

VICTORIAN ENDURANCE RIDERS ASSOCIATION INC.

MINUTES OF STATE MANAGEMENT COMMITTEE MEETING

Date 5 December 2020

Time Commenced 10.03 am

1. WELCOME BY PRESIDENT

Linda welcomed all to the meeting and thanked everyone for their ongoing commitment and contribution to VERA. It has been a big effort with the complications of COVID-19.

2. PRESENT

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

3. APOLOGIES

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

Nil

6. MINUTES FROM PREVIOUS MEETING HELD ON 17 OCTOBER 2020

6.1 Amendments

Nil

6.2 Adoption

Motion No. 01/12/2020: That the minutes from the meeting held on 17 October 2020 be adopted.

Moved: Mezcal Manners

Seconded: Ellen Prestage

Carried

6.3 Business Arising

The following business was identified as arising from the minutes:

- Kerrie indicated that she was not able to find previous stock prices for the old stock. The list of old stock, and agreed discount sale prices, is:
 - 5 polos - \$10 each

- 4 vests - \$15 each
- 3 jumpers - \$15 each
- 11 caps - \$5 each

Mez will take photos of the gear and promote the old stock. Postage is to be charged at normal costs. Mez advised that she will take the merchandise, both old stock and new items, to the AGM.

- Kerrie has heard back from the auditors and there are just a couple of grammatical and formatting changes to the financial statements, no errors.
- GERZ Trailer – An audit was done on the trailer with the items collated. It has been agreed with GERZ representatives that the trailer will be handed back to VERA. Michael to add the trailer to the asset register. Kerrie will update the depreciation register. Still need to validate arrow numbers and bibs. Ellen to confirm numbers for the bibs. GERZ are still discussing this. They may need to donate the tables to VERA. The understanding is that the trailer belongs to Gippsland and can be used by the other ride organisers. Linda to send the list of items in the trailer to GERZ. Also need to organise to get the registration transferred over into VERA's name. All of this agreement needs to be written up formally.
- Privacy policy – Linda advised that she had not been able to find a privacy policy in the VERA files. The Governance SC is to develop a policy based on the version provided by Sports Community.
- Annual Award commemorating Geoff Jolly – The late correspondence from Eric Thomas' solicitor, regarding the restriction on the use of the Geoff Jolly's name for awards or memorial rides was discussed. The President is to respond to the solicitor's letter and acknowledge receipt. Linda will also contact Eric to discuss the matter further as VERA still want to present an annual award.

7. RATIFICATION OF ONLINE MOTIONS

Motion No. 02/12/2020: That the online motions be ratified.

Moved: Michael Milne

Seconded: Ellen Prestage

Carried

8. CORRESPONDENCE

8.1 Inwards

The actions required for the inwards correspondence:

- Linda to write back to GERZ and acknowledge that the communication process could have been handled better
- AERA to be notified that VERA does not support the change to the awarding of the Top 10 rugs
- A copy of the AERA Recommended Vet Fees for 2021 is to be provided to ROs, Vets and publicised on VERA's social media platforms
- Prepare an article on ride costs for the information of members
- Handover of Pointscore role to be organised between Caroline and Bek. Carol and Ellen to pickup the laptop in Caroline's possession. An advertisement is to be placed for a new Pointscore Registrar. This role covers organisation of end of year trophies. Letter of thanks to be sent to Caroline for her hard work over the years.
- Need to advise AHSA of the date and location for the 2021 State Championship to allow the sponsorship offer to be taken up
- AERA Fees and Charges 2021 to be publicised to members via the social media platforms and to ROs. Kerry to check if the \$10 affiliation fee is already being charged.
- Provide information to Narelle on Clare Proudfoot's contact details. Narelle to take her through the rules and then add to the vet list. Notify AERA once this has happened.
- Check with AERA if the AERA Insurance Policy information can be published. If so, do a post to get it on the social media platforms.

Motion No. 03/12/2020: That the correspondence be accepted.

Moved: Ellen Prestage

Seconded: Carol Laidlaw

Carried

9. REPORTS

9.1 Treasurer

Everything has been sent to the auditor and they have reported there are no financial issues. Just a few fixes on the grammar and text of the report are required. Questions raised:

- They raised the issue of moving half the membership funds to next year
- Asked about the income from donations for the ride at Rosedale but were happy with the explanation.
- They read about the Quilty being cancelled and questioned the Quilty expenses
- Happy with the explanation about timing of expense allocation to VERA from AERA

Incoming Accounts

Name	Details	Amount
Kerrie Gabb	Intuit Reimbursement	\$255.16
Australia Post	Postage	\$26.38
	Total	\$281.54

Motion No. 04/12/2020: That the tabled accounts totalling \$281.54 be paid.

Moved: Carol Laidlaw

Seconded: Paul Nugent

Abstained: Kerrie Gabb

Carried.

Motion No. 05/12/2020: That the Treasurer's Report be adopted.

Moved: Kerrie Gabb

Seconded: Michael Milne

Carried

9.2 Calendar Coordinator/Insurance

Ride Applications

A ride application has been received for a Training ride to be run by GERZ on 13th & 14th March 2021.

