

VICTORIAN ENDURANCE RIDERS ASSOCIATION INC.

STATE MANAGEMENT COMMITTEE MEETING MINUTES

Date 20 February 2021
Time 10:06am

1. WELCOME BY PRESIDENT

Linda welcomed everyone to the meeting and expressed thanks to all for giving up their time.

2. PRESENT

Linda Tanian, Mezcal Manners, Kerrie Gabb, Paul Nugent, Russell Robinson, Russ Gillingham, Hans Peuker, Ellen Prestage

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) GERZ	Personal relationship Gippsland Championships
Ellen Prestage	GERZ	Gippsland Championships
Paul Nugent	Bek Williamson	Personal Relationship
Mezcal Manners	GERZ	Gippsland Championships

5. VISITORS

Nil

6. MINUTES FROM PREVIOUS MEETING HELD ON 7 DECEMBER 2020

As SMC members did not have sufficient time to review the minutes and determine if any amendments are required an online motion will be conducted to adopt the minutes following the meeting.

7. MINUTES FROM PREVIOUS MEETING HELD ON 28 JANUARY 2021

7.1 Amendments

Nil

7.2 Adoption

Motion No. 01/02/2021: Moved that the Minutes of the SMC Meeting held on 28 January 2021 be adopted.

Moved: Paul Nugent

Seconded: Ellen Prestage

Carried

7.3 Business Arising

The business arising from the meeting will be dealt with under the Action Items list.

8. RATIFICATION OF ONLINE MOTIONS

Motion No. 02/02/2021: That the online motions be ratified.

Moved: Mezcal Manners

Seconded: Ellen Prestage

Carried.

9. CORRESPONDENCE

Action items arising from the correspondence:

- Member's name has been removed from the AERA website
- Send an update on the ride calendar to Tanya McDermott from HRV Hero's program
- Kerrie has now organised an account with VicRoads which will provide immediate information when issues require addressing
- The SMC determined the number of swabs to be taken and the number of rides at which swabbing will be completed. The President and Horse Welfare Officer will determine which rides will be swabbed and the numbers of swabs at the selected rides to be completed. The Swabbing Officer is to be informed and a notification to members of the swabbing program is also to be completed.

Motion No. 03/02/2021: That the correspondence be accepted.

Moved: Kerrie Gabb

Seconded: Ellen Prestage

Carried

10. REPORTS

10.1 Treasurer

MOTION 04/02/2021: That the tabled accounts be paid.

Moved: Kerrie Gabb

Seconded: Mezcal Manners

Carried

Motion 05/02/2021: That the Treasurer's Report be received.

Moved: Kerrie Gabb

Seconded: Paul Nugent

Carried

10.2 Calendar Coordinator/Insurance

Ride Applications

A ride application has been received from the Ararat Pony Club to run their annual event on 7 & 8 August 2021. Ride distances will be 5, 10 and 20km on Saturday with 20, 40 and 80km rides being run on Sunday. They have requested to be allowed to rollover their Ride Application Fee from the 2020 event which was approved.

Motion 06/02/2021: That VERA accept the ride application from Ararat Pony Club to run their ride on the 7 & 8 August 2021 consisting of a ride distances of 5, 10 and 20km on Saturday and 20, 40 and 80km on Sunday.

Moved: Paul Nugent

Seconded: Kerrie Gabb

Carried.

Paul to get this ride on the AERA calendar, Linda to ask Mark to get this up on the VERA calendar. Linda to do the social media notifications.

Paul advised that the Snake Valley ride will not proceed this year. Lancefield are still trying to get something happening but not a firm possibility at this stage. Ken Bradley has found a recreation reserve at Mia Mia and is trying to put together a ride.

Hans has spoken to Ken Bradley and Martin Mizzi about putting rides on. Spoke a bit about the support network for rides. The venue is there but he must have a dedicated group of people on whom he can rely.

