08/2020:** That the tabled accounts be paid.

**Moved:** Ellen Prestage

**Seconded:** Carol Laidlaw

**Abstained:** Kerrie Gabb, Mezcal Manners

**Carried**

### Membership Refunds

The Committee looked at the figures provided by Kerrie. The spreadsheet identified that the full membership cost paid in 2020 would cover the fixed component (fees payable to AERA) for both 2020 and 2021. The Committee discussed this issue in depth covering:

- Providing a refund to only those people who applied
- Providing a proportional refund as some months of full service had been provided
- Transferring the membership to next year as this is less work than trying to provide a refund
- Ensuring that members still have voting rights
- Confirming that this has no impact on personal accident insurance which can't be refunded
- Ensuring that the option selected was equitable

Agreement was reached that full memberships would be rolled over to the 2021 if the member wished to select this option on the 2021 membership form. If members wished to pay their full membership and assist the Association that would be acceptable. It was determined that if the member did not want to renew their membership in 2021 there would be no refund of the 2020 membership fee.

Michael suggested that half of the 2020 membership revenue would need to be transferred to next year as accrued revenue.

All members of the SMC indicated that they would be paying their membership next year and would not be taking up the rollover option.

Kerrie and Sandra will work together to make sure that we don't have people applying for a transfer next year if they weren't a member this year.

**Motion No. 04/08/2020:** That the Membership fees for 2020 be rolled over to 2021 and current members will not be required to pay a membership fee for next year.

**Moved:** Committee

**Seconded:** Committee

**Carried**

This outcome will be publicised FB and our website. Linda to update the Membership forms for to include a rollover option, which will allow members to either opt in for the rollover or pay their full membership. Kerrie to talk with Sandra. Letters to be sent to the people who asked for refunds directly and provide them with an update.

**Motion 05/08/2020:** That the Treasurer's Report be received.

**Moved:** Kerrie Gabb

**Seconded:** Ellen Prestage

**Carried**

## 9.2 Merchandise Officer

**Motion No. 06/08/2020:** That the VERA Bandana Buffs be charged at \$15 per buff plus \$6 postage per order where no other merchandise is ordered at the same time.

**Moved:** Mez Manners

**Seconded:** Carol Laidlaw

**Carried**

It was agreed that the following actions would be implemented:

- Do a separate order form for the buffs which will go on the website and the FB page
- Do an invoice for the SMC buffs – Mez will send a list to Kerrie
- SMC to advise Mez of their address for posting the buffs
- Orders from FB totalled 88 so an order for 100 buffs will be placed

Kerrie is still to follow up on the price of the old merchandise that was provided to us. Some of the items will not have an associated cost as they were just provided by the supplier as samples.

## 10. GENERAL BUSINESS

### 10.1 Tom Quilty 2023 Preparations

The SMC reviewed the Terms of Reference provided by Michael.

**Motion No. 07/08/2020:** That VERA adopt the Terms of Reference for the Victorian Quilty Committee Association

**Moved:** Michael Milne

**Seconded:** Ellen Prestage

**Carried**

### 10.2 Rules Competition

The SMC agreed to run the Rules competition.

**Motion No. 08/08/2020:** That the Facebook Rules Competition be run for a 4 week period as per the competition rules submitted to the SMC.

**Moved:** Ellen Prestage

**Seconded:** Carol Laidlaw

**Carried**

### 10.3 Virtual Q & A Session

It was agreed that we would proceed with this activity.

## 11. OTHER GENERAL BUSINESS

No additional general business items were raised during the meeting.

## 12. LATE ITEMS

### 12.1 Association Information

Linda to pull together a document detailing important Association information and send it around to everyone to add any further details.

### 12.2 Late Correspondence

AERA – Forwarding a research project survey and seeking assistance from VERA in distributing this survey to its members

It was agreed that Get the link posted on our FB page

### 12.3 Trailer Insurance

Kerrie has received the following information from our insurer regarding the trailer insurance:

Further to your email, we have attached the following:

- Endorsement to include trailer items on to the current business policy \$293.90 (from 20/08 to 18/11)
- Quotation to insure both the Western & Central trailer - \$484.38 (annual quote)
- Commercial motor PDS/policy wording
- SUREWiSE FSG

The property quote wasn't as competitive as I had thought – the annual quotation will be around \$1,000 for the year (for the trailer items). It is an expensive rate as it covers the items whilst in transit and anywhere in Australia. I did try a few other Insurers, but QBE still seemed to be the most competitive.

Feel free to call me to discuss further - hopefully this will assist you further at your meeting.

With the attachments they are:

- Surewise financials services Guide - for everyone to read
- QBE commercial motor policy - for everyone to read
- Surewise Q4428 , this is to insure the 2 trailers only, no contents, this is a yearly policy - will need to discuss and vote
- Surewise Invoice 85430, this is our existing policy we have for the 3 x clocks , the trailer contents for the 2 x trailers has been added to this. As you can see this cover ends in Nov as that is the month for the clock policy. With this, when it changes to a full year for the trailer contents and the clocks Kendall did assumed it would be \$1,000 for the year, but I have since spoken to her since she wrote the email and she said she could possibly get it to \$800.00. So she said the range would be \$800-1,000.
  - We need to work out as we are shuffling policy around, do we ask Kendall to take the GERZ clock off, and we reimburse GERZ the amount left? So for GERZ they paid \$110.00 for 12 months, so \$9.16 pm. They have had 9 months of insurance (Nov19 - Aug20) = \$82.50. So we would refund them \$27.50.
  - Leave GERZ clock on there and ask Kendall every year what their portion is, (which will take Kendall a bit of work) and get it reimbursed from GERZ
  - We need to decide on if we are happy with the \$293.91 for the rest of the year vote
  - We need to discuss the yearly quote and vote on if we are to do this too.

The Committee discussed the options and decided to write to GERZ to discuss insurance situation. Kerrie will get a quote from Kendall for the GERZ insurance options.

**Motion No. 09/08/2020:** That we accept the quote for the trailer insurance for a total of \$484.38 for 12 months.

**Moved:** Kerrie Gabb

**Seconded:** Mez Manners

**Carried**

**Motion No. 10/08/2020:** That we accept the quote for the trailer contents insurance for a total of \$293.90 to the end of November 2020.

**Moved:** Kerrie Gabb

**Seconded:** Paul Nugent

**Carried**

### 13. NEXT MEETING

The next meeting is scheduled for 3<sup>rd</sup> October 2020.

### 14. MEETING CLOSED

Meeting closed at 12.32 pm.