Motion No. 06/12/2020: That we accept the application from GERZ for their training weekend to be held on 13th and 14th March 2021.

Moved: Paul Nugent

Seconded: Michael Milne

Abstained: Ellen Prestage, Kerrie Gabb, Mezcal Manners

Carried

Paul will notify GERZ that their ride is accepted. This needs to go up on the AERA Calendar and the VERA Calendar as well as a post on social media.

Ellen advised that GERZ is also looking at the September/October date for another ride. The Lancefield ride is in the process of being organised.

Paul is to add the WA Tom Quilty to our calendar as well. The question was raised as to whether we write to our ROs to advise that their \$80 fee is rolled over to the 2021.

Transfer of Ride Deposit

The following is a list of all rides that had Ride Applications submitted for 2020 and have paid the \$80 fee, which has been agreed would be transferred to the 2021 year if the Ride Organiser submitted an application for a ride.

Association	Ride	Contact Point
Moorabool Plains Endurance Riders	Brimapean	Janine Smith
North Central Endurance riders	Lancefield	Paul Nugent
Moorabool Plains Endurance Riders	Eldorado	Louise Mackey
Mt Cole Endurance	Mt Cole	Paulene Drew Rescheduled 03/04/2021
Gippsland Endurance Ride Zone	Toongabbie	GERZ Rescheduled 13/03/2021
Ararat Pony Club	Ararat	Jill Marshall
Moorabool Plains Endurance Riders	Snake Valley	Renee Henry
Moorabool Plains Endurance Riders	Tallangatta Valley	Naomi McGaffin
Dergholm	Dergholm	David & Trish Reeves

9.3 Logbook Registrar

A notification is required on FB and website that members fill in the Annual Endurance Logbook Return and send it Bronwyn. Include a link to the form on the website. Reminder about membership renewals.

9.4 Membership Registrar

Responses to questions raised by Sandra:

- Can members roll over their half year membership? Yes, under the same conditions of membership (July – December). They can also pay the difference between full and half membership. This needs to be publicised on FB and the website.
- If they can rollover their half year membership, can they only roll it over from July? Yes, see previous answer.
- Can they roll over their half year membership at the beginning of the year and pay the difference between full and half year to take out a full year membership? Yes, see first answer.
- Can family memberships roll over? Yes.
- If family memberships can roll over, what happens if one of the junior members has upgraded to adult riding since last year? We did not have anyone from the family category where this was going to occur. There are no junior members rolling from Junior to Adult in 2021.

Need to:

- Remind people about the full year rollover
- Send the responses to Sandra

9.5 Merchandise Officer

The Committee did not support the addition of stickers to the merchandise lines.

Mez to send around the totals of stock outstanding. Kerrie will advise whether we are in profit yet from the merchandise.

Merchandise still available:

- Buffs (100) 37
- Caps (20) 19
- Hoodie (20) 14
- Polo (20) 16
- Jacket (20) 14

The number in the brackets is the number of items that we started with.

9.6 Webmaster

Provide the feedback to Mark on the changes required to the Points and Distance Award pages.

10. GENERAL BUSINESS

10.1 Tom Quilty 2023 Preparations

We need to get the expression of interest publicised and move out the close out date to the end of March.

10.2 VERA AGM

The Committee discussed the arrangements for the AGM. Details are:

- Cost of hire of the venue is \$60
- Do we need to pick up of keys for the event?
- Contact Pam Ellis regarding the catering
- 11 am start
- BYO Chair and alcohol
- Need a PA system – Kerrie to follow up with Mark
- People can camp if they want
- Email notifications to go out this weekend
- Access to toilets at the top of the hill, which are public access and will be open
- No need to for a zoom meeting

10.3 2021 State Championships

The Committee discussed the requirement to reopen and EOI process, particularly considering what has occurred in the past. It was agreed that the EOI process did not require a re-visit as we were rolling over the State Championships because of the COVID shutdown of the sport.

Linda will ring David and Trish to see if they still want to do the State Championships. If they do, an online motion can be moved to rollover the State Champs to 2021.

11. OTHER GENERAL BUSINESS

General business raised:

- Ellen – We need a notice put up to get people to do the Ride Secretary job. It was suggested that we contact the people who did the course) to get more assistance. It would be great if we could get people to commit to a single ride and to be mentored.

- Mez – Suggested that we offer an incentive for rides for 2021. Mentor the ROs, offer up the incentive for ROs. It was pointed out that VERA have extended the offer to pay \$500.00 towards the cost of the vet fees.

12. LATE ITEMS

Late Correspondence Inwards:

- Innovate Legal – Requesting that VERA do not run a Geoff Jolly memorial ride or any award mentioning Geoff Jolly
- Ride application from GERZ for a training weekend to be run on 13 & 14 March 2021

13. NEXT MEETING

No dates for meetings have been set for the 2021 year. This is normally determined soon after the AGM when the new SMC has been elected.

14. MEETING CLOSED

The meeting was closed at 1.29 pm