The Dergholm ride was discussed, and the difficulty being experienced getting a second vet. We may need to obtain a vet from SA. Ledgwin may be able to help out. Lot of vets are keens to do rides.

Ride Application Fee

The SMC resolved to defer the discussion on the increase in ride application fees until the December meeting. Mez will include this item on the agenda for that meeting.

Transfer of Ride Deposit

Kerrie raised the question about refunding the ROs who paid their ride application fee in 2020 and are now not going to run a ride for this year. AERA does not charge any fees until the ride is run. It was agreed that Snake Valley, which is currently the only ride not proceeding in 2021, should have their ride application fee refunded.

Motion No. 07/02/2021: That the Ride Application Fee from 2020 be refunded to rides that will not be proceeding in 2021.

Moved: Kerrie Gabb

Seconded: Paul Nugent

Carried.

Kerrie to organise a refund for Snake Valley.

Ride Support Personnel

The table was updated to reflect the allocation of rides to SMC members.

Ride	Person
Dergholm	Linda
Toongabbie Trainer	Ellen
Garfield	Mez
Mt. Cole	Paul
Eldorado	Kerrie
Moyston	Hans
Ararat ride	Russell G
Emu Cup	No one required
VERA State Championships	Russell R

The ETS system will be used at the following rides:

- Dergholm
- Mt Cole

- Emu Cup

10.3 AERA Delegates

The Secretary is to write to AERA and request that Rule 62.5.2 be deleted given it is not enforceable and does not promote equity.

10.4 Assets Officer

Outcomes from the Asset Officer's report:

- Computers are currently held by Bronwyn (Logbook Registrar), Mez (Secretary), 3 are with Mark (1 to be sent to Ellen) and Caroline Noble holds one, which will be sent onto Bek (Pointscore Registrar)
- Finalisation of the GERZ trailer is waiting on Ellen to provide a reconciliation of the number of bibs that she holds. It was agreed that a reconciliation of arrows and signs was not required.
- Kerry is to update the Assets policy with the comments received from the review and forward to the new SMC for any further feedback
- It was agreed that new arrows would not be required in the Central and Gippsland trailers to reduce costs for this year

10.5 Horse Welfare Officer

The SMC discussed the EWS and how it operates.

10.6 Merchandise Officer

Mez reported that there have been no sales recently. She will take the merchandise to Dergholm. There was a good reaction from people at the AGM. Mez has confirmed that we still have a minimum order of 20 items. It was agreed that she would take any orders for items out of stock and advise that we have a minimum order level that needs to be reached before goods can be delivered.

10.7 Point Score Officer

The appropriate access to AERASpace has been provided to Bek as the Pointscore Registrar. Bek is to contact Caroline to organise the training. Kerrie will organise to pick up the laptop from Caroline and take it to the Dergholm ride to pass onto Bek.

10.8 TPR Coordinator

It was agreed that the SMC recognise those people who have achieved their 3 rides by letter and by social media post. We need to remind others who have attended TPR schools to send in their provisional card, once the 3 rides have been done, to Ellen.

TPRs had been found for Dergholm and Toongabbie.

11. GENERAL BUSINESS

11.1 Ride Application Form

The Ride Application form will be updated to require only the following information to be gathered:

- Ride Name
- Ride Base Location Address
- Ride Organiser Name, Ride Organiser Email, Mobile

- Ride Contact Person (if different to the Ride Organiser), Email and Mobile
- Dates: 1st preference
- Distances – Saturday Ride Distances, Sunday Ride Distances
- Incorporated Body and Inc/ABN No.
- Dual affiliation – Indicate that it is the RO that applies for this and we only need to know that they have applied, advising of the km limit for affiliation
- Notification of the Key Ride Roles needs to be with the VERA SMC at least 2 months prior to the event. Triggered by a contact from the Secretary 3 months prior to the event. Add the First Aid Officer to the list of people.
- Add Paul's mobile and email address
- No event advertising or electronic media promotion can be initiated prior to SMC approval of the ride application
- Name of Incorporated Club
- Postal address, contact details.
- Do not need a website address
- Remove: Club incorporated down to the Number of people including spectators at biggest event fields.
- Include: Does the Club have:
 - Risk Management Plan
 - Bio-security Measure
 - COVID-Safe plan
- Does the club provide any – Remove
- After enquiry – Remove
- Leave signature in
- Leave the rest as is

Linda to draft up the form and send around to everyone for comment.

11.2 2021 State Championships

It was agreed that it was not necessary to go through the EOI process as the event was simply rolled over from last year due to COVID restriction. The requirement for a call for EOIs for the 2022 State Championship was also discussed. As this event will be the responsibility of the Committee running the Quilty event there is no need to call for EOIs for 2022.

11.3 GERZ Trailer

This item was discussed earlier in the meeting.

11.4 COVID-19 Guidelines for ROs

It was determined that:

- QR codes are not operable in some locations so a simple contact list is appropriate in this scenario
- Presentations can be conducted outside, masks to be worn where social distancing requirements cannot be met
- Linda to amend the COVID Safe Plan and send to the SMC for review

12. OTHER GENERAL BUSINESS

Kerrie asked if we got any answer back from Quest Caroline Springs regarding the cancellation of the booking and the refund of the costs. Kerrie to chase up the refund.

13. ACTION LIST

Task	Allocated	Completed
Provide Russell G with a copy of the Vet List, Narelle's contact details and the AERA standard vet fees document to assist him with his role	Linda	Done
Provide Russell R with some information on what the Governance Subcommittee does	Linda	
Email to be sent to Sioux Reid to confirm she still wants to retain the role of Swabbing Steward	Linda	Done – no response
FB post to thank the VERA Support personnel for their on-going support	Linda	Done
Install FB Messenger App for group chat	Hans/Russ G	Done
Organise Quest Caroline Springs venue	Mez	Done
Catering to be organised for face-to-face meeting		Not required
Ride Sub-committee to submit action plan for approval by SMC	Hans, Ken & Martin	Nothing submitted
Get Emu Cup ride up on the AERA Calendar	Paul	Done
Notify the RO of the approval of the Emu Cup ride	Paul	Mez to do the letter
Add the ride to the VERA Calendar and post a notification on the VERA FB page	Linda	Done

14. LATE ITEMS

14.1 Late Correspondence

- AERA – AGM start time and date – Kerrie will be participating in the meeting
- AERA – Meeting notes from the MC Meeting held on 7 February

14.2 Vet Coordinator Report

Currently I have received the Vet contact list – Needs a lot of work to update & will be lean our committee to filter initially draft.

Regarding Dr Jane Charlotte Proudfoot or is it Clare?

- At this point I haven't had any response to my email to her as yet.
- Narelle Cribb said she has attempted make contact with a couple of times already with no luck.
- If I can find out what part Victoria she is that may help.

Please note:

- I have local Vet keen to be added to our list to attend rides in the west, But not next week. Added to list now.
- I note that there are Vets not willing to attend certain rides
- With regards to contacting Vets for rides, this process needs to be streamlined as one Vet I rang said that I was the sixth person to ring.
- One point of contact.
- I seek clarification on access to Ride Organizer application details re Vets.
- I have received the 2021 recommended Vet fees for accredited Vets- I need to ensure I understands these at this meeting.
- Items to discuss: Vet reg number to be included on the contact list.
- Update SA & NSW list required as well.
- May be worthwhile adding Emergency Vets to the Ride application process. Food for thought?

We need to organise an email conversation at a specific date and time. Hook up with Russell and organise an appropriate time to discuss Vets for rides.

15. NEXT MEETING

Saturday 20th of March 2021

16. MEETING CLOSED

Meeting closed 1pm